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Description automatically generated with medium confidence

**APPLICATION TO HOST SYMPOSIUM**

1. **Details of Institution**

* Name
* Address
* Email Address
* Website

1. **Contact details of lead person in the bidding team:**

* Name
* Telephone Number (with country code)
* Email address
* Designation

1. **Institutional Contact person (Dean, Vice Chancellor, etc.)**

* Name
* Position
* Telephone Number (with country code)
* Email address
* Designation

1. **Please check the year(s) you are interested in hosting. (You may choose more than one option)**

|  |  |
| --- | --- |
| 2023 |  |
| 2024 |  |
| 2025 |  |

1. **Current relationship with AFREhealth**

*Mark only one*

|  |  |
| --- | --- |
| Institutional member |  |
| Individual member |  |
| Non-member |  |

1. **Please provide a summary as to why you should be selected to host the symposium**
2. **Describe your institution in short (public/private, vision, mission, which health professionals do you train?)**
3. **Please provide a rough expense budget estimate for 300 participants (see table). Fill in an estimate of the expenses (either fixed, per person, per day or per piece) for the different categories. Add rows as needed.**

|  |  |  |
| --- | --- | --- |
| **Rates in US Dollar** | **Rate per person** | **Rate per day** |
| **1.Conference facilities** e.g. Main hall, syndicate rooms |  |  |
| **2.Equipment and Materials** e.g. Audio-visual equipment, poster boards, |  |  |
| **4.Conference catering** Lunch |  |  |
| **5.Conference Catering** Dinner |  |  |
| **6.Conference Catering** Coffee Break |  |  |
| **7.Opening and Welcome Reception** e.g. Cocktail, Cultural Activity, music band |  |  |
| **8.Publicity/Visibility** e.g.media coverage, photography |  |  |
| **9.Miscellaneous** e.g. Conference package (Abstract book, bag, paper, pens, name tags) |  |  |
| **10.Management fee** |  |  |

1. **How do you plan to cover some costs related to the symposium (e.g. Opening and Welcome Reception, Conference bags, abstract book).**
2. **Sponsors: Provide a brief plan as to how you would attract sponsorship and funding for the Symposium. Provide details of a few organizations you would approach**
3. **Do you have the capability to organize and coordinate an Africa-wide Symposium of 300 + participants? Provide information in relation to time, personnel and resources necessary to do this.**
4. **Have you previously organized an event similar in scope, duration and size? Please describe.**
5. **What range of hotels catering for guests in different price categories is available? What is the capacity of those hotels to accommodate guests? Please provide estimates.**
6. **Describe the transportation possibilities to reach the location for International travelers (International Airport). How is the travel from the International airport to the conference location?**
7. **The AFREhealth symposium is held in the first week in August. Is this a suitable time for you? Motivate if not.**
8. **Is there a particular theme or topic that is relevant to your country and/or region you would like to suggest for the conference? (maximum 5 lines)**
9. **Visa requirements: Does your institution have experience in handling issues related to foreign visitors? Are there any places with known problems?**
10. **What are the tourist attractions in your city, country, and region?**
11. **Any other comments to strengthen your application?**
12. **Details of person completing the form:**

* Name:
* Position:
* Signature:
* Date: