



**Asian Pacific Digestive Week Federation
Guidelines for the Bid and Conduct of an APDW**

Glossary of terms and abbreviations used in this document:

APAGE	Asian Pacific Association of Gastroenterology
APASL	Asian Pacific Association for the Study of the Liver
APDW	Asian Pacific Digestive Week
APDWF	Asian Pacific Digestive Week Federation
Bidding Guidelines	APDW Bidding Guidelines
APDWF - BMI Liaison Committee	Joint meeting of the APDWF Board of Directors and BMI Representatives
APDWF - BMI Code of Practice	A document drawn up by the APDWF-BMI Liaison Committee as a guide to BMI involvement in an APDW
APDW Guidelines	Guideline for the Conduct of an APDW
APDWF Secretariat	Asian Pacific Digestive Week Federation Secretariat
A-PSDE	Asian-Pacific Society for Digestive Endoscopy
BMI	Biomedical Industry
BMI GROUP	BMI companies which participate in the APDW on a regular basis
Board of Directors	APDWF Board of Directors
DDW	Digestive Disease Week
EXCO	Executive Committee
Founding Members	APAGE, APASL, A-PSDE and ISDS
ISDS-AP	International Society for Digestive Surgery - Asian Pacific Section
LOC	Local Organizing Committee of the Host Society
LOC Chair	Local Organizing Committee Chairperson
SPC	Scientific Planning Committee
UEGF	United European Gastroenterology Federation
UEGW	United European Gastroenterology Week

**Asian Pacific Digestive Week Federation
Guidelines for the Bid and Conduct of an APDW****CONTENTS**

<u>Section</u>		<u>Page</u>
I.	INTRODUCTION TO THE ASIAN PACIFIC DIGESTIVE WEEK FEDERATION (APDWF)	3
II.	INVITATIONS TO HOST AN APDW	3
1.	Timing of the APDW	
2.	Invitations (bidding) to host APDWs	
3.	Applications to host an APDW	
III.	GENERAL ORGANIZATION	6
1.	Duration of Meeting	
2.	The Role of Committees	
3.	Financial Control	
4.	Marketing and Promotion	
5.	Lectureships, Awards and Travel Grants	
6.	Call for Abstracts	
7.	Annual Business Meetings	
8.	Common Interest Group Meetings	
IV.	SCIENTIFIC ORGANIZATION	9
1.	Selection of Abstracts	
2.	Scientific Planning Committee	
3.	Links between LOC and APDWF	
4.	Scientific Organization of the APDW	
V.	FINANCIAL AND COMMERCIAL ASPECTS	11
1.	Biomedical Industry (BMI)	
2.	Sale of Commercial Exhibition Space	
3.	Registration Fees	
4.	Financial Responsibility for APDW (profits/losses)	
5.	Schedule and Responsibilities	
6.	Sponsorship of Individual Speakers, Panelists, Chairmen etc.	
7.	Insurance	
8.	Use of Logos	
9.	Number of Delegates	
VI.	ADDITIONAL ASPECTS	14
1.	Lunches and Coffee	
2.	Pre- and On-Site Registration	
3.	Opening Ceremony cum Official Social Events	
4.	Abstracts Published in Journal	
4.	Display of State Flags and National Monuments	
5.	Names and Addresses of Delegates/Participants	
VII.	LEGAL CONSIDERATIONS	15

**Asian Pacific Digestive Week Federation
Guidelines for the Bid and Conduct of an APDW**

**I INTRODUCTION TO THE
ASIAN PACIFIC DIGESTIVE WEEK FEDERATION (APDWF)**

The Asian Pacific Digestive Week Federation (hereinafter referred to as the “APDWF” is a registered company with 12 Directors on the Board. The Board of Directors comprises 3 representatives from each of its four Founding Members, namely, the Asian Pacific Association of Gastroenterology (APAGE), the Asian Pacific Association for the Study of the Liver (APASL), the Asian Pacific Society for Digestive Endoscopy (APSDE) and the International Society for Digestive Surgery – Asian Pacific Section (ISDS-AP).

