

Hosting APC EB meetings

General requirements

**Asian
Paralympic Committee**

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1. Introduction

This document outlines the terms of reference for an organization wishing to host the Asian Paralympic Committee (APC) Executive Board (EB) meetings. It provides the main information needed to prepare an application, and, if such application is successful, the provisions for the organization of the event.

The APC EB usually meets twice a year. In the year of a General Assembly (GA), the APC EB holds a regular two-day meeting prior to or during the GA.

2. Schedule and Participants

3.1 Schedule

The provisional meeting schedule shall be as follow and is subject to final approval by the APC:

- **Friday:** Arrival of APC EB members
- **Saturday:** APC EB Meeting
- **Sunday:** APC EB Meeting
- **Monday:** Additional activity proposed by the host (if applicable) or departure.

3.2 Participants

In addition to the EB Members, a number of other individuals may attend the meeting for its entire duration or during specific sessions. The number of these additional attendees varies for each meeting in accordance with the agenda. The exact numbers will be communicated to the organisers prior to the meeting.

The following is an estimate of the maximum number of attendees:

Nr.	Description	Member
1	APC Executive Board Members	14
2	APC Standing Committee Chairpersons	3
3	Guides/assistants to the EB	3
4	APC Staff members	8

TOTAL: 28

Attendance to one meeting session only:

- Presenters/observers (*refer to item 6.4*) OCOG & other: 10 (depending on meeting agenda)

3. Facilities and Technology Requirements

4.1 It is preferred that the meeting facilities are located in a Conference Centre with adjacent hotel. All facilities need to be accessible or friendly to people with impairment.

The meeting room needs to be available for at least two full days (final meeting days to be confirmed by the APC).

4.2 The following facilities, equipment and services shall be provided by the organiser free of charge:

- Meeting room large enough for 30 people to sit comfortably (minimum of 10x15m).

(refer to Appendix C)

- Additional space for observers and media (10 seats along the wall).
- Tables (draped) for approximately 24 people. Shape: hollow rectangle with seating only on the outside (U-Shape). Minimum table space of 80 cm per person.
- Lectern with microphone for OCOG reporting sessions (if required).
- Standard audio-visual equipment (e.g., screen and projector for PPT presentations).
- Access to video conferencing equipment (optional).
- Digital audio recording of all meeting sessions.
- Five (5) microphones for five (5) participants at the head table and one (1) microphone per two (2) participants for the rest of the tables.
- Additional power sockets for laptop connection at each table.
- Nameplates for all EB members.
- Refreshments (water/soft drinks/candy or cookies).
- Coffee breaks (including, coffee, tea, soft drinks/juice and snacks).

4.3 The organiser shall provide free of charge access to internet in the hotel rooms and meeting facilities for all APC Executive Board Members and APC staff via WiFi or LAN cable.

Please note that the meeting sometimes includes an informal breakfast meeting session on the first day. It is recommended to hold the informal meeting session in a different room with a block table set up. Further details to be discussed with the APC.

4.4 The organiser shall provide free of charge an additional small meeting room set up as APC office. The office shall be available on the day when APC staff arrives at the host city throughout the full duration of the Executive Board meeting. The following facilities, equipment and services shall be provided:

- Work desks/ meeting table, including chairs for 10 persons
- One (1) printer (with possibility of wifi connection)
- High speed internet access for four (4) additional laptops (laptops provided by the APC)
- Standard office supplies (stapler, whole puncher, paper, etc.)
- Refreshments (water, coffee, tea, snacks)

4.5 The organiser shall provide one volunteer to assist the APC staff the day prior to and during the APC Executive Board meeting days.

4. Catering

The organiser shall make following arrangements, free of charge, for all participants of the meetings:

- **Breakfast:** international buffet breakfast, usually included in room rate.
- **Lunch:** served at meeting location.
- **Dinners:** served either at the hotel or alternative restaurant. One of the dinners shall be organised as an official/welcome dinner by the organiser.
- **Coffee breaks:** served at meeting location during each morning and afternoon meeting session, according to APC Executive Board meeting schedule.

