



## **Organisation of the:**

### **Asia Pacific Hospice Conference**

#### **ORGANISATION & STRUCTURE**

### **Asia Pacific Hospice Palliative Care Network**

**c/o Division of Supportive & Palliative Care**

**National Cancer Centre Singapore**

**1 Hospital Drive, Singapore 169610**

**(hereinafter referred to as “APHN”)**

#### **Abbreviations used:**

<b>APHN</b>	Asia Pacific Hospice Palliative Care Network
<b>APHC</b>	Asia Pacific Hospice Conference
<b>LOC</b>	Local Organising Committee
<b>SCI</b>	Scientific Committee
<b>PCO</b>	Professional congress organiser

## 1. Requirements for APHC

- 1.1 The date for APHC should be with the agreement of APHN
- 1.2 All income and expenditure shall be agreed between the APHN, LOC, and the PCO and must be covered by the budget. The LOC, APHN and PCO shall agree to operate as economically as possible at all times.
- 1.3 The APHC budget must include set costs for the APHN and the LOC.
- 1.4 The financial liability of APHN will be capped at USD 10,000.
- 1.5 Reduced APHC registration rates shall be available for:
  - Students (undergraduates only)
  - Those from low and lower middle income countries (APHN applies the classification system of the World bank): <http://go.worldbank.org/D7SN0B8YU0>
- 1.6 Early bird registration rates apply until after abstract selection has taken place and authors have been notified.
- 1.7 Invited speakers are usually granted free registration & hotel accommodation during the APHC. At the discretion of the Scientific Committee speakers travel costs may also be reimbursed for economy class travel. Speakers from funded research collaborations are asked to cover their own travel costs. These costs must be included in the budget.
- 1.8 The Scientific Committee,, Executive Director and the APHN head office staff (4-5 people) shall have registration and accommodation costs covered in the congress budget. In addition, the SCI and APHN staff may also receive travel costs (economy class). The APHN Executive Committee receives free registration. All Scientific Committee and APHN Council members are expected to actively participate in the APHC programme. The members of the LOC (8-10 people) may have free registration and shall help where possible in the APHC programme.
- 1.9 Free APHC registration **may** be awarded by the APHN to: award winners (2 to 3 people), scientific and organising chairs of future APHCs (approximately 3 people), and a member of the official journal.(Journal of Palliative Medicine)
- 1.10 Press representatives shall have free registration to the conference on presentation of their credentials.
- 1.11 The APHN General Meeting shall be held during the APHC.
- 1.12 The APHN official language is English. Simultaneous translation into the national language can be offered for plenary sessions only.
- 1.13 The APHN name and logo and the APHN colours shall appear in conspicuous manner on the website, on all printed matter and publications as well as in the Conference halls. All printed matter must be approved by the representatives of the different parties.
- 1.14 A booth space (of at least 3 x 6 metres) for APHN Head Office shall be provided in a strategic position. All costs of the APHN booth shall be covered by the APHC budget.
- 1.15 Free booth (of at least 3 x 2 metres) space must be available for the local National Society and the organisers of the next APHC,.
- 1.16 Space at a reduced rate (to be coordinated jointly by the APHN and LOC) may be offered to the national association members, and collaborating Non-profit organisations
- 1.17 Where possible, rooms for informal meetings for APHN and Special interest groups may be offered on the day before or during the APHC at breaks and lunchtime. These must not incur any additional expense to the APHN or local conference organisers.
- 1.18 The APHC website, scientific programme and all other details will be set up under the domain to be agreed with the APHN. APHN reserves all copyrights to the contents of the website and can request transfer of all content to be published in html format on the APHN server at the end of the congress.
- 1.19 Online registration will be handled via the server of the PCO. The PCO will include all fields in the online registration required by APHN and will deliver the full database of participants with all data requested by APHN in electronic format (excel file) to the APHN after the congress.
- 1.20 The PCO is required to comply with the Law concerning the Protection of Personal Data of the country where the APHC is organised and the Singapore privacy and data protection law. Any address lists provided by APHN or collected during the preparation of the APHC are the property of the APHN and may only be used for promotion and follow-up contact regarding the APHC. The addresses may not be disclosed to a third party or used for commercial purposes.
- 1.21 Abstract submitters need not pay the registration fee at submission of abstracts but must register after acceptance of their abstract to ensure their presentation is included in the scientific programme and their abstract published in the abstract book.