MISSION OF ASIAN PACIFIC DIGESTIVE WEEK FEDERATION (APDWF)

- (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.

The principal function of the APDWF is to organize an annual scientific meeting - the Asian Pacific Digestive Week (APDW) to achieve the above mission and enable it to be regarded internationally as one of the three regional major meetings: Digestive Disease Week (DDW), United European Gastroenterology Week (UEGW) and APDW. The meeting shall be a joint annual function of APAGE, APSDE, APASL, ISDS-AP and may include other appropriate regional organizations upon approval by the Board of Directors.

This document was prepared with two objectives:-

- (i) To provide National Societies/Associations of Gastroenterology, Digestive Surgery, Digestive Endoscopy and Liver considering to host future APDWs, with advance information about the partnership and sharing of obligations - the Guidelines for the Bid and Conduct of an APDW (hereinafter called the “APDW Guidelines”).
- (ii) To provide the host society(s) and the Local Organizing Committee (LOC) with the Guidelines for the conduct of an APDW (hereinafter called the “APDW Guidelines”).

II. INVITATIONS TO HOST AN APDW

1. Timing of APDW

APDW shall be held in September / October annually or around three to six months from APASL and six weeks from UEGW. Any deviation in the timing must be approved by the Board of Directors.

2. Invitations (bidding) to host APDWs

An open invitation by the APDWF through the APDWF Secretariat will be extended to the nominated representatives of national societies/ associations of Asian Pacific Association of Gastroenterology (APAGE), Asian Pacific Association for the Study of the Liver (APASL), Asian-Pacific Society for Digestive Endoscopy (A-PSDE) and International Society for Digestive Surgery - Asian Pacific Section (ISDS-AP) to host the APDW Annual Meeting at least three years prior to the year of the proposed meeting. Applicants may be offered as host of the proposed or subsequent APDW congress. In the event that the hosts for 2 consequent years are selected, the bid process will resume in the year after.

3. Applications to host an APDW Annual Meeting

Applications to host an APDW Annual Meeting should be addressed to the APDWF President and arrive at the APDWF Secretariat Office 6 months before the current congress. The Letter of Intent shall indicate the following:

- a. Host and co-host(s), if any
 - b. Proposed set(s) of dates and year
 - c. Proposed city
 - d. Line-up of key committee members
 - e. Highlights, if any, and
 - f. whether the society is prepared to host APDW in the subsequent year instead of the proposed year.
- Applications should contain the information requested in the 'Bid to Host an APDW Meeting' Document. The document is attached as Annex A.

4. Rules for Acceptability

The Board of Directors will only consider bids received from nominated representatives of national societies/ associations of Asian Pacific Association of Gastroenterology (APAGE), Asian Pacific Association for the Study of the Liver (APASL), Asian-Pacific Society of Digestive Endoscopy (A-PSDE) and International Society for Digestive Surgery - Asian Pacific Section (ISDS). Bids from individuals will not be considered unless they have the written support from the President and Secretary of the National Societies/Associations concerned.

The Board of Directors reserve the right not to award any applicant or award up to 2 consequent years. APDWF may re-open the tender for any APDW Meeting.

5. Congress Venue Requirements

Below is the venue requirement for the Annual Meetings.

5.1 Plenary Hall

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

5.2 Pre-Meeting Workshop(s) and Postgraduate Course (Pre-Meeting Day)

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

5.3 Parallel Hall (Meetings Day 1 – 3)

4 to 6 meeting rooms holding between 200 to 300 participants in theatre style

5.4 Exhibition / Registration / Coffee and lunch breaks

Gross area of at least 2,500 sqm with all coffee breaks served in this area. This area should be within close proximity to the meeting rooms.

5.5 Lunch-time industry satellite symposia

Seating for 200 to 500 participants

5.6 Poster sessions

Space should be available to display 400 to 500 posters per day over the 3 days of the Main Meeting, preferably in one area, close to the exhibition. Digital poster session may be explored if cost is comparable.

5.7 Secretariat Office

5.8 Speakers' Prep Room and Lounge

5.9 Internet Room

Unless the congress venue provides complimentary wifi facility, LOC shall provide an internet area for the delegates at the Congress which can be sponsored by industry if required.

