



# **MANUAL FOR FUTURE SITES FOR AASP CONGRESS**

*(Amended done after the 2<sup>nd</sup> EB meeting, March 24, 2017)*

## I. INTRODUCTION

1. The Asian-Australasian Society of Pediatric Neurosurgery (AASP) holds its congresses every two years.  
Season: it is left to the congress chair's assessment, considering climate and conflict with other congress(es) or meeting(s)
2. Bids to hold the Congress are presented 4 years in advance.
3. Bid should be submitted to the AASP Central Office;  
c/o The Plan Co. (Ms. Julia Yi & Ms. Minah Lee)  
4F, Jung E&C Bldg., Seocho-1dong, Seocho-gu, Seoul 137-881, Korea  
T. +82-2-538-2042~3, F. +82-2-538-1540, E. [info@aaspn.org](mailto:info@aaspn.org) · [centraloffice@aaspn.org](mailto:centraloffice@aaspn.org)
4. The AASP Congress, important figures;
  - Expected number of participants 200 ~ 300
  - Exhibition round 180m<sup>2</sup> (net)
  - Papers 150 papers
5. Bids should be from medium to large cities serviced by an international airport and having at least 200 hotel rooms in 3-5 stars categories.

## II. TIMETABLE FOR BIDS

1. A **letter of intent** should be received no later than **April 30** of four years prior to the bidding congress.
2. A **detailed bid** including the attached filled of "**Information Sheet**", should be submitted to the above address no later than April 30 of four years prior to the bidding congress.
3. Each candidate will have **20 minutes for presentation** (audio visual aids will be provided upon request). Following the presentations, the **Executive Board** of AASP will **vote for the selected venue**. The vote takes place during the AASP congress.
4. **Site Inspection** (if necessary): Three years prior to the bidding congress.

### III. GENERAL INFORMATION OF CONGRESS

#### 1. Program Format (Two & half days recommended)

##### 1) Option 1

Time	Friday		Saturday		Sunday	
08:45 ~ 09:00	Opening Ceremony					
09:00 ~ 10:30	Plenary Lecture 1		Plenary Lecture 2		Plenary Lecture 3	
10:30 ~ 11:00	Coffee Break with poster viewing					
11:00 ~ 12:00	Free Paper 1	Free Paper 2	Free Paper 5	Free Paper 6	Special Lecture 3	
12:00 ~ 13:30	Lunch or Sponsored Luncheon Symposium				Closing Ceremony	
13:30 ~ 14:30	Special Lecture 1		Special Lecture 2			
14:30 ~ 15:30	Flash 1	Flash 2	Flash 3	Flash 4		
15:30 ~ 16:00	Coffee Break with poster viewing					
16:00 ~ 17:30	Free Paper 3	Free Paper 4	Free Paper 7	Free Paper 8		
18:30	Welcome Reception		Banquet			

- EB Meeting & Dinner should be scheduled in the afternoon of Thursday for Option 1.

##### 2) Option 2

Time	Friday		Saturday		Sunday		
08:45 ~ 09:00			Opening Ceremony				
09:00 ~ 10:30			Plenary Lecture 1		Plenary Lecture 2		
10:30 ~ 11:00			Coffee Break with poster viewing				
11:00 ~ 12:00			Free Paper 1	Free Paper 2	Free Paper 5	Free Paper 6	
12:00 ~ 13:30	Registration	EB Lunch & Meeting	Lunch or Sponsored Luncheon Symposium				
13:30 ~ 14:30			Special Lecture 1		Special Lecture 2		
14:30 ~ 15:30			Flash 1	Flash 2	Flash 3	Flash 4	
15:30 ~ 16:00			Coffee Break with poster viewing				
16:00 ~ 17:30			Free Paper 3	Free Paper 4	Free Paper 7	Free Paper 8	
18:30	Welcome Reception				Closing Ceremony & Banquet		

##### 3) Local Program

- If local organizing committee wants to embed any local program, there are two possible options.
  - Choose 'Option 1' and embed local program as a parallel session on Friday or Saturday.
  - Choose 'Option 2' and run the local program as a pre-course on Friday.

