

Guidelines for Hosting APAC Events

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**AUTHORSHIP**

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1. PURPOSE

This document provides guidelines for APAC members hosting the APAC events, including the APAC Annual Meeting.

1. RESPONSIBILITIES

The host organisation is responsible for all arrangements, venue logistics and onsite real-time support.

1. VENUE

3.1 The meeting venue and accommodation for attendees should be in a four or five-star hotel.

***Note: The daily room rate should not exceed about USD 250.***

3.2 Alternative accommodation for attendees who prefer a cheaper room rate should be available in a two and a half or three-star hotel that must be in vicinity of the venue hotel or easily and safely reached by public transport.

3.3 All venues and accommodation options must be safe and secure. Unfortunately there have been instances in the past where APAC member delegates have felt unsafe or have had items stolen during the meeitngs or at the recommended hotels. The meeting venue selected must have adequate on-site security to avoid unauthorised persons from entering meeting rooms or meeting areas (especially during refreshment breaks and lunches) and removing personal property such as bags, wallets and laptops.

3.4 A special conference room rate should be negotiated with the hotels. The accommodation cost per night should include breakfast and complimentary internet access. This should be taken into consideration when negotiating with the venue, as many venues charge varying rates for meeting facilities, depending on the number of rooms booked.

3.5 A block booking of about 50 rooms at the conference rate should be made at the conference venue hotel. A block booking for about 30 rooms could be made at the alternative hotel. Bookings should be for a minimum of 5 nights depending on the annual meeting schedule.

3.6 APAC cannot guarantee any block room bookings made, and is not responsible for any block room bookings which are not taken up by meeting attendees or for any postponement or cancellations that may take place. Those matters are between the host organisation and the relevant hotels and venues to manage.

1. BUDGET AND REGISTRATION FEES

4.1 The budget should be set so the host organisation is not subsidising the cost of hosting the meetings. Participants may therefore be charged a registration fee.

4.2 Except as otherwise approved in advance by the Executive Committee, the registration fee for the full meeting period (6-8 days) should not be more than about USD 1,600 per attendee (this excludes any accommodation charges). The fee should cover at least the following:

1. Venue/meeting room hire and set up. This should include provision of water etc. on tables; organisation name plates for MRA Council and General Assembly meetings; power cables with power points for attendees’ laptop computers in each meeting room; multi-media projectors in each meeting room; wireless internet connection in each meeting room for all registrants;
2. Microphone hire (see below for specific requirements);
3. Morning and afternoon teas; and lunch for each day of the meetings;
4. Welcome reception;
5. Conference dinner;
6. APAC Secretariat room and hire of associated equipment (see below for specific requirements) *(Note: this room is staffed by the host organisation and is for the support of the meetings and delegates)*

4.3 To encourage early registrations for the meeting, the host should offer an early bird discount (say, USD 200). It is acceptable to charge extra (say, USD 100) for late registration.

4.4 A lesser registration fee should be set for accompanying persons to cover attendance at lunches and social functions.

4.5 The following fees are indicative for the meeting combinations described:

* USD 550 (for those attending only the Opening and the committee meetings)
* USD 325 (for those attending only the MRA Council Meeting General Assembly meeting);
* USD 225 per day for Lead Evaluators\*, who would not normally attend the MRA Council meeting, but who may be required to present evaluation reports to the MRA Council (This fee may be waived at the discretion of the host).

4.6 The host should discuss and agree with the APAC Secretary the magnitude of the fees before invitations are sent out.

4.7 The registration fee may be charged in the currency of the host economy.

4.8 The registration fee for the APAC Secretariat will be paid for by APAC.

4.9 The host may decide to host and cover the cost of some social activity during the week of the meetings.

4.10 There is no requirement for gifts or souvenirs to be given to delegates. If the host chooses to do so, this will be at the host’s discretion and any cost is to be borne by the host and not included in the registration fees. Any such gifts or souvenirs need to be small and easily carried by recipients, and not present biosecurity or other security related risks during travel. Please avoid excessive packaging.

4.11 The host is responsible for providing the APAC Awards (see APAC COM-005) which are normally presented at the Welcome Session or Official Dinner during the annual meeting week. The host can choose when the Awards ceremony should take place.

4.12 The physical APAC Award may reflect the culture of the host economy and should not be too bulky or heavy to assist the award recipient taking their award back to their home economy (please note that inclusion of organic materials (wood, plant material, etc.) in the award may become a biosecurity issue at the border for some economies. APAC Awards also include an APAC certificate that the host will prepare, print, frame and provide to the Award recipients during any awards ceremony. The template for the certificate is available from the APAC Secretary.

