

Invitation to bid for the 18th Asia Pacific Hospice Palliative Care Conference 2029

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 18th APHC that will be held in 2029.

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:

- a. Bidding Application Form (PDF document)
- b. 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 **31 December 2025, 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

Number of delegates:	1200 – 1500
Duration of conference:	4 days (Tuesday to Friday)
Period:	April to June
Structure:	- Pre-conference and main conference - Plenary, concurrent and poster presentations
Official Language:	- English - Translations may be offered to the language of the host's country

2. 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

3. 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.

4. 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.

5. Social Activities & Programmes

In addition to the scientific elements, the conference should also include a few social activities. These activities include a gala dinner with a taste of local culture, hospice visits, small-scaled cultural activities, etc. Opportunities for tourism activities would also enhance the attractiveness.

6. 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.

7. 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.

8. Assessment

The bids received will be shortlisted and the shortlisted candidates will be invited to make a short presentation in a meeting before the APHN council. The evaluation and announcement of the selected host will be completed in that same meeting. The decision will be final and binding.