



## **Applications to Host the Annual Scientific Meeting of the Association of Paediatric Anaesthetists of Great Britain and Ireland. (2020)**

The membership of the Association has grown to over 1,000 in the last few years and in the recent years attendance at the meeting has been in the range of 300 to 500 delegates. It seems likely that this trend to larger meetings will continue and this puts constraints on the meeting in terms of facilities, infrastructure and the ability to deliver an effective programme. The type of conference facilities required to host a meeting of this size tend to be found in larger cities and are expensive to hire. In addition, the varied educational needs and interests of the expanding membership need to be reflected in the content of the meeting and increasingly the trend will be towards meetings with parallel streams, workshops and symposia etc.

The current outline meetings format is a two-day meeting held on a Thursday and Friday, usually in May, although in some circumstances this may be changed. (For example, the 2013 meeting in Cambridge will be in mid-June to fit in with University term times.) The Annual Scientific Meeting includes the Annual General Meeting for APA members. In some years the meeting

may be expanded to include a half-day session on the Wednesday to accommodate a sub-specialty or trainee symposium. A meeting of the APA Council usually takes place at the host centre the day before the meeting.

Currently we have accepted applications to host the Annual Scientific Meeting of the APA up until 2019, and bids are now invited to the meeting in 2020.

Bids should be submitted to:

The APA Meetings Secretary, currently Dr Alistair Cranston;

[alistaircranston@apagbi.org](mailto:alistaircranston@apagbi.org)

by 31<sup>st</sup> December eight years before the proposed date of the meeting. (Thus bids for 2020 to be submitted by 31 Dec 2012). The APA Meetings Committee will review submitted bids, usually within three months (by the end of February). If bids are received from more than 1 centre the successful bid will be chosen on the basis of the supporting information (see below) submitted from each centre. Feedback and advice will be given to centres whose bids are not successful and re-submissions for following years will be welcomed.

There are a number of groups who have expressed a wish to host the meeting in the following years. The APA Council has decided that to ensure fairness, future applications will need to present some supportive information to accompany their application.

Suggested information to support a bid should be no greater than 5 pages of A4. It will include:

A named lead local organizer, supported by his/her colleagues  
Conference Venue (size and available facilities)  
Approximate Costs for venue hire and other facilities\*\*

Feasibility for parallel sessions, breakout rooms, trade exhibition facilities, catering, Information technology support etc.

Accommodation and proximity to the venue

Transportation links

Venue for annual dinner and facilities

\*\* In recent years the overall costs of running the Annual Scientific Meeting and AGM have been in the order of £200,000. The Council of the APA is keen to provide members with a high quality meeting that is tuned to their educational needs and interests at a reasonable delegate fee. Equally, however, it is important for a charity organization of our size that meetings do not incur significant financial risk for the Association. It is therefore important for bids to include a realistic financial breakdown, although in the current financial climate it is recognized this may be difficult!

Further information including details of previous bids will be posted on the new APAGBI website in due course.

Please address any queries or requests for further information to the APA Meetings Secretary, Dr Alistair Cranston.