5.10 APDWF Business Meeting Room

Seating for 30 persons in U-shape arrangement with conference system, an LCD projector, screen and laptop, etc should be provided throughout the duration. The use of this meeting room shall be managed by the APDWF Secretariat and the cost of business meetings, in terms of AV and meals shall be borne by the Congress.

5.11 APDWF Office

The LOC will provide a room at the conference venue as the APDWF office. The room should be divided into two sections by a screen; this will enable the reception area to be kept separate from the office area. The room should be lockable and a secured cupboard should be made available. The office will require a PC and printer plus a number of power points, one telephone and complimentary internet access. The reception area should have a few couches with free flow of coffee & tea and light refreshments.

The expenses of the APDWF Office, APDWF Business Meetings and the 3 APDWF Secretariat staff's traveling expenses (i.e. airfares, accommodation, airport transfers and meals) shall be borne by the Congress.

6. Hosting City Requirements

6.1 Accessibility

The proposed venue should be held in a location with reasonably easy international access i.e. airport/rail links and the various methods of travel to the congress should be outlined in the bid.

6.2 Accommodation

A map of the proposed congress venue marked with the surrounding hotels, their class and the number of beds is required. There should be an outline of the accommodation available, including proximity to conference site and the current costs per night given in the local currency. Details of inexpensive accommodation together with 'up-market' hotels should be provided. The Congress expects at least 3,000 participants at the Annual Meetings.

7. Budgetary Plans

Invitations to host the meeting must be accompanied by a preliminary budget plan based on 2,500 and 3,500 participants which includes a predicted registration fee and information on possible tax efficiency measures. Budget for the APDW of the following year should be submitted too if applicants would like to consider for both years. Provisional budgets must be discussed with and agreed by the APDWF Executive Committee (EXCO). In the case of provisional acceptance, after the site visit has been carried out and the invitation formally accepted, the LOC Chair will be expected to present a written and detailed financial update of budgetary plans for the relevant APDW at least once every six months and once every 3 months within the last 12 months. A final audited account must be submitted to the Board of Directors and congress account closed within six months after completion of the APDW. The APDWF's share of revenue shall be transferred directly to APDWF and its 4 Founder Members. The APDWF Secretariat shall provide the bank details and the ratio to process the remittances.

8. Communication Channel

All communications between the LOC and the Board of Directors will be channeled through the APDWF Secretariat. The APDWF Secretariat will direct all correspondences to the respective sub-committees or the Board of Directors.

9. Bidding Presentation

Applications received will be circulated to the Board of Directors and the APDWF Secretariat to allow any details to be clarified. Applicants with completed bid document will be invited to present their bid at the coming APDW Board of Directors Meeting which is scheduled on the Postgraduate Day. Each applicant is given 15 minutes for Presentation and 10 minutes for Question & Answer. An LCD projector with laptop will be provided for this purpose. Applicants must submit their slides and 14 copies of the Bid Document to the APDWF Office on site one day before the scheduled date of presentation. The criteria for selection are listed in the Bid Document.

10. Announcement of the successful application

The Board of Directors will deliberate the applications after the presentation. All applicants will be notified of the successful bid and results can also be accessed via the website on www.apdwcongress.org.

11. Site Visits

Depending on the need and circumstance of the host-to-be country, a site visit shall be conducted and in which case, its acceptance remains provisional until the visiting team is satisfied with the venue and the administrative arrangements for the meeting that the local host understand the conduct of APDW. Site visits will be made no more than six months after the provisional acceptance of the invitation by the Board of Directors and should be organized by the provisional LOC.

The site visit team will consist of up to three members of the EXCO (normally the President, Secretary-General and Treasurer) and one staff from the APDWF Secretariat. Key members of the provisional LOC should accompany the inspection team.

The BMI group will be responsible for the travel and hotel expenses of its own representative. The provisional host societies will bear the costs of the air travel, taxes, visa application (if any), accommodation, meals and transport incurred by the EXCO and its APDWF Secretariat for the site inspection. Additional visits, if any, will be borne by the Congress.

