

**FAPA Congress**

**Bid Manual**

Updated on January 2020 for

FAPA Congresses 2022, 2024 and thereafter

**Summary of Latest Key Revisions**

**Decisions from the 2nd Meeting of the 15th FAPA Bureau (2019-2022) held on October 18, 2019**

### The 15th FAPA Bureau has approved the following key improvements in the bid manual that will apply to the bidding for FAPA 2022 onwards.

### SECTION 1 (Item 1.2) - Added criteria for qualified member associations who can bid

For 2022 onwards, the FAPA bureau decided to revise the qualifications for member associations to include the following criteria:

1. Be a member of FAPA for at least 8 years
2. Experienced in hosting international events
3. Active involvement and participation in FAPA Activities

### FAPA Congress Remittance

The FAPA Bureau agreed to remove the provision requiring 100,000 USD minimum remittance in the bid manual but retain the traditionally collected 20 USD per pharmacist plus 20% of all registration income after deduction of the 20 USD.

### Improved Roles of the FAPA Section Chairperson

The FAPA Bureau approved the formation of the international program advisory committee (IPAC) to support the scientific program committee of the local host association. They are also encouraged to promote the FAPA congress in the upcoming section activities. The FAPA President-Elect will serve as the chairperson of the committee with the seven (7) section chairpersons as members.

### Improved Documentation of FAPA Congress

FAPA Bureau approved the documentation and submission of FAPA Congress Proceedings by the host association with the template to be provided by the FAPA secretariat.

Revision History:

|  |  |  |  |
| --- | --- | --- | --- |
| Version/ Revisions | Date Revised | Applicable starting | Approved by: |
| Original Document |  | FAPA 2018 | 14th Bureau |
| 1st Revision | 10 March 2018 | FAPA 2020 | 14th Bureau |
| 2nd Revision | 18 October 2019 | FAPA 2022 | 15th Bureau |

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**Section 1 - Introduction**

* 1. **About the FAPA Congress**

The FAPA Congress is the premier pharmacy congress in Asia, held every 2 years, bringing together pharmacists from over 24 countries where FAPA has member associations. This congress serves as a platform for the exchange of knowledge, experience and linkages among individual practitioners, leaders and organizations that are passionate to improve their practice and the pharmacy profession.

The remittance collected from a portion of the registration fees in the FAPA congress ensures the sustainability of FAPA’s programs geared towards the development of Asian pharmacy practice. A successful congress will benefit both FAPA and the host organization who is also given the opportunity to provide their cmembers with access to top international experts and foreign networks to their members. Therefore, it is 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. **Who can bid for the FAPA Congress**

An organized bidding process is implemented for the fair and orderly selection of the host organization. This allows the bidding member associations to better prepare for marketing the coming congress.

Submitting a bid to host the congress is a voluntary act of qualified member associations that are capable of hosting the event. The following criteria is required for member associations to be qualified to bid from 2022 onwards in order to maintain the quality and nature of the FAPA Congress:

1. Be a member of FAPA for at least 8 years
2. Experienced in hosting international events
3. Active involvement and participation in FAPA Activities Must

By submitting a bid, the member association signifies its commitment as an organization to provide the requirements for the congress as stated in this manual and adhere to the memorandum of agreement that will be signed together with FAPA.

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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 | Malaysian Pharmaceutical Society |

**Section 2 – Host Organization Responsibilities**

The bidding member association must be willing to commit to the following expectations from the host of the FAPA Congress:

