

**ICPAN Biennial Conference 2019**

**Operational procedure timeframe for RFP conference bid process**

**Comments in red denote need for discussion**

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| **Date** | **Activity** | **Notes** |
| **September 2015** | ICPAN 2015 : Denmark  RFP bids for ICPAN Conference 2017 announced via website |  |
| **January 2016** | Deadline for submission of bids for ICPAN 2017 | ASPAAN [Australia] the only bid received |
| **February 2016** | Review of Australian bid by GAC | GAC review and advice presented to BoD |
| **March 2016** | AASPAN bid proposal accepted by BoD | Australia confirms ICPAN Australia 2017 : Date of meeting announced |
| **April 2016** | GAC reviews conference bid document : makes suggestions via email for changes and advises development of RFP bid document pack | ICPAN bid document redrafted in view of critique of existing document  New style pack should incorporate more advice for bidding associations on how to prepare a good proposal |
| **May 2016** | New style bid document draft 1 drawn up and distributed for comment to GAC members |  |
| **June - September 2016**  **RFP Bid Pack developed during this period** | Bid document draft 1 to be discussed at SKYPE 15/6/16   1. RFP Bid Pack supplementary documents   drafted:   1. Advice for potential bidding associations 2. Advice to GAC reviewers 3. Template [i.e. Danish brochure] as exemplar 4. Operational procedure and timeframe   developed   1. Terms of reference for RFP Bid Process   drafted | Bid document draft 1 amended in light of suggestions confirmed at SKYPE discussion  Bid document draft 2 to be confirmed by GAC as final draft and presented to BoD for comment and approval [or further amendment]  These supplementary documents together with the primary bid document will consist the RFP Bid Back ready to be used in bid process for ICPAN 2019 |
| **September 2016** | Deadline for completion of RFP Bid Pack and review by BoD  BoD confirms both documentation and bid process  BoD confirms when Bid for ICPAN 2019 will be announced | There may be a delay in achieving this : however, the process can cut into September so that the Bid Pack / process be confirmed by the end of the month |
| **January – March 2017** | Announcement of launch of bid process for 2019 | This will be set by BoD. Try to avoid too early a bid process date and early decision on ICPAN 2019 as the successful country needs to be announced for the first time at the end of ICPAN 2017. |
| **? March 2017** | ? Date to launch ICPAN 2019 bid round. Set deadline to receive back bid proposals  Launch via website and communication via GAC to national associations | Vice-Chair leads this process in collaboration with Chair, BoD and GAC  Website announcement to include contact email address for person who will send out Conference Bid Pack 2019. ? this could be Vice-Chair |
| **March - September** | ? 6 months period for national associations to prepare conference bid  ? Deadline September to receive all bids | 6 months a good length of time to prepare bids [usually 3-4 months].  September deadline gives long enough for GAC and BoD to review and choose next conference venue. But successful venue can be kept under wraps until end of Sydney conference |
| **September – October 2017** | Bid review by GAC.  Review and choice of venue by GAC presented for review / confirmation to BoD  BoD offers conference to successful bidder who must then formally accept  Successful association formally accepts offer to host ICPAN 2019. | May have around 6 weeks to review the bids, choose and confirm with BoD.  6 weeks should also be long enough to deal with any major points of bid revision with the national association putting in the bid  In the event of the successful country withdrawing, the second favourite country should be asked to host conference 2019.  Advised to keep secret but to prepare marketing material for Sydney. This process may need to be bought forward so that successful bidder has time to prepare marketing material to launch at Sydney |
| **November 2017** | ICPAN : Sydney 2017  ICPAN 2019 venue is announced on the last day of conference. | Conference Chair 2017 steps down from BoD. The new conference chair takes up position on the BoD immediately post Sydney Conference  \* the retiring Conference Chair continues to work with Chair/BoD for an interim period to finalise post conference procedures and may continue to sit on BoD until this period is over |
| **November 2017 – February 2018** | GAC reviews the bid process [documents and process ] and makes adjustments as necessary, validated by BoD |  |
| **March 2019** | ? date for new bid process round for ICPAN 2021 to be launched |  |
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