

Asia Pacific Stroke Organisation (APSO)
 Application form for hosting the Asia Pacific Stroke Conference (APSC)

Organizer Information:

Member Type (please tick ONE of the followings):

- Affiliated Member Society
- Sponsoring Member Society

(ONLY APSO Member Societies are eligible to apply for hosting the Asia Pacific Stroke Conference)

Society Name: _____

Country: _____

Correspondent Address: _____

Email Address: _____

Official Website: _____

Contact Person Details:

First Name: _____ Last Name: _____

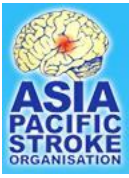
Title: Prof / Dr / Mr / Ms Position in Society: _____

Email: _____ Phone (with country code): _____

Details of the APSC Proposal:

Basic information:

Proposed Date:	from __ / __ / ____ (DD/MM/YYYY) to __ / __ / ____ (DD/MM/YYYY)
Format of the Conference (please tick ONE of the following boxes)	<input type="checkbox"/> Full Virtual <input type="checkbox"/> Hybrid <input type="checkbox"/> Physical
Exact Address of the Venue (i.e. Exhibition Centre / Hotel / etc.) where the APSC is to be held	

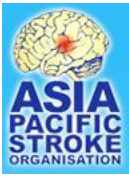


Operation

Expected number of participants	Physical Attendance Local: _____ Overseas: _____ Virtual Attendance Local: _____ Overseas: _____
Details of the Secretariat team and PCO	
Number of neuroscientists available for helping the Organizing Secretary for efficient conduct of the conference	
Conference Website arrangement and its maintenance	
Proposed Social Function / Cultural Activities	

Virtual / Hybrid Meeting Arrangements (For full physical meeting, please skip this part)

Webinar service supplier details	
Maximum online participant capacity	
Maximum internet bandwidth available for the conference	
Other Virtual / Hybrid Meeting features (e.g. Virtual Exhibition Booth / Virtual Advertisement for Sponsors, Lecture video on-demand etc.)	
Broadcast venue	
Virtual interface	
E-poster management	



Accessibility of the Conference Venue (For full virtual meeting, please skip this part)

Visa(e.g. how many countries can have visa-free access to this country)	
Direct flight link	
Transportation within the city	
Transportation from airport to conference hotels, conference venue	
Transportation arrangement by local organizer	

Venue and Facilities (For full virtual meeting, please skip this part)

Distance between conference Venue and Hotels	
Number of halls and their size available for oral presentation, poster presentation and Exhibitions	
Catering service available	
Wifi service	
Maximum capacity for physical audiences	
Facilities available (e.g. Wifi access)	

Accommodation (For full virtual meeting, please skip this part)

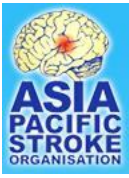
Hotel options available and number of hotel rooms available	
Hotel price range	

Surrounding environment & Support of the city (For full virtual meeting, please skip this part)

Security arrangements	
Tour arrangements	
Attractions / historical sites available	
Shopping Centres available	

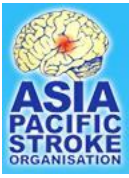
Arrangement on lecture review on demand after the conference

Will the organizer record all the lectures in the conference and send the review links for interested parties / participants after the event?	<input type="checkbox"/> Yes (Please answer the rest of this section) <input type="checkbox"/> No (No need to answer the rest of this section) <input type="checkbox"/> Other suggested arrangements (Please elaborate as below): <hr/> <hr/>
If so, how long the video can be reviewed after the conference?	
How early the video can be viewed? (e.g. within 1 hour after the lecture)	



Proposed Registration Fee (Please fill in the figures. All figures shall be in USD):

Category	Early Bird Rate	Regular Rate	Late & onsite rate
Low to Lower Middle Income Countries			
Physician	USD _____	USD _____	USD _____
Non-physician	USD _____	USD _____	USD _____
Upper Middle to High Income Countries			
Physician	USD _____	USD _____	USD _____
Non-physician	USD _____	USD _____	USD _____
Local Participants			
Physician	USD _____	USD _____	USD _____
Non-physician	USD _____	USD _____	USD _____



Financial Budget (Please fill in the items and figure. All figures shall be in USD :

Income

Item	USD
e.g. Registration Fee Income	e.g. 10,000
(A) Total Expected Income:	

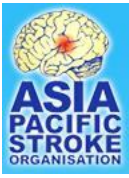
Less: Expenses

Item	USD
e.g. Conference Venue Rental	e.g. 20,000
(B) Total Expected Expense	
Subtotal (A) – (B)	

Less:

(C) 25 % of registration fee of registered delegates and delegates registered on spot payable to APSO*	
(D) 50% of the unspent money payable to APSO*	
Total Surplus / (Deficit) (Subtotal – (C) and (D))	

*Please refer to the declaration of the applicant at the signing page



Experience of the society organizing major conferences:

Name of the Past Conference	Date	Format (please tick ONE of the following boxes)	No. of Local Attendees	No. of Overseas Attendees
	__/__/____ (DD/MM/YYYY) to __/__/____ (DD/MM/YYYY)	<input type="checkbox"/> Full Virtual <input type="checkbox"/> Hybrid <input type="checkbox"/> Physical		
	__/__/____ (DD/MM/YYYY) to __/__/____ (DD/MM/YYYY)	<input type="checkbox"/> Full Virtual <input type="checkbox"/> Hybrid <input type="checkbox"/> Physical		
	__/__/____ (DD/MM/YYYY) to __/__/____ (DD/MM/YYYY)	<input type="checkbox"/> Full Virtual <input type="checkbox"/> Hybrid <input type="checkbox"/> Physical		
	__/__/____ (DD/MM/YYYY) to __/__/____ (DD/MM/YYYY)	<input type="checkbox"/> Full Virtual <input type="checkbox"/> Hybrid <input type="checkbox"/> Physical		

Other Information:

Letter of Recommendation from local government / institutions (please tick ONE of the following boxes)	<input type="checkbox"/> Available (Please submit the e-copy(s) of the letter together with this application form) <input type="checkbox"/> NOT Available
Any other information that supports your application	

Declaration by the Applicant:

1. We agree to give an undertaking that 25 % of registration fee of registered delegates and delegates registered on spot will be paid to APSO.
2. We also agree to 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.
3. We also agree to give an undertaking to host physical or virtual (whichever applicable) mid-term Executive committee meeting at the Conference Venue.
4. 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.

Signature and Society Chop: _____

Date: _____