* 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.
		2. Provide a venue for the pre-congress sessions together with food and registration materials as well as other meetings set a day before the opening of registration (ie. Bureau Meeting and Closed Council Meeting)
		3. Confirm that the proposed venue is available on the congress dates that will be proposed (between 4th week of October to 3rd week of November).
	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 food service method (ie. family food service or plated service);
		3. Arrange the entertainment and its master of ceremonies during the congress opening ceremony, welcome reception and gala dinner; and pay for these social events;
		4. Provide information and assistance for visa application, recommended transportation, accommodations, nearby destinations, weather, emergency contact information, food options, foreign currency exchange, and other additional information for the convenience and safety of all participants and guests.
	3. **Congress Program**
		1. Propose a theme for approval by the FAPA Bureau;
		2. Prepare the scientific program in close coordination with the FAPA International Program Advisory Committee;
		3. Invite high officials from the country of the Host Organization for the opening ceremony;
		4. Ensure the recognition of all FAPA member associations and delegates during the opening ceremony/ entrance of colors;
		5. Ensure that the program commences and ends according to schedule;
		6. Ensure that the host association’s scientific program subcommittee compile, sort and deliberate in a timely and careful manner, all the oral and poster presentation abstracts submitted to FAPA Abstracts Submission System (AbSS) in the FAPA website, for review and approval of FAPA Section Chairpersons;
		7. Recruit local students/fresh graduates/young pharmacists to serve as manpower support in the Congress;
		8. Provide FAPA Headquarter three (3) booths in the exhibition area to promote FAPA;
		9. Provide publicity/displays featuring FAPA programs/ campaigns/ awardees in the conference activity areas.
		10. Select awardees and provide certificates for best poster and oral presenters (Top 3) with criteria and selection process for approval by the FAPA International Program Advisory Committee
		11. 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 of 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 a Congress website for promotion of the Congress.
		6. Coordinate with pharmacy establishments/ industry/ academe for free field trips during the week of the conference for a limited number of participants.
		7. Coordinate with tourism department/ travel agencies/ other organizations to arrange day tours/ packages at an affordable rate to known tourist destinations for individual congress participants and groups.
	5. **Registration**
		1. The Host Organization determines reasonable domestic registration fees as well as attractive group registration packages which should be included in the written bid proposal;
		2. Provide various payment systems (ie. online, bank transfer, credit card, etc.) for both local and foreign participants for integration with the Centralized Registration System in the FAPA website;
		3. Designate a registration team and provide contact information/ hotline for handling of all queries (ie. Phone, E-mail, Social-Media, etc.) regarding FAPA Congress registration and other details about the Congress.
	6. **Congress Report and Documentation**
		1. Regularly send preparation updates including photos to the Bureau before the congress.
		2. Submit to the Bureau the final congress report based on the template provided by the FAPA secretariat (which includes registration information, meeting attendance, photos and financial reports) not more than 2 months after the event.
		3. Prepare and disseminate to the FAPA bureau and all meeting participants a soft copy of the complete congress proceedings following the template provided by the FAPA Secretariat 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 (foreign affairs, 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, book of abstracts and other Congress materials to participants.
		3. Prepare a soft copy of the congress proceedings which should contain written articles from all poster and oral presentations, speeches, lectures and forums, as well as official photos which will be distributed to all registered participants and to all FAPA member associations.
	9. **Financial Obligations**
		1. The Host Organization guarantees to remit 20 USD from the registration fee of each pharmacist registrant, and 20% of the total registration fees from all categories after deduction of the 20 USD remittance for pharmacists.
		2. All the income generated by the exhibition goes to the host organization and reported to FAPA,
		3. The host organization agrees to properly manage the finances and shoulder all liabilities that may be possibly incurred from the congress
		4. 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, as needed;
			3. 5-nights hotel accommodation for FAPA bureau members and spouses, honorary president, secretariat, as needed;
			4. Full registration to the congress for FAPA bureau members, honorary president, secretariat, Ishidate awardees, Lifetime Achievement awardee, section chairpersons, presidents of FAPA member associations (non-transferable), up to five (5) FAPA Foundation travel grant recipients and invited speakers for the congress and pre-congress;
			5. Registration as accompanying person for the spouse of bureau members;
			6. Minimum three (3) nights accommodations for invited speakers in the Congress and Pre-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. Provide access to the online centralized registration system (CRS) and abstract submission system (AbSS) for oral and poster presentations;
	3. Manage international 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. Ensure the preparation of relevant topics and selection of suitable speakers for 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 together with plaques and tokens for all pre-Congress speakers.

