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Foreword
This document is intended to provide the Local Organising Committee responsible for hosting the annual APDSA congress with information and guidelines for the varied congress aspects. As you browse through this guide, please refer also to the APDSA constitution.

This is by no means a comprehensive guide – it is intended to be a dynamic forum which evolves alongside the experience of APDSA. Please add to this guide from your experiences for the benefit of future organisers.

Local Organising Committee
The local organising committee is composed of the APDSA President and a select group of helpers from the host country. To help with the work load, it is advisable to use the services of a professional congress organising company to your advantage.

Scheduling
The congress is composed of 4-5 congress days and 1-2 post tour days. It is best to start the convention on a Monday and finish on the following Friday to allow the delegates the opportunity to extend their stay or accommodate their travel. The event is traditionally held during one of the last two weeks of August. This date has been selected as a large number of member countries of the APDSA have their vacation at this time.

Accommodation
The accommodation price is included in the registration price and is the responsibility of the LOC. However, the LOC are not responsible for the lodging of delegates before or after the convention dates.

Room Allocation
It is advisable that delegates of the same nationality are housed in the same room if numerically possible.

Rooms should always be gender exclusive.

Internet Access
Free internet access at the accommodation is a must as this allows people to contact their family, friends and colleagues whilst on congress. The internet access may take form as Wi-Fi/cable access for the delegates’ private laptops or a communal computer.

Power Transformers
Most countries do not share the same power plug configuration or voltage. In order to allow delegates to recharge electronics, it is recommended that power transformers be available to rent/buy from the accommodation reception. If such option is not available, the LOC should be informed about where power transformers can be purchased close by to help with delegate inquiries.
Transport
The LOC is responsible for providing adequate transport (see Safety and Group Accounting) for the mobilisation of the delegates to the scheduled activity sites. All transport fees should be paid for by the LOC in advance to the travel date.

Airport Arrival
The LOC is to recommend an airport at which it believes it is most convenient to arrive. Whilst the LOC bears no responsibility for the organisation of transport or its funding from and to this airport, it is expected that LOC would be present at the airport during the first day of the APDSA congress in order to aid arriving delegates navigate their way to the accommodation.

Safety and Group Accounting
All transport utilised by the LOC for the purpose of mobilising delegates throughout the congress must comply with the host country’s safety and registration regulations. A name role of delegates must be marked each time transportation is boarded to prevent delegates from being left at any location.

Finances

Currency
Due to the diverse nature of the currency in the Asia-Pacific Region, payments made to or received from the APDSA executive must be made in US dollars. This includes the APDSA stake in profits and loans received from the APDSA.

Registration
Historically all registration was paid in US dollar. However, due to the recent turbulence in exchange rates, the LOC now has the discretion to choose between the US dollar and local currency for registration payment. It is recommended that base registration cost (i.e. excluding the post tour and/or additional accommodation) does not exceed US$500 to maintain the affordability of congress attendance. A useful tool in attracting the early payment of registration is the offer of ‘early bird’ registration for a lower cost. Pervious LOCs have set the early bird price at approximately 90% of the regular base registration price.

The issue of refunding registration costs due to cancellation is a difficult one. The deadline for cancellation, method and portion of registration refunded is at the discretion of the LOC. Nevertheless, these details should be clearly published alongside the registration forms.

The LOC is required to provide delegates with a receipt and a certificate of attendance before the end of the congress.

In accordance to the APDSA constitution; a per-capitation fee shall be paid to the APDSA by each delegate attending the congress. It is recommended that this fee is integrated into the registration fee charged by the LOC for the convenience of the delegates.

i. US$ 10 for every participating delegate other than the host country
ii. US$ 5 for every participating delegate from the host country
Sponsorship
Identifying sponsors and establishing agreements is a fundamental preliminary step of the congress organisation. Funds from sponsors serve two purposes; firstly to subsidise the cost of registration for the delegates and secondly to enable the LOC to bridge the financial gap between the time at which deposits must be put down and the time at which registration is paid. In searching for sponsorship you should consider:

- National and State Dental Associations
- National Dental Student Associations
- The University
- The National/State/Local Tourism Office
- The city council
- Private corporations
- APAL

Remember, sponsorship does not have to be in the form of cash. The LOC can also consider applying to various companies and organizations that can benefit the APDSA congress in many different ways as stated below.

