a

**Advice to National Associations- ICPAN Conference Bid Process :**

This advice document has been prepared to facilitate completion of the ICPAN Conference Bid Formby a country interested in hosting the ICPAN Conference. It provides detailed explanation for each section of the Form.

There are two parts to this Advice Document :

Part One : general advice on the Conference BID Process

Part Two : specific advice on each section of the Conference BID Form

**Part One : General advice on the Conference Bid Process**

**a. Making the decision to bid for an ICPAN Conference:**

Hosting the ICPAN Conference is a challenging and time consuming endeavor. Prior to submitting an ICPAN Conference BID Form it is important to ask the following questions about your organization:

Can your organization support this challenge?

* Do you have a large membership base?
* What financial resources do you have as backup?
* Do you have a strong committee / leader who can steer this process?
* Does your team have any experience in organizing national conferences / study days?
* Can you calculate the prospective attendance from national members?
* Where would you hold this conference : city/town/countryside venue?
* Do you have an international airport near to prospective venue?
* Do you have funding available for start up costs?
* Can you identify three Professional Conference Organizers who may work with you in managing this conference?
* Do you have local / national tourist board support you can call on?
* How would hosting this conference impact on your national association work?

**b. Applying for the ICPAN Conference Bid Pack**

Once the conference bid procedure is open this will be advertised on the website [www.icpan.org] and a contact given. If you are interested in making a bid for the ICPAN Conference you must inform this contact and you will be sent the ICPAN Conference Bid Pack containing the following documents:

1. ICPAN Conference BID Form

This form lists all the information needed to prepare a bid in sections giving the points that will be awarded to each section on reviewing the bid. The bid itself will appear as a Conference Bid Brochure and contain the information stipulated in the Bid Form

1. Advice to National Organizations

Detailed advice on how to prepare the Conference Bid Brochure

1. Guidelines on selection of Professional Conference Organiser [PCO]

Detailed advice on how to find the best PCO for the job

1. Conference Venue Site Specification List

A breakdown of key points to look for in choosing the prospective venue site

**c. Choosing the Professional Conference Organiser [PCO]**

Choosing the PCO company who will work with you in putting together the bid and if successful, managing the conference is a key decision. Document 3 [Guidelines on selection of Professional Conference Organiser ] will help you in this process.

**d. Management of conference by the host Peri-anaeasthesia Association [with no PCO involvement]**

If your National Association has the financial backing, expertise and administrative structures in place, then a PCO may not be required. In this case the National Association Board will use the Conference Bid Form to prepare their bid brochure.

**e. Preparing the ICPAN Conference Bid Brochure**

Use the ‘Advice to National Organisations’ document. This has all the information you need to prepare the Conference Bid Brochure.

All sections of the Bid Form should be included in the Conference Bid Brochure. Take care to note which sections are information only and which are awarded points. The brochure must be completed and returned electronically to the contact identified on the website instructions.

**f. Returning the completed Conference Bid Brochure**

The completed Conference Brochure should be returned electronically to the contact given on the website. It should be sent electronically.

**Please ensure that it is returned before the DEADLINE date which will appear on the website.**

**Part Two : Specific advice on the Conference Bid Document**

This section gives you detailed advice on each section of the Conference BID Form. This is to enable you to understand in greater depth the information that is required with rationale.

Above all the conference bid must demonstrate that you have planned the conference keeping in mind the needs of our international Peri-Anaesthesia Nursing Members. Budgeting to keep costs down for registration and accommodation is key to making a successful bid. The Conference should be designed at a competitive price.

**Points awarded for sections:**

1. **Information only** : these sections are not awarded points. For example ‘Country Specifics’ which deals with visa requirements/VAT tax statutory to the country making the bid. This area is outside the control of the National Association making the bid and is therefore not given credit in the form of points. The information is vital however, and will be used together with the sections that have points awarded on deciding which country has put together the most attractive conference bid.
2. **Sections with points awarded** : most sections are awarded points when the information provided is deemed to be important for reviewers to know.

**Conference BID Form : advice on each section**

1. **Business language** :

This section is for information only [no points awarded]

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 would increase the conference price. An alternative is to conduct a track [or block] of sessions to be conducted in the language of the host country.

1. **Country specifics :**

This section is for information only - no points awarded. Where further

information may be needed, website addresses should be included in the

Conference Bid Brochure [see Section 10 : Attachments]

* Currency used
* Current travel restrictions : if your country has an embargo on travel with certain other countries, this must be noted here. This section is very important in an uncertain world where dangerous conflicts arise quickly. The ICPAN Board and Global Advisory Council will take into consideration the stability of any country making a bid.
* Visa Requirements : If your country requires visas for entry this must be stipulated here. A website address should be given in the Bid Brochure [see Section 10 Attachments]to allow access to more detailed or complex information regarding visas
* Available embassies or consulates : listed only [websites should be supplied in Bid Brochure – see Section 10 : Attachments]
* VAT sales tax requirements : this information is for delegates who wish to buy merchandise : this is for information only. A brief overview will be sufficient. For further information include a website address in the Bid Brochure [See Section 10 : Attachments]
* VAT exemptions / refunds : this can reduce costs for commercial companies wishing to exhibit. Again an overview will be sufficient – but you can include a website address for further information in the Bid Brochure [See Section 10 : Attachments]
1. **Board of Tourism**

