

[*Date*]

Dear [*Chair/President*]:

On behalf of the Board of Directors, I extend congratulations on achieving the top conference bid and \_\_\_\_\_\_\_\_\_’s selection to host the 2019 ICPAN biennial meeting in fabulous \_\_\_\_\_\_\_\_!

As outlined in the “ICPAN Conference Policy” included with conference host application documents, [*Host Organisation Chair/President*| confirms acceptance to host the 2019 biennial ICPAN Conference by signing and returning this bid acceptance form to the ICPAN Chair within 14 days of receipt.

By signing this document, [*Host Organisation*] agrees to

* Honor and abide by the terms contained within the ICPAN Conference Policy
* Appoint a Conference Chair at the time of Host acceptance; this person becomes a member of the ICPAN Board, replacing previous Conference Chair and serving a 2-year term
* Establish a conference website within 60 days of signed bid acceptance.

Congratulations, again! We are excited to begin working with you to create the next memorable ICPAN global gathering, and look forward to joining you in [*city*] in 2019.

Sincerely,

Joni

Joni M. Brady, DNP, RN, CAPA

Chair, ICPAN Inc. Transitional Board of Directors

Email: board\_chair@icpan.org

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On behalf of [*Organisation*] as it’s official [*Chair/President*], I, [*Name*], hereby accept ICPAN, Inc’s. invitation to host the 2019 Biennial ICPAN Conference in [city] in September/October 2019. By signing this document, [*Host Organisation*] agrees to observe all terms and conditions set forth in the ICPAN Conference Policy provided with the 2019 bid application packet and conference host invitation letter.

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Name Date