12. Agreement

The successful host society (s) will be required to sign an agreement with APDWF at least 12 months before the Congress.

III. GENERAL ORGANIZATION

1. Duration of Meeting

APDW will consist of a 3-day scientific core, but, in addition, non-commercial meetings (including 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 shall follow these 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) Endoscopy Course Industry Live Demonstration

2. The Role of Committees

General principles:

- (a) The APDW is organized by the APDWF and hosted by the local society(s).
- (b) The importance of joint financial control will be ensured by the EXCO and the LOC (see Note below).
- (c) Contracts with the congress venue, local PCO and other key suppliers must be approved by the EXCO. These contracts shall be signed jointly by the President on behalf of APDWF and the LOC Chair.
- (d) The EXCO 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) The EXCO will assemble a Scientific Planning Committee (SPC) chaired by APDWF Secretary-General with the participation of the LOC. This should demonstratively cover general gastroenterology, hepatology, endoscopy and digestive surgery. The LOC and SPC are responsible to the EXCO and should keep the EXCO informed of the latest development and status of the APDW on quarterly basis. Such report should be submitted through the APDWF Secretariat. Once the program is approved, the LOC, together with its Scientific Sub-committee, shall communicate with the faculty and execute it accordingly.
- (f) The EXCO will coordinate the overall planning of the program, refine suggestions made by each stream, circulate draft programs and program ideas to the Board of Directors, advise program

budgetary allocations and integrate the social aspects proposed by the LOC.

- (g) Job description of the EXCO:
- (i) Developing and deciding the Scientific Program through the SPC with inputs from the LOC.
 - (ii) Participating in the selection process of the key suppliers including congress venue, local PCO, hotels and audio-visual companies.
 - (iii) Advising the LOC during their preliminary work and providing them with assistance and all useful information connected with previous experience in the organizing of the APDW.
 - (iv) Reviewing the Sponsorship Packages proposed by the LOC.
 - (v) Overseeing the management of funds
 - (vi) Advising the LOC in the selling and allocation of exhibition space according to the APDW-BMI Code of Practice.
 - (vii) Advising and assisting the allocation of hotel rooms for Invited Speakers and Committee Members (and for Major Exhibitors in accordance with the APDWF-BMI Code of Practice).
 - (viii) Record keeping of points collected by APDW exhibitors (see section on "Points System" in the APDWF-BMI Code of Practice).
- (h) Job description of the LOC:
- (i) Receiving and administering registration.
 - (ii) Promoting and advertising the APDW in the scientific press, and during regional and international scientific meetings
 - (iii) Mailing the announcements
 - (iv) Communicating with the Faculty
 - (v) 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.
 - (vi) 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.
 - (vii) Organizing accommodation in cooperation with relevant local tourist organizations.
 - (viii) Preparing the final program.
 - (ix) Fund raising and selling exhibition space under the control of the EXCO in accordance with the APDW - BMI Code of Practice.
 - (x) Recommending and coordinating with the congress venue on the meeting proper.
 - (xi) Overseeing all local affairs regarding organization of the delegates' transportation, social program, etc.
 - (xii) Assisting the visa application, if required.
- (i) 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 APDWF on 50:50 ratio.

3. Financial Control

- (i) Normally, 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.
- (ii) All transactions may be in USD or the currency of the host country.
- (iii) The EXCO will decide if the bank account is held in the host country and/or in another Asia-Pacific city. The EXCO may also decide if the sponsorship fund is credited directly into the host country congress account or to the APDWF Congress bank account. Tax efficiency is of importance in deciding these issues. If fund is held with APDWF, it is held on behalf of the congress and shall be accounted for separately from the Federation funds
- (iv) Financial transparency will be ensured by joint control – APDWF and Host Treasurers, and by joint signatures on all cheques exceeding an arbitrary limit.

- (v) Legal problems governing finance - a joint APDWF and LOC company as appropriate under the local law.
- (vi) A written budget should be presented by the LOC Chairman for approval by the EXCO. The budget shall be updated every six months and submitted for review by the EXCO. Quarterly submissions are expected during the last 12 months of the APDW.

