



# Upcoming Meetings



# Outline

- ▶ Seoul, Korea (Aug 2011)
- ▶ Taipei, Taiwan (Nov/Dec 2011)
  - Call for Research Proposals
- ▶ Meetings in 2012 (Australia, Dubai, Osaka)
- ▶ Sponsorship matters
- ▶ Delineation of Asian EMS Council Meeting and PAROS Open Meeting

# 1. Meeting In Korea

## 2011 EMS Summer Symposium: The Korean Council of EMS Physicians

- ▶ 23 to 24 Aug 2011: Consensus meeting for Giving CPR during Ambulance Transport
- ▶ 25 Aug 2011: CME Course for EMTs
- ▶ 26 Aug 2011: Main Conference on EMS Medical Direction for Improving Resuscitation



## 2. Meeting In Taipei, Taiwan

### National PAD Meeting

- ▶ 30 Nov to 2 Dec 2011

### PAROS Open and EXCO Meetings

- ▶ 3 Dec 2011

## 2. Meeting In Taipei, Taiwan

### National PAD Meeting

- ▶ 30 Nov to 2 Dec 2011

### PAROS Open and EXCO Meetings

- ▶ 3 Dec 2011

### Call for Research Proposals

- ▶ Submission template ('New Study Proposal Template') found on the PAROS website
- ▶ Deadline for submission: 1 Nov 2011
- ▶ Open to PAROS EXCO & General Members

# 3. Meetings in 2012

- ▶ Australia
- ▶ Dubai
- ▶ Osaka

# 4. Suggested Guidelines for Organising Country



## ▶ Sponsorship Plan

- Comprehensive budget to be worked out by PCO in hosting country during the planning phase
- Sponsorship plan (who is sponsored and entitlements) should be worked out. Once conveyed to sponsored party, entitlements should not change
- A comprehensive plan for sponsor should be worked out during the planning phase (sponsorship amounts and entitlements)
- Presentation slots and venue of allocated display booths should be clearly conveyed to sponsors in a timely manner
- Instructions for how money should be transferred from sponsor to organising committee should be clearly conveyed

# 4. Suggested Guidelines for Organising Country



## ► Communication

- Sponsorship entitlements to be conveyed clearly by PCO, keeping secretariat involved if secretariat is involved in collation of information
- Mode of reimbursement should be clearly conveyed if sponsored party has to incur out-of-pocket expenses first
- PCO should be responsive to enquiries (ideally answered within 3 working days)
- Contact details of liaising persons in the PCO for specific responsibilities could be worked out prior to the meeting (e.g. for accommodation, for flight etc)



# 4. Suggested Guidelines for Organising Country

## ▶ Logistics

- Where possible, a floor plan could be provided so that liaising parties could have an idea of event set-up
- Meeting room venues should be decided at least 1 month before event to give adequate time for dissemination of information
- Where a dinner is held, the venue of the dinner and the instructions for getting to the place should be clearly disseminated at least one week before the event



# 5. Asian EMS Council Meeting and PAROS Open Meeting – Future Models

	ASIAN EMS COUNCIL MEETING	PAROS OPEN MEETING
<b>Suggested Model</b>	General educational topics	Address specific research questions (e.g. in the form of the research proposals)