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**ICPAN Conference Bid Worksheet DRAFT 3**

**Application from :**

* *National PeriAnaesthesia Organisation :*
* *Country :*
* *Conference Venue:*

*This draft is beginning to resemble final application document. But still have Action points in blue.*

*The information on this form should be replicated on Application Brochure [with images/maps/grids] to sell the venue. The information / and images on the brochure can in turn be used on the Conference Website when launched.*

**Please fill in the information required in all sections:**

|  |  |  |
| --- | --- | --- |
| **Section : [numbered]**  **Topic : [alphabetical]** | **Information Required**  *To be completed by Conference Bidder along with*  *the* ***brochure*** | **Comments**  *In Blue for BoD and GAC only to indicate action points remaining* |
|  |  |  |
| **1. Business Language** |  | Information only  If bidder includes translation services this will not be scored  *Include a statement re: English is designated language for conference in (1) policy (2) abstract submission (3) website conference registration page* |
|  |  |  |
| 2. **Country Specifics** |  | *Information in this section should be included on Conference Website for delegates* |
| a. Currency used |  | Information only |
| b. Current travel restrictions |  | Information only  *Information on Conference Website – section travel*  *Address in policy related to conference marketing agreements between ICPAN and Host Country* |
| c. Visa requirements |  | Information only |
| d. Available embassies / consulates |  | Information only |
| e. VAT sales tax requirements |  | Information only |
| f. VAT exemptions / refunds |  | Information only |
|  |  |  |
| **3. Board of Tourism** |  |  |
| a. Level of support |  | Scored [0-10]  *\*Letter in attachments* |
| b. Site inspection hosted |  | Scored [0 or 10] |
| c. Promotional assistance |  | Scored [0-10] |
| d. Financial support |  | Scored [0-10] |
|  |  | **Total Score : 40** |
| **4. Transportation** |  | *Include information on conference website under transport* |
| a. Availability of airlines serving conference destination |  | Scored [0-10]  *Plan / diagram – included in Attachments* |
| b. Discount provided by national airline |  | Scored [0-10] |
| c. Proximity of airport to conference venue |  | Scored [0-10]  *Map included in Attachments* |
| d. Proximity of airport to conference venue |  | Scored [0-10] |
| e. Train/metro/bus/shuttle services/taxi/Uber from airport to conference venue with approximate costs |  | Scored [0-10] |
| f. Train/metro/bus/boat/taxi/Uber services from off site hotels to conference venue |  | Scored [0-10]  *Use of map – included in attachments* |
|  |  | **Total Score : 60** |
| **5. Conference social activities / tourist attractions** |  | *Information for conference website* |
| a. Social events options available for conference attendees with projected costs |  | Scored [0-20] |
| b. Cultural : historic sites available in city or area |  | Scored[0-10] |
| c. Hospital Tour options available |  | Scored [0-10] |
|  |  | **Total Score : 40** |
| **6. Conference Venue** |  | *See guidance sheet on Minimal Requirements for Conference Venue*  *Conference Venue included on website* |
| a. Alternative conference venues [2] given [cost of venue hire in each case quoted here?] |  | Scored [0-20] |
| b. Hotel accommodation on site in venues |  | Scored [0-10] |
| ***Meeting Rooms:*** |  | *Plan of Conference Venue[s] with rooms identified in Attachments* |
| c. Large meeting room [capacity 400-600]. |  | Scored [0-10] |
| d. Break out rooms [number of rooms and capacity 100-300] |  | Scored [0-10] |
| e. Small rooms for office utilization [number] |  | Scored [0-5] |
| f. Area for poster presentations [to accommodate 50 posters] |  | Scored [0-10] |
| g. Rooms for Silent Auctions : Country/Association exhibits |  | Scored [0-10] |
| h. Exhibition area size |  | Scored [0-10] |
| i. Exhibition area proximity to meeting rooms : catering area |  | Scored [0-5] |
| ***Catering facilities*** |  | *See guidance sheet for minimal requirements for Conference Venue* |
| j. Lunch included in cost of registration |  | Scored [0-10]  *Sample luncheon menus in Attachments* |
| k. Tea : coffee : biscuits/refreshments  for breaks |  | Scored [0-10] |
| l. Catering available for conference social functions |  | Scored [0-10] |
| m. Catering outlets available within local area to conference venue |  | Scored [0-20] |
| ***Audio-Visual Hire*** |  |  |
| a. Cost of A/V facilities with technicians fee for all rooms |  | Scored [0-10] |
| ***Projected costs of venue*** |  |  |
| a. Cost of venue hire [rooms : catering : A.V. facilities] breakdown and total cost |  | Mandatory information : no score |
| b. Cost of deposit for hire of venue |  | Mandatory information : no score |
| c. Cost of venue as PART of projected registration fee for delegate [including cost comparative grid of cost in different currencies] |  | Mandatory information : no score  **Total Score : 150** |
| **7. Accommodation** |  |  |
| a. Block booking of rooms on site of conference venue [single : twin : double] |  | Scored [0-20] |