Individual dietary requirements and other cultural and/or religious requirements shall be taken into consideration and will be provided prior to the meeting.

5. Accommodation

6.1 The organiser shall provide free of charge accommodation for the duration of the EB Meeting. The exact number of nights may vary and will depend on individual arrival and departure schedules. APC staff responsible for the meeting arrangements might already arrive a couple of days before the arrival of the first Board member.

6.2 Accommodation needs to be booked for the following individuals:

- APC Executive Board Members
- APC Standing Committee Chairpersons
- Guides/assistants/interpreter
- APC staff members

6.3 A maximum total of 28 rooms are required of which two (2) rooms must be wheelchair friendly and one (1) must be fully accessible. The APC will confirm the final number of required rooms and nights after the travel schedules have been confirmed.

6.4 The organiser shall assist presenters/observers attending the APC Executive Board Meeting in making hotel reservations. The organiser is not responsible for covering any costs associated with these attendees.

6. Transportation

The organiser shall provide ground transportation for all participants free of charge:

- To and from airport (or where relevant railway station) and the designated hotel.
- To and from hotel and meeting facility (if applicable).
- To and from hotel and restaurant (if applicable).

Wheelchair accessible transportation shall be made available, as required. All efforts shall be made to ensure that wheelchair users can travel together with their other colleagues.

The APC President shall have a dedicated car available at all times.

The organiser shall provide transportation services at the airport with personnel with English and local language expertise.

The organiser provides airport transfers only 24 hours prior to the start and after the end of the EB meeting.

The pick-up times are to be confirmed to the participants at least 24 hours prior to departure.

7. Site visit

A maximum of two (2) APC staff members may conduct a site inspection of the EB meeting venue and accommodation facilities to review and assist the NPCs preparations for the EB meeting. The organiser will cover the flights, hotel accommodation, meals and local transportation expenses for this site visit.

8. How to Apply

If your NPC is interested in hosting the EB meeting please express your interest to the APC by sending the following documents to APC secretariat at: info@asianparalympic.org:

1. Official letter from the NPC with expression of interest.
2. Detailed document/booklet including:
 - 2.1 Facilities, including sketch drawings, meeting room capacities and information on accessibility.
 - 2.2 Hotel description (including information on accessibility).
 - 2.3 Proposed hosting budget in local currency and USD.
3. Written guarantee of the availability of the official hotel (meeting room and hotel rooms).

Note:

- This document outlines the main requirements for the meetings of the APC Executive Board. Details will be discussed for each particular meeting with the organiser.
- The programme is subject to the schedule and the agenda of the APC Executive Board Meeting which shall be finalised four weeks prior to the respective meeting.

