



**Asia Pacific
Hospice Palliative
Care Network**

**Asia Pacific Hospice Palliative Care Conference
(APHC 2029)**

Bidding Application Form

Hosted by:

Asia Pacific Hospice Palliative Care Network

c/o Division of Supportive & Palliative Care
National Cancer Centre Singapore
30 Hospital Boulevard, Level 23
Singapore 168583



Bidding Form for the 18th Asia Pacific Hospice Palliative Care Conference 2029

1. General Information

Name of Bidding (Host) Organisation	
APHN Membership ID	
Underwriting Organisation (if different from host) <i>Please indicate the organisation that will assume financial and legal responsibility for the conference, if this is not the same as the bidding organisation.</i>	

2. Track Record of Previously Hosted Conferences

Please list up to 10 recent conferences your organisation has hosted.

No.	Name of Conference	Date	Venue	Name of PCO	Number of Delegates	Net Financial Outcome (Profit / Loss) *
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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



3. Description of Accommodation Options

Please provide a list of hotels located near the proposed conference venue, including a range of options across different star ratings (e.g. 3-star, 4-star, 5-star)

No.	Hotel Name	Star Rating	Distance from venue (in km or minutes)	Estimated cost per night (in USD)	Remarks
1					
2					
3					
4					
5					

4. Description of Conference Facilities

Please list the proposed conference venue(s) and provide details of the available facilities.

No.	Conference Venue	Type of Facilities (e.g. plenary hall, breakout rooms, AV equipment)	Additional Remarks (e.g. accessibility, on-site catering, Wi-Fi availability)
1			
2			
3			
4			



5. National Infrastructure Overview

Please provide a brief description of the country's infrastructure relevant to hosting an international conference.

5.1 International Accessibility

How accessible is the host city for international participants, including visa requirements, ease of travel, and major transit hubs?

5.2 Conference Venue Accessibility

Describe the proximity of the conference venue to international airports, train stations, and other key transport links.

5.3 Air Travel Information

Which major airlines serve the nearest international airport, and what is the frequency of their flights?



5.4 Local Transport to Conference Venue

How accessible is the conference venue from nearby hotels? If public transport is limited, will shuttle services be provided?

6. Description of political and social stability in your country

Please describe the current political and social climate in your country as it relates to hosting an international conference. (Include information on public safety, freedom of travel, and any known or anticipated disruptions.)

7. Estimated Budget Overview

Please provide a preliminary budget estimate for hosting the Asia Pacific Hospice Conference (APHC). Kindly complete the relevant sections **highlighted in yellow** in the attached Excel spreadsheet.



Declaration of Understanding and Agreement

By submitting a bid, the hosting organisation acknowledges and agrees to the following terms and conditions:

1. A **Memorandum of Understanding (MOU)** will be signed between the hosting organisation and the Asia Pacific Hospice Palliative Care Network (APHN) within **three (3) months** of the bid being awarded.
2. The **Organising Committee (OC)** will be **co-chaired by the APHN and the host organisation**, and will be responsible for the overall coordination and smooth execution of the conference. Please refer to *Appendix A* for the proposed organisational structure.
3. The **Scientific Committee (SC)** will also be **co-chaired by the APHN and the host organisation**, and will oversee the development of the conference's scientific content.
4. The appointment of a **Professional Conference Organiser (PCO)** is mandatory. The PCO must be appointed by the host organisation and approved by the APHN. The PCO will be responsible for operational aspects of the conference, including (but not limited to): venue arrangements, conference website, digital systems for abstract submission and delegate registration, conference marketing, and administrative support for travel, accommodation, catering, and logistics.
5. For the **financial sustainability** of the APHN, the conference is expected to be a revenue-generating event. **Net profits will be shared equally (50-50)** between the APHN and the hosting organisation.
6. The **conference budget** must include a **bursary fund of USD 15,000** to support the participation of delegates from low-income countries.
7. The **conference budget** must also allocate funding for the **Rosalie Shaw Travelling Scholarship (USD 3,000)** and the **Cynthia Goh Award (USD 3,000)**.
8. An **APHN Regional Administration and Marketing Fee of USD 30,000** must be included in the conference budget and **paid to APHN within three (3) months after the conference**, regardless of the financial outcome of the event.
9. The **conference accounts** must be **audited by an external accredited auditor**, and a financial report must be submitted to the APHN upon completion.
10. In the event of a **financial loss**, the **APHN's liability is limited to the lesser of USD 10,000 or 10% of the total loss**.
11. If an **onsite conference is deemed unfeasible** (e.g., due to a pandemic, natural disaster, or other major disruption), the hosting organisation must consult with APHN to determine whether a **hybrid or fully virtual format** will be implemented as an alternative.



