

Bid to host an Asian Pacific Digestive Week (APDW) Meeting**Annex A****APDW Bid Document Requirement**

The bidding process will take place on every **EVEN year** during the annual meeting of the Board of Directors at APDW. The bidding year will decide the host city of the 3rd and 4th year.

A letter of intent and the Bid Document must reach the APDWF Secretariat **no later than 6 months before the congress that falls on the even year**, at the following address:

APDWF Secretariat
 c/o
 The Meeting Lab Pte Ltd
 695E East Coast Road
 Singapore 459059
 Attn: Ms Felicia Teng

The presenter of the bid should bring along additional 14 sets for the panel at the coming APDW for presentation

Requirement in the Bid Document	
1	Name of Association(s) applying to host the meeting
	Indicate the last 3 major conferences organised by the association(s) and their attendance.
2	Committee line-up
	List at least the Chairman, Secretary General, Treasurer and Scientific Chairman.
3	Local Support
	List the local government or public institutions supporting this Meeting and the types of support offered (e.g. host site inspections by EXCO, host Welcome Reception, sponsor delegates' welcome kits, provide financial grant)
4	Proposed Date
a.	Preferable be 6 months from APASL and 6 weeks from UEG
b.	Date for the proposed year or the subsequent year or BOTH
5	Expected Weather Condition
6	Proposed City
7	Safety
	To stipulate the political and social stability of the host country
8	Accessibility
a	To include details on international access (i.e. airport rail links) and methods of travel to the convention city.
b	To assure all delegates from member countries are allowed freely to enter the host country

9 Convention Venue	
	Please provide floor plan, capacity chart and rental costs for the meetings and exhibition and indicating the function rooms for respective purpose.
10 Hotels	
	It is recommended that hotels should be within 15 min travel time (public transport) from the convention venue.
	Participating hotels should provide daily transfers to the venue.
	Please list and provide the following information of the 3 to 5 star hotels which will be considered as supporting hotels:
a	No of rooms
b	Expected room rate (to indicate if the rates are commissionable to the congress & inclusive of taxes, service charge and breakfast)
11 Scientific Programme	
a	Proposed Theme
b	Format
c	Proposed International and Asia Pacific Faculty
d	Innovative Programme
12 Marketing Plan	
13 Targeted No of Delegates	
14 Budget	
	Submit budget based on 2,500, 3,500 and your targeted number of participants (if the no. differs) highlighting
	1. Congress Facilities' costs
	2. Printing expenses
	3. Marketing and Promotional Costs
	4. Faculty Costs
	5. Variable Costs- meals, delegates kits, etc
	6. LOC PCO charges if appointing a PCO
	7. Exhibition Set-up costs
	8. AV and Technical Support
	9. Administrative and Manpower costs
	10. Other Expenses- please detailed them
	11. Projected Sponsorship and Exhibition Revenue
	12 Projected Registration Revenue
	Please make provision for 5% annual inflation.
15 Congress Year	
	The bid is open for 2 consecutive congresses. The bid document must clearly indicates if the host society is bidding for the 1st congress, the 2nd congress or open to the option to host either of the 2 congresses.
Note	
1	The Requirements in the Bid Document are also the Criteria used to assess the bid during the presentation at the coming APDW.
2	The APDWF Secretariat will, on behalf of APDWF, process the selection of the destination, the appointment of vendors to APDWs and monitor the progress thereafter. A timeline will be drawn up and presented to the Local Organizing Committee once the agreement is formalised.
3	The Host society (s) shall adhere to the schedule provided by APDWF.