



Asia Pacific Career Development Association

Hosting an APCDA Conference

In order to fulfill our mission to facilitate sharing and communication related to career planning services among all countries/regions in the Asia Pacific region, the Asia Pacific Career Development Association (APCDA) desires to hold its annual conference in a different member country/region each year. APCDA welcomes your interest in hosting our conference.

By "host" APCDA means a group of people who function as the host, such as an individual, association, committee, or organization. APCDA prefers to work with a group of people so that the burden for the duties of the host is not borne by a single person.

The conference will be an APCDA Conference. The APCDA Officers and Program Committee are responsible for:

1. Paying all approved expenses. Expenses must be approved by APCDA before they are incurred.
2. Collecting all income. APCDA will market the conference internationally, set the registration fees, and collect the registration fees.
3. Selecting the conference content and schedule. APCDA will select and invite speakers, select presentations, set the schedule, and make the final decisions about special events, such as a reception, tours, etc.
4. Preparing all conference materials. APCDA will supply nametags, programs, handouts, etc.

The hosts are not expected to provide financial support for the conference. However, the host may incur expenses while making arrangements and meeting for planning purposes, etc. We ask the host country/region to cover these expenses.

The host is responsible for:

1. Identifying and previewing possible locations for the conference. APCDA will describe the type of space it needs and the host will identify suitable options. The APCDA Officers will be responsible for choosing the location. The host will clarify the facilities' costs and make sure APCDA has accurate information about expected expenses.
2. Identifying caterers who can provide lunches, tea and coffee for breaks, snacks and beverages at a reception, and related services to APCDA. The host will clarify the costs and make sure APCDA has accurate information about expected expenses.
3. Identifying and arranging visits to local attractions, either related to career planning or of general interest to international guests, which can be offered as optional tours. The host will clarify the costs and make sure APCDA has accurate information about expected expenses.
4. Translating APCDA's marketing information into the local language and assuring that local career development professionals are aware of the conference.
5. Obtaining visas for attendees

Other optional requests may be made of the host, but the host is not obligated to fulfill these requests. These optional services might include:

1. Formally welcoming the attendees to the conference
2. Advising APCDA about which international speakers would be most interesting to local career development professionals.
3. Advising international guests about local sight-seeing and transportation
4. Providing information about local customs to attendees
5. Purchasing small local gifts for speakers, at APCDA's expense

6. Providing transportation for an important keynote speaker
7. Identifying a local printer that can accept camera-ready materials in English by email and have them printed before the event.
8. Identifying entertainment options for the opening reception.
9. Identifying local people who are willing to assist with registration, guide guests, etc. during the conference.
10. Receiving packages of materials shortly before the conference and bring them to the conference location.

Proposal to Host an APCDA Conference

If you are interested in hosting an APCDA Conference, please send a written proposal that includes this information:

1. Facilities

APCDA needs information about where the conference might be held, various types of conference facilities, and their cost. APCDA tries to keep the cost of registration as low as possible, so low-price options are preferred.

APCDA usually holds a 2.5 day conference, with optional tours following and/or preceding the conference. The conference could start at 9AM the first day and end at noon the third day, or it could start after noon the first day and end at 6PM the third day. Usually, there is a reception after the last session on the first day.

We expect about 150 attendees, but we want a space that could hold 200 people theater style (chairs facing the front, without tables). It is always nice to have a room with tables for lunch, but we can be flexible. Some locations provide a different room for lunch. Others set up tables in the large room for the full day. Yet others ask the attendees to use the meeting rooms and move the chairs so they can talk to their friends while they eat, then move the chairs back afterward.

Here are some possible plans

	Day 1	Day 2	Day 3
Plan A	9 AM - 8 PM 1 room for 200 4 rooms for 50	9 AM - 6PM 1 room for 200 4 rooms for 50	9AM - 1 PM 1 room for 200 4 rooms for 50
Plan B	1 PM - 8 PM 1 room for 200 4 rooms for 50	9 AM - 6PM 1 room for 200 4 rooms for 50	9AM - 6 PM 1 room for 200 4 rooms for 50
Plan C	9 AM - 1 PM 1 room for 200 1 PM - 6 PM 4 rooms for 50 6 PM - 8 PM 1 room for 200	9 AM - 6PM 4 rooms for 50	9AM - 1 PM 1 room for 200
Plan D	1 PM - 8 PM 1 room for 200	9 AM - 6PM 4 rooms for 50	9AM - 12 PM 4 rooms for 50 12 PM - 6PM 1 room for 200

2. Food and reception

APCDA needs information about the cost of food. The details can be confirmed later, but general information should be included in the proposal. The conference needs to provide tea and coffee during morning and afternoon breaks plus some small snacks such as rolls or cookies. We need lunches on the two full days. We need to provide a reception the first evening, which includes something to eat (finger-food) and beverages. The types of food and beverages depend on the country/region. We would like to serve food that is typical and appropriate in the local area, but that will also appeal to international guests.

3. Hotels

Our attendees will make their own hotel arrangements, but we are concerned that hotel prices are reasonable. Please provide the names of a few hotels near the conference facility and the prices for single and double rooms.

4. Sightseeing

International guests want to learn about the culture of the host country/region. They want to visit some of the historical sights that the host country/region feels best represent its culture. The proposal should list some possible sights that could be visited by attendees. If there are local tour companies who offer such tours for small groups, this is ideal. If there is one site that International guests must see, we could arrange an optional tour to this sight before or after the conference. Entertainment consisting of local cultural performers during the reception is also encouraged. Guests would love to see a short performance of traditional crafts, dancing, or music.

Naturally, we are also interested in career planning services. If possible, each APCDA Conference will offer tours to some local career planning programs (in schools, colleges, government or private agencies, or corporations).

5. Support

APCDA would like to know about the host group. How many people are part of the host group? How many of these people are likely to work closely with us? Is the host group connected with the government, a school, private company, etc.? Are the people working closely with us volunteers, or is this work part of their job? What is the level of interest among the local population? How many local people are likely to attend this conference?

If possible, a letter of support would be helpful. If there is a person who has the authority to assure that this conference will be supported by a local organization, it would be helpful to include a letter from this person in the proposal. This assures APCDA that this conference is valued locally.

Please submit a proposal that addresses these five issues.