

**FAPA Bid Manual**

Updated January 2017

**Approved by FAPA Bureau (2015-2018)**

**This bid manual applies to FAPA Congress 2020 and thereafter**

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**Section 1 - Introduction**

* 1. **The FAPA Congress**

FAPA Congress is an important event, held every 2 years, to bring together pharmacists from all over Asia to share knowledge, experience and to establish networks and linkages. It is also the main source of income for FAPA. A successful Congress will benefit both FAPA and the Host Organization, which makes it crucial to work as a team to make sure every Congress brings in maximum participation and sponsorship.

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| Image result for business people gif**Goals for every**  **FAPA Congress** |
| 1. **There should be at least**

**2,000 Participants**1. **The capacity of the venue should be adequate for the number of participants and the meeting requirements**
 |

* 1. **Rationale**

The bidding to host the Congress is a voluntary act of any FAPA Member Association, which is capable to host the event. It is proposed that a bidding process be implemented for the fair and orderly selection of the Host Organization. Such bidding process allows the bidding Member Associations to better prepare for marketing the coming Congress. By submitting a bid, these FAPA member associations signify their commitment to provide the requirements for the Congress as stated in this manual.

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| **Table 1.1. List of Recent FAPA Congress Hosts since 2010** |
| **2010** | Pharmaceutical Society of Taiwan | 2016 | Pharmaceutical Association of Thailand under Royal Patronage |
| **2012** | Indonesian Pharmacist Association | 2018 | Philippine Pharmacists Association |
| **2014** | Malaysian Pharmaceutical Society | 2020 | Pharmaceutical Society of Hong Kong |

**Section 2 – Host Organization Responsibilities**

The bidding Member Association must be willing to commit to the following expectations for the FAPA Congress Host Organization:

* 1. **Venue**
		1. Ensure that the Congress Venue can accommodate at least 2000 participants, in consideration of factors such as accessibility and availability of transportation and accommodation, and other specifications stated in this bid Manual **(See Section 6)**.
		2. Provide a venue for the Pre-Congress Sessions together with food and registration materials;
	2. **Hospitality**
		1. Provide food and adequate dining space for the participants during the congress with consideration of religious, cultural and dietary restrictions.
		2. Organize the Gala Dinner with a seated table set-up;
		3. Arrange the entertainment and its Master of Ceremonies during Congress Opening Ceremony, Welcome Reception and Gala Dinner; and pay for these social events;
		4. Provide information on recommended transportation, accommodation and nearby destinations to all participants of the Congress
	3. **Congress Program**
		1. Propose a theme for approval by the FAPA Bureau;
		2. Prepare the Scientific Program in close coordination with the FAPA President, President-Elect, and Secretary-General;
		3. Invite high officials from the country of the Host Organization for the Opening Ceremony;
		4. Ensure that the program commences and ends according to schedule;
		5. Submit Oral and Poster presentations (based on the Centralized Registration and Abstracts System in FAPA) to be deliberated on by the Scientific Subcommittee from host member association in coordination with FAPA Section Chairpersons;
		6. Recruit students/fresh graduates/young pharmacists to serve as manpower support in the Congress;
		7. Provide FAPA Headquarter three (3) booths in the exhibition area to promote FAPA;
		8. Provide field trips to drug establishments and outlets for adequate number of participants for free.
	4. **Event Promotion**
		1. Produce local and regional promotional materials which can be used in presentations at events/national conventions member associations one year or more before the Congress date;
		2. Produce newsletters at least one time a quarter (after being chosen as the Congress host) regarding the event in a timely manner;
		3. Send invitation to exhibitors and manage the cost and income of the exhibit;
		4. Jointly promote the FAPA Congress to all member associations and other Asian pharmaceutical associations to ensure wide participation that will lead to the success of the Congress; and
		5. Prepare Congress website for promotion of the Congress.
	5. **Registration**
		1. The Host Organization determines reasonable domestic registration fees which should be included in the written bid proposal;
		2. Provide Congress Registration Payment System in collaboration with the Centralized Registration and the Abstracts Submission System based in FAPA website; and
	6. **Congress Report and Documentation**
		1. Send preparation updates including photos to the Bureau before the Congress.
		2. Submit Final Congress Report to the Bureau (including registration information, meeting attendance, photos and financial reports) not more than 2 months after the event;
	7. **Coordination**
		1. Designate a Central Contact Person to whom FAPA Headquarters will communicate at any time to discuss Congress matters;
		2. Host one Bureau Meeting (at a time chosen by FAPA) at the year of the Congress prior to Congress schedule; and
		3. Coordinate with the local accreditation bodies and other FAPA member organizations regarding continuing education requirements (credit units, evaluation).
		4. Coordinate with local government (tourism, health ministry/office) for support and facilitation of visa requirements of participants;
	8. **Collaterals**
		1. Provide the plaques/certificates of appreciation and tokens for all the speakers, excluding pre-Congress speakers;
		2. Provide convention kits, badges, souvenir programs and other Congress materials.
		3. Prepare a hard or soft copy of Congress Proceedings/ which should contain abstracts from all poster and Oral Presentations, which will be distributed to all registered participants and to all FAPA member associations.
	9. **Financial Obligations**
		1. The Host Organization guarantees to remit to FAPA $20 for each pharmacist registrant, and from the remaining registration income (after deduction of the $20-remittance), 20% of it should be calculated also in the remittance to FAPA; the minimum remittance is US$100,000.
		2. All the income generated by the exhibition goes to the Host Organization,
		3. The Host Organization agrees to shoulder the following expenses:
			1. Airfares for invited speakers, excluding pre-Congress speakers;
			2. Airport pick-up and transportation arrangement for FAPA Bureau (and spouses), Honorary President, and members of the Secretariat.
			3. 5-nights hotel accommodation for FAPA Bureau Members and spouses, Honorary President, Secretariat,
			4. Full Registration to the Congress for FAPA Bureau Members, Honorary President, Secretariat, Ishidate awardees, Life Achievement awardee, Section chairpersons, Presidents of FAPA Member Associations (non-transferable), FAPA Foundation five travel grants scholars and invited speakers;
			5. Registration as Accompanying Person for the Spouse of Bureau Members;
			6. Minimum three (3) nights accommodations for invited speakers in the Congress

