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| International Collaboration of PeriAnaesthesia NursesICPAN | Title: ICPAN Conference Policy | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:Not Applicable |
| Effective Date: |
| Originated By:Board of Directors, 2016 |

**Purpose**

To provide specific information required for the development and management of ICPAN, Inc. Conferences. This policy includes and defines specific content related to the Responsibilities of the ICPAN Board of Directors (BOD) and the Conference Host, Conference Logistics, and the ICPAN Conference Program Structure.

1. Bid Acceptance and Confirmation
2. ICPAN Global Advisory Council (GAC) selects organization/country to host next ICPAN conference from submitted ICPAN Conference Bid Applications
3. ICPAN Chair and Conference Host Organizational Chair/President confirms hosting of ICPAN Conference within 2 weeks of getting notification. Notification may be done via phone, Skype or email.
4. Financial Relationships
5. ICPAN is the owner of the conference brand. Host Country ‘brands’ its conference in collaboration with ICPAN Board.
6. Host Country to review financial resources towards start up funding/contract with PCO. Submission of a ‘no loss’ contract from PCO or Host Country would be advantageous.
7. Conference profit sharing will be 80/20. Net profit earned from conference will be split between Host Country (80%) and ICPAN, Inc. (20%). A financial contract will be developed between Host Country and ICPAN, Inc.
8. If no applicant response to Request for Conference Bid then ICPAN, Inc. reserves the right to provide seed money to engage a Professional Conference Organizer (PCO) and host the next conference. Conference will be held in a geographically diverse location based on prior conference locations and economic trends. ICPAN, Inc. would keep 100% of profits earned.
9. ICPAN, Inc. reserves the right to provide seed money to assist Host Country where a need is demonstrated.
	1. Seed monies may be returned to ICPAN, Inc. when conference registration opens and enough funds have been recouped from delegate registration fees.
	2. Seed monies may be returned at the end of the conference upon profit earnings
10. The host country in conjunction with ICPAN Inc. will do everything possible not to make a loss. However, if Conference profit loss occurs, it will be shared 80/20. Host country (80%) and ICPAN, Inc. (20%).
11. Host Country will provide ICPAN BOD opportunities to review contracts for conference management (PCO, hotel)
12. Budgetary meetings to be held on a monthly basis between Host Country and ICPAN BOD.
13. Responsibilities of ICPAN
14. Provide logistical structure for conference e.g. abstract review, required meetings, opening closing ceremonies)
15. ICPAN Chair serves on Conference Organizing Committee.
16. Assist with conference promotion (website, Facebook, other social media, contacts).
17. GAC and ICPAN Board will recommend volunteers to serve on Organizing Committee.
18. Collaborate with Host Country Conference Chair to determine conference name, theme.
19. Act in an advisory capacity for troublesome logistical issues.
20. Responsibilities of Conference Host
21. Identify a Conference Chair; this person will become a member of the ICPAN Board, replacing previous Conference Chair.
22. Conference Chair will work with ICPAN Board to identify volunteers to serve on Conference Organizing Committee.
23. Select a PCO for conference management/assistance or identify Country volunteers who will manage conference specifics.
24. Conference management plan/contract to include collaboration with ICPAN, Inc.
25. Keep delegate registration fees affordable
26. Review past conference budgets for benchmarking purposes
27. Provide a projected budget with conference costs
28. Provide current budget report/status during conference planning meetings with ICPAN Board
29. Host Country will provide timeline for conference management
30. Conference Logistics
	* 1. Conference location venue able to support multiple educational tracts, meeting rooms, Exhibition space
		2. Provide time sensitive dates for registration(s) and abstract submissions
		3. Include lunch meal(s) and welcome event in program fee
		4. Time and space to be allotted for Opening/Closing Ceremonies and Biennial BGM/GAC meetings
		5. Disclaimer in conference reference materials (photo release, copyright infringement)
		6. Hospital visits to be arranged (may charge additional transportation fees)
		7. Social Event / Dinner at local venue
31. Marketing and Advertising
	* 1. Establish conference website within 60 days of bid acceptance
		2. Incorporate official ICPAN, Inc. logo on materials
		3. Provide ICPAN Chair with opportunity to review all materials prior to distribution, placement on website
		4. Provide print ads for publication use
32. Conference Program Structure
	* 1. ICPAN Education Chair serves on conference Education/Scientific Committee.
		2. ICPAN Education Chair, in collaboration with Conference Chair, leads/coordinates educational component of conference. These duties include but are not limited to:
			1. Calling for abstracts after discussion on major themes of conference
			2. Setting deadline for oral/poster abstracts
			3. Co-ordinating multinational education team to review abstracts
			4. Managing electronic collection of abstracts from website with assistance from PCO
			5. Administering abstract review process / forms to be used / how abstracts disseminated to reviewers / deadline for completion
			6. Co-ordinating selection of speakers
			7. Obtaining confirmation of intention to deliver presentation
			8. Building scientific programme
		3. Conference Host selects Keynote Speakers
		4. Abstract acceptance agreement to include
			1. Presenter to provide a copy of lecture slides/poster abstract with permission to post on ICPAN, Inc. and Conference Host webpage.
			2. Presentation slides must meet copyright adherence policy which includes signed documents by presenter.
33. Biennial General Meeting (BGM)
	1. ICPAN Inc. to hold BGM during ICPAN Conference
	2. Conference Host to coordinate meeting schedules with ICPAN BOD
	3. ICPAN GAC Chair will coordinate with Conference Chair to schedule GAC meeting during conference
	4. Election of ICPAN Officers will occur during the ICPAN Conference at the BGM.