Asian Pacific Digestive Week
Standard Operation Manual for APDW Congress

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Following the successful bid of the APDW Congress, this document serves as a guideline in the conduct of an APDW and the initial Bidding Instructions should at times be read as part of this document.

I. AIM AND PRINCIPLES OF ASIAN PACIFIC DIGESTIVE WEEK
1. Objective

(i) To advance science and education in gastroenterology and hepatology for the benefit of public health

(ii) To promote and co-ordinate, throughout Asian Pacific countries and beyond, discussion and exchange of ideas and results relating to the diagnosis, treatment, research and prevention of digestive diseases

(iii) To provide a suitable medium for the dissemination and discussion of the latest results in the field of gastroenterology, hepatology, endoscopy, digestive surgery and related subjects.

2. Timing of APDW

APDW will be held in September / October annually, at least six months from APASL and six weeks from UEGW.

3. Hosting City Requirements

3.1 Accessibility

The proposed venue should be held in a location with easy international access by air, rail, and road

3.2 Accommodation

A map of the proposed congress venue indicating the hotels, their classes and rates, together with the number of beds is required. There should be an outline of the accommodation available, including proximity to conference site given in the local currency. Details of inexpensive accommodation together with ‘up-market’ hotels should also be provided.

The Congress expects 2000 – 3000 delegates to attend the Annual Meetings.

4. Congress Facilities

The venue requirements for the Annual Meetings are listed below.

4.1 Plenary Hall - Plenary Lectures and Opening Ceremony

Seating for a minimum of 1,000 participants, preferably in an auditorium with tiered seating with capacity to increase to 2,000 participants.

4.2 Pre-Meeting Workshops and Postgraduate Courses (Pre-Meeting Days 1 – 2)

2 to 4 meeting rooms hosting between 300 and 500 participants in theatre style

4.3 Parallel Hall (Meetings days 1 – 3)

4 to 6 meeting rooms with seating capacity of 200 to 400 participants in theatre style.
4.4 Exhibition / Registration / Coffee and lunch breaks
Gross area of 2,000 sq.m. With all coffee and lunch breaks served in this area. This area should be close or next to the meeting rooms.

4.5 Lunch-time industry satellite symposia
Seating capacity of 500 to 1,000 participants.

4.6 Poster sessions
Space should be available to display up to 400-500 posters during the 3 days of the Congress, preferably in one area and close to the exhibition.

4.7 Secretariat Office

4.8 Speakers’ Prep Room

4.9 Internet Room
A delegate Internet room should be made available at the Congress which can be sponsored by industry if required.

4.10 Business Meeting Room
Seating capacity for 30 persons in U-shape arrangement with LCD projector, screen and laptop facilities provided throughout the duration.

4.11 APDW Office
The LOC will allocate a room at the conference centre as the APDW office of approximately 9m x 9m and have provision for storage, seating and working area furnished with desk, counter, table and chairs.

The room will be partitioned into two sections by a screen: the reception area and an office area. The room should be lockable with basic office set-up, i.e. a secure cupboard, PC with printer, a number of power points, one telephone and internet connections (preferably wireless). Exact requirements will be provided by the International PCO at least 6 months prior to the meeting.

5. Budgetary Plans
5.1 After the site visit has been carried out and the invitation formally accepted, the LOC Chair is expected to present a written and detailed financial update of budgetary plans for the relevant APDW at least once every six months to the Board of Directors.

5.2 A final audited account should be submitted to Board of Directors within six months after completion of the APDW.

6. Communication Channel
6.1 All communications between the LOC and the Board of Directors will be channeled through the International PCO, who will direct all correspondences to the respective sub-committees or members of the Board of Directors.

6.2 The LOC will submit all progress reports and updates on quarterly basis to the Board of Directors through the International PCO.
GENERAL ORGANIZATION

1. Duration of Meeting

The Week will consist of a 3-day scientific core and scientific workshops and postgraduate courses may be organized before or after the core meeting, but not both. The total time allocated for these meetings before or after the Week should not exceed two days. Regulations about Industry-Sponsored meetings are given in Section V.1. (d). Host societies are encouraged to consider the following guidelines:

(i) Industry-sponsored meetings will be integrated within the overall framework of the scientific meeting
(ii) Postgraduate Courses before the core program
(iii) Core Scientific Meeting and BMI exhibition
(iv) Option of Endoscopy Course.