This section is awarded points

Local and national tourist boards can be very helpful in assisting the National Host Organization to develop the conference. It is within their interest to attract large conferences to their country/city to :

* promote interest in their city
* stimulate business opportunities
* attract delegates and their families to local tourist destinations

 Four specific questions here identify in which ways your local Board of

 Tourism may support you:

* Site inspection hosted : will your local tourist board help you in choosing and selecting two alternative venue sites?
* Choosing PCO : will your local tourist board help you in finding three appropriate potential PCO’s and hosting a formal presentation to choose the PCO? [see advisory document on ‘Choosing a PCO’]
* Promotional assistance : how will your local tourist board assist you in promoting the conference [advertising conference / donating maps, souvenirs etc]
* Financial support *:* will your local tourist board offer financial support?
* Include a letter of support from your local Tourist Board in the Bid Brochure [See Section 10 : Attachments]
1. **Transportation :**

This section is awarded points

In any conference transport to and from the venue are important factors to be

considered by potential delegates. Competitive prices offered by a choice of airlines may reduce the cost of travelling to the conference. Proximity of venue to the airport and multiplicity of shuttle services from airport to venue will strengthen the bid.

Internal transport facilities are equally important particularly if the delegate is

staying in off-site accommodation away from the conference venue. Points

 will be awarded for detailed information in this section.

* List the airlines that service your local airport [a diagram to demonstrate international routes may be included in the Bid Brochure]
* Is there a discount provided by your national airline – for multiple bookings? Sometimes the national carrier will provide a tickets at discounted prices if multiple bookings can be assured
* How far is it from airport to conference venue?
* Summarize public transport and shuttle services from airport to conference venue and from nearby accommodation to conference venue [a map/plan of transport services in the Conference Brochure will be awarded points [Section 10 : Attachments]
1. **Conference Social Activities : Tourist Attractions**:

This section is for information only

Please note that at this bidding stage there is little chance that arrangements will have been put in place for Social Activities. However, prospective events can be outlined.

* Conference social activities form an important part of the schedule – a chance to network in a more relaxed setting. Now more people are travelling with their partners/friends to international conferences. Inclusion of projected social activities in the Conference Brochure will strengthen the bid
* Cultural /historic sites may attract delegates to combine the conference with a family holiday. Nearby attractions can be referred to and a website address given for access to further information.
* Hospital tours have become an established part of the ICPAN conference and should be included automatically. At t
1. **Conference Venue :**

 This section is awarded points. This is an important section of the bid as it

 impacts directly on the delegate registration fee.

 For further details on specifications required for the venue see Venue Site

 Specification List

Alternative choice of conference venue :

Two alternative conference venues should be presented, ideally with different price range. The National Organisation which wins the bid negotiates with the IPCAN Board of Directors prior to deciding which out of the two alternative venues to choose. Additional points will be awarded for offering two venue choices

Meeting rooms:

The venue must be able to provide a mixture of meeting rooms as follows :

* large hall for opening / closing ceremonies
* break out rooms
* small rooms for office utilization
* area for poster presentations
* room for silent auctions
* exhibition area size
* exhibition proximity to meeting rooms / catering area

 \*A plan of the conference venue including all of above rooms must be

 included in the Conference Brochure [ see Section 10: Attachments]

Catering facilities:

* Lunch in venue restaurant should be included in the registration cost. This may not be possible if the venue does not have a restaurant. If this is the case, then local food outlets should be sourced and identified. Points will be awarded to bids which include lunch as part of registration cost.

\*sample menus may be included in the Bid Brochure

* Teas/coffees and biscuits should be provided for all breaks. The venue should be able to cater for social functions outside the scientific programme and alternative food outlets must be available in close proximity to the venue.
* Catering services should be available in the venue for social functions outside the scientific programme
* A choice of catering outlets in the local area to the venue should be given.

Audio-Visual services:

A summary of audio-visual equipment and services provided by the venue should be included here.

Cost of alternative conference venues:

The projected total cost of both proposed alternative venues [including deposit, room hire, catering, AV facilities] must be given here. This is important information as it will impact on the delegate registration fee. This cost should be given in US dollars, Euros and the currency of the host country.

**7.Accommodation**

Double points will be awarded if two alternative venue sites are given here.

Where the venue offers on site accommodation, block booking of that accommodation will lower the cost of rooms to the delegate. The lower the cost, the greater the incentive for the delegate to stay on site at the conference. This encourages networking outside of the scientific programme.

 On site accommodation [available for alternative venue locations]

Points will be awarded for choice and accessibility of venue hotel rooms on offer [mix of single/twin and doubles]. Rooms should be block booked for conference to reduce rates. In the bid, the greater the percentage of rooms block booked for conference at a reduced rate – the greater the score.

