**Hosting the IAPTC Annual Conference**

**HOST PROPOSAL FORM**

**1. Candidature Information:**

* **Organization name: ……………………………………………………………….**
* **Type of Organizations: Military/Police/Civilian**
* **Country: ………………………………………………………………………….….**
* **Have you hosted the IAPTC Annual Conference before: YES / NO…**
	+ **If yes, please specify when……..**
* **Have you attended the previous IAPTC Annual Conference: YES / NO**
	+ **If yes, please specify……………………………………………………..**

**2. Vision:**

**Outline the broad vision for hosting the Annual Conference and the benefits that will be achieved for IAPTC members**

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**3. Organizational Plan**

**Identify key national partners involved in the hosting arrangements (i.e. Ministry of Foreign Affairs, Ministry of Defense, Ministry of Interior, etc.).**

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**Describe the main features and organizational aspects associated with hosting the annual conference (i.e. