**ICPAN Conference Policy**

**Content Thoughts**

1. Host Site Bid Acceptance
   1. Confirmation required from bidding organization Chair/President to ICPAN Chair within X days of notification
   2. Financial Relationship
      1. Profit sharing (if any) percentage currently 80:20 (i.e., Host Country: ICPAN)
      2. ? Seed money provided from ICPAN in future
2. Responsibilities of ICPAN
   1. ICPAN Chair serves on Conference Organising Committee
   2. Assist with conference promotion around globe
   3. GAC and Board recommend volunteers to serve on Organising Committee
3. Responsibilities of Conference Host
   1. Review past budgets for benchmarking purposes
   2. Keep delegate registration fee affordable
   3. Provide current budget report during planning meetings
   4. Conference Logistics
      1. Include lunch meal and welcome event in program fee
      2. Time and space allotted for biennial BGM/GAC meetings
      3. Disclaimer in conference registration materials
         1. Photo release (image may be used in conference related publicity)
      4. Hospital visit
         1. May charge additional activity transportation fee (budget neutral)
      5. Social Event / Dinner at local venue
      6. Marketing and advertising
         1. Establish conference website within 30 days of bid acceptance
         2. Incorporate official ICPAN logo on materials
         3. Allow Chair to review all materials prior to distribution
         4. Provide print ads for publication use
   5. Conference Program Structure
      1. ICPAN Education Chair serves on Conference Organising Committee
      2. Conference Host selects keynote speakers
      3. ICPAN Education Chair leads/coordinates multinational abstract review teams
         1. Rate oral, poster abstracts for scientific programme development
      4. Include in abstract acceptance agreement
         1. Presenter to provide a copy of lecture slides/poster abstract with permission to post on [www.icpan.org](http://www.icpan.org) conference webpage
         2. Presentation slides must meet copyright adherence