## 2. Scientific Program

Session	No. of Session	Time/session	Presenting time/speakers	No. of Speakers/session
Plenary	2 sessions	60 min.	20 min.	3 speakers
Invited Talks	2 sessions	90 min	15 min.	6 speakers
Free Paper Session	3 sessions	90 min.	10 min.	9 speakers
	3 sessions	120 min		12 speakers
E-Poster	-	-	-	50~70 papers
EDU Course	2 sessions	90 min. & 120 min.	To be decided	To be decided

## 3. Halls and facilities requirements

Hall	Requirements	Remarks
Plenary room	Max. of 300 seats (school type setting)	Stage, 200" screen
Parallel rooms	Minimum 2 rooms of 100 seats (school type setting)	100" screen
Speakers' Ready Room	1 room nearby the scientific session rooms	Internet (wired) networking to all session rooms
Secretariat	1 room	If necessary
Central office	1 room	Need at least one day prior to the congress
EC meeting	1 room in U-shaped (20 seats)	
Exhibition areas	Approximately 300 m <sup>2</sup>	Extra space might need for paneled posters

## 4. Food & Beverage

Event	Date	Menu	Remarks
Welcome Reception	Fri.	Cocktail reception & Standing buffet	Performance is optional
Banquet	Sat. OR Sun	Sit-down set menu with wine	At least one local performance
Lunch	Sat & Sun	Light buffet and/or sandwiches	Sponsored luncheon symposium is optional
Coffee Breaks	Sat & Sun	Coffee & tea with cookies (or pastries)	n/a
EB meeting	Thu. OR	Coffee & tea with cookies (or pastries)	Inside of the room
EB Lunch/Dinner	Fri.	LOC's choice	-
Central Office	Thu ~ Sun	Coffee & tea with cookies (or pastries)	Inside of the room

## 5. Hotel Rooms

The bidding city should have at least 200 hotel rooms of various categories easily accessible to the congress venue. It is preferable to have large number of rooms in few hotels.

## 6. Registration Fee Guidelines

- a. AASP will decide the registration fee in full consideration with the Core PCO & LOC.
- b. From the AASP 2019, include the AASP full membership fee in the congress registration fee. (USD 100/2 years)
- c. There will be at least USD 100 difference of the congress registration fee between AASP member & non-member.
- d. It is mandatory to the AASP's online registration system and all registration fees are collected by the AASP central office.
  - Discounted registration fee for the host country's participants could be applied after the agreement with the LOC and the AASP.
- e. Registration fee includes;
  - 1) Admission to all scientific sessions
  - 2) Access to all abstracts on the congress website
  - 3) Conference Materials - Final Program, Souvenir (optional)
  - 4) Coffee Breaks & Lunches
  - 5) Welcome Reception
  - 6) Banquet

## IV. DISTRIBUTION OF ASSIGNMENT AND OBLIGATION OF LOC

### 1. Distribution of assignments

Distribution of assignments among AASP, the local organizing committee (LOC) and The Plan Co. (the Core PCO) is as below;

Action Items	LOC	AASP	Core PCO
1) Congress Site Management (including e-marketing)			●
2) Congress Promotion	● (local)		● (member)
3) Online Registration Processing and fee collecting			●
4) Scientific Program Preparation			
4a) Paper Management & Organizing program		◐ (w/scientific chair)	●
4b) Suggestion of invited speakers	◐ (half of targeted invited speakers)	◐ (half of targeted invited speakers)	
5) Sponsorship/Exhibition	●		
6) Finance & Budget Management	◐		◐ (Registration fee only)
7) Technical Arrangements	●		
8) Local Grant	●		
9) Venue & Accommodation Selection	●		◐ (website posting)
10) Selection of Local Vendor	●		
11) On Site Management, Staff	●		
12) Publication and Production	●		◐ (review in advance)
13) Social Events	●		
14) Preparation of EM Meeting			●

※ All sponsorship/exhibition fund will be paid in LOC's Bank account.

