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**ICPAN Conference Bid Worksheet DRAFT 3**

**Application from :**

* *National PeriAnaesthesia Organisation :*
* *Country :*
* *Conference ~~Location~~ City:*
* *Comments in blue are late comments from UK : valuable points to consider*
* *Items in red indicate changes from Draft 1 – and points needing further discussion*

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| **Topic** | **Information Required** | **Comments** |
| **COUNTRY / CITY VENUE** |  |  |
| **Business Language** | English |  |
|  | Provide availability and cost if interpreters or simultaneous translation required UK suggests not to do this. If it is left in, then the cost of delegate with and without translation should be calculated. (Translation very expensive) | Information onlyShould this be scored?Should we keep this alternative? : very costly to provide translation services |
|  |  | 10 points if translation services used No points for this (UK suggestion) |
| **Country Specifics** |  |  |
|  | Currency used | Information only |
|  | Any current travel restrictions | Information only : unlikely that country will announce negative political/health/cultural problems in bid.Incumbent on GAC reviewers to check factors relating to national security of country to inform venue choice |
|  | Visa requirements | Information onlyInformation only – list of countries requiring visa – and website to allow attendees to check status |
|  | Available Embassies or Consulates | Information only |
|  | Import / Export restrictions | To be removed. Not relevant to purpose of trip : education |
|  | VAT sales tax requirements | Information only : no score [leave in as can be an incentive for delegates buying merchandise] |
|  | VAT exemptions / refunds | Information onlyCan attract exhibitors if favourable VAT : help financial success of conference |
|  | This whole section is now **Information Only**.Will make it easier to score as the above can be complex and outside the bidders power to make a difference |  |
|  |  | NO POINTS |
| **Board of Tourism**[local and national] |  |  |
|  | Availability and degree of support | 0-10 |
|  | Site inspection hosted | 0 or 10 |
|  | Degree of promotional assistance [advertising/marketing] provided | 0-10 |
|  | Is any financial support provided?  | 0-10 |
|  | *Letters of support now in Attachments at end*NO CHANGES : all agreed above important / need to explain in advice how Tourism boards can support Conference Bids | **Highest Score : 40** |
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| **Transportation**[Internal / external] |   |  |
|  | Availability of airlines travelling to conference destination  | 0-10 |
|  | Proximity of airport to conference venue | 0-10 |
| UK : “Fallacy” | Discount provided by airline company | 0 or 10 Often delegates get cheaper rates on website. The “discounted” fare often more expensive than that found on their normal website! |
|  | Train/metro/bus/shuttle services from airport to conference venue | 0-10 |
|  | Train/metro/bus/boat transport from alternative hotels to conference venue | 0-10 |
|  | *Moved Transportation section to appear within general info**Included transport details for people staying nearby conference venue*NO CHANGES  | **Highest Score : 50** |
| **Conference social activities / Tourist attractions** | Include ‘conference’ in title to differentiate conference social activities and outside conference attractions |  |
|  | Social activity options available for conference attendees | 0 or 10 [0-20]Families/significant others should be included in social activity invitations within conference |
|  | Cultural / historic sites available in venue | 0-20 [0-10]This should be scored lower. They are ‘extra’ to conference |
|  | Hospital tour options available | 0 or 10 Leave off the score |
|  | *Given new title*  | **Highest Score : 40** |
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| **CONFERENCE VENUE** | *Please provide information on 2 separate venue options* |  |
|  | Two venue options provided | 0 or 20 [should this be higher?]Cannot make it mandatory to provide 2 site options – but 20 marks if 2 given. Should be of different price range if possible |
|  | Venue supports both hotel and conference meeting rooms | 0 or 20 |
| *Meeting rooms* | Capacity of largest meeting room [400-600] : proximity to rest of conference venue | 0-10 |
|  | Number and size of rooms for concurrent sessions [100-300] : proximity to rest of conference venue | 0-10 |
|  | Number of small rooms for office utilitisation | 0-5 |
|  | Area for poster presentations [to accommodate 50 posters] | 0-10 |
|  | Room space for Silent Auctions and Country/Association exhibits | 0-10 |
| *Exhibition* | Size of commercial exhibition space available [minimum of 15 stands] Must have growth capacity (up to how many stands?) | 0-10 |
|  | Proximity of exhibition space to meeting rooms / catering area | 0-5 |
| *Catering facilities* | Lunch option in venue restaurant included with venue costs | 0-10Lunch / refreshment costs should always be included in cost of registration |
|  | Tea/coffee/biscuits provided for breaks | 0-10 |
|  | Ability to cater for specific social functions at conference | 0-10 |
|  | Available catering outlets within local area | 0-10 |
| *Projected costs* | Cost of venue hire in total | 0-10 No marks – this should be mandatory information  |
|  | Cost of registration for attendee True: how would you give marks for the cost, all countries are different: some people think £100 is a lot of money, for some people it’s ok. **However this might be the decision making fact for many delegates,** this must play part of the decision making in big way! | 0-10No marks – this should be mandatory information : cost per delegate should be worked out on potential attendance : 500 / 300 etc |
|  | *Included all ‘venue’ sections here [i.e. exhibition and catering facilities]. Added ‘projected costs’ in this section.**This section is now awarded more marks to reflect its importance in choosing the conference destination* | **Highest Score : 140** |
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| **ACCOMMODATION** |  |  |
|  | Block booking of rooms in hotel on site of conference venue [single : twin : double] | 0 or 20 Vital ingredient – should be awarded 30 marks?  |
|  | On site hotel services provided [fitness/spa/parking] | 0-20Should this be scored at 10?Don’t agree on scoring this at all, how will you score? Fitness 1 point? Spa 2 points? |
|  | Availability of off site accommodation : hotel / B:B / hostels / guesthouses / other within reasonable reach of conference venue | 0-40 |
| *Projected costs* | Competitive cost of on site hotel accommodation [single/double/twin room] – prospective only since prices may change | 0-20Mandatory information – no score? |
|  | Range of prices for off site accommodation | 0-20Mandatory information – no score |
|  | *Have cut out 5/4/3\* hotel categories here / also a lot of services provided. Projected cost an essential piece of information* | **Highest Score : 120** |
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| **NATIONAL ORGANISING COMMITTEE** |  |  |
|  | Profile of National Organisation [membership, affiliations, education initiatives] | 0-20 |
|  | Experience in hosting a nursing conference | 0-20 |
|  | ? profile the team National Conference leaderand experience here  | **Highest Score : 40** |
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| **PROFESSIONAL CONFERENCE ORGANISATION [PCO]** | *Please complete either [a] or [b]* | Information only |
|  | **[a] If association is using PCO** |  |
|  | Name of PCO | Information onlyNot part of our role in GAC/BOD to scrutinize how NOC choses PCO. Propose an advisory document on choosing PCO as part of bid pack |
|  | Is the PCO a member of the International Association of Professional Congress Organisers [IAPCO]? | 0 or 10 |
|  | Examples of previous nursing /medical conferences organized by companyLevel of experience of project team | 0-100-10 How do you score the level of experience?You might get a feeling of the team, difficult to score. |
|  | Is no loss contract offered?Ability to organize conference with minimal / no start up funds | 0 or 100-10 |
|  | Contractual, budgeting policy | 0-10 |
| Advice the bidders to work on taking on as many of these functions in house – will cut costsAs ICPAN develops it can help out here | Fee structure detailed to include services provided:* Venue booking
* Registration
* Hotel accommodation on site booking
* Exhibition organization & marketing
* Conference marketing
* Conference sponsorship
* Abstract collation
* Speaker management
* Social programme
* Host / maintain ICPAN website [in house or third party]
* Other
 | 10 marks awarded for each of these: total 100 Should these be given 5 points each making a total of 55? |
|  |  | **Highest Score: 160** New score : 115 |
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|  | **[b] If association is not using PCO** |  |
|  | Provide a proposal from the National Organizing Committee to include the following:* Financial means to secure initial deposits
* Venue booking / organisation
* Registration
* Hotel accommodation on site booking
* Exhibition organization & marketing
* Conference marketing
* Conference sponsorship
* Abstract collation
* Speaker management
* Social programme
* Host / maintain ICPAN website [in house or third party]
* Budget management
* Other