4. Marketing and Promotion

- (a) The LOC will be responsible for drafting the preliminary announcements. These should be submitted to the EXCO for approval before they are distributed.
- (b) The APDW congress shall be publicized on website and in all collaterals as “Organized by the APDWF”, “Supported by” the 4 Founder Member associations and “Hosted by” the local society(s).
- (c) All publications should indicate the city rather than the country of the faculty.
- (d) With the exception of official "flyers" - leaflets which provide information about the venues and dates of future APDWs, 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 EXCO.
- (e) The LOC will provide details on the APDW for the APDWF website and the publicity channels made available by APDWF’s Publishers, if any.
- (f) APDWF will assist to e-blast to potential delegates through their database. The cost of e-blast shall be borne by the congress.
- (g) A Program-at-a-Glance should be made available in the announcement.
- (h) The APDWF and its Founder Members shall be acknowledged on all publicity and official publications as well as social program. A page each shall be offered to the President of APDWF and the Founder Members pen a message for the program book.

5. Call for Abstracts

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

The call for abstracts 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.

- (a) Call for abstracts. This will be at least 36 weeks before the APDW.
- (b) Deadline for submission of abstracts. This should be at least 18 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:

Gastroenterology	Endoscopy
<ul style="list-style-type: none"> • Upper GI bleeding • GERD and esophageal disease • H pylori infection • Functional dyspepsia and gastritis • Gut-brain-axis disorders • IBD • IBS • Pancreatitis and biliary tract diseases • GI oncology • Others 	<ul style="list-style-type: none"> • Upper GI endoscopy • Colorectal endoscopy • Small bowel endoscopy • Biliary endoscopy • ESD/EMR • EUS • ERCP and biliary drainage • Tunnel techniques • Others

Hepatology	Surgery
<ul style="list-style-type: none"> • NAFLD/MAFLD • Hepatitis B/ Hepatitis C • Cirrhosis • HCC • Liver failure • Liver transplantation complications • Portal hypertension • Others 	<ul style="list-style-type: none"> • Minimally invasive surgery • GI cancers • Liver surgery • Pancreatic surgery • Pancreatitis treatment • Bariatric therapy for obesity • IBD surgery • Others

6. Lectureships, Awards and Travel Grants

APDWF and JGHF offers several Lectureships, Awards, Travel Grants and a Young Clinical Investigator Program which will be administered by the LOC. Please refer to Annexes B to E for details.

There is an APAGE- WGO Global Lectureship and shall be managed by the LOC. Please refer to Annex F for details

7. Annual Business Meetings

(a) The LOC will be responsible for arranging and bearing the costs of the business/administrative meetings of the APDWF and its Founder Members during the Congress.

(b) APDWF Board of Directors Meetings are scheduled on the afternoon of Postgraduate Day while APDWF BMI Meeting is scheduled on the afternoon of Day 2. LOC shall, as far as possible, avoid scheduling the Directors to speak on the afternoon of Postgraduate Day.

(c) Requests from other partner associations to hold business meetings should be submitted to the LOC and the EXCO no less than six months before the Congress. Decisions (acceptance or rejection) will be taken only by the EXCO. Meals, AV and technical support, if required, shall be borne by the partner associations.

8. Request by Regional Associations/Societies to hold Common Interest Group Meetings on Core Program Day or PG-Course Day

Below are the guidelines for request by or partnership with external associations or societies:

(a) Application must be submitted 18 months before the congress.

(b) Application shall be made through a Founder Member or the LOC and approved by the APDWF Board.

(c) The session shall be planned in consultation with the Founder Member, the LOC and/or the APDWF SPC.

(d) The LOC may propose to turn down the session(s) if it affects the core program, attendance and/or sponsorship of the congress.

(e) The session, if approved, shall be conjoint meeting with a Founder Member with joint naming rights with Founder Members' name precedes the partner association, e.g. APAGE-AGA Joint Symposium

(f) Each applicant society may have up to 2 sessions.

