Guidelines for the Submission of Proposals to Host ASPACC Conferences

Due: Bid for the ASPACC-N conference are due SIX months before the date of the ASPACC(N-1) Conference during which the winning bid is announced.

Applications for the Nth ASPACC conference (ASPACC-N) will be assessed by the ASPACC steering Committee and the decision will be announced during the Banquet of the ASPACC(N-1) Conference. The applicants may be asked to provide additional information or to make a brief presentation as relevant. The Committee will also consider in its deliberations the need to respect the rotation of the ASPACC conferences as well as the introduction of new member States/regions who may enter the rotation cycle. Each proposal needs to include the following details under the headings described below:

A: Technical Sessions:
1. Venue
2. Description of Facilities
3. Floor plan: Session rooms, maximum occupancy of each room including Plenary Sessions
4. Number of parallel sessions possible listing number and size of session rooms
5. Availability of air conditioning for the parallel sessions and the poster session
6. Walking distance (in meters) between the session rooms that are farthest apart
7. Size of the space for poster session and distance to session rooms
8. Size of space for exhibitors

B. Travel & Accommodation
1. Visa requirements and possible issues.
2. Local restaurant information
3. Accessibility of host city
4. Flight and railway connections
5. Time and cost to get from airport to hotels/venue
6. Accommodation: include categories of hotels available & price range
7. Student residences or budget hotels available, including price range

C. Local host team
1. List local organisers and delegated responsibilities
2. Name and credentials of Conference Professional Organiser (if any)

D. Schedule for social events
1. Welcome Reception
2. Excursion
3. Banquet
4. Farewell Party

E. Budget and Costs
1. Registration fee (regular/student/accompanying persons, early/late)
2. Method of payment (credit card, wire transfer, cash)
3. Plan for fundraising and sponsorships (if any)
4. Budget

F. Accompanying persons program