



GUIDELINES FOR SUBMITTING AN EXPRESSION OF INTEREST TO HOST AN ASIAN CONFERENCE ON PHARMACOEPIDEMIOLOGY (ACPE) ASIA-PACIFIC REGION

INTRODUCTION/ORGANIZATION OVERVIEW

The International Society for Pharmacoepidemiology (ISPE) is a non-profit, international, membership organization dedicated to promoting worldwide pharmacoepidemiology, the science which applies epidemiological approaches to studying the use, effectiveness, values and safety of pharmaceuticals. ISPE is firmly committed to providing an unbiased scientific forum to the views of all parties with interests in drugs, biologics, and devices development, delivery, use, costs and value, adverse and beneficial effects, as well as therapeutic risk management.

The Society's Global Development Committee (GDC) seeks to deliver developmental support for internationally applicable educational and research programs, and provide assistance in such endeavours in those areas of the world where pharmacoepidemiology expertise is yet to be fully established.

The GDC has undertaken a number of significant initiatives for the support and development of pharmacoepidemiology around the world, including:

- Obtaining Board commitment to special affordable membership fees for workers resident in developing world contexts,
- Advocacy for provision of full-cost scholarships for workers in the developing world who submit high quality abstracts so they can attend the Society's annual meeting.
- Advocacy for recognition of an Asian constituency as a third global region to be engaged in the governance of the Society, and
- Promotion of educational initiatives in the developing world, and, Asian contexts. The most notable success has been in the establishment of ISPE's Annual Asian scientific meetings.

The ISPE and its GDC in conjunction with active local pharmacoepidemiology associations, have sponsored successful Asian Conferences on Pharmacoepidemiology (ACPE) in Shanghai and Lu-Shan, China; Seoul, South Korea; Tokyo, Japan (two meetings); Tainan, Taiwan; Beijing, China; Bangalore, India; Hong Kong, China; Bangkok, Thailand, and Brisbane, Australia

ACPE OVERVIEW

The ACPE typically is a 3-day conference, often held over a weekend in October or November. The ACPE is a combination of pre-conference course (day 1) followed by two days of plenary sessions, contributed symposia, and podium and poster presentations. The topics are of interest to ISPE members and to workers in the host country. Registration fees to attend the ACPE are kept at levels affordable for developing world constituencies in Asia.

ROLE & RESPONSIBILITIES OF ISPE ACPE STEERING COMMITTEE

The mission of the ACPE Steering Committee is to oversee the planning and organization of the scientific program for the ISPE Asian Conference on Pharmacoepidemiology (ACPE). The Committee seeks to establish and maintain a forward plan of Asian scientific meetings several years in advance and continue the development of partnerships and co-sponsorships with relevant local professional bodies for each successive ACPE.

The Steering Committee is responsible for determining the overall structure, content, and daily schedule for the conference in consultation with the ACPE 'Local Host' and 'Local Host Committee'. The Committee chair serves as the co-chair for the conference with the 'Local Host' convener of the 'Local Host Committee'. The Committee is responsible for selecting the speakers for the meeting and supervising the solicitation, review, and selection of scientific abstracts for presentation at the ICPE, and making awards (e.g. Rising Star). With the ISPE Office and the Finance Committee, the Steering Committee is responsible for overseeing development of a conference budget and granting waivers of registration fees.

All ACPE Steering Committee responsibilities are carried out in close consultation with each successive Local Host convener and Local Host Committee to maximise the relevance of ACPE scientific programs to the local constituency.

The ACPE Steering Committee is a standing subcommittee of the ISPE Global Development Committee (GDC). The GDC appoints members representing at least five (5) Asian countries. One of these members is designated by the GDC as Steering Committee Chair. Terms are for three (3)-years, with retirements being staggered year by year to ensure continuity of approach. Other committee members include the ISPE Executive Secretary, one ISPE member representing the Americas and one ISPE member representing Europe/Africa. Several local representatives, including the Local Host, also are invited to join the Steering Committee. Each Local Host serves on the Steering Committee for at least one year after the meeting for which they have been responsible.

