



Requirements for hosting the 11th ICN NP/APN Network 2020 Conference.

Thanks for your interest in submitting a bid to host the *11th ICN NP/APN Network Conference 2020* in your country. This event will bring the global network of advanced practice nurses and nurse practitioners together to discuss relevant topical issues.

Please be aware of the following requirements, which need to be clearly referred to in the bid document. Bids should be in electronic format and should be emailed to the chair and secretary to the Core Steering Group of ICN NP/APNN by **15th May 2017**, at the latest.

No.	Requirement
1.	ICN-NNA or support from NNA
2.	Demonstrate implications for hosting the event for NPs/APNs in the region.
3.	Demonstrate previous experience in hosting international conferences.
4.	Access to the country <ul style="list-style-type: none">• International airline connections• Connections from all continents• Location of venue close to major airport
5.	Visa and other requirements <ul style="list-style-type: none">• Any visa restrictions• Health restrictions
6.	Safety and access of host city. <ul style="list-style-type: none">• Crime (pickpockets)• Health issues (safety of water)• Internet access• Power interruptions
7.	Banking facilities <ul style="list-style-type: none">• Country currency• Moving money in and out of the country• Establishing lines of credit• Degree of acceptance of credit cards

8.	<p>Venue chosen</p> <ul style="list-style-type: none"> • Need to identify the plenary holds up to 600-800 delegates • Can accommodate 6 rooms for break-out sessions • Space for the CSG meetings • Lunch can be catered for • Elevators • Signage • Bathrooms • Disability access • Organisations that have used the venue before
9.	<p>Support from authorities</p> <ul style="list-style-type: none"> • Ministries of Health • Tourism • Other relevant i.e. local related associations and universities
10	<p>Accommodation availability</p> <ul style="list-style-type: none"> • 2 – 5 star availability • Ability to speak English • Smoking and non-smoking • Disability access
11	<p>Transportation</p> <ul style="list-style-type: none"> • Types available • Costs • Disability access • Distance between key venues and movement between them
12	<p>Restaurants</p> <ul style="list-style-type: none"> • Range • Number • Costs • Sales tax
13	<p>Experience in hosting other conferences</p>
14	<p>Places of interest (sight-seeing opportunities)</p>
15	<p>Propose timing (Aug/Sept/Oct). If not in these months, please provide reason.</p>

Please email your complete bid document to:

Daniela.lehwaldt@dcu.ie (CSG Secretary) and M.Rogers@hud.ac.uk (CSG Chair)

We are looking forward to your application!