




## Future Meetings



Future meeting will be held in conjunction with EMS Asia 2016. Conference bidding opened for interested sites to submit their application. Please go to [www.emsasia.org](http://www.emsasia.org) for bidding documents.



**Asian EMS Council**  
EMERGENCY MEDICAL SERVICES COUNCIL

**Submit online to the Asian EMS Council**

Please do not send form to the Council. Approval by downloading material is advised.

**1. Name and Location**

1. What country is your event being held? (Country and City) Is an Association for Emergency Medical Services (EMS) involved?
2. The conference committee to be approved has a clear and comprehensive plan of a minimum of 10 speakers from the AEMC or the Asian Association for the Study of Trauma (AAST) research network
3. The leading members (agencies) of the responsible emergency services will attend and lead the conference
4. The conference will include the latest EMS award (individual, of honor, professional award) ceremony
5. The conference registration fee must include an option for participants to register on-site for a conference dinner and reception (see award registration fee). If the conference registration fee will be paid by AEMC
6. Where is the venue of the conference, a room including the following should be provided to the AEMC:
  - English details including the number and type of rooms offered
  - Rooming details by meeting (total number, conference)
  - Number of conference exhibit and conference registration, non-ability for registration. Do registration identifying images of registration to determine
  - Food/beverage/drink, dietary, special diet options
  - Local agents
  - Travel/itinerary
  - Transport information
  - Other information as appropriate

**2. Details of Proposed Site**

1. Name of Conference
2. Dates
3. City
4. Venue (If available)
5. Can an application for the venue be submitted to the Asian EMS Council, and the Asian EMS Council Emergency Meeting, conference, conference, and other appropriate through the AEMC?
6. Details of which features/amenities for meeting and conference (venue and capacity, AEMC is based on research on registration)
7. Is the venue for exhibition or open hall (optional)

**3. Number of days of conference (including pre-conference activities)**

**4. Theme of conference**

**5.2 Accommodation Costs**

1. Can the conference be supported by any local societies/institutions?

**5.3 Local Hospitality**

1. Will the conference be supported by any local societies/institutions?
2. Description of supporting services including: site, parking, network, etc.
3. What is the expected number of participants and the target audience (e.g. clinicians, nurses, etc.)?
4. What media, internet services, or exhibition requirements needed?
5. Will transport be provided to support engagement by mobile phones and internet access from the conference site?

**6.1 Goals for Registration**

1. What do you anticipate in terms of fees charged for the conference, and reasons for the conference? Please submit a budget proposal, using the information budget template
2. Can sponsorship be obtained for the conference? If so, please identify names of targeted sponsors

**6.2 Professional Conference Organizer (PCO)**

Employ a Professional Conference Organizer to be used by the Council. Please indicate the name and reference of the PCO.

**6.3 Other Relevant Details**

Please include any other details that you feel will support your application.

BUDGET FOR EMS ASIA CONFERENCE			
	No. of days/No. of ppl	Cost/Day	Total cost
<b>Coffee breaks and lunches for:</b>			
<b>Main Conference</b>			
e.g. 2 coffee breaks/ day			
e.g. lunch for first 2 days of conference			
<b>Workshops</b>			
e.g. 2 coffee breaks+1 lunch for EMS MD-workshop			
e.g. 1 coffee break+1 lunch for Dispatcher Course			
<b>Meetings</b>			
e.g. 1 coffee break for P/ROG meeting			
Gala dinner/transportation			
Gala dinner			
Souvenirs			
Organising Committee's Dinner			
<b>TOTAL COST FOR FOOD</b>			
<b>Conference rooms, Exhibition hall, workshop rooms, etc.</b>			
Consider costs for Amphitheater - plenary sessions, signage, poster supports, WIFI network, exhibition booths, etc. include a breakdown if necessary			
<b>TOTAL Conference Center resources</b>			
<b>Professional Conference Organizer</b>			
Consider costs for visual identity /logos / copyrights, invitation leaflet, Conference registration and credit card processing, conference booklet, proceedings, etc. include a breakdown if necessary			
<b>TOTAL organization and management</b>			
<b>Speakers and Organising Committee's Expenses</b>			
Speakers (main conference, workshop speakers/facilitators) travel and accommodation (include a breakdown if necessary)			
Tokens of Appreciation for speakers if necessary			
Program Committee (travel, meeting, etc)			
<b>TOTAL Speakers and Organising Committee's Expenses</b>			
<b>Conference Materials/awards</b>			
Hand out materials for workshop, meetings, etc.			

Please submit application form together with the budget form to: pek.pin.pin@sgh.com.sg

# Updates

- ▶ To date, we have received one application from Korea for August 2016