ROLE & RESPONSIBILITIES OF ISPE OFFICE

The ISPE office will play a key role in guiding the needed meeting management services (ANNEX A). ISPE may contract with a local meeting planner/conference management firm (i.e., ISPE's agent) to provide some or all of the agreed upon services. Experience suggests that the allocation of conference management functions between the ISPE Office and the Local Host Committee should be sufficiently flexible and responsive to address exigencies and circumstances, which are likely to vary among locales. In consultation with the ACPE Steering Committee, the ISPE Office and the Local Host Committee must

discuss and agree to a specific allocation of conference management functions (ANNEX A) before a final decision on an application can be made.

ROLE & RESPONSIBILITIES OF LOCAL HOST AND LOCAL HOST COMMITTEE

For each successive ACPE, the ACPE Steering Committee will appoint a 'Local Host' and 'Local Host Committee'. The Local Host and several committee members will be invited to serve as members of the Steering Committee during the year prior to the ACPE they will be hosting.

The Local Host Committee will provide guidance and assistance to the ISPE Office in matters of local arrangement ensuring local responsiveness and appropriateness, as well as promoting the meeting among colleagues, potential participants and organizations.

Throughout preparation for, and operations of each ACPE the Local Host will liaise closely with the ISPE Office and the Steering Committee Chair. Once an ACPE location and Local Host has been selected, the Local Host will:

- Nominate Local Host Committee members and designate their respective roles
- Convene the Local Host Committee and oversee its harmonious operation.
- Suggest suitable conference themes, symposia topics and desirable speakers for consideration by the Steering Committee
- Assist in budget preparation through:
 - Evaluation of suitable locations, facilities and possible local organizing associates for ACPE as well as provision of estimates of costs involved,
 - Providing estimates of numbers of registrants from the host country.
 - Providing estimates of the amounts of locally sourced financial support/sponsorships which can be achieved in accordance with ISPE's policies on sponsorship,
- With direction from the ISPE office, and recognizing local institutional and legal requirements, oversee establishment of acceptable procedures for receipting, expending and accounting for ACPE funds. This will generally require conclusion of formal contractual arrangements between the ISPE office and a responsible local institution.

Suggested activities for the Local Host Committee include, but are not limited to:

- Cooperating with the ISPE office and any local organizing company who may have been engaged to facilitate smooth logistic arrangements for ACPE
- Inviting speakers and attending to local hospitality
- Inviting public officials to give welcoming comments at ACPE,
- Identifying and assisting to engage local supporters and potential co-sponsors of ACPE,
- Soliciting local exhibitors,
- Implementing tactics to meet the budget target for local financial support for ACPE
- Assuming responsibility for marketing ACPE within the host country.
- Working with ISPE staff to identify/coordinate social events,
- Developing lists of accommodation, attractions, restaurants, etc. for dissemination through the ISPE/ACPE website, and onsite at the conference,
- Providing local volunteer support

As stated above and in consultation with the ACPE Steering Committee, the Local Host Committee and the ISPE Office must discuss and agree to a specific allocation of conference management functions (ANNEX A) before a final decision on an application can be made.

CRITERIA FOR LOCATION

- Be in a major Asian city at a time when the weather is congenial
- Be easily accessible to participants from both within and outside of the host country (i.e., air, train, car/bus, parking, entry restrictions to country, etc.)
- Have an established or developing pharmacoepidemiology base
- Offer convenient access to area attractions and dining
- ACPE typically is held in October, November, or early December. Proposed dates need to dovetail appropriately with locally proclaimed holidays, kindred Society scientific meetings and other major religious observances and national holidays (e.g. USA Thanksgiving)

EVALUATION CRITERIA

(Not listed in order of priority)

- The Local Host's willingness, experience and ability to successfully undertake the management of an ACPE
- The levels and nature of institutional support for an ACPE which are available to the Local Host
- Local organizations agreeing to collaborate and/or sponsor the ACPE
- The strength of the proposed Local Host Committee,
- The potential for local fund raising in support of the meeting
- Transportation access to the proposed city
- The attractiveness, reputation and international marketability and accessibility of the proposed city
- The commitment of the country to pharmacoepidemiology; the need for scientific development
- Any additional factors that may be deemed important during the review of the proposals