- 1.22 An electronic (pdf or other) abstract book will be produced by the APHC or a publisher linked to and chosen by, the APHN. The cost shall be included in the APHC budget.
- 1.23 The full programme including all abstracts shall be published online prior to the APHC.
- 1.24 The content of satellite symposia and workshops shall be approved by the SCI.

## **2. Tasks of Chairs of the Scientific Committee (SCI)**

The Scientific Committee and its chairs are appointed by the APHN Council. The Scientific Committee will have at least a representative from the Hosting Association/Country.

The SCI will:

- 2.1 Prepare the scientific programme including invited speakers and session chairs.
- 2.2 Create the programme
  - 2.2.1 Main conference : Plenary sessions, Meet-the-Expert Sessions, Parallel and Free communication sessions (consisting of invited speakers as well as submitted abstracts for posters and oral presentations)
  - 2.2.2 Hinohara Memorial Lecture which should be seen as a key component for the APHN addressing a topic that highlights a major issue of palliative care to the region
  - 2.2.3 Workshops
- 2.3 Determine and monitor cost for the invited speakers in close collaboration with the APHN Chair and Executive Director, LOC and the PCO
- 2.4 Provide all scientific information necessary for the First Announcement, Preliminary Programme, Final Programme and the respective website updates and approve their final versions prior to publication together with LOC
- 2.5 Organise the contact with abstract submitters with the support of the abstract handling system
- 2.6 Coordinate the abstract evaluation and selection
- 2.7 A Rosalie Shaw travelling scholarship will be advertised and selected for each APHN. The cost of this will be included in the APHC budget
- 2.8 A bursary programme that will benefit at least 10 delegates will also be provided. The costs of the bursary will be included in the APHC budget.
- 2.9 A sub-group will determine the winners of the best poster awards
- 2.10 Provide the letters to be sent to the abstract submitters by following the adjudication of the SCI
- 2.11 Check with the PCO that all abstract submitters have registered prior to publication of the Scientific Programme and abstract book. A final list is required six weeks in advance of the congress.
- 2.12 Assign oral presentations from abstracts in the sessions
- 2.13 Assign rooms and determine the time schedule of scientific sessions and satellite symposia (in liaison with the PCO and LOC)
- 2.14 Determine the placement of satellite symposia and workshops (in liaison with the PCO and LOC)
- 2.15 Keep in touch with the chosen Scientific Journal for abstract/ and keynote publication
- 2.16 Provide necessary scientific information to support the PCO to submit the request for International CME Accreditation.
- 2.17 Coordinate the selection of grantees and edit and approve the final report of the results of the post APHC online evaluation for submission to the CME authorities

## **3. Tasks of the Local Organising Committee (LOC)**

The LOC will provide the coordination and delegation of its organisational tasks on behalf of the APHN. The LOC liaises with the APHN head office, the SCI and the PCO when drafting and controlling the budget for the APHC. The LOC's tasks also include correspondence and co-operation with the PCO and with the Conference venue. For this purpose, it is essential that the LOC will contract an onsite co-ordinator who will be available throughout the conference for questions, proposals and general correspondence. The onsite co-ordinator's tasks will be:

- 3.1 to promote the APHC at national level, address other national palliative care associations and societies from other fields of interest as well as local non-profit organisations
- 3.2 to organise and host SCI meetings included in the budget and pre-financed by the PCO; to work with the APHN head office, SCI and the PCO to identify potential industry exhibitors and sponsors at national and international level
- 3.3 to function as liaison with the authorities (including the writing official letters) regarding visas for international delegates. This work should commence six months before the APHC