(g) The LOC shall waive registration fee of the faculty. Applicant bears all the costs of organizing the session including, but not limited to, all faculty travel & ground costs, equipment required in the meeting room or workshop, cost of hiring the meeting room and meals based on the number of attendees at the session and manpower to manage the session on site.

IV. SCIENTIFIC ORGANIZATION

1. Selection of Abstracts

- (a) Sub-committees. The selection of abstracts is the responsibility of the LOC. 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 and are to be selected from amongst the congress faculty.
- (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: -
- (i) Novelty / Advancement
 - (ii) Research methodology
 - (iii) Quality
 - (iv) State of Completion
 - (v) Clinical / Scientific Importance
- 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 abstract selection. The abstract selection procedure should be completed 12 weeks before the APDW.
- (e) Publication of abstracts. All abstracts accepted for oral or poster presentation will be published by the Journal of Gastroenterology and Hepatology if the presenting authors pay their registration fees. Since the abstracts will be processed electronically, they should be of copy-proof quality.
- (f) The cost of the publishing is fixed by a contract between APDWF and John Wiley & Sons, Inc. The APDWF Secretariat will provide the costs and publishing schedule to the LOC. The costs will be borne by the congress.

2. Scientific Planning Committee

- (a) Composition. The Scientific Planning Committee consists of 2 nominees each from the 4 Founder Member societies and chaired by the APDWF Secretary-General. Other members may be co-opted into the Committee at the discretion of the EXCO. There will be a newly elected Scientific Planning Committee for each term.
- (b) LOC may recommend the non-original parts of the APDW program to the EXCO.
- (c) 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 APDW is organized on behalf of the APDWF, the LOC and Founder Members 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 15 months before the projected APDW. The SPC will review and provide the final program approved by the EXCO within 3 months from receipt of the draft program so that the LOC can extend invitations 12 months ahead of the congress.

3. Links Between LOC and APDWF

The LOC Chair (or deputy - normally the Vice-Chair) will be co-opted onto the APDWF 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 provide the Board of Directors with a brief (minimum one page) written report of plans for his or her APDW and

a 10-minute Report at the Board of Directors Meeting held during the congress. 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

- (i) Oral papers
- (ii) Posters
- (iii) Workshops
- (iv) Invited lectures
- (v) Symposia
- (vi) Consensus meetings/Working Team reports
- (vii) 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) Posters. 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 17:00 hours. However, the official poster-viewing hours will be from 12:00 to 13:30 hours and during coffee breaks each day during which time the authors should be present. There should be a different poster session during each of the three 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 5 Best Poster Distinguished Papers shall be awarded.
- (c) Workshops. Same guidelines under Section III, Clause 8 apply.
- (d) Invited lectures. Renowned faculty will be invited to discuss advances in their areas of expertise at the plenary sessions. The recommended teaching faculty must be approved by the EXCO. The Founder Members can propose faculty. Expenses incurred will come out of the APDW budget except for JGHF lectures. There should also be a Presidential Plenary Presentation. APDWF Board of Directors shall be invited to participate at the scientific sessions and given the same entitlement as the faculty.
- (e) Symposia. Topics and Chairmen for symposia can be proposed by the LOC but the final selection is decided by the EXCO.
- (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 Founder Members.
- (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. The official social programs are Faculty Night and Opening Ceremony.
- (h) Postgraduate Courses. These are proposed and organized by Founder Members or regional bodies approved by APDWF. 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:
 - (i) 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.
 - (ii) Postgraduate-course registration fees are calculated and received by the organizing regional body who must then cover the costs of promotion, space & audio visual requirements and speakers' expenses.

The organizing Founder Members or approved regional bodies may choose either of the above-

mentioned options but has to notify the LOC at least 2 years in advance.

(J) Live Endoscopy Demonstration- Depending on the local resources and sponsorship, Live Endoscopy Demonstration can be held on one or two days over the four days' duration.

(K) APDWF / JGHF Young Clinician / Investigator Program - Depending on the local resources, APDWF / JGHF Young Clinician / Investigator Program may be held on the preceding day or on the day of the Postgraduate Course.

