



Asian Pacific Congress of Nephrology (APCN) – to be held from 2024 Bidding and Assessment Procedures

I. Eligibility

All Member Societies of the Asian Pacific Society of Nephrology (APSN) are eligible to bid on hosting an APCN.

- A bid cannot be placed by a member society that held an APCN within 2 years of the time of the bid (ie APCNs hosted by a member society should be at least 4 years apart.) However, if a member society that has held an APCN within this period is chosen to host a WCN, they would be expected to host another APCN at the same time as the WCN.
- The APCN must be held in conjunction with the WCN, if applicable.
- If held in the year of the APCN, the Annual Scientific Meeting of host society must be in conjunction with APCN.
- The bidding society can propose to hold the APCN in conjunction with another regional or international nephrology, dialysis or transplantation meeting. However, the meetings should be consecutive not simultaneous, with a separate budget, scientific programme committee and local organising committee. Such a proposal is optional, and not encouraged specifically.

II. Procedures

Two years before the APCN –

- The APSN Honorary Secretary will write to APSN Member Societies in January to invite interested parties to submit a Formal Bid Proposal no later than 31 July of the same year.
- Member Societies should notify the Honorary Secretary no later than May 31st of their intention to submit a bid. Upon request the Honorary Secretary will provide details of the last 3 APCNs (including host societies, number & origin of registrants and registration fees).
- An independent ad hoc Site Selection Committee will be convened by the Chair of the APSN Awards and Nominations Committee by June 30th.
- The Formal Bid Proposal from each interested Member Society must reach the APSN Honorary Secretary no later than 31 July.
- Assessment of bids by the Site Selection Committee must be completed before 1st September.
- The Honorary Secretary will notify shortlisted Member Societies by mid-September, including an invitation to present their proposal at the APSN ExCo and Council Meeting at the time of ASN Kidney Week.

III. Time Schedule of the bid process

- January two years before the APCN: Honorary secretary to invite member societies to submit proposals to host APCN.
- May 31st: deadline for notice of intention to submit a bid.
- June 30th: Site Selection Committee convened.
- July 31st: deadline for submitting 'Formal Bid Proposal'.
- September 1st: completion of bid assessment by Site Selection Committee.
- Mid-September: shortlisted Member Societies notified.
- Time of ASN Kidney Week: presentation of shortlisted bids at APSN ExCo and Council meeting, and Final Decision.



The 'Formal Bid Proposal' must include the following information:

1. Description of the Local Organizing Committee and documents of endorsement or support from relevant government and/or professional bodies.
2. The method of collaboration between APSN and the Local Organizing Committee as well as Scientific Program Committee (which will be a combined APSN and local committee), including the frequency and mechanism of reports to APSN on the progress of congress organization. APSN will support the Local Organizing Committee, and will work with the Scientific Program Committee with the aim of positioning the APCN as a preeminent regional/international nephrology conference with a very high standard of clinical and basic science.
3. Brief description of the development and status of nephrology in the host country/city, and the perceived importance of hosting the APCN.
4. Proposed city and venue.
5. Proposed meeting dates. It will be important for the host society to consider potential clashes with other international and regional meetings proposed for the same year.
6. Relationship with the WCN if it is to be held in the Asia Pacific region that year. It is expected that the APCN will be held in conjunction with the WCN.
7. Proposal for relative proportions of the APCN that will be live versus virtual. Depending on the international situation, the APCN may be completely live, completely virtual or hybrid.
8. Brief overview of scientific programme, including themes, structure and components that will be live versus virtual.
9. Preliminary plans for CME course(s) or other initiatives for professional development, and the mix of live versus virtual components of these courses or initiatives.
10. Preliminary plans for collaboration with other regional initiatives such as AFCKDI, Colloquium, and others. (This must include supporting letters from the respective bodies.)
11. Preliminary information on the social programme.
12. Track record of organizing regional or international nephrology congresses, including APCNs and WCNs, and with holding live, virtual and hybrid meetings. If the Society placing the bid has had limited or no experience with virtual or hybrid meetings, consideration should be given to partnership with an APSN Member Society that has. Details and documentation of support for such a partnership must be provided.
13. Information on visa requirements, access, transport, and accommodation of the bidding country.
14. Forecast of number of local and international delegates, including for live versus virtual components if applicable.
15. Budget, revenue forecast and proposed profit share, including for live versus virtual components of the meeting.