1. ANNUAL MEETING SCHEDULE FOR THE WEEK

5.1 A template to be used as the starting point for the development of the schedule for the annual meetings is given in APAC FMTG-001.

5.2 A final schedule for the annual meetings will be developed and sent by the APAC Secretariat to the host by 30 September in the year prior to the meeting.

5.3 The APAC Secretariat will advise the host organisation each year if a seminar or workshop(s) is to be included in the program.

5.4 The following general points should be noted:

1. the conference dinner to which all delegates are invited should be on the evening before the General Assembly. The host has the discretion to invite other representatives from the host economy to this event. Where possible, it is preferable for the conference dinner to be held in a different venue to the meetings, to enable delegates to have a change of scenery. Incorporation of local cultural specialities, such as food, beverages or entertainment, is also encouraged, but is not mandatory. If a different venue is chosen, the travel time in peak hour traffic should be taken into consideration. The host may identify reserve tables for seating of signatories and VIPs, and communicate this to the relevant guests. If a run-sheet or order of proceedings is necessary during the opening session and or APAC dinner, the host shall prepare this in consultation with the people that have specific duties to perform, e.g. welcome address, awards presentation, etc.;
2. the start time for meetings should be 8:30 am and the finish time 5:30 pm;
3. lunch breaks should be 12.30 pm – 1.30 pm each day;
4. refreshment breaks should be 10.15 am – 10.30 am and 3.15 pm – 3.30 pm each day;
5. a photo-session should be held from 10:00 am to 10:30 on the last day of the meetings.
6. MEETING PROTOCOL

6.1 Only designated representatives and committee members (and designated alternates for the MRA Council), as listed in the current APAC General Assembly and MRA Council lists are entitled to attend the respective meetings. In addition, other parties invited (see section 12 below) may attend the General Assembly meeting.

6.2 If the designated representative to the General Assembly is not able to attend and wishes to nominate an alternate representative, (s)he must inform the APAC Secretariat using form APAC FGOV-002 to authorise an alternate.

6.3 Any other person wishing to attend as an observer must seek the permission of the relevant Committee Chair, Council Chair or APAC Chair before the meeting commences.

6.4 Hosts of APAC meetings are asked to be sensitive to the geo-political issues in the region. In particular, APAC follows the APEC protocol in relation to the names of member economies. National flags are not used at APAC meetings.

1. ROOM ARRANGEMENTS

|  |  |  |
| --- | --- | --- |
| Opening ceremony: | * theatre style for 200+ people
* front podium for dignitaries
* front podium microphone
 |  |
| Executive Committee and MRA MC meetings: | * tables in a hollow square for 16 people or Boardroom style
* ability to project documents on a screen or wall
 |  |
| General Assembly and MRA Council: | * tables in a hollow square/rectangle arrangement or theatre style for 120+ people
 |  |
|  | * head table:
 | * Chair, Vice Chair, Secretary, Chair-elect, Vice Chair elect (5 people in total);
* minimum 3 microphones (2 at the head table, and 1 roving microphone which must be passed to speakers from the floor by a ‘runner’ person provider by the host);
* it is good if the head table is on a raised dais so that the Chair may see and be seen by all delegates;
 |
|  | * other tables:
 | * 2 seats for each Full and Associate Member;
* for the GA only: additional 1 seat for each Affiliate, SRB representative, and other invited guests;
* 1 microphone between 2 people
 |
|  | * if hollow square/rectangle is used (not necessary for theatre style), behind side rows of tables of the hollow square/rectangle:
 | * Row of chairs for observers
 |
|  | * a lectern for occasional speakers;
 | * 1 microphone
 |
|  | * name plates:
 | * Chair, Vice Chair, Secretary, Chair-elect, Vice Chair-elect
* Full and Associate Members (ORGANISATION ACRONYM, Economy), Affiliates (ORGANISATION ACRONYM, Economy), APEC SRBs (APMP, APLMF, PASC), other invited guests e.g. EA, ILAC;
* Colour-coded name plates to be large enough to be seen from the head table; design and lettering is at the discretion of the host but colour-coding should differentiate between Full Members, Associate Members, Affiliates, and other invited guests
* Names plates should be placed in groups with Full Members in the front, then Associate Members, then Affiliates, then others at the back of the room. Within each group the names plates should be placed in alphabetical order on the ORGANIZATION ACRONYM starting at the right of the first row (when looking at the stage) and then working across the rows towards the back of the room if theatre style seating is used.
* Please note that if programmable microphones for each seat are used then the ACRONYM NAME must be correctly assigned to each seat. Generally, it is preferred **not to use** this technology as seating arrangements and size of delegations are often changed at the last minute.
 |
| Committee meetings: | * tables in a hollow rectangular arrangement, or theatre style for up to 100 people
 |  |
|  | * head table:
 | * Chair, Vice Chair and Secretary, Chair-elect, Vice Chair-elect;
* minimum 3 microphones (2 at the head table, and 1 roving microphone which must be passed to speakers from the floor by a ‘runner’ person provider by the host).
* It is good if the head table is on a raised dais so that the Chair may see and be seen by all delegates
 |
|  | * other tables:
 | * seating for 80 - 100 people;
* 1 microphone between 2 people
 |
| Working Groups  | * tables in a hollow square/rectangle;
* 4 break-out rooms for up to 20 people each
 |  |
| All meetings: | * multi-media projector with laptop computer; adequate electronic cables and power outlets around the table to enable participants to access power for their laptops; 2 microphones at the head table, and at least 1 roving microphone which must be passed to speakers from the floor by a ‘runner’ person provider by the host;
* on-call IT and connectivity support at every meeting
* all meeting rooms should be lockable, or under surveillance, so that delegates may leave papers, laptop computers, etc. on tables during refreshment breaks.
 |