2. The Role of Committees

General principles:

(a) The APDW Congress is organized by the Board of Directors and hosted by the national societies.
(b) The importance of joint financial control will be ensured by Board of Directors in consultation with APAGE on behalf of APDW and the LOC (see Note below).
(c) Contracts for the Conference Centre, and other relevant contracts, should also be signed jointly by Chairman/Secretary-General on behalf of APDW and the LOC after approval by the Board of Directors.
(d) The Board of Directors shall be responsible for setting the regulations and guidelines for bidding for the APDW, including the arrangements with industry sponsors and overall financial arrangements for the meeting. It shall monitor and ensure that these regulations are adhered to.
(e) A Scientific Planning Committee (SPC) consisting of members of the Board of Directors and members of the LOC will be established and should cover general gastroenterology, hepatology, endoscopy and gastrointestinal surgery. The role of the SPC is to coordinate the overall planning of the program, refine suggestions made by each stream based on the draft program designed by the LOC, circulate draft programs and program ideas to the Board of Directors for approval, advise on program budgetary allocations and integrate the social aspects proposed by the LOC. Once approved, the LOC shall proceed to communication with the faculty according to the program.
(f) The LOC and SPC are responsible to the Board of Directors and should keep the Board of Directors informed of the latest development and status of the APDW on quarterly basis. Such report should be submitted through the International PCO.

Responsibilities of the Board of Directors:

• Developing and deciding the Scientific Program through the SPC with inputs from the LOC.
• Providing the LOC with all relevant information connected with previous experience in the organization of the APDW.
• Reviewing the Sponsorship Packages proposed by the LOC
• Overseeing the fund raising activities conducted jointly with the LOC
• Advising the allocation of hotel rooms for Invited Speakers and Committee Members (and for Major Exhibitions in accordance with the APDW-BMI Code of Practice).
• Overseeing the management of funds
Overseeing the allocation of function space for the representative scientific sessions and business meetings

Record keeping of points collected by APDW exhibitors (see section on "Points System" in the APDW-BMI Code of Practice).

Responsibilities of the LOC

- Receiving and administering registration forms.
- Promoting and advertising the APDW in the scientific press, and during regional and international scientific meetings
- Mailing the first, second and final announcements
- Communicating with the Faculty
- Mailing, receiving and handling the abstracts. This includes receiving the completed abstract forms, distributing the abstracts among the members of the various reviewing committees, receiving the scores from the reviewers, calculating the mean scores, sending these to the scientific committee, mailing the letters of acceptance or rejection to the authors, mailing letters of instruction for oral or poster presentation to the authors as well as mailing the relevant abstracts to the various chairpersons.
- Keeping an account of the registration fees and the finances of the commercial exhibition in such a way that this can be audited retrospectively. Deposition of these finances on the bank account.
- Organizing accommodation
- Preparing the final program.
- Fund raising and selling exhibition space in consultation with the Board of Directors and accordance with the APDW - BMI Code of Practice.
- Recommending and co-coordinating with the Convention Centre on the meeting proper and the business meetings in consultation with the Board of Directors.
- Managing the visa applications, if necessary
- Overseeing all local affairs regarding organization of the delegates' transportation, social program, etc.

The administrative costs for organizing the APDW shall be the financial responsibility of the LOC or the Host Society which in return shall be entitled to 50% of the net surplus derived from the relevant APDW. Financial loss, if any, shall be borne by LOC and APDW on 50:50 ratios.

3. Financial Control

(a) Income from the sale of exhibition space, sponsorship, registration fees, accommodation deposits and other sources, will be paid directly into the relevant APDW bank account.

(b) All transactions will be in the currency of the host country. The Board of Directors will decide if the bank account is held in the host country and/or in another Asia-Pacific city. Tax efficiency is of importance in deciding this issue.

(c) Financial transparency will be ensured by joint control – APDW Board of Directors and Host Treasurers, and by joint signatures on all cheques exceeding an arbitrary limit.

(d) Legal problems governing finance - a joint APAGE on behalf of APDW and LOC company as appropriate under the local law.

(e) A written budget should be presented by the LOC Chairman for approval by the Board of Directors. The budget shall be updated every six months and submitted for review by the Board of Directors. Quarterly submissions are expected during the last 12 months of the
4. Promotional Materials and Publications

The LOC will be responsible for drafting the content for publicity which must be submitted to the Board of Directors for approval before they are printed.

