**Invitation to bid for the 15th Asia Pacific Hospice Conference 2023**

The APHN Council is pleased to invite member organizations wishing to host the 15th Asia Pacific Hospice Conference 2023 to send in their application to the APHN Secretariat. The closing date for submission of the bid form is **Thursday**, **30 April 2020**.

All organizations submitting a bid must fulfil the following requirements for their application to be considered:

* Have been a member of APHN for at least 3 years.
* All bids must be complete in writing

The procedure for application is as follows:

APHN will open bids to host APHC approximately 4 years before it is due. The interested sector should submit a bid document of intent to the APHN Council through the Secretariat backed up by detailed proof of evidence of the following information:

1. Strong support from National Organisation to host the conference.
2. Evidence of support from the local government, stakeholders in palliative care and relevant authorities.
3. Evidence of an ability to host and run a successful conference, preferable of an international nature
4. Evidence of financial stability that could provide significant foundation in underwriting the conference
5. Strong commitment from cohorts of scientific leadership, civil society, organised groups of palliative and hospice care providers, private sector, foundations, national and international partners.
6. Description of the availability of standard hotel to accommodate from 1,000 to 1,200 participants as well as conference venue(s) with standard conference facilities.
7. Description of good infrastructure within the country.
8. Secure environment with political and social stability.
9. Evidence on how they will meet these mandatory conditions for hosting the APHC.
	1. The share of profits will be at least 50 : 50 in favour of APHN
	2. A bursary programme to support delegates from low resource countries
	3. To support the Rosalie Shaw travelling fellowship with up to USD 2000 for the conference.
	4. A website for the conference with facilities for on line registration and abstract handling must be in place 1 year before the conference
	5. Accounts must be audited by external auditors approved by APHN

**Further concessions / submissions not included in the submitted soft copy of the bid document will not be accepted by APHN during the final presentation.**

Bidding Framework & Selection procedure:

1. The bid form must reach the APHN email by 11:59pm, 30 April 2020 (GMT +8) for their application to be considered.
2. A nominations committee will be formed by the APHN Council to shortlist the top three (3) bids.
3. The shortlisted applicants will be required to make a 15 minute presentation before the APHN Council in Singapore on 9 July 2020.
4. The shortlisted applicants will be notified of the outcome of their bid on 15 May 2020.
5. Council decision will be final and binding.