- 3.4 to raise funds from local and national bodies
- 3.5 to support the PCO in their negotiations for discounts on services purchased locally
- 3.6 to collaborate with the PCO about on-site management, and find auxiliary hostesses at advantageous day rates.
- 3.7 to establish contacts with national authorities;
- 3.8 to establish contact with a media agency for press and media coverage (in liaison with the press officer of the local organising association and the APHN);
- 3.9 to contact other associations, journals etc. and provide them with the information for inclusion in their event calendar.
- 3.10 In Liaison with SCI and APHN to send out patronage requests;
- 3.11 to collaborate with APHN Executive Director and SCI about the Conference follow-up;
- 3.12 to deliver reports and documents for the post-APHC web page in collaboration with the SCI
- 3.13 to collaborate with the APHN Head office to support and supervise the PCO in connection with the set-up and maintenance of the APHC–website
- 3.14 collaborate with the SCI in the selection of grantees
- 3.15 liaise closely with the conference coordinator at all times
- 3.16 to organise x volunteer staff to help during the APHC (e.g. session hall assistants, information, registration area etc.). The search for volunteers should commence one year in advance of the APHC.

#### **4. Tasks of APHN head office**

The APHN head office will:

- 4.1 support the LOC and the SCI with, contact lists for speakers, lists of previous abstract classifications and categories, abstract statistics and poster allocation
- 4.2 support the LOC and SCI in the supervision and coordination of the set-up and maintenance of the APHC website;
- 4.3 provide the text of the Singapore Privacy & Data Protection law for online registration as well as the privacy agreement to be signed by the PCO;
- 4.4 send out email promotions to all APHN direct contacts in collaboration with the PCO, LOC and SCI;
- 4.5 establish contacts between the PCO and the publishers of APHN journals in order to offer free advertising in exchange for free exhibition space at the APHC;
- 4.6 provide contacts with international non-profit associations for promotion of the APHC.
- 4.7 liaise with the LOC and PCO regarding the allocation of spaces for not-for-profit organisations
- 4.8 support the SCI, LOC and the PCO in the recruitment of industrial exhibitors and sponsors;
- 4.9 support SCI, LOC and the PCO in the recruitment and coordination of satellite symposia;
- 4.10 liaise with the PCO in connection with the use and updates of the APHN-database, registration affairs, member status etc.;
- 4.11 liaise with LOC, SCI and the PCO regarding free registration and accommodation for those eligible
- 4.12 Liaise with organisations that support APHC participants from resource poor countries with travel grants.
- 4.13 Coordinate informal meetings before and during the conference (APHN subcommittees and special interest groups)
- 4.14 support the SCI and LOC in the selection of grantees and contacts with them
- 4.15 The costs of APHN Head Office in providing support to APHN will be factored into the budget and not dependent on the financial outcome of the APHC.

#### **5. Tasks of the Professional Congress Organiser (the PCO)**

##### **5.1 General Organisation**

The PCO, will:

- 5.1.1 Undertake the Project management of the entire APHC
- 5.1.2 Develop a time line & action plan for the APHC and closely monitor deadlines
- 5.1.3 Develop and control the budget (providing 3 monthly updates up to 6 months before the APHC and every month in the last 6 months)
- 5.1.4 Support the production of the organisational programme sequence and the APHC programme in arrangement with the SCI
- 5.1.5 Coordinate the design, layout and printing of the preliminary programme and final programme through experienced specialists
- 5.1.6 Coordinate mailing (e.g. 1<sup>st</sup> announcement, call for papers etc.)

- 5.1.7 Negotiate and cooperate with the Conference venue (coordination for all activities, organisation of technology, space and catering requirements)
- 5.1.8 Organise the decoration and signage
- 5.1.10 Oversee all APHC operations for the duration of the conference
- 5.1.11 Prepare auditable final accounts of all income and expenditure

## **5.2 Registration and support of speakers and VIPs**

- 5.2.1 Invitation of speakers, to be named by the SCI
- 5.2.2 Registration of invited speakers into the database
- 5.2.3 Hotel booking for all invited speakers and VIPS
- 5.2.4 Coordination at the APHC of the technical requirements for speakers
- 5.2.6 Layout and printing of name badges (black/white)
- 5.2.7 Coordination of documents for invited speakers at registration desk or distribution of documents at the hospitality desk at the invited speaker's hotel
- 5.2.8 Post conference letter of thanks to invited speakers
- 5.2.9 Reimbursement of travel cost to invited speakers

