

## 13<sup>th</sup> Asian Pacific Congress of Nephrology (APCN) 2014

*Eligibility* to bid: Member Societies of the Asian Pacific Society of Nephrology (APSN)

*Information* to be included in the Formal Bid Proposal:

1. Description of the local organizing committee
2. Proposed city and venue
3. Proposed meeting dates
4. Information on access, transport, and accommodation
5. Forecast number of delegates from local and abroad
6. Brief structure / overview of scientific programme
7. Preliminary plans for CME course(s) and collaboration with other regional initiatives such as AFCKDI, Colloquium, etc [please include supporting letters from the respective bodies]
8. Brief description of the status and development of nephrology in the host country
9. Preliminary information on the social programme
10. Track record of previous regional or international nephrology congresses
11. Budget and revenue forecast – please note that 30% of the APCN profit will be for the APSN

*Procedures:*

- ‘Letter of Intent’ and ‘Formal Bid Proposal’ to be submitted by national or regional nephrology societies which are member societies of the APSN
- Submit ‘Letter of Intent’ on or before 21<sup>st</sup> January 2010 (Thursday)
- Submit ‘Formal Bid Proposal’ on or before 31<sup>st</sup> March 2010 (Wednesday)
- All documents to be submitted to APSN Honorary Secretary Dr Robyn Langham [email address: rlangham@medstv.unimelb.edu.au ; mailing address: Department of Medicine, St Vincent's Hospital, Level 4, Clinical Sciences Building, 29 Regent Street, Fitzroy, Melbourne, VIC 3065, Australia]
- Bids will be considered by the APCN2014 Site Selection Committee [Members: R Langham, S Tang, D Harris, Y Tomino, DTM Chan]
- Short-listed bidders will be invited to give presentations to the APSN Council at the first Council Meeting during APCN2010 in Seoul Korea. The APCN2014 Site Selection Committee will hold a meeting afterwards, and its decision will be presented for endorsement at the second APSN Council Meeting during APCN2010.

*Schedule* of the bid process:

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| ■ Invitation to bid                    | December 2009  |
| ■ Submit ‘Letter of Intent’            | Deadline 21 <sup>st</sup> January 2010   |
| ■ Submit ‘Formal Bid Proposal’         | Deadline 31 <sup>st</sup> March 2010   |
| ■ Presentation by short-listed bidders | APSN Council Meeting on 5 <sup>th</sup> June 2010 Sat  |
| ■ Announce Host Society and City       | APSN Council Meeting on 7 <sup>th</sup> June 2010<br>Mon & APCN2010 Closing Ceremony on<br>8 <sup>th</sup> June 2010 |