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**Asia Pacific Hospice Palliative Care Conference**

**(APHC 2025)**

**Bidding Application Form**

**Hosted by:**

**Asia Pacific Hospice Palliative Care Network**

**c/o Division of Supportive & Palliative Care
 National Cancer Centre Singapore
 11 Hospital Crescent. Singapore 169610**

**Bidding Form for the 16th Asia Pacific Hospice Palliative Care Conference 2025**

1. **General Information**

|  |  |
| --- | --- |
| Name of bidding (host) organisation  |  |
| APHN Membership ID |  |
| Name of organisation underwriting the conference (if different from bidding organisation) |  |

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 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

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

1. **Description of standard hotel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Hotel Name  | Room Type  | Cost  | Any other remarks |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

1. **Description of standard conference facilities**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Conference Venue | Type of facilities | Any other remarks  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

1. **Description of infrastructure within the country**

e.g. Amenities, transport network

1. **Description of political and social stability in your country**
2. **Estimated income and main expenses for APHC (please fill in the cells that are
highlighted in YELLOW in the attached Excel Spreadsheet)**

By submitting a bid, the host organisation 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 (OC) shall be co-chaired and appointed by the APHN and the host organisation. It will be responsible for the smooth running of the conference. Refer to Appendix A for the organisation structure.
3. The APHN will be responsible for the forming the Scientific Committee and own the scientific content of the APHC with close partnership from the local Scientific Committee.
4. The core Professional Conference Organiser (PCO) shall be appointed by the host organisation and approved by the APHN. The PCO will be required to run an online system for abstract submission and delegate registration, provide overall support such as travel, accommodation, venue, catering, marketing etc.
5. A Memorandum of Understanding (MOU) 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.
6. For financial sustainability of the APHN, the conference is expected to generate income with a profit-sharing of 50-50% with the host organisation.
7. Financial support will be provided to participants from low-income country in the form of bursary totalling USD 10,000. There will be a separate participant who will be given the Rosalie Shaw Travelling Scholarship of USD 3,000.
8. The APHN Regional Administration and Marketing Fee of USD 30,000 must be included in the conference budget and must be paid to APHN within 3 months after the conference.
9. The conference accounts are to be audited by accredited auditor that is co-approved by the APHN.
10. In the event of a loss, APHN’s liability will be capped at USD 10,000 (or 10%, whichever is lower).
11. In the event where the onsite conference is not feasible, the host organisation will need discuss with the APHN and determine if a Hybrid format or Virtual format as an alternative.

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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 the event of withdrawal of the selected organisation or the APHN’s decision to revoke the rights of hosting the conference, the APHN will appoint another organisation to host the APHC.

1. **Requirements for APHC**
	1. The date for APHC should be in agreement with the APHN and falls between April to June.
	2. All income and expenditure shall be agreed between the APHN and Local Organising Committee (LOC) and must be covered within the budget.
	3. APHC registration rates can be referred to Appendix B. The various categories include:
* APHN members
* Students
* Those from low and lower middle-income countries (APHN applies the classification system of the World bank: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519>)
	1. Early bird registration rates apply until after abstract selection has taken place and authors have been notified.
	2. 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.
	3. The Scientific Committee, Executive Director and the APHN head office staff (4-5 people) shall have registration and accommodation costs covered in the conference budget. In addition, the SC and APHN staff may also receive travel costs (economy class).
	4. Free APHC registration may be awarded to: award winners (2 to 3 people), scientific and organising chairs of future APHCs (approximately 4 people), and members of the official journal / media.
	5. The APHN Annual General Meeting shall be held during the APHC. A 50-person room capacity will be provided for this meeting. This room will be made available throughout the conference as part of the APHC budget.
	6. The APHN official language is English. Simultaneous translation into the national language can be offered for the conference prioritising the plenary sessions.
	7. The name and Logo of the APHN, host organisation and the conference are required to be displayed on the website, on all printed materials and publications as well as in the Conference halls. All printed matter must be approved by the organising committee.
	8. 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.
	9. 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.
	10. Booths 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.
	11. Meeting rooms are to be provided for pre-conference workshops organised by the APHN.
	12. The APHC website, scientific programme and all other details will be set up under the web domain to be agreed with the APHN. APHN reserves all copyrights to the contents of the website and a copy of the full website content is to be transferred to the APHN after the conference.
	13. Online registration for both the main conference and pre-conference workshops will be managed by 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 conference.
	14. 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.
	15. Abstract submitters must register for the conference after acceptance of their abstract to ensure their work is included in the scientific programme and their abstract published in the abstract book.
	16. An electronic (pdf or other) abstract book will be produced by the APHC or a publisher linked to and chosen by the Scientific Committee (SC). The cost of printing shall be included in the APHC budget.
	17. The full programme including all abstracts shall be published online prior to the APHC.
	18. The content of satellite symposia and workshops shall be approved by the SC.
1. **Tasks of Chairs of the Scientific Committee (SC)**