All publications should indicate the city rather than the country of the faculty.

With the exception of official "flyers" - leaflets which provide information about the venues and dates of future Congresses - posters and leaflets advertising the APDW should not be distributed until after the preceding annual scientific meeting. The format and contents of the posters and leaflets are also subject to approval by the Board of Directors.

The Board of Directors will have a congress website: www.apdwcongress.org managed by the International PCO.

The LOC will provide details on the APDW to be uploaded onto the website and the publicity channels made available by Blackwell Publishing, if any.

A Program-at-a-Glance should be made available in the announcement.

5. Abstracts

The design, printing and distribution of abstract forms for the scientific program will be the joint responsibility of the LOC and JGH.

The call for abstracts and the distribution of corresponding forms will also be the responsibility of the LOC. In consideration of the huge impost this exercise may have on the meeting organizer a submission fee for abstracts may be charged on account.

(a) Call for abstracts. This will be at least 30 weeks before the APDW.

(b) Deadline for submission of abstracts. This should be at least 21 weeks before the APDW. The abstract form should be of uniform size and design and should bear the APDW logo. The abstract form should contain the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oesophagus</td>
<td>Absorption/secretion</td>
</tr>
<tr>
<td>Stomach</td>
<td>Bacteriology/Virology</td>
</tr>
<tr>
<td>Small intestine</td>
<td>Cell/Molecular biology</td>
</tr>
<tr>
<td>Large intestine</td>
<td>Epidemiology</td>
</tr>
<tr>
<td>Pancreas</td>
<td>Nutrition/Metabolism</td>
</tr>
<tr>
<td>Liver</td>
<td>Psychosomatic GI disease</td>
</tr>
<tr>
<td>Biliary tract</td>
<td>Oncology</td>
</tr>
<tr>
<td>Endoscopy Surgery</td>
<td></td>
</tr>
</tbody>
</table>

6. Annual Business Meetings

The LOC will also be responsible for arranging, in collaboration with the APDW, business/administrative meetings of the regional organizations within the APDW during the Congress. Requests to hold such meetings should be submitted to the LOC and the Board of Directors not less than six months before the Congress. Decisions (acceptance or rejection) will be taken only by the Board of Directors.

7. Common Interest Group Meetings

Requests from groups of clinicians and/or scientists to hold "common interest" meetings during the Week may also be considered, provided that these meetings have been approved by the Board of Directors, at least 1 year in advance of the Week.
SCIENTIFIC ORGANIZATION

1. Selection of Abstracts
   (a) Sub-committees. The selection of abstracts is the responsibility of the Specialist Sub-Committees at national level. There is one specialist sub-committee for each category or group of abstracts. Each sub-committee will consist of 3-5 members who are experts in their respective fields. The members of the specialist sub-committee will be nominated by the regional bodies, and proved by the Board of Directors.
   (b) Grading. The sub-committees will score or grade the abstracts from 1 to 5; 1 being the highest grade and 5 the lowest. The grading is based on the following:-
      1. Outstanding - new frontiers
      2. Interesting good quality work
      3. Should be presented
      4. Questionable
      5. Should be rejected.

      The sub-committees will have two weeks to read and grade the abstracts.
   (c) Originality. Abstracts should contain original material that has neither been published nor presented at another International meeting at the time of submission. In addition, abstracts should not be submitted to international meetings which take place before the APDW. However, abstracts submitted to, or presented at, local and national meetings may be considered. If applicable, the abstract should state: "This research has been approved by an ethical committee".
   (d) Deadline for completion of abstracts. The abstract selection procedure should be completed 16 weeks before the APDW.
   (e) Publication of abstracts. All abstracts accepted for oral or poster presentation will be published if the presenting authors pay their registration fees. Since the abstracts will be processed electronically, they should be of copy-proof quality.