*Given more detail to this section*Section left simple – very unlikely that any organization would not use PCO today | 20 marks for financial means to secure initial budget20 marks for budget management20 marks for website management5 marks for ‘other’ [55 marks]UK : Who carries the loss? It must be made clear here. Host Association’s financial liability? If it looks that the conference is going to make a loss, who will pay for the loss? Is there a chance that the conference is going to get cancelled? |
|  |  | **Highest Score : 160****New point = 115** |
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| **ATTACHMENTS** |  |  |
| *Letters* | Letter of intent from National Organising Committee | Essential : no marks awarded |
|  | Proposal from PCO with references | Essential : no marks awarded |
|  | Board of Tourism letter of support | 10 |
|  | Letters of support from various levels of government | 0-10 |
|  | Additional letters of support from professional colleagues, National Nursing Leadership etc | 0-10 |
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| *Maps / plans* | Map of conference venue including lecture halls, exhibit spaces, poster area, social functions | Mandatory information: no marks awarded |
|  | Air lines that serve country | Info only |
|  | Local transport services map | 10 |
|  | Map of venue within city/area and off site accommodation range | Mandatory information : no marks awarded |
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| *Website addresses* | National Perianaesthesia Organisation | This section is Information only / no marks awarded |
|  | Professional Organising Committee |  |
|  | Local, National Tourist Board [transport/accommodation/attractions |  |
|  | Main airline courier to country |  |
|  | Government website for visa, local tax information |  |
|  |  | **Highest Score: 40** |
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|  |  | **TOTAL SCORE POSSIBLE = 650 NEW SCORE 465** |
|  | **Presentation of the Bid**1. This form should be filled in and returned with basic facts
2. A brochure should be prepared with essential and supplementary information : maps : pictures
3. Both of the above can be presented electronically and as paper versions if required
4. When the successful country association has been chosen essential information about the conference / country will be posted on the new ICPAN conference website
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**Weighted\* total number of marks for each section.**

**\***each section weighted according to it’s importance in the overall bid

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| **Bid Document : Total scores of each section of document** | **Points** |
| Business language | Nil points |
| Country specifics | Nil points |
| Board of Tourism | 40 |
| Transportation | 50 |
| Conference social activities / tourist attractions | 40 |
| Conference Venue | 140 |
| Accommodation | 120 |
| National Organising Committee | 40 |
| PCO | 115 |
| Attachments | 40 |