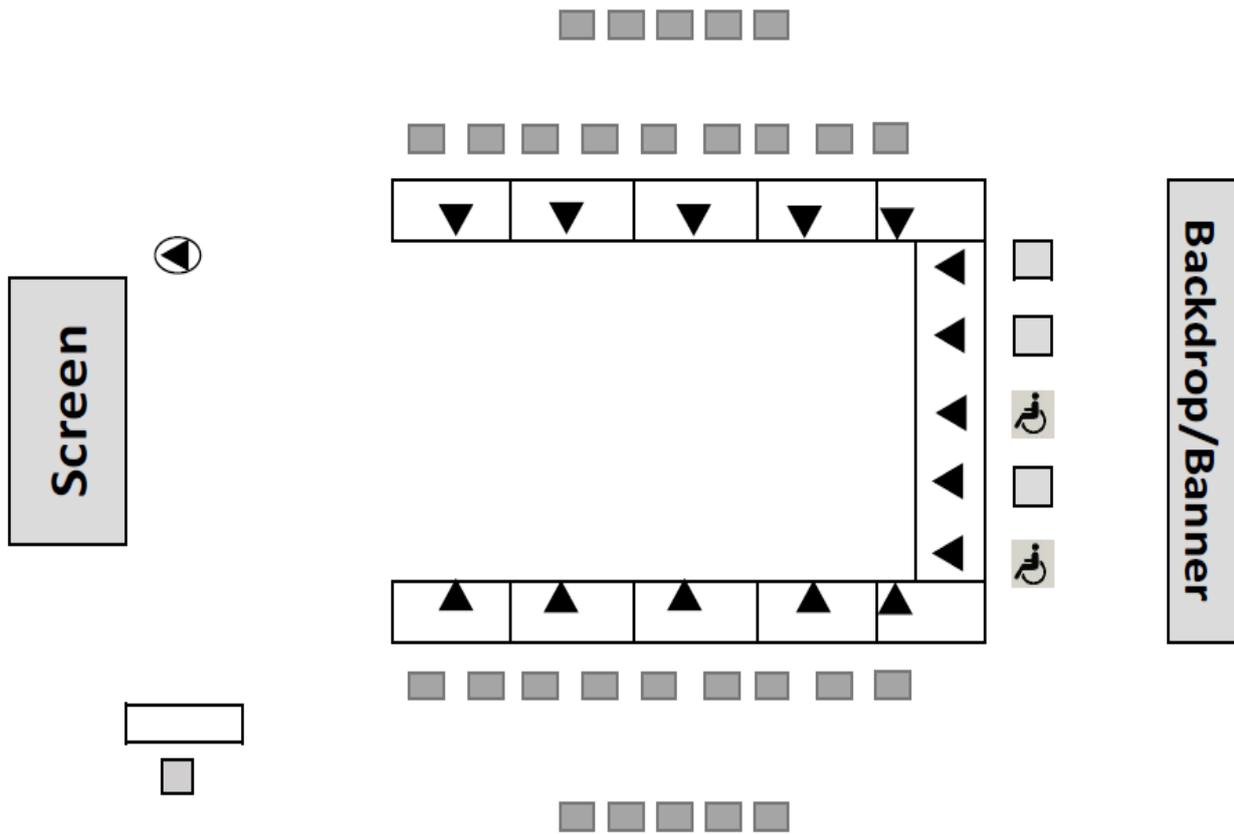
9. Appendix A: list of APC Executive Board members (February 2019)

Nr.	Name	Position	NPC
1	Mr. Majid Rashed	President	UAE
2	Mr. Mizuno Masayuki	Vice-President	JPN
3	Ms. Hyang Sook Jang	Vice-President	KOR
4	Ms. Zhao Su-jing	Vice-President	CHN
5	Mr. Tarek Souei	Chief Executive Officer	UAE
6	Mr. Jeong Min Lee	Athletes' Committee Chairperson	KOR
7	Ms. Nasanbat Oyunbat	Women in Sports Committee Chairperson	MGL
8	Mr. Michael Barredo	Sub-regions representative South-East Asia	PHI
9	Dr. Abdulrazak Banirasheed	Sub-regions representative West Asia	UAE
10	Dr. Rustam Babayev	Sub-regions representative Central Asia	KAZ
11	Mr. Manabu Aso	Sub-regions representative East Asia	JPN
12	Mr. Imran Shami	Sub-regions representative South Asia	PAK
13	Mr. Keng Chuan Ng	Member at Large	MAS
14	Mr. Abdulraheem Alsheikh	Member at Large	KSA

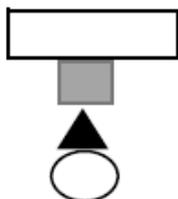
10. Appendix B: list of APC Standing Committees

Nr.	Standing Committees
1	Athletes' Committee
2	Women in Sports Committee
3	Games Liaison Committee
4	Legal & Ethics Committee
5	Medical & Sports Science Committee
6	Sports & Development Committee

11. Appendix C: Meeting Room Layout



Legend:



- Table
- Chair
- Microphone
- Lectern