****

**ICPAN,Inc. update for GAC**

**18th January 2017**

**Notes taken from ICPAN BoD meeting 17th January 2017**

**Key points :**

**Membership:**

* Meg and Ann will work on policy for membership – need to decide on date for membership renewal. January renewal for all organsiations or the date when association joined ICPAN? BoD will comment on draft in next month.
* GAC will then examine membership policy proposals and make recommendations

**Sponsorship:**

* Meg working on sponsorship document which will be posted on website to attract sponsors for ICPAN, Inc [ not ICPAN conference]. May use ideas Conference sponsorship brochure which PCO has put together for Sydney – very impressive
* GAC – if anyone has ideas on sponsorship document send them to Pat to send on

**Sydney conference :**

* Update from Meg
* Things shaping up well now – meeting in Sydney with new President ACPAN, Fiona and PCO.
* Email blast to advertise conference to international colleagues went out before Christmas – but not everyone got it. Another email blast will be sent out next week – together with an e-blast requesting abstracts
* Gala dinner has now been put to Friday night so next day only a half day – less tiring. Wednesday will be hospital tours / publishing workshop – then welcome cocktail reception
* Single day offer – at reduced rates being included. Also half days on Wed and Sat – will not receive conference bags for these . Everyone thought these very good ideas to get atttact more delegate
* Education program – at last count 38 abstract **DEADLINE is END of JAN.** Need around this number to fill all lecture sessions. Need to know how many countries are represented thus far.

GAC can help here – contact national organization and brain storm to find speakers

* Lunar Park venue terrific – stunning – expensive so profit margin not so big. Travel to conference easy – train to Circular Quay and short walk – also ferry great

**Election of Officers – Policy**

* Sue working on this – when draft scrutinized by BOD – this will be passed onto GAC for comment and recommendations – within the next month or so

**Conference Policy**

* Again Sue working on this – updated draft to be sent to BOD in next couple of weeks. Again once seen by BOD – will be sent to GAC for comment etc.
* This document sets out how the conference is managed. What the working relationship will be between ICPAN, Inc. and Host organization. Intended to reference this as additional document for prospective host organisations. They need to see this before making their bid. We will insert a clause in bid document to refer them to consult this ICPAN policy document.

**Ongoing work for GAC up to Spring**

Plan to launch bid process for 2019 conference in March.

All bid docos + conference policy document should be ready by then

GAC to scrutinize :

* Membership policy
* Election of officers policy
* Conference policy

GAC representatives to discuss with their Boards how to stimulate more abstracts / also ensure that e-blasts advertising conference are being received

Any ideas on sponsorship document would be welcome