**Section 3 – Federation of Asian Pharmaceutical Associations (FAPA) Responsibilities**

**FAPA** shall take responsibility for the following:

* 1. Inspect and approve the proposed Congress venue;
	2. Handle online registration and abstract submission for oral and poster presentations;
	3. Manage Congress promotion via e-mail list, social media and website on a real-time basis;
	4. Endorse promotional materials to FAPA member associations for presentation at their national conventions, events, official website, official communication, and social media accounts;
	5. Participate in the preparation of the Scientific Program for the FAPA Congress;
	6. Schedule meetings occurring at the FAPA Congress; and
	7. Manage the pre-Congress session and shoulder the foreign speakers’ airfare and accommodation together with plaques and tokens for all pre-Congress speakers

**Section 4 – Fees and Inclusions**

* 1. **Registration Fees for International Participants**

Registration of International participants shall be fixed as follows:

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| **Table 4.1. Fixed Registration fees for International Participants** |
| **Category** | **Early Bird Registration****Before \_\_\_\_\_\_\_\_ 20\_\_** | **Regular Registration****After \_\_\_\_\_\_\_\_\_\_ 20\_\_** |
| **Pharmacist** | USD$ 350 | USD$ 400 |
| **Accompanying Person\*** | USD$ 150 | USD$ 200 |
| **Pharmacy Student** | USD$ 150 | USD$ 200 |

\*approved as of September 2015

\*\*All financial values are in US Dollars ($)

* 1. **Registration Fees for Domestic Participants**

Registration of Domestic participants shall be proposed by Host member association as provided in the submitted bid proposal.

* 1. **Inclusions**
		1. Fully registered participants may access all the Congress functions by showing their registration badge EXCEPT in the Pre-Congress activity, which may require an exclusive invitation or a separate fee.
		2. Registration fee for student delegates (with appropriate proof and legal document for approval) does not include the fee for the Gala Dinner; Gala Dinner Tickets may be sold onsite by the host association
		3. Accompanying persons are only allowed to attend the following events: Opening Ceremony, Exhibits, Welcome Reception, Closing Ceremony, Gala Dinner, and Field Trips.

**Section 5 – Congress Schedule**

* 1. The Congress is prescribed to be held for five (5) days, commencing on a Wednesday and ending on a Sunday. A proposal from the Host Organization to have the Congress activities for more than five (5) days is subject to approval from the FAPA Bureau.
	2. The schedule of the Congress as stated below, including all the meetings and social events must be strictly implemented by the Host Organization.

