

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

Name and address of member inviting the Conference [with PIN Code & Tele Nos., Email & Fax]	
Proposed Organizing Secretary and his /her Address [with PIN Code & Tele Nos., Email & Fax] *Experience of holding major conferences * Number of National and International conferences organized in the city	
Proposed Date of the Conference	From __/__/____ (DD/MM/YYYY) to __/__/____ (DD/MM/YYYY)
Institution / Site where the conference is to be held	
Air Rail & Road connections available	
Facilities available: - a) No. of conference halls and their seating capacity for conducting concurrent sessions. b) Audio/Video/Visual facilities. c) Electricity and alternate arrangements 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>e) Hotel / Hostel / Guesthouse 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.	

14. Declaration

- **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.**
- **We also accept that any financial deficit would be the sole responsibility of the local organising committee and APSO is not responsible for covering any such deficit nor obliged to waive monies owed to APSO by the Local organising committee.**

Date

Signatures & Stamp
Proposed President and Organizing Secretary

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