2. Scientific Planning Committee
   (a) Composition. The Scientific Planning Committee consists of 2 nominees each from the 4 regional societies. Other members may be co-opted into the Committee at the discretion of the Board of Directors. There will be a newly elected Scientific Planning Committee for each APDW.
   (b) LOC may recommend the non-original parts of the APDW program to the Board of Directors.
   (c) Schedule and responsibilities.
      (i) Compilation of the program: The LOC will prepare a preliminary program - namely symposia, panel discussions, working team reports, consensus meetings, state-of-the-art lectures, case based discussions, breakfast workshops (both clinical and research) etc. Non-original contributions should ideally occupy no more than 20% of the program time during the core of the APDW. Although the Week is organized on behalf of the APDW, individual societies and regional bodies may retain their own identity and "sponsor" both original and non-original sessions during the meeting. The draft program shall be submitted to the SPC for approval at least 21 months before the projected APDW. The SPC will review and provide the final draft within 3 months from receipt of the draft program.
      (ii) Preparation of budgets: The LOC will be responsible for preparing provisional and definitive budgets for the meeting, which should include estimates for travel, accommodation and registration charges for invited speakers, chairmen, panelists and other special guests.
3. **Links Between LOC and Board of Directors**

The LOC Chair (or deputy - normally the Vice-Chair) will be co-opted onto the Board of Directors as a non-voting member for two years before the relevant APDW. He or she will be expected to attend every Board of Directors meeting (currently 1-2 per year) until the time of the APDW, and should provide the Board of Directors with a brief (minimum one page) written report of plans for his or her APDW. These reports should reach the Secretary-General four weeks in advance of Board of Directors meetings to ensure they are distributed with the Agenda and Minutes.

4. **Scientific Organization of the APDW**

The Scientific Sessions are the highlights of the APDW. The entire length of the core program should be 3 days. Program components may include

(a) Oral papers
(b) Posters
(c) Workshops
(d) Invited lectures
(e) Symposia
(f) Consensus meetings/Working Team reports
(g) Video sessions

(a) Oral papers. There will be two types of sessions at which original papers will be presented orally - Plenary sessions and Parallel sub-specialty sessions.

(b) Poster. Posters are considered to be of equal importance to the oral presentations, in the core scientific program. They will be displayed in a central area of the conference and close to the exhibition area. Posters will be displayed from 09:00 to 18:00 hours. However, the official poster-viewing hours will be from 12:00 to 14:00 hours each day during which time the authors should be present. Lunch and coffee will be provided in the poster-area. There should be a different poster session during each of the three or four days of the core meeting. There should be minimal parallel sessions during the official poster-viewing hours and the local organizers should encourage all the participants to attend the poster sessions. An evenly spread of 10 Best Papers should be awarded.

(c) Workshops. Specialty groups can apply to the SPC - preferably through one of the regional bodies - to organize a workshop. Topics for the workshops must be approved by the Board of Directors. Space will be provided by the LOC but speakers' expenses will not come out of the APDW budget.

(d) Invited lectures. Renowned Speakers will be invited to discuss advances in their areas of expertise at the plenary sessions. The recommended teaching faculty must be approved by the SPC. The regional bodies can propose speakers. Expenses incurred will come out of the APDW budget except for JGH lectures. There should also be a Presidential Plenary Presentation.

(e) Symposia. Topics and Chairmen for symposia can be proposed by the LOC but the final selection is decided by the Board of Directors.

(f) Consensus Meetings/Working Team Reports. These meetings are part of the official APDW program. They should be organized by specialty groups belonging to one of the regional bodies.

(g) Social program. No social program or industry-sponsored activities will be organized during the official Scientific Sessions, with the exception of a program for the accompanying persons.

(h) Postgraduate Courses. These are proposed and organized by the regional bodies. They are an official part of the APDW, and should be held immediately before or after the core Scientific Program.
There are two possibilities with respect to the organization of such a postgraduate course:

(A) Postgraduate-course registration fees are calculated and received by the LOC who must then cover the costs of promotion, space & audio visual requirements and speakers' expenses.

(B) Postgraduate-course registration fees are calculated and received by the organizing regional body that must then cover the costs of promotion, space & audio visual requirements and speakers' expenses.

The organizing regional body may choose either of the above-mentioned options but has to notify the LOC at least 2 years in advance.

FINANCIAL AND COMMERCIAL ASPECTS

1. Biomedical Industry (BMI)

The APDW Board of Directors has established a close and harmonious relationship with BMI, based on a frank and open exchange of ideas, mutual trust and understanding, and financial transparency in the organization of the APDWs. This relationship is governed by an agreed Code of Practice, whilst a regular dialogue between the APDW and Industry is ensured through the APDW-BMI Liaison Committee. This committee will meet as required during each Board of Directors meeting. In view of the regional nature of APDW, Regional Directors rather than the local representatives would be invited to attend the APDW/BMI sponsorship meetings. Such meetings will be initiated by the International PCO.

