

Application Form for inviting Annual Conference of Asian Pacific Stroke Organization (APSO)

<p>Name and address of member inviting the Conference [with PIN Code & Tele Nos., Email & Fax]</p>	
<p>Proposed Organizing Secretary and his /her Address [with PIN Code & Tele Nos., Email & Fax]</p> <p>*Experience of holding major conferences</p> <p>* Number of National and International conferences organized in the city</p>	
<p>Institution / Site where the conference is to be held</p>	
<p>Air Rail & Road connections available</p>	
<p>Facilities available: -</p> <p>a) No. of conference halls and their seating capacity for conducting concurrent sessions.</p> <p>b) Audio/Video/Visual facilities.</p> <p>c) Electricity and alternate arrangements</p> <p>d) Facilities for a transportation including proposal arrangements from railway station / airport transfers; local transport to venue & social functions from approved places of stay.</p> <p>e) Hotel / Hostel / Guesthouse</p>	

<p>accommodations available.</p> <p>f) Facilities for catering service.</p> <p>g) Telephone facilities.</p> <p>h) Facilities available for conduct of cultural programmes</p> <p>i) Accommodation tariff:</p> <p>j) Manner in which savings would be spent:</p>	
<p>6. Space available for –</p> <p>a) Posters / exhibit</p> <p>b) Exhibition stalls for drugs / instruments</p> <p>c) Sale of CME books</p> <p>d) Registration</p> <p>e) APSO office.</p>	
<p>7. Brief description of Historic places.</p>	
<p>8. No. of Neuroscientists available for helping the Organizing Secretary for efficient conduct of the conference</p>	
<p>9. Proposed registration fee</p>	
<p>10. Any special information</p>	
<p>11. Recommendation of Head of Institution (When venue is an institution)</p>	
<p>12. Accept to submit an undertaking to the APSO regarding contribution of funds and certificate of utilization of unspent funds</p>	

13. Agree to submit the audited report of the conference to the Central Secretariat within 6 months after the conference is over.	
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- We give an undertaking that 25 % of registration fee of registered delegates and delegates registered on spot will be paid to the APSO Secretary at the time of valedictory function.
- We also give an undertaking that 50% of the unspent money will be transferred to APSO account and remaining 50% will be retained and utilized for the development of stroke in the country / region by the organizers.
- We also give an undertaking to host mid-term Executive committee meeting at the venue site.

Date

Signatures & Stamp
Proposed President and Organizing Secretary

Please complete and submit the form to apsosec@gmail.com