



Improving Outcomes from Pre-hospital and Emergency Care across the Asia-Pacific

GUIDELINES FOR HOSTING COUNTRY OF PAROS MEETINGS

The Pan-Asian Resuscitation Outcomes Study (PAROS) Clinical Research Network (CRN) organises at least two Executive Committee (EXCO) meetings a year to facilitate active scientific exchange. This is a guiding document for the hosting countries of PAROS meetings.

1. Sponsorship for EXCO

- 1.1. Budgetary costs and sponsorship plan should be worked out by the organising committee or the professional conference organiser (PCO) during the planning phase for the event.
- 1.2. Where possible, the organising committee for the hosting country should work towards getting sufficient resources (return economy airfare, accommodation for the period of PAROS meetings) for at least the four Co-Chairs *and* at least one country representative from the PAROS EXCO.
- 1.3. Sponsorship plans detailing the persons sponsored and the corresponding entitlements should be worked out by the organising committee or the PCO, in consultation with the four Co-Chairs.
- 1.4. Once the sponsorship plan has been worked out and conveyed to the sponsored parties, the entitlements should not change. Where the collation of information involves the secretariat, the secretariat should be kept informed of the entitlements for each sponsored PAROS member.

2. Dealing with Vendor Sponsors¹

- 2.1. The sponsorship packages for vendor sponsors will be determined by the PCO or the organising committee.
- 2.2. Presentation slots and venue of allocated display booths should be clearly conveyed to vendor sponsors in a timely manner.
- 2.3. Allocation and placement of display booths should be clearly conveyed by the PCO or organising committee. Allocation and placement of display booths should be discussed as part of the planning for the event. Where possible, a floor plan should be provided to aid in planning for the set-up.

3. Handling of Accounts & Reimbursement

- 3.1. Accounts pertaining to the organisation of the event should be handled by the PCO or organising committee.
- 3.2. Instructions pertaining to transfer of sponsorship monies or the reimbursement process should be clearly conveyed by the PCO or organising committee.
- 3.3. Required documents² shall be collated from the sponsored PAROS member by the PCO or organising committee for the purpose of processing the reimbursement in accordance to their existing policy(ies).

¹ Vendor sponsors refer to industry partners providing the sponsorship.

² Depending on the policies of the reimbursement entity, examples of required documents for processing can include ticket stubs, transport receipts, receipts of hotel accommodation etc. Where applicable, the PCO or organizing committee should also stipulate whether printouts or copies of the original documents are deemed acceptable.



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4. Communications

- 4.1. Contacts and corresponding areas of responsibilities (e.g. responsibility for accommodation, for reimbursement etc) of the liaison persons from the PCO or organising committee should be communicated to the secretariat and Co-Chairs during the planning phase.
- 4.2. The PCO or organising committee members should be responsive to enquiries and emails should be answered within three working days.
- 4.3. Meeting room venues should be decided at least a month before the event to give adequate time for dissemination of information.
- 4.4. When a dinner is planned, the venue of the dinner and clear instructions for transport arrangements or directions to the dinner venue should be disseminated at least one week before the event.