12. Should the **hosting organisation withdraw** or be **unable to fulfil its obligations** after being awarded the conference — without just cause and sufficient prior notice — the organisation agrees to **reimburse APHN for all direct costs incurred** as a result of the withdrawal. This may include, but is not limited to: administrative expenses, lost sponsorship, venue penalties, and reputational impact.

Declaration

We, the undersigned, on behalf of _____,
confirm that we have read, understood, and agree to abide by the above terms and conditions. We acknowledge that the **APHN Council reserves the right to revoke our hosting rights** should there be reasonable doubt about our ability to deliver the conference or failure to uphold the agreements listed.

In the event of withdrawal by the selected organisation or a decision by APHN to revoke the hosting rights, the APHN reserves the right to appoint an alternate host for the Asia Pacific Hospice Conference (APHC).

Signed on behalf of _____:

Name & Designation

Signature and Organisation Chop

Date



1. APHC Requirements

1.1 Conference Date: The APHC shall be held between April and June, subject to agreement with APHN.

1.2 Budget and Financial Agreement: All income and expenditure must be jointly approved by APHN and the Local Organising Committee (LOC) and contained within a mutually agreed budget.

1.3 Registration Categories: Refer to Appendix B for rates. Categories include:

- APHN members
- Students
- Delegates from low and lower-middle income countries (as per [World Bank classification](#))

1.4 Early Bird Rates: Available until after abstract selection and author notifications.

1.5 Invited Speakers: Typically receive complimentary conference registration and hotel accommodation for the duration of the APHC. At the discretion of the Scientific Committee, economy class travel may also be reimbursed. It is recommended that plenary speakers be provided with return economy airfare, hotel accommodation, and complimentary registration. All other invited speakers should receive hotel accommodation and complimentary registration, with travel costs covered at their own expense unless otherwise approved by the Scientific Committee. Speakers participating under funded research collaborations are expected to cover their own travel and related expenses. All associated speaker costs must be clearly outlined and included in the conference budget.

1.6 APHN Secretariat: The registration, flight, and accommodation for the Executive Director and 5 staff members must be covered in the APHC budget.

1.7 Complimentary Registrations: May be extended to organising/scientific chairs (current and next APHC), and designated media/journal partners.

1.8 Administration Room: A room (capacity: 50) shall be provided throughout the conference for APHN Secretariat use and the Annual General Meeting.

1.9 Language: English is the official language. Simultaneous translation into the local language is encouraged, especially for plenary sessions.

1.10 Branding: APHN, host organisation, and conference logos must be prominently displayed on all platforms and materials. All designs require prior approval from the Organising Committee.

1.11 Exhibition Booths

- APHN: One booth (min. 3×6 m) in a prime location, covered by the APHC budget.
- Local National Society & Next APHC Host: Free booth (min. 3×2 m).
- Other NPOs: Discounted booths coordinated by APHN and LOC.

1.12 Pre/Post-Conference Workshops: Strongly encouraged to enrich the scientific programme.

1.13 Website and Content Ownership: The APHC website (under a domain agreed with APHN) must include all key conference details and remain under APHN copyright. A full archive must be transferred to APHN post-conference.

1.14 Abstract System & Registration

- Abstract system and online registration shall be managed by the PCO and include all registration fields required by the APHN.



- Abstract system must be live at least 12 months prior.
- Online registration (including workshops and hotel bookings) must launch 8 months prior.
- All registration data must be shared with APHN in Excel format after the event.

1.15 Data Protection: The PCO must comply with the host country's data laws and Singapore's Privacy and Data Protection Law. All data remains APHN's property and must not be used for commercial purposes.

