

# **Bid for the 20th ASIAN PACIFIC CONGRESS OF PEDIATRICS (APCP) CONFERENCE -2028**

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## **Guidelines for IAP to invite applications from its Branches for the 20th ASIAN PACIFIC CONGRESS OF PEDIATRICS (APCP) CONFERENCE -2028**

**I Introduction:** These guidelines outline the process for branches of the Indian Academy of Pediatrics to associate with IAP in bidding for the International Asian Pacific Congress Of Pediatrics [APCP] conference 2028 [a conference of the Asian Pacific Pediatric Association (APPA)]

### **II Eligibility Criteria for Branches:**

1. Must be a recognized branch of IAP, registered in accordance with statutory laws.
2. Must possess its own PAN card and 12A/12AB certificate.
3. Must have filed IT returns for the last three years.
4. The host city must have an International airport facility with at least direct connectivity to 3 APPA countries and be easily accessible by air, rail, and road.
5. Must have prior experience in conducting a National conference (Pedicon). However, the branch should not have hosted Pedicon in the past five years from 2025 and should not be selected to host Pedicon for the next three years after 2025 if the present bid is approved/selected

### **III Venue Guidelines:**

1. The host Branch should have a provision to accommodate approximately 10,000 delegates in various categories of good hotel rooms.
2. The venue should ideally be a fully built structure, or at least 60-70% built, with the remaining 30-40% being erectable on plain ground.
3. The venue should be a state-of-the-art convention center, preferably within 5-10 km from the city center and free from noise pollution.
4. The main hall should have a good ambiance and comfortable seating capacity for more than 3,000 delegates to accommodate the inauguration and other plenary functions.
5. The venue should have an additional 10-12 halls for concurrent scientific sessions and space for e-posters/e-abstract displays, a registration counter, preview rooms, lounges, dining areas, cultural events, boardrooms, washrooms, and parking.
6. The venue should include adequate space for a "Trade Exhibition," accommodating approximately 100 academic partners.

**IV Organizing Committee:** The composition of the Organising Committee will include:

1. Conference President: President of IAP
2. Conference Secretary: Secretary General of IAP
3. Conference Treasurer: Treasurer of IAP
4. Organising Chairperson: to be elected by the host branch
5. Organising Secretary; to be elected by the host branch
6. Organising Treasurer; to be elected by the host branch

### **V Administrative Management for bidding:**

1. IAP will bid for the APCP conference on behalf of the venue branch at CEBU, Philippines.
2. In case the bid for the APCP conference fails, the present bid by the participating branch would become null and void. and a fresh bid for the National Conference PEDICON will be invited by the IAP Office as per MOA.

## **VI Financial Management of the Conference:**

1. All international fund transactions will be handled by IAP.
2. National fund transactions will be handled by the host branch.
3. Profit sharing with APPA
  - a) will be as per the MOU of IAP with APPA.
  - b) Contributions to APPA from the successful host country, including USD 5,000 after winning the bid and USD 5,000 administration charges.
  - c) Profit-sharing of USD 20,000 or 15% of registration fees, whichever is higher.
4. Profit sharing between IAP and the host city will be as per guidelines.
  - a) Contribution of 30 % of the profit amount which includes the bidding fee and contribution to the corpus fund will be given to the IAP within 6 months of completion of the event.
  - b) A contribution of 10 % of the profit amount will be given to the ...[insert State Branch name] within 6 months of completion of the event.
  - c) A contribution of 60 % of the profit amount will be retained by the ...[insert host Branch name] within 6 months of completion of the event.

## **VII The application must include the following attachments of documents:**

1. Copy of the Branch/Society Registration Certificate.
2. Copy of PAN card.
3. Copy of 12 A or 12 AB Certificate.
4. Copy of Audit Reports and IT returns for the last three financial years.
5. Copy of the latest Bank Statement/fixed deposits etc.. showing reserved funds of a minimum Rs 50 (fifty) lakh.
6. Brief note on Organising Committee, Place, Venue, options for delegates' accommodation, including details of hotels and room rates, and plan for compliance with regulatory requirements.
7. Copy of the resolution selecting the Organising Chairperson, Organising Secretary, and the Organising treasurer.
8. No due certificate from IAP

09. “Letter of support/ No objection certificate to conduct the International Conference” from the Government of India. [to be obtained by the successful bidding branch before IAP submitting the bid for APPA i.e on or before 30th September]
10. An undertaking that “they shall work for the success of the APCP and the Pedicon conference.

Failing to submit all of the above, the bid of that Branch shall be rejected summarily and shall not be considered for scrutiny by the committee appointed by the Executive Board.

**Note:**

The bid documents must reach the IAP Office in Navi Mumbai on or before 7th August 2024.

We have reviewed the conference guidelines and will adhere to all the rules and regulations set by IAP, APCP, and the National Executive Board, as updated periodically.

FORM TO BE FILLED – UP BY THE BIDDING BRANCH FOR 20TH APCP CONFERENCE

Bid submitted for 20th APCP 2028

IAP State Branch / IAP City Branch / IAP District Branch inviting conference:  
.....  
...

Proposed dates for the Congress:

Details of possible venue

Venue:  
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Distance from Railway Station: .....

Distance from Airport: .....

Main Hall seating capacity: .....

Subsidiary Hall's seating capacity

Hall 1 ..... Hall 2 .....

Hall 3 ..... Hall 4 .....

Hall 5 ..... Hall 6 .....

Hall 7 ..... Hall 8 .....

Hall 9 ..... Hall 10 .....

Please ensure that all the above details are included in your bid submission to enhance our chances of winning the bid for the 20th APCP.

Name, seal, and signatures of President, Secretary, and Treasurer.