1. MEETING SECRETARIAT ROOM

8.1 The host is responsible for providing secretariat support and personnel.

8.2 A separate lockable secretariat room shall be provided:

1. available from beginning to the end of the meetings;
2. at least 3 full-sized desks;
3. big enough for three people to work simultaneously without getting in each other’s way;
4. permanently staffed by at least 1 person with good written and spoken English;
5. Multi-Function Centre (scanner, printer, photocopier); adequate supply of A4 printer paper;
6. at least 2 internet enabled computers with at least Word, Excel, PowerPoint (English version) and with USB port (for “memory sticks”);
7. at least 3 separate PCs with Internet connection;
8. usual office supplies – staplers, hole punchers, folders, filing trays, plastic sheet protectors, etc.
9. MEALS

9.1 Meals during the day should not be too elaborate or heavy. Lunch should be served in a location close to the meeting room(s), and should be simple in style, and managed for quick service so that the entire meal can be seated, catered and finished in less than 45 minutes. Buffet meals with a selection of hot and cold food are preferable but adequate seating needs to be available also.

9.2 A range of dietary requirements must be catered for. These include but are not necessarily limited to vegetarian, halal, and gluten-free.

9.3 Morning and afternoon refreshment breaks are to provide coffee, tea and water or juice, plus some biscuits, simple cakes or similar, and fresh fruit.

1. PHOTOS, RECORDING, PRESS and INTELLECTUAL PROPERTY

10.1 APAC reserves the copyright and ownership of any intellectual property created during the meetings, including any pictures, videos and other media which APAC may make publicly available during and after the event to promote APAC objectives, including on social media.

10.2 There shall be no video or sound recording during any APAC meetings. Video and sound recording can be undertaken during the opening session and APAC dinner.

10.3 Members of press shall not be permitted to attend any APAC meetings, except for the opening session if it is allowed by the host.

10.4 If the host wishes to organise interviews, etc. between members of press and authorised APAC representatives they shall plan this well in advance of event, including drafting the appropriate question and answer script formats, etc. The host is to contact the relevant authorised APAC representative (normally the APAC Chair) in advance to request their availability and willingness to be interviewed or otherwise recorded.

1. CONFERENCE WEB SITE AND REGISTRATION FORMS

11.1 The host organisation is expected to set up a dedicated web site for the APAC meetings. As a minimum the information provided should include details of:

1. meeting venue, including address, telephone and web site address (if applicable);
2. address etc. of alternative accommodation;
3. how to get from airport to hotel, including average cost of taxi fare;
4. taxi; airport bus; train; subway (please advise whether taxis accept credit cards);
5. map showing relationship of venue to subway, train station, major shops etc;
6. weather typical at time of meeting;
7. currency and equivalence to USD; availability of currency exchange;
8. electricity voltage; power point plug configuration and plug pictures (e.g. round 2 point plug);
9. typical hours of operation and location of shops, banks, post office;
10. location of automatic teller machines (ATM) near hotel and at airport;
11. accurate description of what is covered by the registration fee, i.e. attendance at meetings for which the person is the designated representative of their accreditation body; morning and afternoon teas; lunches; welcome reception; dinner.