1.16 Abstract Policy: Submitters must register after acceptance to be included in the programme and abstract book.

1.17 Abstract Book & Programme: A digital abstract book and full programme (including abstracts) must be published before the conference. The cost of printing shall be included in the APHC budget.

1.18 Satellite Sessions: Content must be reviewed and approved by the Scientific Committee.

2. Tasks of the Scientific Committee (SC)

The SC and its Chairs are appointed by the APHN Council. The SC must include at least one representative from the hosting organisation or country.

The SC is responsible for the following:

2.1 Develop the overall scientific programme, including identifying and inviting speakers, and appointing session chairs.

2.2 Design the conference programme, which includes:

- **Main Conference:** Plenary sessions, Meet-the-Expert sessions, parallel sessions, and free communication sessions (comprising invited speakers and accepted abstracts for oral and poster presentations)
- **Hinohara Memorial Lecture:** A keynote session that highlights a major palliative care issue relevant to the Asia Pacific region
- **Pre-Conference Workshops**

2.3 Ensure a balanced and regionally diverse list of invited speakers, while remaining within the constraints of the APHC budget.

2.4 Provide all necessary scientific content for the following materials and platforms:

- First Announcement (approximately 12 months prior)
- Preliminary Programme (approximately 8 months prior)
- Final Programme (approximately 4 months prior)
- Website updates: The SC will review and approve final versions of these materials in collaboration with the Local Organising Committee (LOC).

2.5 Oversee the abstract review, evaluation, and selection process.

2.6 Administer the **Rosalie Shaw Travelling Scholarship**, including promotion, selection, and budget allocation within the APHC budget.

2.7 Implement a **Bursary Programme** to support at least 10 delegates. The associated costs will be covered under the APHC budget.

2.8 Select recipients for the **Best Oral Presentation** and **Best Poster** awards. The cost of these awards will be included in the APHC budget.



2.9 Send invitation letters to abstract submitters after SC review.

2.10 Confirm with the Professional Conference Organiser (PCO) that all abstract presenters have registered before the scientific programme and abstract book are finalised. A confirmed list is to be submitted at least six weeks prior to the conference.

2.11 Allocate accepted abstracts to oral presentation sessions.

2.12 Assign rooms and schedule the scientific sessions and satellite symposia, in coordination with the PCO and LOC.

2.13 Determine the placement and timing of satellite symposia and workshops, in liaison with the PCO and LOC.

2.14 Maintain communication with reputable scientific journals and platforms (e.g., *eHospice*) regarding the publication of abstracts and keynote presentations.

2.15 Provide required scientific details to support the PCO's application for international CME accreditation.

2.16 Coordinate the selection of grant recipients and review and approve the final report summarising results from the post-conference online evaluation for submission to CME authorities.

3. Tasks of the Local Organising Committee (LOC)

The LOC is responsible for coordinating and delegating organisational tasks on behalf of APHN. It works closely with the APHN Secretariat, SC, and PCO in drafting and managing the APHC budget. The LOC also liaises with the PCO and conference venue on logistical matters.

The LOC will:

3.1 Promote the APHC at the national level by engaging local palliative care associations, related professional societies, and non-profit organisations.

3.2 Organise and host SC meetings included in the budget and pre-financed by the PCO.

3.3 Identify and approach potential sponsors and exhibitors at both national and international levels.

3.4 Act as liaison with national authorities regarding visa support for international delegates, including drafting official letters. This process should begin at least six months prior to the conference.

3.5 Support the PCO in negotiating local discounts for services and suppliers.

3.6 Assist the PCO in onsite logistics and help recruit temporary support staff at favourable rates.

3.7 Establish connections with national authorities to ensure appropriate support and compliance.

3.8 Engage a media agency to support press and media coverage, in collaboration with the APHN and the local association's press officer.

3.9 Reach out to relevant associations, publications, and event directories to promote the APHC.

3.10 Coordinate with the SC and APHN to send patronage requests to relevant organisations.

3.11 Work with the APHN Secretariat and SC on conference follow-up activities and reports.

3.12 Support and monitor the PCO's work on setting up and maintaining the APHC website, in collaboration with the APHN Secretariat.



3.13 Maintain close communication with the venue coordinator throughout the planning and implementation process.

3.14 Recruit and coordinate volunteers to support various aspects of the APHC (e.g., session assistants, registration help, APHN booth). Volunteer recruitment should begin one year prior to the conference.