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| **Table 5.1. Prescribed five (5) day Congress Schedule from Wednesday to Saturday** |
| **TIME** | **WED** | **THU** | **FRI** | **SAT** | **SUN** |
| **Morning** | Pre-Congress Session | Opening Ceremony | Plenary Session 2 | Plenary Session 3 | Field Trips |
| Registration  | Poster Presentation | Section Meetings |
| Opening of Exhibit | Poster Presentation |
| **Afternoon** | Field Trips (Alternative Schedule) | Plenary Session 1 | Section Meetings (Invited Speaker & Oral Presentation) | Section Meetings |
| Poster Presentation | Open Council Meeting |
| FAPA CP Meeting |
| AYPG Meeting | Closing Ceremony |
| FAPA GPP Forum |
| FAPA Presidents’ Corner |
| **Evening** |  | Welcome Reception | FAPA Dinner (Invitational) | Gala Dinner |

**Section 6 – Physical Arrangement, Venue and Location Specifications**

* 1. The Bidding Member Association must ensure that the proposed venue, its location, and the physical arrangement will have features that comply to the requirements as specified in the following table:

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| **Table 6.1 List of Specifications**  |
| 1. **Venue and Physical Arrangement**
 |
| 1. **Plenary Hall**
 | Person capacity should be 2,000 or higher (target no. of participants) |
| 1. **Parallel Session Rooms**

**(For section and special meetings)** | Must have sufficient rooms and capacity for different functions of FAPA activities in CongressSound systemSound-proof walls  |
| 1. **Function Rooms**
 | FAPA Bureau and Secretariat RoomSpeakers’ LoungeHost Member Association Room |
| 1. **Exhibit Area**
 | 300 double-sided board for 600 posters |
| 1. **Registration Area**
 | Can hold up to 10 registration booths |
| 1. **Features and Services**
 |
| 1. **Catering**
 | Lunch and Snacks (consider food restrictions, Halal, Vegetarian) |
| 1. **Prayer Rooms**
 | Available for participants |
| 1. **Transportation services**
 | Available shuttles, secured taxi services, transportation from main hotel  |
| 1. **Internet Service**
 | Must be available in all areas |
| 1. **Location Requirements**
 |
| 1. **International Airport**
 | Sufficient number of direct flights from key cities in Asia |
| 1. **Accommodation**
 | Enough hotels for the minimum number of participants that are located within 30 min travel time to and from the venue |
| 1. **Accessibility**
 | Accessed through public transportation/ Taxi |
| 1. **Security and Safety**
 | Must have adequate security measures and prepared safety plans for all participants in case of emergency situations |
| 1. **Alternative accommodations**
 | Must be available for pharmacy students and recent graduates (eg. budget hotels, hostels, dormitories, or university dormitories) |

* 1. The Bidding Member Association must provide the FAPA Secretariat the following information about available accommodations for all participants of the Congress:

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| **Table 6.2 Information on Available Accommodations** |
| **Hotel Name** |  | **Star Ranking** |  |
| **Link to Website** |  | **Link to Map** |  |
| **Distance from Congress Venue (Km)** |  | **Available means of Transportation ( max 30 mins travel time)** |  |
| **Room Type** | **Number of Rooms** | **Rates (Current Year)** | **Rates w/ Breakfast**  |
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**Section 7 – Conduct of Local Events in relation to the FAPA Congress**

Any modification, additional activity or local event in relation to the FAPA Congress should be discussed by host member association with FAPA and subject to mutual agreement of both parties.

**Section 8 – How to Bid for the FAPA Congress**

* 1. Bidding is opened five (5) years prior to the prospective Congress Year
	2. Fill out the Bid Proposal Form (See Appendix) and send by electronic mail to the FAPA Secretary-General before the set deadline.

**Federation of Asian Pharmaceutical Associations**

FAPA Secretary-General

Email: fapaasiahq@gmail.com

Contact Number: +63 917 328 3472

* 1. After the initial screening by the FAPA Bureau, a site visit will be conducted by the FAPA President together with the Secretary-General and President-Elect. The expenses shall be shouldered by the bidding Member Association
	2. After deliberation by the FAPA Bureau, the eligible bidding Member Association will sign a Memorandum of Agreement with FAPA as the Host Organization of the FAPA Congress in prospect
	3. The Host Organization of the Congress will be officially announced four (4) years before the prospective FAPA Congress year.