Sample APDW Program

	APDWF- JGHF YCIP	Postgraduate Course /Live Endoscopy Demonstration	Core Day 1	Core Day 2	Core Day 3
7.30am to 8.30am	Registration				
7.30am to 8.30am				Breakfast Symposia	Breakfast Symposia
8.30am to 10am			Named Lecture	Name Lectures/ Keynote	Concurrent Sessions
10.00am to 10.30am	Coffee Break		Opening Ceremony & Presidential Lecture (9.00am-10.30am)	Coffee Break, Posters and Exhibition	
			Coffee Break, Posters and Exhibition		
10.30am to 12noon			Concurrent Sessions	JGHF Emerging Leaders/YIA/ Concurrent Sessions	Concurrent Sessions/ Award Presentation
12noon to 1.30pm	Lunch / Lunch Symposia (1 hour)				
1.30pm to 3.00pm			Concurrent Sessions		
3.00pm to 3.30pm		Coffee Break	Coffee Break, Poster and Exhibition		
3.30pm to 5.00pm			Concurrent Sessions		
5.00pm to 6.30pm		Evening Symposia	Evening Symposia	Evening Symposia	
			Faculty Dinner (By invitation)		

V. FINANCIAL AND COMMERCIAL ASPECTS

1. Biomedical Industry (BMI)

The APDWF has established a close and harmonious relationship with the 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 APDWF and Industry is ensured through the APDWF-BMI Liaison Committee. This committee will meet as required during each APDW. In view of the regional nature of APDW, Regional Directors rather than the local representatives would be invited to attend the APDWF/BMI sponsorship meetings. Such meetings will be initiated by the APDWF Secretariat.

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

- (a) Funding. To date, the major source of income for APDW and administration of its business comes from BMI. This has taken the form of direct grants to APDW from a number of companies who supported the objectives of the APDWF 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 Section V.4 (a), "General Principles", this is designed to ensure:
- (i) the efficient running of the APDW
 - (ii) financial support to conduct the APDWF businesses by allocating a sum from the budget of each APDW, and
 - (iii) an adequate surplus for the conduct of the APDW with a financial buffer, and to reward the host society (LOC) and the regional bodies. 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. In recognition of their initial support of the APDWF and of their large financial contribution, the major exhibitors will enjoy certain privileges.

- (b) Number of major exhibitors. Both the APDWF 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 APDWF-BMI Liaison Committee.
- (c) Code of Practice. An APDWF-BMI Code of Practice has to be drawn up by the APDWF-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 concurrent with the official Scientific Program (core program and postgraduate course). BMIs shall not hold any private session or evening symposium without informing the LOC regardless if it is held in the Congress venue or off site. Violators would be penalized or blacklisted. k. 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.

BMI partners may arrange their own dinner or activities before and after the four days' 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 APDWF-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 APDWF-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 EXCO. Information about proposed registration fees must be included in the original package which accompanies the invitation to host the APDW.
- (b) Sliding scale. To encourage early registration, a sliding scale of charges may be made with discounts for

early bird, and financial penalties for late registration. These will be determined by the LOC with the approval of the EXCO.

There should be concession rates for nurses if there is a nursing program. A separate scale of registration fees may 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 EXCO, 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 either the Board of Directors or regional societies, speakers nor local delegates of the same or near level.

4. Financial Responsibility for APDWF (profit/losses)

APDWF needs to have reserves 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 EXCO and the LOC will be responsible, jointly, for ensuring the financial viability of the APDW. APDWF 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 surplus (arbitrarily between 25% to 30% of the overall budget) for running the business of the APDWF 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 APDWF 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 nor paid an honorarium 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, LOC will take up relevant insurance policy to cover total cancellation and 3rd party liabilities of the Congress to ensure LOC and APDWF does not incur losses under any circumstances.

5. Schedule and responsibilities

- (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 EXCO. The report should cover registration status in terms of attendance/ payment status/abstract submission, scientific & social program, sponsorship status and budget review.
- (c) Audited accounts of the meeting must be submitted to the EXCO for approval at least 5 months after the Congress. Once approved, LOC shall transfer the funds to APDWF and its 4 Founder Members respectively. Their bank accounts and the amount due to the 5 organizations up to the cumulative surplus due th APDWF will be provided nearer the date for the transfer.
- (d) The Congress books must be kept for 7 years by potential review by the APDWF auditor or EXCO.

