

### 3.5 Requirements for Logistics and Accommodation

The logistics and accommodation requirements are as follows:

- Prepare and arrange the assessment itinerary including opening and closing sessions, photo taking, interviews, site tour, etc as specified by AUN Secretariat;
- Provide meeting rooms and secretariat support with all necessary equipment for the assessment teams and AUN Secretariat for discussion and to prepare report and presentation;
- Provide internet access to all assessors and AUN Secretariat throughout the assessment;
- Provide airport transfer and local transport between hotel and assessment site(s);
- Arrange accommodation as specified by AUN Secretariat;
- Provide meals as specified by AUN Secretariat;
- Provide escorts or security personnel inside and outside the assessment site(s), if necessary
- Make arrangements at opening and closing sessions with the following requirements:
  - Provide necessary equipment including:
    - Notebook
    - Photocopy machine
    - Printer
    - LCD projector
    - Screen
    - Microphones
    - U-shaped conference table
    - Backdrop
    - 10 flags of ASEAN member countries (large and small)
  - Provide name badges and material folders or bags for participants
  - Assign one emcee for the event
  - Arrange the meeting room according to ASEAN protocol
  - Prepare materials for the Workshop

### 3.6 Requirements for Permitting Observers

For the purpose of staff development and learning, observers are permitted to attend specific parts of the site assessment. To safeguard the integrity and confidentiality of the assessment, observers must adhere to the following requirements:

- They must be from AUN-QA members, associate members or external party authorised by AUN Executive Director;
- They must be approved by AUN Executive Director with permission granted by the university being assessed;