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| **Figure 8.1. Summary of the bidding process for hosting the FAPA Congress** |
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**FAPA Congress**

**Bid Proposal**

FOR 2022

**Fill out the pages in this form and submit to the FAPA Secretary General**

**not later than January 31, 2018**

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| **PART 1. PROPOSAL TO BID** |
| **We are submitting a bid for the FAPA Congress year**  |  |
| **Proposed dates of the FAPA Congress**  |  |
| **FAPA Member Association** |  |

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| **PART 2. CONTACT INFORMATION** |
| **President** |  |
| **E-mail** |  | **Line/Viber ID** |  |
| **Landline** |  | **Mobile** |  |
| **Key Contact Person** |  |
| **E-mail** |  | **Line/Viber ID** |  |
| **Landline** |  | **Mobile** |  |

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| **PART 3. PARTICIPANT INFORMATION** |
| **Target no. of foreign participants** |  |
| **Target no. of local participants**  |  |
| **Est. no. of participants (plenary and section)** |  |
| **Explain below how you will achieve your targets.** |
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| **PART 4. FINANCIAL INFORMATION** |
| **Fill in the blanks below with your proposed registration fees for local participants** |
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| **Category** | **Early Bird Registration****Before \_\_\_\_\_\_\_\_\_\_**  | **Regular Registration After\_\_\_\_\_\_\_\_\_\_\_** |
| **Pharmacist** |  |  |
| **Accompanying Person\*** |  |  |
| **Pharmacy Student** |  |  |

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| **How much is your predicted remittance to FAPA for this Congress?**  |  |
| **Provide us with your budget proposal for the FAPA Congress (may provide attachment)** |
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| **PART 5. PROGRAM AND SPEAKERS** |
| **Proposed theme for the FAPA Congress**  |  |
| **Expected no. of oral presentations** |  | **Expected no. of poster presentations** |  |
| **Provide us with your tentative day to day scientific program including** 1. **plenary speakers**
2. **speakers to be invited for each section**

**\*may provide attachment** |
|  |

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| **PART 6. FIELDTRIPS AND SOCIAL ACTIVITIES** |
| **Provide us with information about your planned Field Trips** |
| **Destination 1**  |  |
| **Date and Time** |  | **No. of people** |  |
| **Destination 2**  |  |
| **Date and Time** |  | **No. of people** |  |
| **Destination 3** |  |
| **Date and Time** |  | **No. of people** |  |
| **Provide us with your plans for the Welcome Reception** |
| **Venue**  |  |
| **Date and Time** |  | **No. of people** |  |
| **Programme**  |  |
| **Provide us with your plans for the FAPA Dinner (invitation only)** |
| **Venue**  |  |
| **Date and Time** |  | **No. of people** |  |
| **Programme**  |  |
| **Provide us with your plans for the Gala Dinner**  |
| **Venue**  |  |
| **Ticket Price** |  |
| **Date and Time** |  | **No. of people** |  |
| **Programme**  |  |

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| **PART 7. VENUE DETAILS** |
| ***Provide us with information about the main Congress Venue***  |
| **Name of Congress Venue** |  |
| **Complete Address** |  |
| **Website** |  |
| **Link to Maps** |  |
| ***Provide us with a floor plan and Photos of your proposed venue*** |
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| **Plenary Hall 1** |
| **Hall Name** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Plenary Hall 2 (Optional)** |
| **Hall Name** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Session Room 1** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Session Room 2** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Session Room 3** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Session Room 4** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Session Room 5** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Session Room 6** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Pre-Congress Venue** |
| **Room No** |  |
| **Total Area (sq m)** |  | **Cost/day (USD)** |  |
| **Available layouts** | **Classroom** | **Theater** | **Round Table** | **Other\_\_\_\_\_\_\_** |
| **Capacity (persons)** |  |  |  |  |

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| **Bureau Meeting** |
| **Room No** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |

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| **Closed Council Meeting** |
| **Room No** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |

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| **Open Council Meeting** |
| **Room No** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |

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| **Exhibit Area** |
| **Room/ Area** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |
| **Layout** |  |