- Special pricing from the local airline
- Complementary souvenirs for delegates in return for souvenir shop placement on route of city tour
- Discounted services and admission prices due to the volume of delegates and advertising in congress book.

Bank account
The LOC must open a bank account located within and governed by the jurisdiction of the host nation. Access to the account should be given only to the LOC President and Treasurer. Furthermore, cheques written from this account shall be conjointly signed by both LOC members.

All money exchange should be done from this account to produce a clear paper-trail. The payment for goods or services using cash should be strictly avoided.

APDSA Loan
Since it is difficult for the LOC to initiate the congress without any initial funds, the LOC can apply to the APDSA International EXCO President in writing for a loan up to the sum of USD3000. The letter must state the reason the LOC is requesting support and be carbon-copied to the APDSA Treasurer. The LOC would need to return the borrowed money in conjunction with the payment of the APDSA’s share of the congress profits. There will be no interest charged to the borrowed sum although any transaction fee incurred has to be borne by the LOC. In the case that the congress does not profit, the LOC is responsible for reimbursing APDSA for the extent of funds possible without over-drafting its account.
APDSA Share in Profit
APDSA is entitled to 30% of the profits made by the congress. This payment must be made in US Dollars to the account details provided by the APDSA Treasurer within 2 months of the congress closing ceremony date.

Use of remaining Profit
The remaining profit is to be divided between the parties responsible for organising the congress as per prior agreements.

Debt Resolution in case of loss
The resolution of any losses made by a congress is the responsibility of the LOC. It is therefore of utmost importance to discuss this issue with the national student association, university bodies and sponsors to identify a resolution during the planning stages - before and if such a situation occurs.

APDSA Membership
During the delegate check-in procedure, a designated station for the APDSA Treasurer should be allocated for the purpose of collecting APDSA membership fees from university representatives.

Visas
The majority of delegates will require visas in order to enter the boarders of the host country. To expedite the visa application process, the LOC must extend an official offer including an invitation letter to delegates who require it. A conflict arises when delegates are required to pay their registration before they are approved for a visa. This is a difficult situation as the LOC cannot support a delegate’s application for visa unless they are formally registered, but the option of visa rejection always looms after a delegate has already paid the registration. The best way to overcome the situation is to guarantee a refund of the registration sum if the visa application is rejected by the host country.

Ceremonies

Dress Code and Suggestions
If a dress code is decided for a ceremony or event, make sure to announce it clearly to all delegates well in advance. Similarly, remind the delegates that it is customary to bring name cards and small gifts from their country to exchange with other students.

Opening Ceremony
The flag of each participating nation is required for the opening ceremony. The APDSA executive is in trust of a large store of flags from previous years. Make sure to check that flags are available for all countries. If flags are missing, request for a delegate from the appropriate country to bring a flag with them to the congress. The flag dimensions are 900mm x 1500mm.

The delegate who represents the country at the executive meetings is to be the bearer of the flag during the ceremony. Make sure that they are informed about the details of where, when and what they will be required to do.

The opening ceremony is traditionally a black tie event.
This is a prime opportunity to integrate the sponsors into the event – so accommodate for some sponsor speeches.

**Closing Ceremony**
The closing ceremony is also often referred to as ‘cultural night’. The dress code for this ceremony is traditional dress. Additionally, a cultural performance from each country is required from the delegates. It is also advised that delegates bring souvenirs to exchange with other students on this night.

Make sure to inform delegates of these requirements well before the congress date.

It is customary that the hosting nation is the first to perform their cultural performance. The hosting nation of the next APDSA congress traditionally performs last. The performance order in between is not critical.

**Academic Content**

**SRC**
The SRC presentations are composed of two components, presentation of a poster and oral presentation. To accommodate for this, two set-ups are required.

Requirements for poster presentation:

- Poster boards

Requirements for oral presentation:

- Projector
- Screen
- Computer/laptop
- Microphone
- Lecture theatre
- Three judges
- Tokens of appreciation for judges

A soft copy of the presentations should be obtained from the presenters a day in advance to the scheduled presentation day to insure the smooth running of this session.

**Academic Lectures**
The academic lectures are scientific/medical presentations delivered by guest lecturers invited by the LOC. During the congress, 4 hours should be dedicated to scientific seminars.

