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**ICPAN CONFERENCE BID FORM**

* **Your conference bid should contain all the information contained in this bid form.**
* **The marks awarded for each section are given to guide your bid preparation.**
* **Please use the accompanying advice documents when preparing your conference bid.**
* **Your conference bid should be prepared as a Conference Brochure which will allow you to include photos, plans, maps as appropriate.**

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| **Topic** | **Information Required** | **Comments/points awarded** |
|  |  |  |
| **1. Business Language** |  |  |
|  | Business / conference language is English | Information only |
|  | Alternative languages used for contracts | Info only |
|  | Strategy to provide translation services at conference | Info only |
|  |  | **Highest Score : 0** |
|  |  |  |
| **2. Country Specifics** |  |  |
|  | Currency used | Info only |
|  | Travel restrictions | Info only |
|  | Visa requirements | Info only |
|  | Available embassies / consulates | Info only |
|  | VAT sales tax requirements | Info only |
|  | VAT exemptions / refunds | Info only |
|  |  | **Highest score : 0** |
|  |  |  |
| **3. Board of Tourism** |  |  |
|  | Site inspection hosted | 0 or 10 |
|  | Choosing a PCO | 0-10 |
|  | Promotional assistance | 0-10 |
|  | Financial support | 0-10 |
|  |   | **Highest Score : 40** |
|  |  |  |
| **4. Transportation** |  |  |
|  | Availabiity of airlines serving conference destination | 0-10 |
|  | Discount provided by national airline | 5 |
|  | Proximity of airport to conference venue | 0-10 |
|  | Availability of transport services between conference venue and :1. airport
2. accommodation
 | 0-20 |
|  |  | **Highest Score : 45** |
|  |  |  |
| **5. Conference social activities /venue tourist attractions** |  |  |
|  | Projected social event options for delegates | Info only |
|  | Tourist opportunities available around venue site | Info only |
|  | Projected hospital tour options | Info only |
|  |  | **Highest score : 0** |
|  |  |  |
| **6. Conference Venue** |  |  |
|  | Give two alternative conference venue sites Describe meeting rooms for both venues  | 0 or 40 [20 points per venue site] |
| * Meeting Rooms
 | Large meeting room [capacity 400-600] | 0 or 10 |
|  | Break out rooms [capacity 100-300] | 0 or 10 |
|  | Small room for office use | 0 or 5 |
|  | Area for poster presentations [to accommodate 50 posters] | 0 or 10 |
|  | Room for Silent Auctions / country and association exhibits |  0 or 5 |
|  | Exhibition area [include size] | 0 or10 |
|  | Exhibition area proximity to meeting rooms / catering area | 0 - 5 |
| * Catering facilities
 | Lunch included in the cost of registration | 0 -10 |
|  | Tea : coffee : water available for breaks | 0 -10 |
|  | Catering services available for conference social functions | 0 -10 |
|  | Catering outlets available within area local to conference venue |  0-20 |
| * Audio-Visual Services [AV Services]
 | Audio-Visual services provided by the venue  | 0-10 |
| * Cost of alternative conference venues
 | Cost of venue [deposit, room hire, catering, AV services]*Cost given in US dollars / Euros / Currency of host country* | 0-50 [0-25 points per venue site] |
|  |  | **Highest Score : 205** |
|  |  |  |
| **7. Accommodation** |  |  |
| * On-site accommodation available in conference alternative venues [A & B]
 | Block booking of rooms [single/twin/double/ accessibility] and cost in alternative conference venues*Cost in US dollars/Euro’s/Currency of host country* | 0-30 for first alternative venue hotel A0-30 for second alternative venue hotel B*Maximum score = 60* |
| * Off-site accommodation available within reasonable proximity of conference venue
 | Variety of alternative accommodation options to cater for range of all budget requirements*Cost in US dollars / Euros / Currency of host country* | 0-60 |
|  |  | **Highest Score : 120** |
|  |  |  |
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| **8. National Peri-anaesthesia Association** |  |  |
|  | Profile of National Association :* Peri-anaesthesia specific
* Membership
* Affiliations
* Education initiatives
* Study days / conferences
 | 0-20 |
|  | Executive committee composition and leadership | 0-10 |
|  |  Financial resources:* towards start up funds
* Cover for loss if ‘no-loss contract’ available with PCO
 | 0-20 |
|  |  | **Highest Score: 50** |
|  |  |  |
| **9. Conference Management** **Choose A if PCO is used or** **Choose B if PCO is not used**  |  |  |
| **A. PCO is used for conference management** | Name of Professional Conference Organiser [PCO] | Info only |
|  | Examples of previous medical/nursing conferences co-ordinated by PCO | 0-20 |
|  | Project manager profile [identifying years of experience] | 0-10 |
|  | Ability of PCO to organize conference with minimal or no start up fees from host organisation | 0 or 20  |
|  | Offer of ‘no loss’ contract by PCO | 0 or 20 |
|  | Process for handling contracts/agreements | 0-10 |
|  | Commitment to monthly budget estimates, changing to weekly for the last three months | 0-10 |
| * PCO services. Is PCO prepared to contract for certain services only? If so, what services?
 | 1. Administration / registration?
2. Hotel reservations [on-site]
3. Exhibition organization
4. Marketing conference?
5. Commercial sponsorship?
6. Venue logistics / organization?
7. Abstract collation and management?
8. Social programme?
9. Host/maintain ICPAN conference website?
10. Conference delegate feedback/certification
 | 2 points for each service0-20 |
|  | Conference management fee structure :* Charge per delegate
* Charge per service
* Fixed charge for conference management services
 | Info only |
|  | Total projected costs for PCO management services*Costs in US dollars / Euros / currency of host country* | 0-20 |
|  |  | **Highest score : 130** |
|  |  |  |
| **B. Host association manages conference in collaboration with ICPAN Inc [i.e. no use of PCO]** | Please provide a written proposal from organising committee Chair/President to determine how the conference could be organised by host association addressing the following: * Financial means to secure initial deposits and to cover possible loss if conference fails to break even
* Strategy on working with ICPAN Inc. to develop conference
* Management of following specific functions:
1. Administration / registration?
2. Hotel reservations [on-site]
3. Exhibition organization
4. Marketing conference?
5. Commercial sponsorship?
6. Venue logistics / organization?
7. Abstract collation and management?
8. Social program
9. Host/maintain ICPAN conference website?
10. Conferencedelegate feedback/certification
 | 0-130Up to 30 points can be scored for details of management and financial plan 10 points can be awarded to each of these functions = 100 |
|  |  | **Highest score : 130** |
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| **10. Attachments** |  |  |
| * *Letters*
 | Letter of intent from National Organising Committee | 0-10 |
|  | Proposal from PCO with references | 0-10 |
|  | Board of Tourism letter of support | 0-10 |
|  | Letters of support from various levels of government | 0-10 |
|  | Additional letters of support from professional colleagues, National Nursing Leadership  | 0-10 |
| * *Maps / plans*
 | Map of conference venue including lecture halls, exhibit spaces, poster area, social functions | 0 or10 |
|  | Air lines that serve country | Info only |
|  | Local transport services map | Info only |
|  | Map of venue within city/area and off site accommodation range | Info only |
|  |  |  |
| *c. Website addresses* | National Perianaesthesia Organisation | Website addresses are not scored – info only |
|  | Professional Organising Committee |  |
|  | Local, National Tourist Board [transport/accommodation/attractions |  |
|  | Main airline courier to country |  |
|  | Government website for visa, local tax information |  |
|  |  | **Highest score: 60** |
|  |  | **Total Score : 650** |
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