**Bid form for the 15th Asia Pacific Hospice Conference 2023**

Name of bidding (host) organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APHN Membership ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Track record of Conferences hosted

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name of conference hosted | Date | Venue | PCO used | No. of delegates | Net Financial Outcome (Profit / Loss) \* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Information provided will be kept confidential and used for the sole purpose of bid evaluation.

1. Name of organization underwriting the conference (if different from above):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of seed money provided: USD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Description of standard hotel

eE.h.

e.g. Hotel information, Room type, Cost

Description of standard conference facilities

e.g. Conference venue, type of facilities

1. Description of infrastructure within the country

e.g. Amenities, transport network

1. Description of political and social stability
2. Estimated income and main expenses for APHC (please fill in the cells that are highlighted in YELLOW in the attached excel spreadsheet)
3. a) Proposed profit sharing: \_\_\_\_\_\_\_\_\_ % to be shared with APHN

b) Quantum of bursaries provided to support delegates from low resource countries.

Amount given as bursaries: US Dollars \_\_\_\_\_\_\_\_\_\_\_\_

c) Do you agree to support the Rosalie Shaw Travelling Fellowship with up to USD 2000 for the conference?

Yes / No

d) You will have a website set up for the conference with facilities for on line registration and abstract handling in place 1 year before the conference.

Yes / No

e) Are you willing to get the accounts audited by external auditors approved by APHN?

Yes / No

f) Do you agree to send timely progress reports on the conference planning progress to the APHN Council (1st report due one month from the date the bid is awarded to you) and when requested, arrange joint meetings with the APHN Council?

Yes / No

g) Do you agree to send a monthly report on the conference planning progress to the APHN Council (1st report due one month from the date the bid is awarded to you) and when requested, arrange a joint meeting with the APHN Council?

Yes / No

By submitting a bid, the organization understands and agrees to the following:

1. If the hosting is to be shared with another organisation, all parties concerned must accept the above conditions and approval must be obtained from the APHN.
2. The Organising Committee shall be chaired by the host organisation with a co-chair appointed by the APHN. It will be responsible for the smooth running of the conference.
3. The APHN will be responsible for the forming the sole Scientific Committee and the scientific content of the APHC
4. The core PCO shall be appointed by the APHN to run an online system for abstract submission and delegate registration. The host organisation shall appoint a local event organiser to oversee local on-site support, such as travel, accommodation, venue, catering, marketing etc
5. If requested, seed money from APHN up to USD 15,000 may be provided and to be reimbursed within 6 months after the conference. **In the event of a loss,** **APHN’s liability will be capped at USD 10,000.**
6. A Memorandum of Understanding will shall be signed between the hosting organisation and the APHN after the bid is awarded to confirm and formalise the role and responsibilities of all parties involved.
7. For future financial sustainability of the APHN, the APHCs are expected to generate income for the APHN on a profit-sharing basis with the hosting organisation.
8. The APHN Regional Marketing Fee of **USD 20,000** must be included in the conference budget and cannot be changed without obtaining prior approval from the APHN Council. The Fee must be paid to APHN within 6 months after the APHC.

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**Declaration**: <name of bidding organisation> agree to abide by the terms and conditions listed above and understand that the APHN Council reserves the right to revoke the hosting of us if there are reasonable doubts of ability to deliver or failure to abide by the agreements listed in this invitation.

<For an on behalf of

Name of bidding organisation>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name / Designation Signature and Date

organisation chop

In case of withdrawal of the selected organization or the APHN’s decision to revoke the mandate to the host organization, the APHN Council will appoint another sector to host the APHC.