

## Call for Local Organizer of AAPPS-DPP2025,2026, 2027 and beyond

2024.2.16 AAPPS-DPP Board of Directors

AAPPS-DPP held face-to-face annual conference in Chengdu (2017), Kanazawa (2018), Hefei (2019), Nagoya (2023) and will have it in Malacca (2024). We welcome proposal of conference site and local organizer for 2025, 2026, 2027 and beyond. Please submit your proposal.

### Condition:

1. **Organizer and financial authority:** AAPPS-DPP is conference organizer and will have financial authority. Registration fee and other income will be collected by DPP. Contract to conference venue (hotel) will be made directly by AAPPS-DPP.
2. **LOC:** LOC is responsible for the technical operation under AAPPS-DPP. Key LOC members should have experience of operating large international conferences. For LOC expenses, LOC must be able to create bank account so that DPP can transfer money. All LOC expense plan must be approved beforehand by DPP CEO and DPP vice chair for budget. Expenses not approved may not be reimbursed.
3. **VISA:** LOC has to provide efficient VISA application responsibility so that no one will fail to join annual conference. LOC needs to assure that there is no visa restrictions for the participants.
4. **Venue room specification:** Venue should include Plenary Hall capable of 500 seats, 10 parallel session rooms whose capacity is over 50-70 seats depending on number of participants, good audio system and projectors, poster session room allowing 70 posters/day and 14 exhibitions or more depending on number of participants. Conference schedule similar to Kanazawa 2018 time table should be able to accommodate.
5. **Venue Cost:** Reasonable venue rent cost for a week (Kanazawa: 10% of total expenditure). Provision of free poster boards, pointers, projectors etc. from LOC are added value.
6. **Accommodation:** There should be reasonable price/ special room rate hotels with good accessibility to conference venue. LOC to provide hotels information.
7. **Meal arrangement:** Availability of restaurants and other eating places close to conference venue. For evening session, LOC to provide light meal.
8. **Reception:** LOC to provide free reception for 100-200 participants.
9. **Coffee break:** LOC to provide drink (tea, coffee, water) and snacks during coffee break.
10. **Local financial supports:** Existence of local (city, prefecture, etc.) financial supports are highly preferable.
11. **Banquet:** LOC to provide arrangement of conference dinner. Attraction during banquet provided by LOC is highly appreciated.
12. **Sponsor:** Existence of local sponsor, company exhibition/advertisement is highly appreciated.
13. **Local attraction:** LOC to provide local information including sightseeing places and local tour.
14. **Access, Climate and Emergency assistance:** LOC to provide access instruction from abroad, climate condition, assistance in case emergency of participants (health, accidents).
15. **Expected local participants:** LOC to bring local participants of ~100 or more. Reduced fee for local participants are subject to agreement with AAPPS-DPP.
16. **Conference week:** Proposed conference week should be October-November and not have conflict with other major plasma conferences.
17. Proposal should be submitted to CEO ([aapps.dpp.ceo@gmail.com](mailto:aapps.dpp.ceo@gmail.com)) by February 20. BoD will decide 2025, 2026, 2027 venues by March 10 based on information provided.

## AAPPS-DPP Annual Conference Invitation form

#	Item	Proposal
1	Proposer names and affiliations	1. 2. 3.
2	Proposed year and week	a) 2025, 2026, 20027, --- b) Sept/Oct./Nov. xx-yy
3	Name and address of venue	
4	Main Hall capacity	
5	Parallel session room capacities	
6	VISA support	
7	Venue expected cost (JPY)	
8	Accommodation	
9	Meal arrangement	
10	Reception	
11	Coffee break	
12	Local financial supports	
13	Banquet	
14	Sponsor	
15	Local attraction	
16	LOC bank account	
17	Operational experiences of large conference by LOC	
18	Other information/services	