**Invitation to bid for the 16th Asia Pacific Hospice Palliative Care Conference 2025**

The Asia Pacific Hospice Palliative Care Conference (APHC) is held biennially by the Asia Pacific Hospice Palliative Care Network (APHN). This document serves as notice to invite member organisations who wish to host the 16th APHC that will be held in 2025.

Bidding Process and Requirements

Only bids submitted by organisational members of APHN with membership valid till time of conference will be accepted. The bidding application consists of the following documents:

1. Bidding Application Form (Word document)
2. Budget Template (Excel spreadsheet)

The bidding documents must be fully completed and submitted to the APHN Secretariat (email to secretariat@aphn.org) before the closing date of **1 March 2023, Wednesday**. The bid will then be assessed by the APHN council.

Application Requirements

The bidding application should demonstrate the capabilities of the organisational member to hold the conference, including any support from the Government, stakeholders in Palliative Care and any other organisations that might be of importance for the conference (E.g., Tourism Agency or Bureau, etc).

1. **General Requirements**

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| Number of delegates: | 1200 – 1500 |
| Duration of conference: | 4 days (Tuesday to Friday) |
| Period: | April – June |
| Structure: | * Pre-conference and main conference
* Plenary, concurrent and poster presentations
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| Official Language: | * English
* Translations may be offered to the language of the host’s country
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1. **Conference Venue**
* Main hall capacity for at least 1500 people
* A few smaller halls for at least 100 people
* Three meeting rooms for 20-50 people
* All rooms to be equipped with audio-visual equipment
* Wireless internet connection must be available
1. **Travel Accessibility & Hotel Accommodation**

The chosen conference venue should be served by an international airport with accessible connections. There should also be sufficient and accessible hotel rooms at reasonable distance for the delegates with options of different hotel price tiers.

1. **Exhibition**

The conference shall have exhibition space for conference booths for industry organisations, sponsors, non-profit organisations, etc. Charges for the exhibition booth differ according to the type of organisation and agreed in advance by the Organising Committee. The Local Organising Committee is expected to liaise with industry sponsors and help to secure sponsors.

1. **Budget**

The budgeting of the conference is a huge consideration and the items in the income and expenditure must be agreed in advance. The conference must be self-financing and must not result in losses to APHN and the organisational member. The share of profits will be at a baseline of at least 50 : 50 and this budget will be closely monitored by the Organising Committee from beginning to end. At the end of the conference, the accounts must be audited by external certified auditors.

1. **Organisation Structure**

The organisation of the conference is the responsibility of the Core Group consisting of:

* Organising Committee (OC)
* Local Organising Committee (LOC)
* Professional Conference Organiser (PCO)
* APHN Secretariat
* Local Secretariat

Sub committees may be formed to execute the micro tasks for the conference.

1. **Assessment**

The bids received will be shortlisted and the shortlisted candidates will be invited to make a short presentation before the APHN council. The results will be communicated to the bidding organisations after 1 week of the APHN council meeting. The decision will be final and binding.