3.15 Submit a post-conference report to APHN within three months of the event's conclusion. (See Appendix C for a suggested outline.)

4. Tasks of the APHN Secretariat

The APHN Secretariat will:

- 4.1** Provide the SC and LOC with speaker contact lists, prior abstract classifications, statistics, and poster allocations.
- 4.2** Assist the LOC and SC in developing and refining website content with reference to past events.
- 4.3** Coordinate marketing communications to the APHN network in collaboration with the PCO, LOC, and SC.
- 4.4** Share promotional materials with international non-profit partners and associations.
- 4.5** Liaise with the PCO and LOC to allocate booth spaces to not-for-profit organisations.
- 4.6** Assist in recruiting industry sponsors and exhibitors alongside the SC, LOC, and PCO.
- 4.7** Support the SC, LOC, and PCO in identifying and coordinating satellite symposia.
- 4.8** Work with the PCO on database management, registration tracking, and member status verification.
- 4.9** Coordinate arrangements for complimentary registration and accommodation for invited speakers and eligible participants.
- 4.10** Engage with organisations offering travel grants to support delegates from resource-limited settings.
- 4.11** Assist in organising meetings and workshops for APHN sub-committees and Special Interest Groups (SIGs) during the conference.
- 4.12** Support the SC and LOC in selecting grantees and managing communications with them.

5. Tasks of the Professional Conference Organiser (PCO)

5.1 General Conference Management

- Oversee the full project management of the APHC.
- Develop and monitor a comprehensive timeline and action plan.
- Draft, manage, and update the budget (quarterly until 6 months before the conference, then monthly).
- Coordinate the planning and delivery of the scientific and organisational programme with the SC.
- Design, layout, and print the preliminary and final programmes using professional services.
- Manage all mailings (e.g., first announcement, call for abstracts).
- Coordinate with the conference venue for technology, space, catering, and logistics.



- Organise venue decoration and signage.
- Oversee on-site conference operations.
- Prepare auditable final accounts for all income and expenses.

5.2 Speaker and VIP Management

- Send formal invitations to speakers (as nominated by the SC).
- Manage speaker registration and hotel bookings.
- Coordinate technical support for presentations.
- Design and print name badges.
- Prepare speaker welcome packs and distribute them at hotels or registration desks.
- Issue post-conference thank-you letters.
- Process travel reimbursements for speakers.

5.3 Hotel Management

- Negotiate and secure room blocks across various hotel categories.
- Sign and manage hotel contracts.
- Administer room allocations, cancellation policies, and deposits.
- Publish hotel options and rates on the conference website.
- Sell hotel rooms at net rates without markup to delegates, exhibitors, and sponsors.
- Reservation of accommodation specifically for invited speakers, committees and organisers.
- Manage group bookings for sponsors/exhibitors.
- Send electronic accommodation confirmations (paper copies available on request).
- Provide hotels with guest name lists and relevant details.
- Handle final hotel-related accounting.

5.4 APHC Website Development

- Build and maintain the APHC website in collaboration with APHN, LOC, and SC. APHN will have final approval of the website.
- Ensure visibility of APHN, host organisation, and APHC logos.
- Submit a complete copy of the website to APHN after the conference.

5.5 Programme Materials and Signage

- Coordinate professional design, production and installation of all conference visuals, including signage, backdrops, and printed materials.

5.6 Delegate Registration and Services

- Use a customised registration platform for both online and manual delegate registration.
- The registration system must be capable of exporting data in Excel format for APHN. This should include attendance details for workshops, courses, hotel bookings, and social events, where applicable and capture all data required by APHN in registration records.
- Collect payment via credit card, bank transfer, or cash (on-site).
- Verify eligibility for discounted rates in coordination with the APHN Secretariat.
- Provide regular registration updates and final reports with data (by country and profession) in Excel format.
- Send payment reminders and confirmations (available electronically or in print).
- Manage APHC-related phone enquiries.
- Coordinate registration of abstract presenters before programme finalisation.



- Print and issue name badges.

