|  |  |  |  |
| --- | --- | --- | --- |
| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: ICPAN Conference Policy | No. | Page 1 of 1 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

**Purpose**

To provide specific information required for the development and management of ICPAN, Inc. Conferences. This policy includes and defines specific content related to the Responsibilities of the ICPAN Board of Directors (BOD) and the Conference Host, Conference Logistics, and the ICPAN Conference Program Structure.

1. Bid Acceptance and Confirmation
2. ICPAN Global Advisory Council (GAC) will review/score conference bid applications, recommend the organization/country to host next conference
3. ICPAN Board reviews bid applications and GAC’s recommendation to confirm selection of biennial conference host
4. ICPAN Chair notifies organisation chair/president having the winning bid via phone, Skype or email; transmits email copy of bid acceptance form to be completed by conference host organisation.
5. Organization Chair/President to confirm acceptance to host biennial ICPAN Conference via signed bid acceptance form, due within 14 days of notification by ICPAN Chair.
6. Financial Relationships
7. ICPAN is the owner of the conference brand. Host Country ‘brands’ its conference in collaboration with ICPAN Board.
8. Host Country to review financial resources towards start up funding/contract with PCO. Submission of a ‘no loss’ contract from PCO or Host Country would be advantageous.
9. Conference profit sharing will be 80/20. Net profit earned from conference will be split between Host Country (80%) and ICPAN, Inc. (20%). A financial contract will be developed between Host Country and ICPAN, Inc.
10. If no response is received subsequent to the request for biennial conference bid applications, ICPAN, Inc. reserves the right to underwrite seed money to retain a Professional Conference Organizer (PCO) and host the next conference. Conference will be held in a geographically diverse location based on prior host locations and economic trends. ICPAN, Inc. retains 100% of profits earned.
11. ICPAN, Inc. reserves the right to provide seed money to assist Host Country where a need is demonstrated.
    1. Seed monies may be returned to ICPAN, Inc. when conference registration opens and enough funds have been recouped from delegate registration fees.
    2. Seed monies may be returned at the end of the conference upon profit earnings
12. Host Country will provide ICPAN BOD opportunities to review contracts for conference management (PCO, hotel)
13. Budgetary meetings to be held on a monthly basis between Host Country and ICPAN BOD.
14. Responsibilities of ICPAN
15. Provide logistical structure for conference e.g. abstract review, required meetings, opening closing ceremonies)
16. ICPAN Chair, Education Chair, and Marketing/Media Coordinator serve on biennial Conference Organizing Committee.
17. Assist with conference promotion (website, Facebook, other social media, contacts).
18. GAC and ICPAN Board will recommend volunteers to serve on Organizing Committee.
19. Collaborate with Host Country Conference Chair to determine conference name, theme.
20. Act in an advisory capacity for troublesome logistical issues.
21. Responsibilities of Conference Host
22. Appoint a Conference Organising Committee Chair (Conference Chair); this person will become a member of the ICPAN Board replacing previous Conference Chair.
23. Conference Chair works with ICPAN Board to identify volunteers to serve on Conference Organizing Committee.
24. Select a PCO for conference management/assistance, or identify a local team of volunteers who will manage conference specifics.
25. Conference management plan/contract to include collaboration with ICPAN, Inc.
26. Keep delegate registration fees affordable
27. Review past conference budgets for benchmarking purposes
28. Provide a projected budget with conference costs
29. Provide current budget report/status during conference planning meetings with ICPAN Board
30. Host Country will provide timeline for conference management
31. Conference Logistics
    * 1. Conference location venue able to support multiple educational tracts, meeting rooms, Exhibition space
      2. Provide time sensitive dates for registration(s) and abstract submissions
      3. Include lunch meal(s) and welcome event in program fee
      4. Time and space to be allotted for Opening/Closing Ceremonies and Biennial BGM/GAC meetings
      5. Disclaimer in conference reference materials (photo release, copyright infringement)
      6. Hospital visits to be arranged (may charge additional transportation fees)
      7. Social Event / Dinner at local venue (optional delegate fee)
32. Marketing and Advertising
    * 1. Establish conference website within 60 days of signed bid acceptance
      2. Incorporate official ICPAN, Inc. logo on materials
      3. Provide ICPAN Chair and Marketing/Media Coordinator with opportunity to review all materials prior to distribution, placement on website
      4. Provide print ads for publication use
33. Conference Program Structure
    * 1. ICPAN Education Chair serves on conference Education/Scientific Committee.
      2. ICPAN Education Chair, in collaboration with Conference Chair, leads/coordinates educational component of conference. These duties include but are not limited to:
         1. Calling for abstracts after discussion on major themes of conference
         2. Setting deadline for oral/poster abstracts
         3. Co-ordinating multinational education team to review abstracts
         4. Managing electronic collection of abstracts from website with assistance from PCO
         5. Administering abstract review process / forms to be used / how abstracts disseminated to reviewers / deadline for completion
         6. Co-ordinating selection of speakers
         7. Obtaining confirmation of intention to deliver presentation
         8. Building scientific programme
      3. Conference Host selects Keynote Speakers
      4. Abstract acceptance agreement to include
         1. Presenter to provide a copy of lecture slides/poster abstract with permission to post on ICPAN, Inc. and Conference Host webpage.
         2. Presentation slides must meet copyright adherence policy which includes signed documents by presenter.
34. Biennial General Meeting (BGM)
    1. ICPAN Inc. to hold BGM during ICPAN Conference
    2. Conference Host to coordinate meeting schedules with ICPAN BOD
    3. ICPAN GAC Chair will coordinate with Conference Chair to schedule GAC meeting during conference
    4. Election of ICPAN Board members will be announced at biennial ICPAN Conference during the BGM.