A further dialogue between BMI and the APDW, in conjunction with the LOC, is ensured for each APDW.

(a) Funding. To date, a major source of income for APDW and the administration of its business come from BMI. This has taken the form of direct grants to APDW from a number of companies who supported the objectives of the APDW in organizing its scientific meetings. In future, the main source of funding will come from the sale of commercial exhibition space at the APDW. As stated on page (V.4 (a), "General Principles"), this is designed to ensure:

   (i) the efficient running of the APDW
   (ii) financial support for the conduct of the APDW business by allocating a sum from the budget of each APDW, and
   (iii) An adequate surplus for the conduct of the APDW business with a financial buffer, and to reward the host society (LOC) and the regional bodies - as defined in V.4 (a) of the "General Principles". It is not designed to facilitate the running of lavish meetings with expensive hospitality, nor is it intended to generate large profits.

With this in mind, a financial formula has been developed which recognizes major and other exhibitors. Major exhibitors will pay a large contribution per square meter of exhibition space. This will be in the form of installments at an earlier stage, and will generate a large allocation of space, than other exhibitors. In recognition of their initial support of the APDW and of their large financial contribution, the major exhibitors will enjoy certain privileges. For example, they will have first choice in organizing Industry-sponsored meetings as part of the APDW but outside the 3-day core of the meeting.

(b) Number of major exhibitors. Both the APDW and BMI will ensure that there is flexibility about the number of major exhibitors with no suggestion of an oligarchy or 'closed shop'. Companies other than the initial major exhibitors will have the ability to bid for major-sponsorship status. Such bids will be received and adjudicated by the APDW-BMI Liaison Committee.
(c) Code of Practice. An APDW-BMI Code of Practice has to be drawn up by the APDW-BMI Liaison Committee to govern the arrangement for funding the congress costs of the APDW with advice on scales of exhibit-rental for major and other exhibitors, privileges of major exhibitors and a points system as a means of policing adherence to the Code of Practice and reflecting previous contributions to the APDW.

(d) Industry-sponsored Meetings. No sponsored meetings may take place during the official Scientific Program (core program and postgraduate course). Violators would be penalized or blacklisted. However, biomedical industry may wish to support/sponsor meetings at or near the Congress venue before or after the Week. The Board of Directors is prepared to consider such meetings and to announce them in the official program - provided that (i) the meeting is open to all participants and not just a restricted/invited group and (ii) Board of Directors has been notified by the LOC and the Company concerned at least six months in advance of the Week and has granted permission.

Industry-sponsored special symposia should be embedded within the APDW meeting framework, at good times for good attendance, after symposia dinners may not be necessary. Organized activities should not be allowed during the scientific sessions. This should be clearly stipulated on the conference program. BMI partners are welcome to arrange their own dinner or activities after the day's program.

All programs must be approved by the LOC and Board of Directors to ensure that there is no overlap and the program is in line with the theme.

The role of a major or principal sponsor and details about what are the respective opportunities and responsibilities for the company versus LOC etc. will be addressed in full in the APDW-BMI Code of Practice.

2. Sale of Commercial Exhibition Space
   The sale of industrial exhibition space will be based on previously agreed financial limits as specified in the APDW-BMI Code of Practice. The commercial exhibition will be limited to the core meeting and will take place during the hours of the core scientific program.

3. Registration Fees
   (a) General considerations. Since the majority of the core program is reserved for original work, the presenting authors will often be young trainees. It is therefore imperative that registration fees are kept to a minimum. They should not exceed agreed limits which will be determined by the LOC in conjunction with the Board of Directors. Information about proposed registration fees must be included in the original package which accompanies the invitation to host the Week.

   (b) Sliding scale. To encourage early registration, a sliding scale of charges may be made with discounts for early and financial penalties for late, registration. These will be determined by the LOC with the approval of the Board of Directors.

   There should be concession rates for investigators in training, for non-clinical scientists and for paramedical participants such as endoscopy assistants. A separate scale of registration fees will apply to industry participants.

   (c) Special concessions. LOC may wish to waive registration fees for delegates from countries where currency restrictions limit travel. It is also hoped that, in conjunction with the Board of Directors, LOC might be willing to grant travel bursaries for those attending from such countries, whose work has been accepted for presentation. Concessions will, however, not be accorded to office-bearers of the Board of Directors or regional societies, speakers nor local delegates of the same or near level.
4. **Financial Responsibility for APDW (profit/losses)**

APDW needs to make a “profit” in order to ensure a continued viability of APDW meetings – including the need to see planning processes for the next 2 or 3 meetings, to support young clinicians to attend the meeting (particularly from economically disadvantaged countries) and to help support other educational programs within the region.