To allow for greater engagement of the delegates, it is recommended to run two or more lectures/workshop simultaneously during each time slot and allow delegates to choose between them.
As a sign of respect to the presenters, contact and confirm with the lecturers promptly and well in advance. The LOC will also need to purchase small thankyou gift for the presenters.

In the past it has been identified that student attendance in the academic lectures is often poor. While it is hoped that attendance can be improved by utilising the workshop format, the LOC may wish to implement other ideas to address this issue.

Social Content
The importance of the social element of the convention is not to be underestimated. Designated social activities promote friendship and networking opportunities as well as delegate satisfaction.

City Tour
The congress schedule should include a city tour for every district in which accommodation is used. The city tours are done in small groups lead by LOC team leaders. The division of the delegates into groups is done arbitrarily by the LOC ahead of the congress. This saves a lot of unnecessary work for the LOC that would be created by allowing delegates to divide themselves into groups. The smaller group form allows for a flexible delivery of the tour in which groups may select the attractions they wish to see. However, if the tour route is predetermined, provide information about the route of the tour to the delegates well in advance. May delegates arrive at the convention city ahead of the congress and tour independently. Information about the congress city tour will enable these delegates to avoid visiting the same attractions twice.

To help with delegate identification during the tour, it is advisable that congress T-shirts are provided to the delegates. The size request of the T-shirt for the delegate should be included in the registration forms and the shirts handed out as part of the check-in process. It is advisable that LOC group leaders wear a congress shirt of a different colour to the delegate shirts to allow for ease of identification. Group number signs have been used previously by group leaders to gather their groups. This has proven troublesome as numbers are difficult to differentiate from a distance. An alternative method is to allocate a colour to the different groups and use coloured flags for identification.

Sports
Understandably, not all convention locations are able to cater for social sports. However, if possible, organised social sports allow for enjoyable peer interaction.

Activities
Due to the large number of delegates, if activities are offered (such as go-carting, bungee jumping, paint ball etc) an extended variety should be run at the same time to allow the delegate community to split. This is to ensure that all delegates would be able to participate in some form of activity at any one time. The fee for any such activities should be incorporated into the registration fee.

A themed dress code is often a favourable compliment to social events. A theme provides for a quick, easy and aesthetic tool for distinguishing delegates from non-delegates.
Free Time
Allowing for free time for the delegates is always recommended. During this time delegates have the full freedom of choice of their activities.

AGM

Time and duration
Two AGM sessions are required during the congress at duration of three hours each. Make sure to slot the AGM sessions as close to the opening ceremony as possible to accommodate for the executive exchange procedure outlined below. If possible, avoid late night meetings.

To aid the meeting run smoothly, gather a soft copy of presentations from presenters a day ahead of the meeting.

Equipment required
- Tables (and chairs) arranged in a square pattern to accommodate for at least 15 people
- Additional chairs to accommodate for non-executive members
- Projector
- Screen
- Computer/laptop

Executive Exchange
The briefing of new executive members into their position by the previous position holder is fundamental to sustaining the knowledge derived from the experience of the executive. To accommodate for this, a time should be scheduled for down-standing executive members to discuss the position with their replacement.

It is customary for the LOC to purchase each executive member (new or continuing) a small souvenir with the convention logo.

Food and Beverage
The LOC is responsible for the provision of 3 meals a day for every delegate as part of the registration fee. The issue of food is a difficult one due to its strict regulation in some religions and cultures as well as the issue of allergies. To best analyse the alternatives that must be offered, it is best to request that all special nutritional needs are clearly indicated on the registration form.

When cuisine is selected, it is desirable to cater in the traditional local cuisine. This is part of the cultural experience of the convention.

Religious guidelines for food
In order to make informed choices about the food alternatives required, it is advisable that the LOC consult with local representatives of the range of religions that will be represented in the congress. Such contacts can provide an insight into the religious regulation and guidelines as well as provide information about the places where compliant foodstuffs can be purchased.
Service of alcohol
The service of alcohol during the congress bears two associated issues; firstly the local legislation in regards to the consumption of alcohol and secondly religious prohibition on the consumption of alcohol.

If alcohol is to be served at any official function during the congress, it is the LOC’s responsibility to ensure that local legislation is obeyed. This may include restrictions on the type or amount of alcohol served, restriction on advertising material and the legal drinking age.

It is important to assure that if alcoholic beverages are covered by a tab, non-alcoholic options are also included.