11.2 The dedicated website and registration process shall include:

1. a declaration acceptance step within the registration process that records each registrant accepts and will abide by [APAC FGOV-007](https://www.apac-accreditation.org/publications/gov-series/) *APAC Confidentiality and Commitment Declaration*; and
2. does not include the economy name ‘Taiwan’ but instead uses the name ‘Chinese Taipei’ (this is the naming convention adopted by APEC);
3. makes it clear on the website which meeting sessions are closed to specific people or are open more generally as follows:
4. ADAPT Project Steering Committee – CLOSED (only PSC Members);
5. APAC MRA Management Committee (MRAMC) – CLOSED (only MRAMC Members);
6. APAC Executive Committee (EC) – CLOSED (only EC Members);
7. CPC, TC1, TC2 Working Groups – OPEN to all APAC Member and Affiliate personnel;
8. CPC, TC1, TC2 – OPEN to all APAC Member and Affiliate personnel;
9. APAC MRA Council – CLOSED (only APAC MRA Member Delegates and Alternates (and their personnel if MRA Council Chair has approved in advance) - APAC Affiliates **cannot** attend and should not register);
10. APAC General Assembly – CLOSED (only APAC Member or Affiliate Designated Representative or Proxy (and other personnel if APAC Chair has approved in advance), Representatives of APMP, APLMF and PASC, and guests invited by the APAC Chair);
11. APAC Nominated Evaluators training (if included in the schedule) – CLOSED (only APAC Nominated Evaluators and trainers can attend);
12. APAC Lead Evaluators Workshop (if included in the schedule) – CLOSED (only APAC Lead Evaluators can attend)
13. a statement inviting registrants to ensure that they have appropriate travel and health insurance;
14. a statement that APAC reserves the copyright and ownership of any intellectual property created during the meetings, including any pictures, videos and other media which APAC may make publicly available during and after the event to promote APAC objectives, including on social media; and
15. the electronic payment of registration fees needs to be tested prior to finalising the website, ensuring the integrated payment system can be used across all APAC member economies, and that cancellations and refunds can be efficiently managed. Please ensure the payment platform hat is selected accepts all major credit cards and foreign transitions.

11.3 Electronic registration and accommodation booking forms are also recommended, or at least a link to the accommodation provider(s) websites.

11.4 Registration and attendance documents should clearly note any meeting that is not open for attendance by all delegates, such as the Executive Committee meeting and MRA Council meeting, and in some circumstances any peer evaluator workshop (see the list above).

11.5 The APAC Secretariat shall, upon request, supply an electronic copy of the logo to the hosts of the APAC meetings.

11.6 See form APAC FMTG-002 for registration form example.

11.7 See form APAC FMTG-003 for accommodation reservation form example.

11.8 At least two weeks before the meetings start, the Host shall review the list of registrants to ensure each registrant is associated with an APAC Member or Affiliate and is eligible to attend the relevant session or meeting that they have registered for. Any anomalies shall be resolved by the Host and the registrant.

11.9 At least two weeks before the meetings start, the Host shall prepare registration lists (name, associated accreditation body, and registrants email address) in MSExcel or MSWord formats for each session and meeting, and send these list to the following persons with a copy to the APAC Secretariat:

|  |  |
| --- | --- |
| **Session/Meeting** | **Send registrant list to** |
| Subcommittees, Working Groups and specialist meetings (e.g. APAC-PTB ADAPT) | Chairs and Convenors |
| Technical Committees, CPC | Chair and Vice Chair of the Committee |
| Evaluator and Lead Evaluator events | MRAMC Chair and Vice Chair and CBETWG Chair |
| MRAMC | APAC Secretariat |
| Executive Committee | APAC Secretariat |
| MRA Council  | Chair and Vice Chair |
| General Assembly | Chair and Vice Chair |
| Specific capacity building and training events | Organiser of the event and CBETWG Chair |

11.10 During the sessions and meetings the Host shall arrange for a participant signing sheet to be circulated and signed by each person attending the event. The Host will then scan these participant signing sheets in low resolution (i.e. small file size) and email them to the respective persons identified above for the record, with a copy to the APAC Secretariat.

1. PAYMENT OF FEES

12.1 Arrangements should be made to accept payment by cheque, International Money Transfer, bank draft and major credit cards including Visa, Mastercard, American Express.

12.2 Although credit card facilities for payment of fees is preferred, if acceptable to the host, payment by International Money Transfer or international bank draft is acceptable.

