

Requirements/Guidelines needed to organise an Asia Pacific Congress of Pediatrics (APCP):

- 1) Please kindly produce a support letter from your country's Health Ministry and Tourism Ministry with regards to organising the APCP.
- 2) Please prepare a short video as to why and reasons the APCP should be held in your country.
- 3) Proposed dates for the Congress.
- 4) Proposed venue for the Congress.
- 5) Accommodations -Hotels and How many stars including their rates and maps.
- 6) Logistics /Shuttle service from airport to hotel and hotel to airport.
- 7) Proposed registration fees (for APPA members and non-APPA members).
- 8) Pre-Congress Workshop.
- 9) Scientific programs.
- 10) Health Regulations.
- 11) Visa / Climate.
- 12) Pre and Post Congress Tours.
- 13) Map of venue, airport, hotels and places of interest, and

14) According to the Minutes of the 39th Council Meeting of National Delegates of APPA held on August 26, 2018 in Bali Nusa Dua Convention Center, Nusa-Dua, Bali, Indonesia, under Number 15.2. Finances and Profit Distribution:

Obligatory contributions to APPA from the successful host country include:

- * **USD 5000 after winning the bid**
- * **USD 5000 administration charges and**
- * **Profit-sharing of USD20000 or 15% of registration fees whichever is higher.**

All these requirements are important so as not to be disqualified for the bidding process for the 20th APCP.
