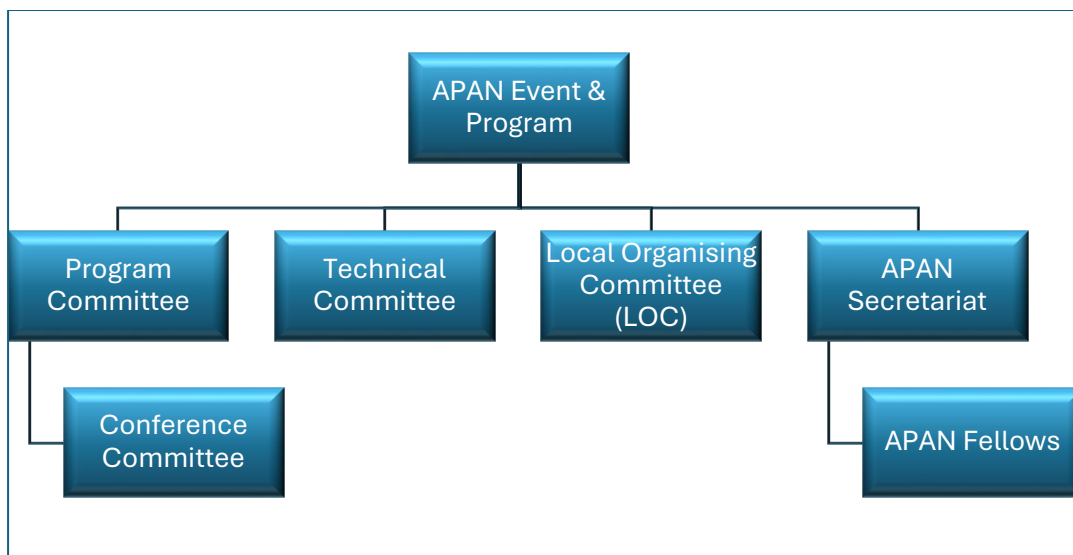


APAN EVENT HANDBOOK

1. Purpose

This document outlines the governance and operational expectations for APAN Meetings hosted by Local Organisers (LOCs), in alignment with the oversight of the Program Committee (PC). It aims to ensure transparency, fiscal responsibility, ethical conduct, and the consistent delivery of high-quality events.

2. Governance Structure



3. Roles and Responsibilities

a. **Program Committee (PC)** coordinates the:

- program structure- to advise on the design of the overall program based on the Program Specification sheet which includes rooms and capacity for each day
- keynote speakers- to advise on the keynote speaker and topic
 - i. LOC to seek minimum 2 local keynote speakers
 - ii. PC to seek minimum 2 international keynote speakers for opening and closing ceremonies.
- sponsorship- to review on the sponsorship package in terms of offerings and relationship management

b. **Technical Committee (TC)** coordinates the:

- technical requirements required at the venue in terms of hardware and software

- equipment logistics of APAN purchased equipment
- training for event volunteers
- on-site support during the event
- technical specification sheet for LOC's reference

c. APAN Secretariat coordinates the:

- The issuance of call for proposals and call for fellowship
- Event website setup for LOC to design on
- Conference Management system subscription, setup and maintenance
- Program design and plotting
- APAN Fellowship Program
- Meetings of PC and TC with post meeting notes
- On site support during the event
- Equipment logistics of APAN purchased equipment

d. APAN Fellows

- On site support as coordinator under the purview of TC and APAN Sec
- The role of an APAN Fellow is under the governance of APAN Sec and APAN GM and therefore not required to provide technical troubleshooting during APAN meetings.

e. Local Organising Committee (LOC)

- Overall planning and execution of event
- Budget planning
- Sponsorship management
- Venue selection
- Vendor management
- On site technical setup and support (troubleshooting)
- Consult PC with the guidance of APAN Sec and APAN General Manager on major decisions such date selection, venue, sponsor management and participant experience
- Visa support for participants
- Invitation letter support for participants
- Any other on-site support required by participants



3. Registration Fees

- Must be aligned with historical APAN events and reviewed by the PC before finalisation.
- Must reflect a reasonable cost structure, inclusive of venue, F&B, materials, and basic amenities.
- Early bird, regular, fellow, day rates, conference rates, and local rates must be proposed with justification and PC approval. There might be instances certain economies have limitations on credit card payments, hence APAN will consider part payments on its registration platform. On-site payments whether card, cash and type of currency is at the discretion of the LOC.
- No hidden fees or excessive mark-ups should be included.
- There should be refund policy clearly stated in the website.

4. Venue Selection

- Venues should offer cost-effectiveness, accessibility, and adequate facilities to support technical and networking needs of the APAN community.
- Selection must avoid overly premium or extravagant venues that burden LOCs, participants and sponsors.
- All rooms to be located within one location/floor to facilitate better networking
- Sponsors must be allowed to showcase/ exhibit on all 5 days of the event at a common area where most participants would gather – tea breaks/lunch
- Lunch and tea break to be served at a common area – foyer/ballroom/restaurant where all are gathered to facilitate networking

5. Accommodation

- A list of hotels nearby to be provided by LOC for delegates to choose. Delegate discounts would be appreciated.
- Fellow accommodation – budget USD60-90/room for twin sharing with breakfast

6. Sponsorship Management

- All sponsorship packages (platinum/gold/silver, exhibition booth, brand visibility) must be vetted and approved by the PC.
- LOCs must not overcharge sponsors beyond fair market value, nor make commitments (e.g., speaking slots or exclusivity) without PC endorsement.
- Sponsors are to be treated as valued partners—with proper visibility, hospitality, and acknowledgment as outlined in the agreed sponsorship tier.
- For sponsors sourced and secured by APAN (*Sec, GM, Board*) , APAN reserves the right to retain 25% of the sponsor amount.

6. Visa assistance

- LOC to provide details of visa (refer to previous APAN event websites)
- LOC to be assist with visa issues (if any) would be greatly appreciated.

7. Keynote Speakers & Opening Ceremony

- The list of keynote speakers and guests for opening ceremony must be submitted to the PC for alignment with APAN's strategic and reputational goals.
- LOCs are encouraged to balance local and regional representation, with attention to gender and diversity.
- The theme of the keynote should be proposed and deliberated with the PC

8. Opening and Social Dinners

- APAN does not compel the meeting host to organise any opening or social dinners during the meeting
- Social dinners (*venue or menu*) is purely at the discretion of the LOC and the budgetary feasibility

9. Financial Transparency

- LOs are required to submit a detailed event budget for PC review.
- Final expenditure reports are to be submitted post-event for accountability.
- Any surplus can be declared and discussed with the APAN SEC/APAN Event & PC Committee for reinvestment into the community.
- APAN will not provide any financial support to offset any losses incurred by LOC.

10. Ethical Standards & Conduct

- LOCs and all event personnel must adhere to APAN's Code of Ethics, treating participants, sponsors, and partners respectfully and professionally.
- Decisions must be made collaboratively and transparently with the PC.
- Any conflict of interest (e.g., contracts awarded to affiliated companies) must be disclosed.

11. Communication & Decision-Making

- Major decisions—such as fee structures, venue changes, or keynote/sponsor negotiations—must not be made unilaterally by LOCs.
- Regular coordination meetings must be held between the LOCs and the PC throughout the planning and execution phases.

We will share the below documents separately nearing your event.

TECH PREP LIST

PROGRAM LAYOUT

~END OF HANDBOOK~