(a) General principles. The Board of Directors and the LOC will be responsible, jointly, for ensuring the financial viability of the APDW. APDW does not aim to generate large sums of money from its annual scientific meetings. Nonetheless, it must make sure that adequate provision is available to:

(i) cover the cost of the meeting, (ii) ensure that there is a small financial reserve or “cushion” in case of unforeseen problems, (iii) generate a small profit (arbitrarily not more than 20% of the overall budget) for running the business of the APDW and its member organizations, and to (iv) reward the host society/bodies.

(b) Contributions to the host societies/associations. Apart from the honor of hosting the Congress, it is appreciated that organizing an APDW means a considerable amount of work and responsibility for the LOC Chair and his or her committee. In recognition of this, the Board of Directors has proposed that 50% of any profit should remain with the host National Society/Association. The services of the LOC or LOC Chairman should be voluntary. Neither the LOC Chair, nor any member of the LOC, the host National Society nor any of the regional bodies may derive any personal financial benefit from organizing this meeting.

(c) Unforeseen financial loss. Unforeseen financial loss, for example as a result of a natural disaster or the outbreak of war due to which the APDW has to be cancelled, will be the shared responsibility on a 50-50 basis of the LOC and the APAGE or when APDW has the necessary funds.

5. **Schedule & Responsibility**

(a) Preparation of budgets: The LOC will be responsible for preparing provisional and definitive budgets for the meeting, which should include estimates for travel, accommodation and registration charges for invited speakers, chairmen, panelists and other special guests.

(b) The LOC will submit a quarterly report on the progress to the Board of Directors. The report should cover registration status, scientific & social program, sponsorship status and budget review.

(c) The APAGE Auditor will examine the final audited accounts of individual APDWs. Audited accounts of the meeting must be submitted to the Board of Directors within 6 months from the close of the Congress.

6. **Insurance**

The LOC must provide the Board of Directors, with evidence that they have obtained adequate insurance cover for the Congress. This should include cancellation charges for the use of the congress buildings (abandonment insurance), hotels, transport arrangements etc. As far as possible, it should also include cover for eventualities such as industrial action/strikes which might close airports, hotels or airlines, and also for war and natural disasters such as flooding and earthquakes.

7. **Sponsorship of Individual Speakers, Panelists, Chairmen etc.**

(a) The proportion of speakers within the Asian Pacific region should be about 70-80% and the LOC should aim at getting the best speakers in the region and outside rather than a group of speakers from one country.

(b) APDW should invite some younger and up-and-coming leaders in the field with a balance of
experienced leaders.

(c) Expenses for invited guests should be covered from the budget generated by the LOC and should not be negotiated directly with biomedical companies.

(d) Sponsored air travel for these speakers should normally be in Economy Class (preferably using advance purchase excursion fares or similar) and not in Business or First Class.

(e) The list of speakers and their sponsorship must be approved by the Board of Directors before extending the invitation.

8. **Use of Logos**

The design and size of publicity material (posters, leaflets, booklets and "flyers") should be standard from year to year under the supervision of the Board of Directors. To ensure uniformity, the APDW logo or logos of the four regional bodies should appear on all publications. If, in addition the LOC wishes to use a local logo, it should be of the same dimensions as the APDW logo and should appear with it. In other words, local logo may be used in conjunction with, but not in place of the APDW logo, and only under the supervision of the Board of Directors.

Biomedical companies may not reproduce the APDW logo, or the local logo without first obtaining Board of Directors’ permission. When such permission is granted, the APDW and local logo must not be juxtaposed to, or linked with, company or product names. Furthermore, BMI companies should not state or imply that any meetings which they organize before or after the APDW are part of the official Week.

9. **Numbers of Delegates**

(a) The number of participants likely to register an APDW cannot be predicted accurately. The LOC should aim to achieve 3,000 participants.

(b) The ratio of overseas to local delegates should be at least 60:40. Too many local participants would deflect the purpose of APDW which aims to be an international congress.

(c) The aim of APDW is not to host lavish, commercially-driven congresses. Rather, it aims to foster high-quality scientific meetings each year.