| b. On site provision of hotel services [fitness,spa,parking] |  | Information only |
| c. Availability of off-site nearby accommodation [hotel/BB/hostel/guesthouse/home of host delegate] |  | Scored [0-20]  *Map of area local to conference to show situation of variety of off site accommodation sites in Attachments* |
| ***Projected costs*** |  |  |
| a. Prospective costs of on-site rooms with room blocking [including cost comparative grid of cost in different currencies] |  | Mandatory information no score  *Add cost onto prospective TOTAL price to delegate* |
| b. Range of prospective prices for off-site accommodation [including cost comparative grid of cost in different currencies] |  | Mandatory information no score  *Add cost onto prospective TOTAL price to delegate* |
|  |  | **Total Score : 40** |
| **8. National Organising Committee [National Peri-anaesthesia Association]** |  | *Letter from National Organising Committee in Attachments* |
| a. Profile of National Association [members / affiliations / education initiatives] |  | Scored [0-20] |
| b. Management of nursing conferences/study days |  | Scored [0-20] |
| c. Executive committee composition and leadership |  | Scored [0-10] |
| d. Financial resources towards start up funds / cover for loss if ‘no-loss contract’ |  | Scored [0-10] |
| e. Management plan to include collaboration with PCO [if used] and ICPAN Inc |  | Scored [0-10] |
|  |  | **Total Score : 70** |
| **9a. Conference Management**  **with use of Professional Conference Organiser [PCO]** |  | *Letter from PCO should be in Attachments* |
| a. Name of Professional Conference Organiser [PCO] |  | Information only |
| b. Is the PCO a member of the International Association of Professional Congress Organisers? |  | Scored [0 or 5] |
| c. Examples of previous medical/nursing conferences managed by PCO |  | Scored [0-10]  *Give letters of recommendation of previous conference organized in Attachment* |
| d. Offer of ‘no loss’ contract by PCO |  | Scored [0-10] [0-20]? |
| e. Ability of PCO to organize conference with minimal or no start up fees from host organisation |  | Scored [0-10] [0-20]? |
| f. Contractual policy between PCO and Host Association formulated and budgeted |  | Scored [0-10] |
| ***PCO services:***  a. Use and cost of the following PCO services that you will use :   * Venue booking * Payment of deposit for Venue by PCO * Registration management * 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 with inclusion of content budgeted for] * Other |  | Scores given each item [5 points]  Total 60 [12 items] |
| b. Grand total for all PCO services used |  | Mandatory information: not marked  **TOTAL SCORE : 105**  **[or 115 if d. and e. are scored at 20]** |
| **9b. Conference Management by National Organising Committee**  May be completed as separate word document |  |  |
| 1. Financial plan to provide start up fees and cover any loss for Conference |  | Scored [0-20] |
| b. Plan to work with ICPAN Inc. in conference management |  | Scored [0-20] |
| 1. Management of the following functions :  * 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 |  | Score each item [0-5]  = 60 [12 items] |
|  |  | **Total Score : 100** |
| **10. Attachments** |  |  |
| ***a. Letters*** | Letter of intent from National Organising Committee | Mandatory: no scores awarded |
|  | Proposal from PCO with references | Mandatory : no scores awarded |
|  | Board of Tourism letter of support | Scored [0-10] |
|  | Letters of support from various levels of government | Scored [0-10] |
|  | Additional letters of support from professional colleagues, National Nursing Leadership | Scored [0-5]  **Total Score : 25** |
| ***b. Maps / plans*** | Map of conference venue including lecture halls, exhibit spaces, poster area, social functions | Mandatory information: no scores |
|  | Air lines that serve country | Information only |
|  | Local transport services map | Scored [0-5] |
|  | Map of venue within city/area and off site accommodation range | Mandatory information : no scores |
|  |  | **Total Score : 5** |
| ***c. Website addresses*** | National Perianaesthesia Organisation | This section for Information only – no scores |
|  | Professional Organising Committee |  |
|  | Local, National Tourist Board [transport/accommodation/attractions |  |
|  | Main airline courier to country |  |
|  | Government website for visa, local tax information |  |
|  |  | **Grand score : 535 [530]** |
| Should we have an additional section for total projected cost to delegate [to include:   * Registration * On site accommodation * Current budget airfare * Estimate for internal transport |  | Total projected cost should be presented in different currencies |
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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 | 60 |
| Conference social activities / tourist attractions | 40 |
| Conference Venue | 150 |
| Accommodation | 40 |
| National Organising Committee | 70 |
| Conference Management with PCO  Conference Management without PCO | 105  100 |
| Attachments | 30 |

* Accommodation is a important factor in attracting delegates as it is a significant part of their budget.
* 40 points here does not reflect this. Should we increase this score?