Off-site accommodation.

Even if on site accommodation is available, a selection of off-site accommodation should be made available [hotels / BB / hostels etc]. Many delegates cannot afford on site rooms in the venue therefore the off-site choices should cover a wide distribution of prices. Ideally off site accommodation should be proximal to the venue site. A distance of 5 km has been stated as providing the boundary of off-site accommodation. If local transport is widely available and efficient, then delegates may find less expensive accommodation solutions further away from the venue site.

If information is given for on site rooms with alternative off-site accommodation then a total of 120 points is possible in this section.

**8.National Peri-anaesthesia Association**

Points will be awarded for this section

Profile of National Association.

This allows the bidding association to provide a summary of their organization including nursing speciality, membership numbers, affiliations and education initiatives, study days and conferences

\*A letter from the National Organizing Committee must be included in the

 Conference Brochure [see Section 10 : Attachments ]

Executive committee composition and leadership:

A profile of the members of the executive committee and it’s leader will be valuable in assessing the strength and experience of the National Associations executive. . While at this stage a ‘National Conference Chair’ may not have been appointed, there will be someone leading the bid. This is useful information in assessing the overall experience of the team and how much,, if their bid is successful they may require help and support from the ICPAN Inc. Education Committee

Financial Resources:

Start up funds :

If the National Association has financial resources towards startup funds this will strengthen the bid and points will be awarded. Habitually PCO’s offer a no-loss contract in the event that the conference makes a loss. However, this arrangement is not guaranteed. Again, if the National Association intends to manage the conference within using a PCO, it will have to provide evidence of start up funds.

Cover for loss if ‘no-loss contract’ unavailable with PCO:

If the National Association can cover the potential loss of hosting the biennial conference if the PCO will not guarantee this, then the bid will be awarded maximum points.

**9.Conference Management**

Management is usually the responsibility the Professional Conference Organizer [PCO]. However using a PCO is not mandatory. Associations are free to propose managing the conference within house, without professional support. 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 those wishing to manage the conference within house.

**Section A : PCO is used for conference management**

* Name of PCO [and website] : information only

 \*Written Proposal from PCO with references is mandatory and must appear

 in the Conference Brochure [ Section 10 : Attachments]

* Examples of previous medical/nursing conferences managed by PCO. A summary of conference projects undertaken by the PCO will provide solid evidence of their experience in the medical field.

Letters of recommendation from other organisations whose conferences have been managed by PCO should be found included in the Conference Bid Brochure [see Section 10 : Attachments]

* Project manager profile : the experience of the project manager in organizing medical conferences is key to a successful conference. Details about the manager should be given here
* Start up fees – Points will be awarded if the PCO does not require start up fees from the host organization
* 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 Organisation hosting the event? No loss contacts are obviously very favourable to the host organization and strengthen the bid. However many companies now do not offer these contracts as recession has hit globally.
* Process for handling contracts/agreements. This is a formal statement of how the PCO will set up organizing what aspects of conference management it will agree to undertake and how it will liaise with the Host Association and ICPAN Inc.
* Budget estimates. It is vital that budget forecasts be drawn up and reviewed regularly. If overspending occurs it should be quickly corrected. The budgetary plan should be outlined here.
* PCO Services. This comprises a list of 10 service areas which the PCO may take on. Two points are awarded for each service making a possible total of 20 points.
* Conference fee structure. This outlines how the PCO charges for its services, per delegate / per service or as a fixed fee? There are many variations here, this is for information only.
* Total projected cost for PCO services used. A projected cost should be included here. This is important information since it will impact on the delegate registration fee.

**Section B : Management by Host Association in collaboration with ICPAN Inc.**

 In this case the host organization undertakes the management of conference on

 it’s own with the advice and assistance of ICPAN Collaborative Inc. This section

 may be completed on a word document.

* 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. Evidence of funding should be provided here.
* 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. Developing the conference with the advice and assistance of ICPAN Inc. is essential even if the host association is able to carry out administrative work autonomously.
* Specific management functions are listed here. Details on each function will score points [up to 10 points per function].

**10. Attachments**

Attachments have been grouped together as letters, maps/plans, website addresses. Letters have been awarded points while maps/plans are for information only with the exception of the Conference Venue Plan. Maps and plans illuminate points in the brochure and should be used wherever possible. Website addresses can be used to access more detailed information where as necessary. Artistic design of the brochure including photos of the country/city will strengthen the bid.

**Letters:**

* The letters of support / intent [all listed] are all awarded points and should be included in the Conference Brochure

**Maps/Plans:**

* Map of venue including lecture halls, exhibition space, poster area, social functions is important and should be included in the Conference Brochure. Points are awarded for this .
* The other maps/plans are for information only

**Website addresses :**

* These are for information only where further details need to be found on any given section.
* No points awarded for inclusion of website addresses.

*NB : there should be a designated permanent section on the website giving the some detail about the procedure for making a bid – and asking the questions under ‘Making the Decision to bid for an ICPAN Conference’. This will associations to assess their readiness to hold a conference well before the bidding process is open.*