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| International Collaboration of PeriAnaesthesia Nurses  ICPAN | Title: ICPAN Conference Organising Committee | No. | Page 1 of 4 |
| Approved By : ICPAN Board of Directors | Last Reviewed:  Not Applicable  Include GAC review dates? | |
| Effective Date: |
| Originated By:  Board of Directors, 2016 |

1. **Definitions:**

**ICPAN Conference Organising Committee (COC):** define

**The ICPAN Conference Chair** is a member of the Board of Directors with voting privileges. He/she represents the biennial ICPAN conference host country and serves as a liaison between ICPAN, Inc., the host country, and the Volunteer or Professional Conference Organizer.

**Global Advisory Council (GAC)** includes all appointed organization representatives, with one designee from each Member Association in good standing.

**National Organizational Representative (NOR)**: An appointed GAC member who represents an ICPAN national perianaesthesia association member in good standing.

1. **Purpose:**

To outline ICPAN Conference Committee procedures and responsibilities.

1. **Reporting Structure:**

The ICPAN Conference Committee Chair reports to the ICPAN Chair and Board of Directors.

1. **Conference Organising Committee (COC)** **Membership:**

4.1. The COC Chair serves as an ICPAN Board Member from the time of appointment and until a next ICPAN Conference site has been confirmed by the host country with a new COC Chairperson appointed.

4.2. The ICPAN COC Chair will be a voting member of the Board of Directors.

4.3. The Immediate Past Conference Chair (IPCC) completes his/her ICPAN Board service when a transition meeting has occurred with the IPCC (no more than 30 days from time of host country appointment). The IPCC then becomes an ex-officio member of the COC to serve in a resource and advisory capacity.

4.4. The Chair of the Board of Directors is an ex-officio member of the COC.

4.5. The COC members are appointed by the conference host country with input from the ICPAN Board, and with the inclusion of GAC NOR volunteer recommendations.

4.5.1 To promote the vision to maintain a diverse global conference experience, COC committee members shall include (1) volunteerperianaesthesia professionals practising in the host country and (2) member association volunteer perianaesthesia professionals identified by NORs as having the interest in and ability to serve on the COC.

1. **Roles and Responsibilities:**

5.1. The ICPAN COC is a working group that reports to the ICPAN Board of Directors.

5.1.1. Conference working groups conduct activities as directed by the ICPAN COC Chair

5.2 The GAC provides recommendations to the Board regarding content of the Conference Bid Selection Worksheet.

5.1.3. The GAC NORs review and score all biennial conference host bids. A bid review outcome consensus recommendation is provided to the Board of Directors.

5.1.4. Any NOR representing a country that submitted a bid for review will be exempted from the review process.

5.2.**Conference Bid Application Process**

5.2.1**.Cycle for Conference Bid Selection Worksheet**

**The Conference Chair and Bid Selection Worksheet:**

1. will circulate the operational policy for the ICPAN Conference Committee Roles and Responsibilities to the ICPAN Conference Committee
2. will circulate the Bid Selection Worksheet to the Board of Directors and Global Advisory Council for comments in preparation for the following ICPAN Conference bids
3. will update the Bid Selection Worksheet once comments are received
4. will circulate the draft for final approval to the Board of Directors and the GAC
5. will prepare instructions for the ICPAN Conference Committee on their role in evaluating the newly approved Bid Selection Worksheet.
6. will prepare the evaluation package including instructions, Bid Selection Worksheet, and deadline for return of evaluations
7. will circulate electronically the prepared bidding packages to the ICPAN Conference Committee members all at the same time once the bidding deadline arrives and receives the approval from the Chair of the Board of Directors

5.2.2. **Cycle for Bid Application Forms to host the biennial ICPAN Conference**

**The ICPAN Chair and Board of Directors:**

1. updates the application forms for hosting the next conference in consultation with the GAC prior to the biennial conference
2. decides the deadline date for bid forms to be returned

3. posts an invitation to bid for the next conference on the website home page (LVL asks if we need the following: detailing whom to contact for a Bid Application Form and the deadline for return of this form) I would say to include this information although repetitive

4. the Chair of the Board of Directors receives the Bid Application Forms for hosting the next conference and informs the Conference Chair

**The Conference Chair and Bid Application Forms**

1. the Conference Chair sends out Bid Applications Forms electronically to the National Associations requesting them

2. the Conference Chair receives electronically the completed Bid Application Forms from bidding association(s) (seems confusing and contradictory with above statements in 5.2.2 (4) that states that the Chair of the BOD will receive Bid Application forms). Did I misunderstand this?

3. the Conference Chair informs Chair of the Board of Directors of applications received (again, is different from above statement that states that the Chair of BOD will inform Conference Chair)

4. post bid deadline, the Conference Chair distributes the forms simultaneously to each member of the GAC electronically

5. if a bid comes from an association represented on the GAC or BoD see Conflict of Interest

6. advises all applicants of the results of the bidding selection

5.2.3. **Bid Selection Worksheet Scoring**

1. each member of the GAC evaluates each bid form by allocating marks for each section as advised by the Bid Scoring Sheet. Marks are totalled for each bid. A deadline for the return of evaluation forms is set.
2. evaluation sheets with final total marks noted are sent back to the Conference Chair for overall evaluation. The bid which receives the highest score wins the right to hold the next ICPAN biennial conference.
3. the Conference Chair informs the Chair of the Board of Directors of the winner of the bid selection. The Chair of the Board of Directors informs the leader of the National Association of the successful winning bid. The site of the next ICPAN Biennial Conference is announced on the ICPAN web home page.

**5.3. Selection Outcome is a tie**

In the event of a tie in scoring by members of the Conference Committee, the choice is made following a discussion on the relative merits of both by the ICPAN Board of Directors. Since members of the Board of Directors represent ICPAN, Inc., all members should be granted a vote.

5.4. Conflict of Interest

If the bid comes from a country represented on the GAC, the NOR will be able to provide advice but not fill out a Bid Scoring Sheet.

6.**Frequency of Meetings**

The Conference Chair will canvass availability of Conference Committee members to establish a calendar for meetings.

A majority of the Conference Committee shall constitute a quorum for the transaction of business at any meeting of the Conference Committee.

6.1.**Meeting Schedules :**

* to include an introductory meeting of all Conference Committee members to familiarize the members about the process, roles and responsibilities of this committee and to obtain communication method(s)
* to discuss the Bid Selection Worksheet and Score Worksheet
* to participate in the evaluation(s)
* for meetings at the Call of the Conference Chair

6.2.**Communication for Meetings**

One or more members of the ICPAN Conference Committee may attend any meeting of the Conference Committee through telephonic, electronic or other means of communication by which all members of the Conference Committee have the ability to fully and equally participate in all discussions and voting on a substantially simultaneous basis. Such participation shall constitute presence in person at such meeting. Proxy voting shall not be permitted.