5.7 Exhibitor and Sponsor Management

- Develop sponsorship concepts and an exhibitor prospectus.
- Acquire sponsors and exhibitors in close collaboration with LOC and SC.
- Finalise agreements with sponsors/exhibitors.
- Create and publish a floor plan compliant with safety standards.
- Provide an online booking system and exhibitor service pack (containing all necessary information).
- Allocate booth spaces, prioritising major sponsors.
- Manage technical and equipment requirements for exhibition spaces.
- Support satellite symposia setup and non-commercial booths.
- Provide responsive communication support before, during, and after the event.
- Oversee collection of payments and supervision of setup/dismantling.

5.8 Onsite Conference Operations

- Recruit and schedule event staff.
- Set up and manage all on-site logistics.
- Ensure proper signage and document distribution.
- Handle outstanding payments and onsite support for delegates/speakers.
- Coordinate the conference schedule and all social events.
- Oversee catering, transfers, and technical equipment.

6. Special Clause – Contingency Planning for Format Changes

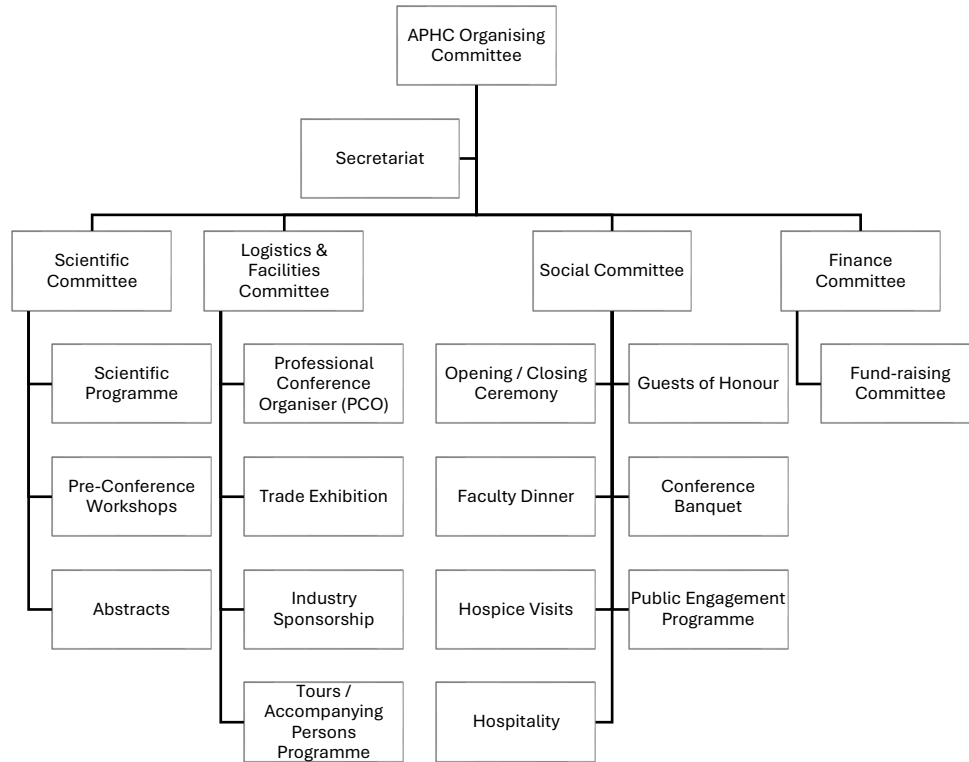
6.1 In the event that an onsite conference is not feasible, the host organisation must consult with APHN to determine whether the APHC should transition to a hybrid or fully virtual format.

6.2 The Organising Committee must ensure the selected PCO is capable of executing virtual and hybrid event formats effectively.

6.3 A contingency plan should be developed with the PCO to mitigate potential additional costs associated with such 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

Post event report

Table of contents

1 Conference overview	2
2 Scientific Programme	3
3 Social Programme	5
4 Sponsorship & Exhibition	6
Sponsorship & Exhibition income.....	6
Exhibition.....	8
5 Registration report	10
6 Marketing report.....	12
7 Finances	36
8 Delegates survey results	37
Part 1:Overall Evaluation of the Conference	37
Part 2: General information.....	43

Appendices

(Attached separately)

Appendix 1: Financial report