Host the 10th ICN INP/APN Network Conference 2018

The ICN Nurse Practitioner/Advanced Practice Nurse (INP/APN) Network holds a conference every second year to provide a forum for sharing and exchange of knowledge, expertise and experience with respect to nurse practitioner/advanced practice nursing.

The Network is now in the process of planning the 2018 conference and is seeking bids for a host country. By presenting a bid to host the 2018 conference, you will be bidding for an opportunity to showcase your organisation and your country.

This event brings the global network of advanced practice nurses and nurse practitioners together to discuss relevant topical issues. The core steering group and each of the seven subgroups (education, practice, health policy, research, fundraising, conference and communication) hold meetings throughout the conference to update members on progress and goals.

Conferences have previously been held in Adelaide, Australia (2002), Groningen, Netherlands (2004), Sandton, South Africa (2006), Toronto, Canada (2008), Brisbane, Australia (2010) and London, United Kingdom (2012), Helsinki, Finland (2014). The 2016 conference will be hosted by the Provisional Hong Kong Academy of Nursing and the co-organizers College of Nursing Hong Kong and the World Health Organization Collaborating Centre for Community Health Services at the Hong Kong Polytechnic University and held in Hong Kong 9-11 September 2016.

The host for the 2018 will be selected by a ballot by the core steering group. The host for the 2018 conference will be notified in writing once the selection process has been completed.

The winning bidder will embark on a close collaboration with INP/APN Network over the preceding 2 years to the conference towards the successful organisation of the event. The INP/APN Network begins this relationship through the signing of the contract for hosting 2018 INP/APN Network conference document.

**Timing:** The INP/APN Network conference usually takes place in the later part of the year (August, September, and October). However, consideration will be given to hosting the conference earlier or later dependent on optimal weather conditions in the host country at that time.
Planning and costs: The host covers all local costs for the conference. This includes event planning, logistics, and promotion.

Conference programme: The host works in close collaboration with the core steering group on the conference program in selecting the theme, speakers etc.

Venue considerations: Recent conferences have been planned to accommodate as many as 600 participants. The venue should provide adequate space for
- A plenary session with up to 800 people
- Parallel break-out sessions (average 6 rooms)
- Secretariat space for the host committee and the core steering group committee
- Rooms for core steering group and 6 subgroup meetings.

Travel, accommodation and meals: Conference participants usually fund their own participation. To encourage the largest possible representation from all member countries, the host may wish to consider the following:
- Flights: airfares will depend on the location of the event. Though if possible they should not be too prohibitive for participants.
- Transportation to and from the airport should be convenient and the location should be reasonably close to a major airport.
- Accommodation and meals: the host countries must offer alternative hotels with a range of prices for participants to choose from. It is advised that, as a minimum, lunches should be provided during the event. This provides an opportunity for the host country to showcase the local culture and cuisine.

Lodging an expression of interest
ICN INP/APN Network welcomes all expressions of interest from counties wishing to host the 10th ICN INP/APN Network conference in 2018. Submitting a bid is done by completing the following and emailing to the chair of the INP/APN Network.

Name of host organisation
Address
Email
Telephone
Fax
Website

Contact person
Email
Telephone

Briefly outline why your country should be the host of the 10th INP/APN Network conference. Areas to be addressed in the outline are:

- Implications of hosting the event for nursing and advanced practice nursing in the country and the region.
• Hosting organisations experience in hosting international conferences

• Access to the country
  o International airline connections
  o Connections from all continents
  o Location of airport and access to main city/conference venue

• Visa and other requirements
  o Visa restriction and ease of applying for visas – indication of number of host country overseas embassies.
  o Health restrictions

• Safety and access of host city
  o Crime (e.g. pickpockets, theft)
  o Health issues (e.g. safety of water)
  o Internet access
  o Power interruptions

• Banking facilities
  o Country currency
  o Moving money in and out of the country
  o Establishing lines of credit
  o Degree of acceptance of credit cards in country

• Proposed conference venue capacity and experience with international meetings
  o Seating capacity
  o Types of rooms
  o Elevators
  o Signage
  o Bathrooms
  o Disability access
  o Organisations that have used the centre previously

• Support from authorities
  o Ministries of health, tourism

• Transportation
  o Types available
  o Costs
  o Disability access
  o Distances between key venues and options for movement between them

• Restaurants
  o Range
  o Number
- Costs
- Sales tax?

- Accommodation
  - 2 to 5 star availability
  - Ability to speak English
  - Smoking non smoking
  - Disability access

- Places of interest (opportunities for sightseeing)

**Note:** Preference will be given to bids from ICN National Nurses Association members or bids that show evidence of support from the ICN National Nurses Association.

**Submission and Contact Address**
The deadline for submitting this expression of interest to the Chair is **4 May 2015**.

Please email your expression of interest to the Chair ICN – INP/APN Network
Anna Green
Chair ICN – INP/APN Network
Anna.green@wh.org.au
Proposal Contract for International Council of Nurses -INP/APN Network Conference in 2018

The International Council of Nurses-INP/APN Network holds an international conference every other year in order to facilitate the networking of advanced practice nurses and nurse practitioners around the world. This event fosters discussion of topics and interests that are of international interest to the nursing profession and particularly to advanced practice nurses and nurse practitioners. This is an opportunity for participants to network, share, and learn what is happening around the world. This is also an opportunity for the host organization to highlight its own profession of nursing and its country. While the host organization is responsible for the planning and costs of the conferences; INP/APN Network emphasizes that this event must focus on the international environment of all advanced practice nurses and nurse practitioners.