## 2. Obligation of LOC

- A. Site Visit
  - 1) AASP President, Secretary General and Two people from Central Office
  - 2) At least one time before the congress (1 year before)
  - 3) Airfares (economy round) and accommodation are to be covered by the LOC
- B. Office Space for AASP Leadership & Central Office
  - 1) A meeting room for AASP Leadership
  - 2) A office for Core PCO with requested OA equipment & stationery
  - 3) Room(s) for Board & Committee meetings with requested Food & Beverage
- C. Written Agreement
  - 1) Paper agreement should be signed between two parties – the AASP and the LOC- soon after selection of the hosting country.
  - 2) Agreement should be clearly defined the assignment and obligations including the financial conditions.

## 3. Guests of Congress

- A. For AASP President
  - : Accommodation (Venue or HQ Hotel) and Complementary registration
- B. For Two Staff from Central Office
  - : Accommodation (Venue or HQ Hotel) including meals and Complementary registration

## 4. Financial Considerations

- A. Report the cash flow to the AASP leadership in regular basis.
- B. Pay off all local expenses using the local bank account.
- C. Provide 'Financial Report' within a month after the congress.

## V. CONGRESS WEBSITE ([www.aaspncongress.org](http://www.aaspncongress.org))

1. It is **mandatory** to use the AASP Congress website including online registration and online abstract submission system.
2. Congress website is launched and managed by the Core PCO.
3. Related costs for the congress website will be paid from the registration fee of the congress.
4. On-line paper submission & review systems will be operated.
5. On-line registration & the payment system will be operated in connection with AASP's membership and membership payment system.
6. **All registration fee will be collected by the AASP Central office.**

## VI. FINANCE AND PROFIT DISTRIBUTION

### 1. Registration Fee

After deducting the paid registrants' membership fee (USD 100/2 years) and handling charge by the Core PCO (USD 50/paid participants), the registration revenue will be wire transferred to the LOC within sixty (60) days after the conclusion of the AASP Congress.

### 2. LOC's Constitution to AASP

The LOC contribute the sum of **five thousand US dollars (USD 5,000)** at minimum to the AASP within sixty (60) days after the conclusion of the AASP Congress.

The amount of the contribution should be increased if the congress has more participants. Please refer the table for the matrix.

No. of Congress Participants	Amount of Contribution
Under 150 attendees	USD 5,000
151 ~ 200 attendees	USD 6,000
201 ~ 250 attendees	USD 7,000
251 ~ 300 attendees	USD 8,000
Over 300 attendees	USD 10,000

3. LOC has to report 'Financial Report' within a month after the congress.

## VII. PRESENTATION OF BID AND VOTE

Each candidate will have 20 minutes for presentation (audio visual aids will be provided upon request). Following the presentations, the Executive Board of AASP will vote for the selected venue. The vote takes place during the AASP congress.

## VIII. BID CONTENTS

The bid should contain the details which appear hereunder.

- Letter of Invitation (letter on behalf of the local society – mandatory. All other letters of invitations are optional)
- Suggested Venue (layout, price list and contact details)
- Suggested Hotels (list, capacities, price range and contact details)
- Support of local authorities (e.g. travel card, reception etc.) and national bodies
- Contact details of the Convention Bureau (if applicable)
- Future Sites for AASP Congress - Information Sheet (use the given forms)

It is recommended to request the assistance of the local Convention Bureau to full fill these requirements. It is possible to use local agent for this tasks. Nevertheless, AASP and Core PCO are not committed to use the services of any local agent for the congress. Should you require additional assistance in preparing the bid document or for any other query, please do not hesitate to contact AASP Central Office.

[Attachment: Future Site for AASP Congress – Information Sheet]