Post Tour
The post tour is a one day or day/night trip organised by the LOC for the day immediately following the closing ceremony. The post tour is usually to a different region to that in which the convention was held. The post tour registration is at an additional cost to the base regular registration. These additional registration costs should cover the:

- Transport
- Admission fees

But do not have to cover:

- Meals
- Additional accommodation

Make sure to clearly explain what is and is not included in the registration price.

University / Hospital Tour
Commonly, the convention includes a tour of the local Dental School and Dental Hospital/Service facility. However, this is not an obligation. This tour features a display of the facilities. It is desirable that teaching/treating staffs are involved in the tour. It is up to the discretion of the LOC and university whether activities are included.

Legal Responsibilities

Health
The LOC bears no financial or legal responsibility for health issues arising during the convention. Delegates are expected to travel with suitable health insurance

Intellectual Property and Copy Right
The regulation of intellectual property and copyright is widely varied amongst the APDSA participating counties. Nevertheless, it is the LOC’s responsibility to fully comply with the legislation of the host country on these issues.
Promotions and Deadlines
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Congress book
The congress book is a paperback publication distributed to all delegates upon check-in to the accommodation. The contents of the congress book are to be presented in the following order:

1. Programme
2. Contents
3. Messages from relevant student and dental associations and sponsors
4. Messages from the President of APDSA, President Elect of APDSA and President of LOC
5. Background information and history of the APDSA
6. Messages from student bodies involved in a bilateral agreement with the APDSA
7. Advertisement for upcoming MYM
8. Accommodation information including:
   a. Name and address of accommodation
   b. Telephone number of accommodation
   c. Website address of accommodation
   d. Floor Maps of accommodation
9. City information including map
10. APDSA executive profile consisting of:
    a. Picture
    b. Position
    c. And country of each executive member
11. LOC executive profile consisting of:
    a. Picture
    b. Position
    c. And country of each executive position committee member
12. Participant profile by country and university including:
    a. Picture
    b. Name
    c. Nick name
    d. Email address
13. Scientific lecture programme
14. Brief outline of each scientific lectures including
    a. The title of the lecture
    b. The name and title of the presenter
    c. A picture of the presenter
15. Scientific research programme
16. Abstract for each scientific research to be presented in the competition
17. Poster presentation programme
18. Special thanks
19. Emergency phone numbers

N.B. Sponsor advertisement may be distributed amongst these sections to satisfy terms and conditions in sponsorship agreements.

**Advertisement for next congress**

The congress immediately preceding the convention is a prime opportunity to publicise the event to APDSA members. Thus, it is required that promotional materials such as posters, brochures, CDs etc. are ready for distribution by this time.

Additionally, the President of the LOC is required to make a presentation during the AGM meeting in the congress immediately preceding the said LOC’s convention about the progress of the event. Fundamental aspects of the convention such as accommodation, post tour location and affiliates must be finalised by this time.

**Website**

The congress website is an integral part of its publicity. The website serves as a reservoir of information for prospective and registered delegates, featuring the following information:

- Home page
- News page
- Schedule page
- Forum page
- Photos page
- Contact us page
- Links to useful resources such as
  - APDSA website
  - Congress Facebook page
  - Official city tourism website
  - Lonely planet guide for the city
  - Airline servicing the recommended airport
  - Accommodation

The website may be used as a tool for registration money transfer. Companies such as *PayPal* provide a secure method of money transfer over the internet for a small transaction fee. For details see:


You may like to consider constructing a Facebook page for the congress. The vast majority of potential delegates are active Facebook users. This page will enable you to assess interest in the congress as well as provide another method of communication with potential and registered delegates.
Language

English is the official language of APDSA.

All correspondence and/or material related to the congress which is intended to be distributed beyond the limit of the LOC members must be published in English. In the case that material obtained from a third party, such as a sponsor, is not in English, both the original and an English translation shall be published.

The Academic Lectures, SRC Presentations and Congress Book must also be provided in English.

Glossary

APDSA: Asia Pacific Dental Students Association

APAL: An alumni of graduated past APDSA members.

LOC: Local Organising Committee

MYM: Mid-Year-Meeting

Post Tour: A group tour that is organised by the LOC which occurs in the day/days immediate to the congress and is not covered in the base registration fee

SRC: Scientific Research Competition