The conference committee of the host organization provides the main work of the conference including staffing, volunteers and any conference organizer contracted by the host organization. The Conferences Subgroup Chair and Chair of the Core Steering Group of the INP/APN Network will work with the host organization & their designated committee in a facilitative & resource role. The host organization will communicate with the Conference Subgroup Chair and Chair of Core Steering Group of the INP/APN Network monthly during the 12 months before the conference.

Members of any Group of the network are to be part of the scientific committee that reviews the abstracts or other committees of the host organization.

The host organization will:

Provide the name and contact information of the key individual (s) at the host organization that has the ultimate responsibility for the conference to the Chair of the Core Steering Group. If this person(s) is or no longer will be with the host organization, the Chief Organizational Officer must immediately notify the Conferences Subgroup Chair and the Chair of the Core Steering Group. The Chief Organizational Officer must present the INP/ANP Network with a written plan of whom the conference planning has been delegated to.

- provide a list of critical deadline dates as specified in the Conference Timeline Guide to enable all parties to coordinate efforts
- submit quarterly reports of the progress of the conference to the Chair of the Core Steering Group beginning 24 months prior to conference dates. A year before the conference dates, the host organization will submit reports of the progress of the conference to the Chair of the Core Steering Group every two months. Six months before the conference dates, the host organization will submit a conference progress report to the Chair of the Core Steering Group every month. Communication with the Chair of the Core Steering Group by the host organization is strongly encouraged whenever necessary
- negotiate favorable rates for services required with; 1) airline companies; 2) exhibition contractors; 3) freight companies; 4) audio visual contractors; 5) printing firms and 6) hotels/conference venues
- negotiate and liaise with potential sponsors, trade exhibitors and advertisers such as nursing organizations and associations; publishers of nursing texts/journals; technology firms
- prepare a working budget for the conference and submit to the Chair of the Core Steering Group in the quarterly report and subsequent reports as outlined above
- plan and monitor conference finances including the preparation of a budget, profit projections and regular income and expenditure reports
- administer social events and submit reports regarding type, purpose, sponsor and budget
- arrange pre and post conference tours and on-site transport and list the names of responsible people in the Core Steering Group quarterly report
- assure that the meetings for the Core Steering Group, Subgroups and any other INP/ANP groups have been arranged as to dates, times, and meeting rooms
- coordinate logo design layout; keying-in; editing; obtaining quotes and arranging for the printing with the Chair of the Core Steering Group and the Conferences Subgroup Chair
- submit all promotional material to the Core Steering Group in the quarter prior to planned distribution
- process delegate and exhibitors’ registrations and dispatch acknowledgment advice in a timely manner
- secure continuing education points from ICN or appropriate professional colleges/associations, (this is imperative and host organization must copy the Chair of Core Steering Group with all paperwork)
- provide a user friendly Internet website, telephone/facsimile/email and mailing base for inquiries
- identify a single contact person for receiving and directing communications about the conference planning to the Chair of the Core Steering Group
- identify a single contact person on the planning committee for registrants requesting information about the conference to contact by electronic means
- maintain and update database of registrants, exhibitors and sponsors and submit this in the Core Steering Group quarterly report. This database remains the property of the INP/APN Network and may not be used for any other purpose by the host organization. This database must be made available to the Chair of the Core Steering Group within two months of the close of the conference
- provide a detailed participant lists as part of the conference materials distributed to each participant
- make hotel accommodation bookings for keynote speakers
- coordinate and process keynote speakers’ travel arrangements
- follow-up with speakers and participants, regarding abstracts and titles of papers, copies of final papers, registration, accommodation and travel bookings, ordering audio visual aids, staging and lighting, and making arrangements for rehearsals when required. Assure sufficient time for responses from international participants for acceptance and early-bird registration fees
- work with appropriate Subgroup chairs to assure that posters by participants will be marked at the conference in order to award certificates to presenters (optional)
- be prepared to safely accept cash and credit card payment for registration and conference events on site of conference
- advise Core Steering Group in the reports of suitable conference kits/satchels; arrange artwork and production of satchels; insert material into satchels
- arrange all promotional and directional signage
- print and assemble laser printed name badges and social tickets
- provide overall on-site management of the conference with experienced conference staff
- ensure proper financial accounting of the conference funds
- provide full trade exhibition service
- assume all financial risk for the success of the conference
- pay ICN - INP/APN Network 50% of the net income from the conference within 3 months of the close of the meetings
- after all costs have been recovered, provide a Profit and Loss Statement not more than 6 months following the conference
- provide a plan of evaluation for the event

The host organization will provide ten registration waivers for the INP/APN Network Core Steering Group members to attend the conference. The host organization will not cover travel for the INP/APN Network group members. If complimentary rooms are provided by the contracted conference hotel these may be awarded to the keynote speaker(s) and/or Core Steering Group members attending the conference.
This concludes the proposal/contract to be signed and return as a contract for the INP/APN Network Conference in 2018.

Signature of Chief Organizational Officer:______________________________________________

Print Name:__________________________________________________________________________

Date:________________________________________________________________________________