**Section 4 – Fees and Inclusions**

* 1. **Registration fees for international participants**

Registration fees for the FAPA Congress shall be:

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| **Table 1. Fixed Registration fees for International Participants** |
| **Category** | **Registration** |
| **Early Bird****Before \_\_\_\_\_\_\_\_**  | **Regular Registration****After \_\_\_\_\_\_\_\_\_\_**  |
| **Pharmacist** | USD$ 350 | USD$ 400 |
| **Accompanying Person\*** | USD$ 150 | USD$ 200 |
| **Pharmacy Student** | USD$ 150 | USD$ 200 |

*\*Please note that registration as accompanying person is restricted to only one for every registered pharmacist*

* 1. **Registration fees to be proposed by host association**

Registration fees of domestic participants and group packages shall be calculated by the host association with consideration of the fixed remittance to FAPA and anticipated costs in the congress.

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| **Table 2. Registration fees for Domestic Participants** |
| **Category** | **Registration** |
| **Early Bird****Before \_\_\_\_\_\_\_\_\_\_**  | **Regular Registration****After \_\_\_\_\_\_\_\_\_\_**  |
| **Pharmacist** | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| **Accompanying Person\*** | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| **Pharmacy Student** | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |

*\*Please note that registration as accompanying person is restricted to only one for every registered pharmacist*

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| **Table 3. Group Registration Packages** |
| **Category (Minimum Number)** | **Registration** |
| **Rate** | **Deadline** |
| **\_\_\_\_\_\_\_\_\_\_\_ ( )** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_ ( )** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_ ( )** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

* 1. **Inclusions**
		1. Fully-registered participants may access all the congress functions from the opening ceremony to the closing ceremony by showing their registration badge. The pre-congress activity 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. The bureau meeting and closed council meeting is held in the morning and in the afternoon respectively, a day before the opening of the registration.
	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 4. 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 | Day Tours/ Activities |
| Registration  | Poster Presentation | Section Meetings |
| Opening of Exhibit | Poster Presentation |
| **Afternoon** | Complimentary Practice-setting field trips | Plenary Session 1 | Section Meetings (Invited Speaker & Oral Presentation) | Section Meetings |
| Poster Presentation | Open Council Meeting  |
| FAPA CP Meeting |
| AYPG Meeting |
| FAPA GPP Forum | Closing Ceremony |
| FAPA Presidents’ Corner |
| FAPA Dean’s Forum |
| **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 at least be 2,000 (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 Room (must be set in a fixed venue and available a day before the first meeting up to the last day of the Congress)Speakers’ LoungeHost Member Association Organizing Committee 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, and may be extended up to another year in any case where no bids are received or qualified.
	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: +6328 404 4739

* 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 at least three (3) years before the prospective FAPA Congress year.
	4. The Host Organization of the congress must promoting their upcoming congress during the preceding FAPA Congress two (2) years prior.
	5. The FAPA bureau reserves the right to make necessary adjustments in the schedule and process due to circumstances that may arise.

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| **Figure 1. Summary of the normal bidding process for hosting the FAPA Congress** |
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**FAPA Congress**

**Bid Proposal**

**Applicable 2022 onwards**

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

**not later than July 25, 2022**

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| **PART 1. PROPOSAL TO BID** |
| **We are submitting a bid for the FAPA Congress year**  | [ ] 2024[ ] 2026 |
| **Proposed dates of the FAPA Congress** (must be between 4th week of October to 3rd week of November) |  |
| **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 and group registration packages** |
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| **Category** | **Early Bird Registration****Before \_\_\_\_\_\_\_\_\_\_**  | **Regular Registration After\_\_\_\_\_\_\_\_\_\_\_** |
| **Pharmacist** |  |  |
| **Accompanying Person\*** |  |  |
| **Pharmacy Student** |  |  |

|  |
| --- |
| **Group Registration Packages** |
| **Category (Minimum Number)** | **Registration** |
| **Rate** | **Deadline** |
| **\_\_\_\_\_\_\_\_\_\_\_ ( )** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_ ( )** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_ ( )** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

 |
| **How much is your predicted remittance to FAPA for this Congress? (Refer to Section 2.9 of the bid manual)** |  |
| **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**  |
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| **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-**