

GUIDELINES TO HOSTING AN AAPPAC CONFERENCE / MEETING

1. Overview

AAPPAC as an association has grown steadily over the years. While it first started out with 13 founding members in 1996, it has grown to a network now of more than 70 members from Asia Pacific and beyond.

Hosting a conference is a privileged responsibility as aside from meeting the needs of the Association, it provides an excellent opportunity to showcase and promote the arts and cultural heritage of the country / state. Member hosts can therefore link with other arts festivals, cultural agencies as well as arts centres / venues, especially with fellow AAPPAC members from the same country / state to put together a programme that allows members to be informed and to appreciate the unique arts and cultural landscape of the country / state.

Therefore, we hope that every Member will be keen to host the Annual Conference at every available opportunity.

2. Hosting Guidelines

2.1 Procedure

Full Members of AAPPAC qualify to host any AAPPAC meetings and may express their interest to do so to the Secretariat at any time. Typically, host centres are confirmed 2 - 3 years ahead. The following gives a typical procedure for interested members who desire to host the annual conference:

- a) Express interest to Secretariat the year they are interested to host the event.
- b) Secretariat will table this expression of interest to the Executive Council (EXCO) who will then make their recommendation to Members at an appropriate Annual General Meeting (AGM).
- c) Where more than one centre has expressed interest, EXCO's recommendation will be determined by a majority decision amongst its Members.
- d) Members will confirm the recommendation at an AGM.

2.2 Conference Planning

In the planning of the conference, the Host should take note of the following issues:

Arts and Cultural Encounters

- a) The Annual Conference should take the opportunity to offer varied cultural encounters for the participating delegates and should not be a stand-alone administrative event. It could therefore coincide with an arts festival, an arts market or other similar events to add value to the programme.

- b) With the diversity of the AAPPAC membership, the Annual Conference needs to provide opportunities to experience the arts and cultural dynamics of the host country aside from fulfilling the professional development needs of the conference. The Host could organise signature performances, visits to art schools / precincts, other performing arts venues / spaces or other tours etc to help delegates appreciate the unique arts and cultural scene of the country / state.
- c) If there are other AAPPAC member-centres located in the same city as the Host, the Host is strongly encouraged to include the other member-centres to support and participate in hosting the Conference.

Programme

- d) The programme for the Annual Conference needs to engage the diverse membership. In particular, aside from programming, venue management and other topics that are more central to arts centres, broader issues of arts development and the industry would make for a more stimulating programme.
- e) The Host is strongly encouraged to engage EXCO as well as other Full and Associate Members to ensure that the programme content is interesting and relevant, to fulfil the objectives of the Annual Conference.
- f) In its planning, the Host will be guided by the Secretariat who will advise the Host on trending topics, programme scheduling and logistics. Of note, adequate time must be set aside for the business of the Association such as the EXCO Meeting, AGM and networking opportunities.
- g) As AAPPAC members relish opportunities for sharing, learning and discussions, the Host should ensure that there is sufficient time and platforms for interactions. This could be via:
 - Breakout discussions in smaller groups to engage on a variety of topics;
 - Questions & Answers at the end of keynote or panel sessions; and
 - Participatory elements in the sessions such as online voting, polls etc.
- h) In forming panel sessions, the Host should consider speakers that can contribute different viewpoints to the discussion topic as well as a seasoned moderator that can draw out discussions and provide provocations for responses. It would also help for the Host to arrange pre-session briefings to:
 - Allow moderators to engage panel members and discuss their approaches to the topic.
 - Enable moderators to plan for possible questions to kick-off discussions with the panel and delegates.
 - Inform the panel of logistical matters like timing, venue, audio-visual materials or aids, sound checks or technical rehearsals.
- i) Where possible, the Host should endeavour to meet common dietary restrictions and include clear food labels so delegates can make informed choices specially if they have

medical conditions or allergies. Some common dietary restrictions include vegetarian and vegan diets, celiac disease and gluten-free, lactose intolerant, halal.

Budget Proposal

- j) As AAPPAC's profile in the international community grows, its membership strength is expected to increase over the years. This would have an impact on hosting costs of AAPPAC's Conferences and meetings. In order to keep the registration fee affordable to encourage maximum participation from members, the Host is expected to bear some costs and undertake a level of hospitality and programming that enhance the event.
- k) Host centres would still be able to implement conference registration fees to participating Members to help recover partially the costs of hosting.
- l) To help reduce hosting costs, the Host has the option to seek sponsorship for hospitality events and the terms of acknowledgment during the AAPPAC event is to be determined in consultation with the Secretariat.
- m) The Host has to submit a budget breakdown and proposed registration fees to the Secretariat. This is to be reviewed and approved by the EXCO no less than four (4) months prior to the date of the meeting.
- n) Hosts should not expect to profit financially from the event but rather view the privilege of hosting as an opportunity to promote its venue/s and country to the broad membership.

Identify Official Hotel and Airline (where possible)

- o) For Annual Conference, an official hotel should be identified and special rates negotiated. Where possible, special airline rates for AAPPAC delegates would be an added advantage. Hosts are recommended to work towards minimising the cost burden of delegates to encourage maximum participation.

Consultation with EXCO

- p) Host centres should be expected to host an EXCO Meeting at least six (6) months before the Annual Conference.
- q) At this EXCO meeting, the Host is expected to present the Conference theme, programme including optional programmes, discussion topics, keynote and guest speakers as well as moderators, budget and registration fees for EXCO's approval.