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

The SC will:

* 1. Prepare the scientific programme including invited speakers and session chairs.
	2. Create the programme
* 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)
* 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
* Pre-conference workshops
	1. Ensure a balance list of invited speakers around the region within the affordability of the APHC budget
	2. 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
	3. Organise and coordinate the abstract evaluation and selection
	4. A Rosalie Shaw Travelling Scholarship will be advertised and selected. The cost will be included in the APHC budget.
	5. 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.
	6. Determine the winners of the best oral presentations and poster awards. The cost of the awards will be included in the APHC budget.
	7. Invitation letters to be sent to the abstract submitters following the review of the SC.
	8. 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 conference.
	9. Assign oral presentations from abstracts in the sessions.
	10. Assign rooms and determine the time schedule of scientific sessions and satellite symposia (in liaison with the PCO and LOC).
	11. Determine the placement of satellite symposia and workshops (in liaison with the PCO and LOC)
	12. Keep in touch with reputable Scientific Journals and websites (E.g. e-Hospice) for abstract and keynote publication
	13. Provide necessary scientific information to support the PCO to submit the request for International CME Accreditation.
	14. 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
1. **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 SC 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 the Conference venue:

* 1. 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.
	2. Organise and host SC meetings included in the budget and pre-financed by the PCO; to work with the APHN head office, SC and the PCO to identify potential industry exhibitors and sponsors at national and international level.
	3. 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.
	4. Raise funds from local and national bodies.
	5. Support the PCO in their negotiations for discounts on services purchased locally.
	6. Collaborate with the PCO about on-site management, and find auxiliary hostesses at advantageous day rates.
	7. Establish contacts with national authorities.
	8. 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).
	9. Contact other associations, journals etc. and provide them with the information for inclusion in their event calendar.
	10. Liaise with SC and APHN to send out patronage requests.
	11. Collaborate with APHN Secretariat and SC about the Conference follow-ups.
	12. Collaborate with the APHN Secretariat to support and supervise the PCO in connection with the set-up and maintenance of the APHC website.
	13. Liaise closely with the conference venue coordinator at all times.
	14. Organise volunteers to help during the APHC (e.g. session hall assistants, APHN booth, information and registration area etc.). The search for volunteers should commence one year in advance of the APHC.
	15. Provide a post conference report to the APHN within 3 months of the completion. Refer to Appendix C for outline of the conference report.
1. **Tasks of APHN Secretariat**

The APHN Secretariat will:

* 1. support the LOC and the SC with contact lists for speakers, lists of previous abstract classifications and categories, abstract statistics and poster allocation.
	2. support the LOC and SC in the supervision and coordination of the set-up and maintenance of the APHC website by the PCO.
	3. send out marketing promotions to all APHN contacts in collaboration with the PCO, LOC and SC.
	4. establish contacts between the PCO and the journals identified by SC in order to offer free advertising in exchange for free exhibition space at the APHC.
	5. provide contacts with international non-profit associations for promotion of the APHC.
	6. liaise with the LOC and PCO regarding the allocation of booth spaces for not-for-profit organisations.
	7. support the SC, LOC and the PCO in the recruitment of industry exhibitors and sponsors.
	8. support SC, LOC and the PCO in the recruitment and coordination of satellite symposia.
	9. liaise with the PCO in connection with the use and updates of the APHN database, registration affairs, member status etc.
	10. liaise with LOC, SC and the PCO regarding free registration and accommodation for the participants and speakers.
	11. liaise with organisations that support APHC participants from resource poor countries with travel grants.
	12. coordinate meetings and workshops during the conference organised by APHN sub-committees and Special Interest Groups.
	13. support the SC and LOC in the selection of grantees and contacts with them.
	14. The costs of APHN Secretariat in providing support to APHC will be factored into the budget and not dependent on the financial outcome of the APHC.
1. **Tasks of the Professional Conference Organiser (the PCO)**
	1. General Organisation
		* Undertake the Project management of the entire APHC.
		* Develop a timeline & action plan for the APHC and closely monitor deadlines.
		* Develop and control the budget (providing 3 monthly updates up to 6 months before the APHC and every month in the last 6 months).
		* Support the production of the organisational programme sequence and the APHC programme in arrangement with the SC.
		* Coordinate the design, layout and printing of the preliminary programme and final programme through experienced specialists.
		* Coordinate mailing (e.g. 1st announcement, call for papers etc.).
		* Negotiate and cooperate with the Conference venue (coordination for all activities, organisation of technology, space and catering requirements).
		* Organise the decoration and signage.
		* Oversee all APHC operations for the duration of the conference.
		* Prepare auditable final accounts of all income and expenditure.
	2. Registration and support of speakers and VIPs
		* Invitation of speakers, to be named by the SC.
		* Registration of invited speakers into the database.
		* Hotel booking for all invited speakers and VIPS.
		* Coordination at the APHC of the technical requirements for speakers.
		* Layout and printing of name badges.
		* Coordination of documents for invited speakers at registration desk or distribution of documents at the hospitality desk at the invited speaker’s hotel.
		* Post conference letter of thanks to invited speakers.
		* Reimbursement of travel cost to invited speakers.

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

5.4 Creation and update of APHC website

* Creation of a website for the APHC with the input of APHN, LOC & SC. APHN will have final approval of the website.
* The name and Logo of the APHN, host organisation and the conference are required to be displayed on the website.
* A copy of the website will be provided to the APHN after the conference.

5.5 Design and printing of programme and other material

* 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 conference 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.
* 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 .
* Registration of all delegate data into their database to include all information requested by APHN
* Collection of all conference fees by credit card, bank transfer or cash (available on-site only).
* In collaboration with APHN head office ensure only those eligible receive discounted registration rates.
* Prepare regular registration reports and final statistics (per country and per profession) on an excel file with all data collected during registration.
* Send reminders for payment as required
* Send confirmation of payment letters electronically with an option for paper copies if required.
* Provide services for phone related APHC queries.
* Layout and printing of name badges.
* 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

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

5.8. Onsite Management

* + - Staff planning.
		- Set up and staffing of the conference venue.
		- Supervision of the signage at the conference venue.
		- Distribution of APHC documents including name badge and APHC material.
		- Collection of outstanding payments.
		- Support for delegates and speakers.
		- Coordination and supervision of the entire APHC schedule.
		- Coordination and supervision of catering, transfers, etc.
		- Planning, assistance and supervision of technical equipment.
		- Coordination and organisation of all social events.
1. **Special Clause**
	1. If an onsite conference is not feasible, the host organisation will need discuss with the APHN and determine if the conference should be held in a Hybrid format or Virtual format.
	2. The OC must ensure that the PCO is able to cater for changes and have the capability of switching the format.
	3. The OC must build in a contingency plan with the PCO to protect the potential cost that will be incurred as a result of the changes.

**Appendix A – APHC Organisation Chart**

**Note:** The Chairs of ‘Organising Committee’ and ‘Scientific Committee’ will be appointed by the APHN. The Co-Chairs for ‘Organising Committee’ and ‘Scientific Committee’ will be taken on by the host organisation.

**Appendix B – Registration Fee Categorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Early | Regular | Onsite |
| Developed Countries | APHN member | Doctors |   |   |   |
| Non-Doctors |   |   |   |
| APHN non-member | Doctors |   |   |   |
| Non-Doctors |   |   |   |
| Developing Countries | APHN member | Doctors |   |   |   |
| Non-Doctors |   |   |   |
| APHN non-member | Doctors |   |   |   |
| Non-Doctors |   |   |   |
| Category | Early | Regular | Onsite |
| Host Country | APHN member | Doctors |   |   |   |
| Non-Doctors |   |   |   |
| APHN non-member | Doctors |   |   |   |
| Non-Doctors |   |   |   |
| Category | Early | Regular | Onsite |
| Student |   |   |   |

**Appendix C – Conference Report Outline**

