

**Advice on Review of ICPAN Conference BID Applications**

This document is devised to give guidance to the Global Advisory Council [GAC] Review Panel which will review all bid documents, allocate points and deliberate on the choice of the National Peri-Anaesthesia Association which will host the next ICPAN Conference.

The Advice Sheet consists of two parts. Part 1 [Process] deals with the process of review. Part 2 [Reviewing the Conference Bid Application] examines each section of the BID Form together with the corresponding brochure and gives advice on how to review and to allocate points.

**Part one -Process** :

* All ICPAN BID Forms will be returned to the GAC Chair [Vice Chair, ICPAN] by the deadline date determined.
* The GAC Chair will send all BID Forms with corresponding brochures to each GAC member electronically
* All GAC members will review each bid applicationawarding points as directed and adding comments as necessary
* All GAC members will use this document [Advice to Reviewers] to inform them in the review process
* All GAC members will return all scored BID forms and comments to the GAC Chair
* The GAC Chair will tally all points for each bid and summarize comments for each bid.
* The overall winner will be the National Association with the most points and favourable comments.
* A GAC Skype will be called to discuss the Conference BID Applications. At this meeting the group will arrive at a conclusion to recommend one National Association to host the ongoing ICPAN conference.
* This decision [with rationale] will be notified to the Chair of the ICPAN Board of Directors.
* The ICPAN Board of Directors will discuss the bid results and if in agreement, confirmthe name of the National Association which will host the following ICPAN conference
* The Chair of ICPAN will communicate with the winning National Association’s Conference Leader to offer them the opportunity to host the ICPAN Conference.
* On acceptance of this offer, the date of the announcement of the ongoing conference will be discussed between ICPAN Inc and the successful National PeriAnaesthetic Association.

**NB there may be circumstances in which the above process will not be possible**:

* If only one bid is returned it will be reviewed by the GAC as directed in this document. If the bid does not meet the required standard it will not automatically be accepted. Recommendations for its amendment will be made and a second date confirmed for the date of return. If again the bid fails to meet the minimal standard required, a new call for host sites for the next conference will be made.
* If the GAC finds it impossible to choose between two bid applications, the Board will be advised and will be required to confirm the choice
* If a host Association is chosen but does not accept the offer made – then the second choice venue should be offered the opportunity to host the Conference

 **NB If it proves impossible to select the host for the ongoing conference ICPAN Inc. will develop and host it with the cooperation of a selected National Peri-Anaesthesia Association**

**Part 2 : Review of the Conference BID Application**

This section will examine how to review each section of the bid.

The National Association making the bid will have used the Bid Form to put together a Conference Brochure containing all the information essential for the bid in a colourful, imaginative style which will look attractive to the reviewers. The reviewers will examine the Conference Brochure allocating points to each section as stipulated in the Bid Form.

**Allocation of Points**

Points are allocated to most sections [as specified in the BID Form]. Points are awarded for sections where the National Association making the bid demonstrate an excellent standard of facilities within a reasonable budget [venue, accommodation, catering].

There are some sections marked ‘**information only’**. No points are awarded to these sections since they deal with areas over which the bidder has no control. For example Visa Requirements, VAT and local tax arrangements. Information is required however and may influence the final decision of the reviewer.

**ICPAN Conference BID Form Content**

1. **Business language** :

The official language of ICPAN is English. The conference will be conducted in English. If the proposed host country is a non-English speaking country, they may organize translation services but these are very expensive and increase the conference registration cost. An alternative is to conduct a track [or block] of sessions to be conducted in the language of the host country. No points have been awarded for this section. However, any arrangement the prospective host country has made to cater for the linguistic needs of their nationals should be reviewed positively.

1. **Country specifics :**

This section is not awarded points since it deals with factors outside the Association making the bid’s control. The information must be included as it is important in the assessment of the suitability of that country to host the conference.

* Currency used : information only
* Current travel restrictions : if the country has an embargo on travel for certain other countries, this must be noted here. This section is very important in an uncertain world where dangerous conflicts can spring up quickly. As a reviewer you must take into consideration the current stability of any country making a bid and the possibility of conflict in that country in the future [i.e. during the period of the proposed conference]. Look up key facts about the political, economic, social, tourist status of the country if you are not familiar with it. Note: most governments have a website where they will post travel advisories for their citizens. Reviewers should access their home countries website when reviewing this section.
* Visa Requirements : if the country has restraints on visiting with widespread complex visa control, this may discourage potential delegates. This may influence your overall opinion of the country as a suitable place to hold the conference. A website address should be provided to allow access to further information on visas. As a reviewer, you should check out the website and check its usefulness for the prospective attendees.
* Available embassies or consulates : listed only
* VAT sales tax requirements : this information is for delegates who wish to buy merchandise. A brief overview will be sufficient since a website address should be provided for further information. This area can be complex and as a reviewer you should check the website to review information for prospective delegates.
* VAT exemptions / refunds : This can reduce costs for commercial companies wishing to exhibit. Again an overview will be sufficient with website for further information. As above, the reviewer should ensure the information is clear on the website for commercial company access.
1. **Board of Tourism [local and national]**

Four specific questions relate to the support offered by local and national tourist boards. All are awarded points and do not need further explanation

 \*If the tourist board is assisting, there should be a formal letter included in the brochure .