CONDITIONS

- An expression of interest must be signed by the proposed Local Host
- Responsibility for and delegation of conference management services between the Local Host Committee and the ISPE Office must be agreed to before a final decision is made
- ISPE or its agent signs all contracts

SUBMITTING AN EXPRESSION OF INTEREST

Expressions of interest must include:

- A formal letter from the proposed Local Host addressing the evaluation criteria, and acknowledging and agreeing to accept the Local Host responsibilities detailed in this document
- Possible dates of the meeting: 2020 or 2021. (The decision has been made to hold the ISPE 2018 ACPE in Xi'an China, and Kyoto, Japan in 2019.
- Other organizations that have indicated their support and/or willingness to sponsor the proposed ACPE
- Any other materials that would support and reinforce the Local Host's position in the selection process

We hope to receive proposals by **June 15, 2018** because of the time needed to both review responses and to plan and organize successful conferences.

If additional information or clarification is needed, please contact the ISPE Executive Secretary, Mark H. Epstein, at 301-618-7100 or by Email at mepstein@paimgmt.com

CONFERENCE MANAGEMENT SERVICES

1. **Financial & accounting:**

- prepare draft meeting budgets for the ISPE Board
- provide periodic reports, actual vs. budget, to the ISPE Board
- prepare and distribute a post-meeting financial report to the ISPE Board within 90 days of meeting;

2. **Hotel negotiation & site selection:**

- assist in selecting meeting hotel;
- select and coordinate with various subcontractors required, e.g., audio-visual, decoration, security, etc.;
- negotiate hotel contracts to assure compliance with client's needs and competitive pricing;
- develop a detailed agenda book providing the hotels and contractors with all meeting details, functions schedules, room set-ups, etc.

3. **Promotion, marketing, & public relations:**

- develop a marketing strategy to meet the program objectives for attendance and content;
- develop a conference identity with graphics and fonts appropriate for the association and conference location;
- create promotion materials (brochures, posters, postcards, broadcast fax and email, website postings, news releases, advertising in specific publications) matching identity according to budget;
- obtain appropriate mailing lists for direct mail marketing;
- supervise printing and mailing of promotion materials according to agreed strategy.

4. **Program support:**

- coordinate agenda development with Program Committee chair and provide administrative support to Committee;
- manage CE accreditation, when required, including developing key vendor relationships, required filings, recordkeeping, attendee documentation, etc.;
- develop procedures/policies to guide the Program Committee, staff, invited speakers, etc.;
- provide staff support for solicitation of education grants and corporate sponsorships;
- assist in securing accredited continuing education provider, if needed;
- assist speakers, including writing confirmation letters;
- manage an electronic, Web based, abstract submission and evaluation process.

5. **Pre-conference registration:**

- receive pre-conference registrations and record in the membership database;
- acknowledge receipt of registrations;

- generate registration packets (including ribbons, tickets and badges) for attendees to pick up on-site;
- ship all registration materials to conference site.

6. Social events

- work with Local Host Committee as needed;
- work with professional conference organizer/destination management company as needed;
- coordinate on-site with the professional conference organizer/destination management company.

7. On-site management:

- schedule pre-conference briefing prior to start with meeting venue (e.g., hotel) and outside vendors;
- manage the registration desk on-site (with temporary staff, or volunteer help if needed);
- account for on-site registrations and entering into main association database after meeting;
- manage conference logistics and hotel personnel on-site;
- supervise room set-ups, food functions, hospitality amenities, and audio-visual equipment;
- interact with hotel convention services and catering personnel to assure smooth service;
- arrange VIP reservations; solve guest room problems;
- obtain conference signage as needed;
- act as overall on-site conference coordinator.

8. Post-meeting & general activities:

- handle post-meeting follow-up;
- provide financial and attendance reports within two months of meeting;
- provide summary report on attendee satisfaction, geographic attendance, and recommendations for future meetings within two months of meeting;
- make recommendations for improvement, including researching and recommending new meeting services and program concepts in response to committee ideas, suggestions, and goals.

9. Other services

- Abstract management (e.g., submission, grading, correspondence)
- Scholarship Management