## **5.3 Hotel Management**

- 5.3.1 Selection, negotiation and booking of hotel allocation in all price ranges and categories
- 5.3.2 Sign contracts with hotels and assume liability for the same
- 5.3.3 Administration of all hotel allocation (e.g. cancellation dates, deposit payments, etc.)
- 5.3.4 Publication of hotel rates on the APHC homepage.
- 5.3.5 Selling hotel rooms at commissionable net rates without any mark-ups to: exhibitors, sponsors or individual APHC delegates
- 5.3.6 Reservation of accommodation specifically for invited speakers, committees and organisers
- 5.3.7 Deal with group bookings as requested by sponsors and exhibitors
- 5.3.8 Send accommodation confirmation letters electronically with an option for paper copies if required
- 5.3.9 Provide the hotels with the name lists and relevant information
- 5.3.10 Final accounting regarding accommodation

## **5.4 Creation and update of APHC website**

- 5.4.1 Creation of a website for the APHC with the input of APHN, LOC & SCI. APHN will have final approval of the website.

## **5.5. Design and printing of programme and other material**

- 5.5.1 The PCO will coordinate the production of the conference image for signage, decor, backdrops and the general installation necessary for the APHC. Professional services will be utilised for the creation and printing of all the congress material.

## **5.6 Registration and handling of participants**

- The PCO registration team utilises specially customised software to facilitate the registration process for delegates both via internet and manually.
- 5.6.1 Set up of the online registration with the option of a downloadable version for the APHN. This should include (where applicable) workshops/courses, hotels and social events
  - 5.6.2 Registration of all delegate data into their database to include all information requested by APHN
  - 5.6.3 Collection of all conference fees by credit card, bank transfer or cash (available on-site only)
  - 5.6.4 In collaboration with APHN head office ensure only those eligible receive discounted registration rates
  - 5.6.5 Prepare regular registration reports and final statistics (per country and per profession) on an excel file with all data collected during registration
  - 5.6.6 Send reminders for payment as required
  - 5.6.7 Send confirmation of payment letters electronically with an option for paper copies if required
  - 5.6.8 Provide services for phone related APHC queries
  - 5.6.9 Layout and printing of name badges (black/white)
  - 5.6.10 Liaise with the APHC coordinator to ensure that the authors of accepted abstract's have registered prior to publication of the scientific programme and abstract book.

## **5.7. Exhibitor & Sponsorship acquisition and Management**

- 5.7.1 Concept development and marketing for sponsors and exhibitors and creation of exhibitors and sponsors prospectus
- 5.7.2 Acquisition of exhibitors and sponsors in close cooperation with LOC and SCI
- 5.7.3 Closure and agreements with sponsors and exhibitors
- 5.7.4 Layout of the exhibition floor plan in accordance with all health and safety regulations
- 5.7.5 Advertising and publication of available exhibition booths on the Internet
- 5.7.6 Allocation of exhibition space – for major sponsors in consultation with the LOC and SCI
- 5.7.7 Produce an exhibitors service pack, containing all necessary information
- 5.7.9 Produce a floor plan (available online) indicating whether spaces are sold or available
- 5.7.10 Online booking and registration for exhibitors
- 5.7.11 Ensure that all technical information (provided by sub-contractors) and service pack is available online
- 5.7.12 Provide necessary information and support regarding equipment for booths
- 5.7.13 Organise satellite symposia
- 5.7.14 Handle non-commercial and editorial exhibitors
- 5.7.15 Provide a phone service for queries from exhibitors and sponsors
- 5.7.16 Collection of exhibition fees and sponsorship payments
- 5.7.17 Supervision of both exhibition set-up and dismantling
- 5.7.18 Support exhibitors and clients prior to, during and after the congress

## **5.8. Onsite Management**

- 5.8.1 Staff planning
- 5.8.2 Set up and staffing of the conference venue
- 5.8.3 Supervision of the signage at the conference venue
- 5.8.4 Distribution of APHC documents including name badge and APHC material
- 5.8.5 Collection of outstanding payments
- 5.8.6 Support for delegates and speakers
- 5.8.7 Coordination and supervision of the entire APHC schedule
- 5.8.8 Coordination and supervision of catering, transfers, etc.
- 5.8.9 Planning, assistance and supervision of technical equipment
- 5.8.10 Coordination and organisation of all social events