1. **Transportation [internal : external]**

Points will be awarded to the country Association that is well served by international airlines to bring in the global delegates. The proximity of the airport from the conference venue, together with transfer facilities between the two hubs are important considerations for the delegate. Points are awarded for information on both proximity and transfer facilities.

The use of map/schedules here will be awarded points.

Information about internal transport services from accommodation sites to the conference venue are important since many delegates choose to stay off site to the venue in order to economize on their trip.

The use of map/schedules here will be awarded points.

1. **Conference Social Activities : Tourist Attractions**

This section is not awarded points. While information will strengthen the bid these activities are strictly within the domain of the scientific conference. Also it is not expected that at this early ‘bidding stage’ that activities will be worked out in detail.

1. Conference social activities form an important part of the experience – offer an opportunity for delegates to network in a more relaxed setting. Now more people are travelling with their partners/friends to international conferences. At this early stage of conference planning it is unlikely that precise details on social events will have been worked out.
2. Cultural /historic sites [while external to the conference], may attract delegates to combine conference with a family holiday. Tourist information of this nature is readily available from the local tourist board and the PCO can easily assimilate this into the bid [and feature it in the brochure].
3. Hospital tours have become an established part of the ICPAN conference and should be included automatically where possible. At the bidding stage, the exact nature of these visits will not be known but it should be included in the prospective programme.
4. **Conference Venue :**

 This is a major section of the BID Form impacting as it does on the delegate registration fee.

 Further details on the venue can be found on Conference Venue Site Specification List

 a**. Choice of venue**

Two alternative conference venues should be presented, ideally with different price range.

Once chosen, the National Association host will negotiate with the IPCAN Board which out of the two alternative venues to confirm as the Conference Venue. If a second choice of venue is not provided, this does not mean that the bid is refused, it may be that the prospective host cannot find a second venue to fit the conference requirements.

1. Meeting rooms

The venue must be able to provide a mixture of meeting rooms as listed in the BID Form. : The exhibition area must accommodate at least 15 stands. Points will be awarded for all these sub-sections.

Note : extra points will be awarded if the exhibition area allows maximum access to delegates.

A plan of the venue including all rooms used must be included in the brochure [Section 10 : Attachments]

1. Catering facilities

Traditionally the conference venue caters for lunch in the restaurant as part of the registration fee together with catering for social functions outside the scientific programme. This is not a mandatory requirement however. If the venue does not have restaurant facilities then food outlets in close proximity to the venue must be listed.

The availability of proximal off site food outlets is important even if the venue has a restaurant as some delegates prefer to use these sites.

Teas/coffees and biscuits should be provided for all breaks and points awarded

All of these sub-sections will be awarded points.

1. Audio-Visual [AV] Services

This includes provision of AV equipment and technicians by the venue. Points will be awarded if the venue takes responsibility for these at a reasonable cost.

1. Projected costs of venue

 The total cost of venue hire [deposit, room hire, catering and AV services] must be provided.

 This elicits a high score since it is important information and will impact on the delegate

 registration fee.

1. **Accommodation is divided into two sections:**

Accommodation is a very important element of the bid process. The bid will score higher if there is a wide variety of choice and cost of rooms [both on and off venue site]. The bid that outlines transport infrastructure to convey delegates from conference to accommodation will score highly.

On-site accommodation available in conference venues

* Block booking of on-site rooms [single/double/twin] with accessibility will awarded points. Block booking reduces prices for the delegate and as stated above, having accommodation in the venue makes the conference is more convenient and encourages networking. Points will be awarded for this sub-section according to how many rooms have been reserved. If 100% of rooms have been block booked for each alternative venue hotel – then a maximum score of 60 will be awarded. An estimate of costs should be available in US dollars, Euros and the currency of the host country.

 Off-site accommodation

* Even when on site accommodation is available a selection of off-site accommodation [hotel, BB, hostel etc] nearby the venue should be offered to delegates. Many delegates cannot afford on site rooms in the venue so the off-site choices should cover a wide distribution of prices. Ideally off site accommodation should be within a 5 kilometer distance to the venue site but if internal transport is widely available and efficient, then delegates may find cheaper accommodation solutions further away from the venue site. Points will be awarded for this sub-section. An estimate of costs should be available in US dollars, Euros and the currency of the host country.

**8.National Peri-Anaesthesia Association**

This is an important section which allows the reviewer to consider the strengths of the prospective Association and its executive team. The stronger this appears, the more marks should be awarded.

Profile of National Peri-Anaesthesia Association

Includes information on the Association’s specific nursing speciality, its membership, affiliations and experience in instigating education initiative and running study days and conferences.