12.3 Online/electronic registration forms should also allow electronic payment. Electronic payment systems need to be tested carefully for each APAC member and Affiliate economy access prior to release to ensure normal internationally accepted credit card, payment platforms (e.g. PayPal, etc.), electronic funds transfer (wire transfer) transactions are checked and accepted by the hosts banking system. Upon payment, payment confirmations and receipts are to be issued, and the system should enable cancellations and refunds of payments quickly and efficiently if necessary.

12.4 Payment of fees is preferable at the time of registration. Arrangements to collect registration fees at the meeting should be available, but not promoted.

1. INVITATIONS AND REGISTRATIONS

13.1 The host is responsible for preparing invitations to:

* all APAC Full and Associate members and Affiliates
* APAC Chair, Vice Chair and Secretary
* APAC MRA Council Chair and Vice Chair

13.2 The invitation letter, registration form, etc. should be sent to the APAC for checking in advance of distribution. The APAC Secretariat will send invitations and registration reminders on behalf of the hosts.

13.3 The APAC Secretariat will formally invite the following:

* Chair of APEC SCSC
* Chairs of APMP, APLMF, PASC
* Chairs of AFRAC, ARAC, EA, IAAC, ILAC, SADCA
* Representatives of IAF and ILAC

13.4 The host organisation may invite its domestic regulators and other interested parties to attend the opening ceremony and seminar. Participation by government, regulatory bodies, industry and consumer groups from the host country is particularly encouraged.

13.5 Once registration is open, the host organisation is to prepare and update the registration lists for each event/meeting and forward it to the APAC Secretariat on a monthly basis, and one a weekly basis in the last 4 weeks before the annual meeting.

1. REGISTRANT’S WELCOME

14.1 The host shall make arrangements to register all delegates as they arrive.

14.2 A simple welcoming pack should be available for each registrant on registration at the meeting venue. The pack should contain as a minimum:

* name tag
* writing pad
* pen
* program for the week, including details of room venue for each meeting
* tickets or vouchers for conference dinner, welcome reception, etc.
* map of the city with public transport links (subway, etc.) marked

14.3 There is no requirement to provide printed copies of meeting papers to delegates.

14.4 The host shall prepare and distribute meeting attendance lists to the secretary of each meeting.

14.5 The host may provide a bag or satchel. This should be practical for re-use by the recipient after the meeting and may be an example of a local handicraft. The bag or satchel should not be heavily branded to encourage its subsequent re-use for another purpose.

1. OPENING CEREMONY

A suitable local dignitary, e.g. relevant government Minister, should be asked to open the week of meetings and give a keynote address.

1. PROGRAM FOR ACCOMPANYING PERSONS

16.1 It is not necessary to provide a program for accompanying persons but this may be done if the host wishes. At the least, relevant tourist information for accompanying persons should be made available or references provided to a reputable tour service in the host city for this information.

16.2 A separate charge for accompanying persons to attend any social events is acceptable and details should be included in the registration form.

1. LIABILITIES, INSURANCE AND CANCELLATIONS

17.1 The host is responsible for any liabilities, damages, insurance matters, cancellations and penalties that may arise in hosting the event. APAC will not be held responsible for any liabilities, damages, unfulfillment of minimum room booking quotas, claims or penalties, made in association with the event from any party including the host, venue, or from individual registrants.

17.2 The host may wish to ensure any hosting, venue and accommodation arrangements that are made are cancellable free of charge as APAC is not in a position to fund any penalty charges if the event is cancelled due to any reason (for example including, but not limited to, any health, political, security or environmental concerns).

1. AMENDMENT TABLE

 This table provides a summary of the changes to the document with this issue.

| **Date** | **Section(s)** | **Amendment(s)** |
| --- | --- | --- |
| 2025-09-04 | All | Minor changes to improve clarity. |
| 2025-01-24 | 7, 11 | Minor changes to improve clarity. |
| 2024-08-23 | All | Update following experience of 2024 Annual Meeting. |
| 2024-05-06 | 4, 10 and 11 | Update monetary amounts to take into account inflation, added reference to APAC Awards, and updated financial transaction expectations based on past meetings. |
| 2023-07-01 | 7, 10 | Editorial clarifications based on experience at the 2023 Annual Meeting.  |
| 2023-02-01 | 1.1 | Minor adjustments to improve wording and additional content based on past APAC events. |
| 2019-01-01 | All | New issue on establishment of APAC. Based on APLAC SEC 041 Issue No 12 and PAC-SECR-005 Issue 1. |