6. Sponsorship of Individual Faculty, Panelists, Chairmen etc.

- (a) The proportion of faculty within the Asian Pacific region should be about 80% and less than 20% from host countries. The LOC should aim at getting the best speakers in the region and outside rather than a group of speakers from one country.

- (b) The APDWF Board of Directors and the Scientific Planning Committee shall be included into the scientific program as speakers and/or moderators. Their airfares and ground costs shall be borne by the Congress with the same entitlement as other invited speakers.
- (c) APDW should invite some younger and up-and-coming leaders in the field with a balance of experienced leaders.
- (d) Expenses for invited speakers should be covered from the budget generated by the LOC and should not be negotiated directly with biomedical companies.
- (e) Sponsored air travel for faculty should normally be in Economy Class (preferably using advance purchase excursion fares or similar) and not in Business or First Class.
- (f) The speakers and their sponsorships must be approved by the EXCO before extending the invitation.
- (g) Chairpersons/Moderators should be invited from among the faculty or delegates who are registered for the congress or are self sponsored.

7. Insurance

The LOC must provide the APDWF, with evidence that they have obtained adequate insurance coverage for the Congress. This should include cancellation charges for the use of the congress venue(s) (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 outbreaks, floods and earthquakes.

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 EXCO. To ensure uniformity, the APDWF logo, APDW logo and 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 EXCO.

Biomedical companies may not reproduce the APDW logo, or the local logo without first obtaining EXCO's permission. When such permission is granted, the APDWF 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 above 3,000 participants.
- (b) The ratio of overseas to local delegates should be at least 70:30. Too many local participants would defeat the purpose of APDW which aims to be an international congress.
- (c) The aim of APDWF is not to host lavish, commercially-driven congresses. Rather, it aims to foster high-quality scientific meetings each year.

10. General Data Protection Regulations

All data collected belong to the property of APDWF and shall be returned to the APDWF at the end of the congress. LOC and its PCO will ensure that the GDPR compliance is observed by:

- (a) Provide the necessary information to your users and customers.
- (b) Ensure you have the legal grounds for the processing of personal information.
- (c) Make it easy for data subjects to exercise their rights under GDPR.
- (d) Implement legal and technical measures for data protection.

APDWF shall use the data to share APDWF and other promotional materials managed by its Secretariat.

VI. 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 must be served in adjacent to the poster display areas and the commercial exhibition area.

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

LOC should make provision for on-site registration.

3. Official Social Events

Below are the official APDW social events

- (i) Faculty Nights for faculty and invited guests only.
- (ii) Opening Ceremony. It should take place within the 3 core meeting days and at the exhibition area wherever possible.
The APDWF President and President of the Founder Members shall be invited to deliver a speech at the Opening Ceremony.
An APDW Meritorious Award up to 2 awardees may be conferred during the Opening Ceremony. LOC shall set aside 10 to 20 minutes for the citations. No lectures shall be delivered and the awardee(s) travel expense shall be borne by APDWF.
The Congress shall waive their registration fees and extend same hospitality as the invited faculty.

4. Abstract Published in Journal

Abstracts received are to be published as JGH supplement unless otherwise advised by the APDWF Secretariat. LOC shall not publish them in other journals. The cost of the publications shall be borne by the Congress.

5. Display of State Flags and National Monuments

LOC shall not display state flags or national monuments on all publications and at Congress Venues.

6. Names and Addresses of Delegates/Participants

The faculty and delegate mailing list for the APDW remains the property of the APDWF and must be forwarded to the APDWF Secretariat within one month after the congress for promotion of the next APDW. The mailing lists should include all personal data and email addresses. Faculty's bio data should be collated and forwarded to the APDWF Secretariat within 1 month after the Congress.

VII. 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 APDWF Statutes available on its website www.apdwcongress.org.

Signed on behalf of the APDWF upon formal acceptance/after the Site Visit if any:

(i) President/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