Executive leadership : Evidence of a strong executive committee lead by an experienced person will score highly. A profile of the prospective conference lead will be useful in assessing to what extent assistance will be needed from the ICPAN Inc. Education Committee it the bid is successful.

Financial resources. If a National Association can provide guaranteed funds towards start up fees/conference loss [if no-loss contract available] this will strengthen the bid. This would mean that the financial status of the conference is safe without or without PCO financial help.

Letter of intent from National Organizing Team should be included in the brochure [Attachments : Section 10].

**9.Conference Management**

This section gives details on how the conference will be managed from inception to realization of the event. Management is usually the responsibility the PCO chosen and the PCO is responsible for completing the bid application Form and brochure. However using a PCO is not mandatory. Associations are free to propose managing the conference within house, without professional support. The benefit of this is that all profit will go back to the host organization and ICPAN will benefit from its percentage award of this money.

The disadvantage is that the host Association needs to be financially robust to raise the money up front to secure initial deposits. Again, if the conference makes a loss, that host company must be able to meet the deficit. The host Association must show evidence that is has the necessary administrative structures in place to manage the conference from start to finish. This would usually mean having an established office and staff.

There are two parts to this section on conference management. The first [A] is for Associations choosing to use a PCO and the second [B] is for Associations bidding to manage conference without the use of a PCO.

**A. PCO is used for conference management**

Name of PCO [and website] : information only, no points awarded.

PCO’s experience of managing nursing/medical conferences: a summary of conference projects undertaken by the company will provide concrete evidence of the organization’s experience.

Project manager profile. It is important to have a summary of the experience that the project manager has in organizing medical/nursing conferences.

Organization with minimal/no startup funds. If the PCO is able to instigate conference organization with no monetary input from the host organizer, this is obviously advantageous to that Perianaesthetic Association. In this case it is important for registration to be organized quickly in order to have income return and for commercial companies to be recruited early.

No loss contract : does the PCO offer a no loss contract in which they guarantee that, even if the conference makes a loss, this will be met by the PCO and not by the National Association hosting the event? No loss contacts are obviously very favourable to the host organization but many companies now do not offer these contracts as recession has hit globally.

 Process for handling contracts/agreements : This should be a formal statement by which the PCO

 Outlines what aspects of conference management it will undertake and how it will liaise with the

 Host Association and ICPAN Inc. These are important considerations to confirm in the early

 stages of conference management.

 Budget estimates : the PCO should outline clearly how they will control the budget at all stages

 conference management so that overspending can be quickly corrected.

PCO Services : this section lists the 10 principles activities that may be undertaken by the PCO in conference management. Each of the services is awarded 2 points enabling a total score of 20 points. Services as follows:

1. Administration / registration
2. Hotel reservations [on-site]
3. Exhibition organisation
4. Marketing conference
5. Commercial sponsorship
6. Venue logistics / organization
7. Abstract collation and speaker management
8. Social programme
9. Host/maintain ICPAN Conference Website
10. Post Conference Activity i.e. evaluation/certification

 Conference management fee structure:

 This is for information only. How will the PCO charge for it’s service? By delegate/service or as a

 fixed charge?

 Total projected costs for PCO management services:

 A projected cost for PCO management in different currencies should be given here. This is very

 Important as it will impact on the delegate registration fee.

1. Total Cost for all PCO services provided. This information will be added to cost of venue to indicate an approximation of the registration fee for delegates. This information is mandatory : no points awarded.

**B. PCO is not used for conference management**

If the National Association proposes hosting the conference without PCO management services the

 Reviewer must be persuaded that it is has the experience and financial backing to be successful.

 In this section the Association making the bid will be invited to prove they have the financial means

 to cover initial deposits and cover possible loss if the conference does not, at least, break even.

 A strategy on working with ICPAN Inc. to develop conference should be outlined.

 Management of the 10 services [outline in PCO section] should be outlined here.

**10. Attachments**

Attachments have been grouped together as letters, maps/plans and website addresses.

The letters have been awarded points while the maps and plans are for information only [with the exception of the Conference Venue Plan]. Maps and plans illuminate points in the brochure and will strengthen the bid. Website addresses should be given where more information is required.

Letters: [points awarded]

1. Letter of intent from National Organizing Committee : this is mandatory – no points awarded
2. Proposal from PCO with references : mandatory – no points awarded
3. Board of Tourism letter of support : points awarded
4. Letters of support from various levels of government : points awarded
5. Additional letters of support from professional colleagues, National Nursing Leadership etc

Maps/Plans: [no points awarded]

1. Map of venue including lecture halls, exhibition space, poster area, social functions. Points awarded
2. Air lines that serve the country : information only – info only
3. Local transport service map : info only
4. Map of venue within city area including off site accommodation range : info only

Website addresses : [no points awarded]

1. National Perianaesthesia Organization
2. Professional Conference Organizer
3. Local, National, Tourist Board [transport/accommodation/attractions]
4. Main airline courier to country
5. Government website for visa, local tax information

\*All website’s should be checked for quality/usefulness.