This Formal Bid Proposal must include acceptance of the following arrangements:

1. 50% of the net profit from the APCN will be remitted to APSN. In principle, profit share is fixed at 50% each for the APSN and host society. The principle is that if there is a host society meeting that year, then it will be in conjunction with the APCN (ie, a single meeting), and the profit share, whether it is an APCN alone or APCN combined with the host society meeting, will be 50:50.
2. Profit share and arrangements of the combined meeting (eg concurrent vs overlapping) can be proposed by the bidding society if circumstances such as predicted number (versus a usual APCN) and language of registrants require additional non-APCN sessions. The proposal should be detailed in the bid.
3. If the APCN is held in conjunction with a WCN, profit share between host society and APSN will remain at 50%. ISN will negotiate with the host society and APSN about the profit share between ISN and combined APSN and host society.

4. Upon request by the successful APCN host nephrology society, APSN will provide seed funding of not more than USD 40,000 to the APCN account, on the condition that the successful APCN host society also provides seed funding to the APCN account of at least the same amount. The seed funding from APSN and the host society is to be paid back to APSN and host society respectively, prior to distribution of profits, after completion of the APCN. Repayment of the seed funding is separate from the 50% net profit share to be remitted to APSN. If profits are insufficient to cover seed funding, then seed funding will be reimbursed in proportion to the respective amount of seed funding provided by APSN and the host society. The arrangements for seed funding between APSN and the host society are to be the same whether the APCN is held in conjunction with WCN or not.
5. The host society of the APCN will submit a final audited account statement of the APCN to APSN, no later than one calendar year after completion of the APCN.
6. APSN is not subject to any financial liability from the APCN and will not share any financial loss with the APCN host society.
7. Details of APCN budget and net profit/loss must be agreed pro-actively by representatives of APSN (Treasurer) and host society.

Assessment of 'Formal Bid Proposals' by Site Selection Committee:

1. The Site Selection Committee will comprise a minimum of five unconflicted members, one from each non-bidding sponsoring society. If there are insufficient non-bidding sponsoring societies, then additional members will come from a non-sponsoring member (affiliated) society.
2. The Chair of the Site Selection Committee will select the members, for approval by the current APSN President. The Chair will usually be the Chair of the APSN Awards and Nominations Committee, unless conflicted as above (in #1), in which case the APSN President will appoint another Chair without such conflicts.
3. Each bid will be ranked by all members individually and independently, according to the information provided in the Formal Bid Proposals. The Chairman will ensure fairness of the procedure but will not rank the bids unless the committee is unable to shortlist 2 or 3 bids.
4. The site selection committee can seek written clarification from applicants of specific points in bid documents (in September of bidding year), but applicants cannot revise the bid.
5. Guidelines for assessment of bids by committee members: preliminary (non-binding) ranking by each member considering the individual parameters, then discussion of rankings within the committee, then the committee chair will collect and collate individual committee members' re-rankings and shortlist the top 3 bids.
6. The chair of the site selection committee will inform the ExCo and Council of the top 3 ranking bids, but not details of initial ranking or subsequent discussion.
7. Bids can be presented virtually if there is no live meeting of Council in the last 2 months of bidding year, or if <50% of unconflicted Council members will be attending in person.

Presentation of shortlisted bids at APSN Council Meeting and Final Decision process:

1. Each presentation will be of up to 15 minutes, followed by up to 15 minutes of questions and answers.
2. Each Exco/Council Member, including the APSN President, who is present at the ExCo and Council Meeting will be asked to choose only one from the shortlisted bids by anonymous voting. Conflicted ExCo/Council members will be excluded from voting. There will be no voting by proxy. Should two or more bids receive the same number of votes, the society which has not hosted an APCN for the longest duration will be chosen.