**ADDITIONAL ASPECTS**

1. **Lunches and Coffee**

Catering arrangements will vary from venue to venue. The LOC is encouraged to consider providing light lunches and coffee at economical prices and have these included in the registration fee. Coffee breaks and lunches should be served in adjacent to the poster display areas and the commercial exhibition.

Hospitality may be provided on exhibition stands and could include light snacks and non-alcoholic beverages (not full meals). Commercially-sponsored hospitality suites may also be considered and these may provide buffet lunches but the level of hospitality provided should not be lavish. No alcohol should be available before 17:00 hours each day.

2. **Pre- and On- Site Registration, Conference Badges, Wallets, Scientific Program and Newsletter**

LOC should make provision for on-site registration. Wallets should not be obtained by LOC directly from Biomedical Industry.

3. **Welcome Reception**

The Official Welcome Reception should take place in the immediate proximity of the exhibition areas wherever possible.
4. Display of State Flags and National Monuments
LOC should avoid display of state flags or national monuments on all publications and at Congress Venues.

5. Names and Addresses of Delegates/Participants
The delegate mailing list for the APDW remains the property of the Board of Directors. Neither the LOC nor the Local Secretariat may use the list for any other purposes.

6. APDW Publications and Marketing Materials/tools
All publications, branding images and marketing tools/materials remain as properties of the Board of Directors. Neither the LOC nor the Local Secretariat may use them for other purposes.

LEGAL CONSIDERATION

We, the undersigned, have read and understood all sections of this document. We accept them and agree to abide by the principles contained herein. We have also understood that this document should be read in conjunction with the APAGE Statutes.

Signed on behalf of the APDW Board of Directors upon formal acceptance/after the Site Visit if any, but at least 18 months prior to the APDW:

........................................... .............................................
(i) Chairman/Secretary-General (ii) Treasurer

And on behalf of the Host National Society/Association:

........................................... ..............................................
(i) Chairman/Secretary (ii) Treasurer
And on behalf of:

The Local Organizing Committee
Glossary of terms and abbreviations used in this document:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APAGE</td>
<td>Asian Pacific Association of Gastroenterology</td>
</tr>
<tr>
<td>APASL</td>
<td>Asian Pacific Association for the Study of Liver</td>
</tr>
<tr>
<td>APDW</td>
<td>Asian Pacific Digestive Week</td>
</tr>
<tr>
<td>Bidding Guidelines</td>
<td>APDW Bidding Guidelines</td>
</tr>
<tr>
<td>APDW - BMI Liaison Committee</td>
<td>Joint meeting of the APDW Board of Directors and BMI Representatives</td>
</tr>
<tr>
<td>APDW - BMI Code of Practice</td>
<td>A document drawn up by the APDW-BMI Liaison Committee as a guide to BMI involvement in an APDW</td>
</tr>
<tr>
<td>APDW Guidelines</td>
<td>Guidelines for the Conduct of an APDW</td>
</tr>
<tr>
<td>APSDE</td>
<td>Asian Pacific Society of Digestive Endoscopy</td>
</tr>
<tr>
<td>BMI</td>
<td>Biomedical Industry</td>
</tr>
<tr>
<td>BMI GROUP</td>
<td>BMI companies which participate in the APDW on a regular basis</td>
</tr>
<tr>
<td>BMI BOARD</td>
<td>BMI representatives who participate in joint meetings with APDW Board of Directors</td>
</tr>
<tr>
<td>DDW</td>
<td>Digestive Disease Week</td>
</tr>
<tr>
<td>ISDS</td>
<td>International Society for Digestive Surgery-Asian Pacific Section</td>
</tr>
<tr>
<td>LOC</td>
<td>Local Organizing Committee of the Host Society</td>
</tr>
<tr>
<td>LOC Chair</td>
<td>Local Organizing Committee Chairperson</td>
</tr>
<tr>
<td>International PCO</td>
<td>International Professional Conference Organizer</td>
</tr>
<tr>
<td>SPC</td>
<td>Scientific Planning Committee</td>
</tr>
<tr>
<td>Board of Directors</td>
<td>APDW Board of Directors</td>
</tr>
<tr>
<td>UEGF</td>
<td>United European Gastroenterology Federation</td>
</tr>
<tr>
<td>UEGW</td>
<td>United European Gastroenterology Week</td>
</tr>
</tbody>
</table>

*Note: APDW (non-specified) refers to the central APDW.*