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| **Poster Presentation Area** |
| **Room/ Area** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |
| **Layout** |  |

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| **Dining Area** |
| **Hall/ Room** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |
| **Layout** |  |

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| **Welcome Reception** |
| **Hall/ Room** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |
| **Layout** |  |

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| **Prayer Rooms** |
| **Hall/ Room** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |
| **Layout** |  |

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| **Secretariat Room** |
| **Hall/ Room** |  | **Cost/ Day (USD)** |  |
| **Total Area (sq m)** |  | **Capacity** |  |
| **Are these features available? (Yes or No)** |
| **High Speed Internet** |  | **Electric Outlets** |  |
| **Printers** |  | **Extension Cords** |  |
| **Computer/s** |  | **Office Supplies** |  |
| **Storage Area** |  | **Working Space** |  |

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| **PART 8. CROWD CONTROL, SECURITY AND SAFETY MEASURES** |
| **Describe the registration process at the venue** |  |
| **Describe how participants’ attendance in plenary and section meetings will be determined**  |  |
| **Describe the security measures to be set in place at the Congress Venue** |  |
| **Describe the emergency plans/ protocol for the Congress** |  |

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| **PART 9. CONGRESS SUPPORT** |
| **Describe the materials you will provide for each participating country’s CPE Requirements** |  |
| **Are you willing to provide any scholarships for the Congress (if any), please describe your proposal?** |  |
| **Are you willing to sponsor any of the Pre-Congress Activities/ Meetings (if any)? Please indicate.** |  |
| **Are you planning to have any special promotion/ discount for participants?****Please describe** |  |

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| **PART 10. ACCOMMODATION INFORMATION** |
| **How many hotels are within 30 mins travel from the main venue?** |  | **How many budget hotels/ hostels/ alternative accommodations are available?**  |  |

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| **HOTEL NAME** |
| **Transport from Airport****Available? If not, how?** |  | **Star Ranking** |  |
| **Link to Website** |  | **Link to Map** |  |
| **Distance from Congress Venue (Km)** |  | **Available means of Transportation ( max 30 mins travel time)** |  |
| **Room Type** | **Number of Rooms** | **Rates (Current Year)** | **Rates w/ Breakfast**  |
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| **HOTEL NAME** |
| **Transport from Airport****Available? If not, how?** |  | **Star Ranking** |  |
| **Link to Website** |  | **Link to Map** |  |
| **Distance from Congress Venue (Km)** |  | **Available means of Transportation ( max 30 mins travel time)** |  |
| **Room Type** | **Number of Rooms** | **Rates (Current Year)** | **Rates w/ Breakfast**  |
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| --- |
| **HOTEL NAME** |
| **Transport from Airport****Available? If not, how?** |  | **Star Ranking** |  |
| **Link to Website** |  | **Link to Map** |  |
| **Distance from Congress Venue (Km)** |  | **Available means of Transportation ( max 30 mins travel time)** |  |
| **Room Type** | **Number of Rooms** | **Rates (Current Year)** | **Rates w/ Breakfast**  |
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| --- |
| **HOTEL NAME** |
| **Transport from Airport****Available? If not, how?** |  | **Star Ranking** |  |
| **Link to Website** |  | **Link to Map** |  |
| **Distance from Congress Venue (Km)** |  | **Available means of Transportation ( max 30 mins travel time)** |  |
| **Room Type** | **Number of Rooms** | **Rates (Current Year)** | **Rates w/ Breakfast**  |
|  |  |  |  |
|  |  |  |  |
| **PART 11. AVAILABLE TRANSPORTATION INFORMATION** |
| **List all the modes of transport available at the Congress Venue (eg. Bus, taxi, train, etc)** |  |
| **Describe how to get to the venue from the airport** |  |
| **What is the average distance in Km and usual travel time from the airport to the venue?** |  |
| **List all the airlines with direct flights to your airport from other Asian Cities** |

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| **COUNTRY/ CITY** | **AIRLINES** |
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| **Describe your plans for theairport pick-up and hotel transportation arrangements for the FAPA Bureau (and spouses), Honorary President, and members of the Secretariat.** |  |

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| **PART 12. TOURISM INFORMATION** |
| **List down and describe (if any) tourist attractions near the venue**(May provide links or photos) |  |
| **List down and describe (if any) tourist attractions in your country**(May provide links or photos) |  |

**-END-**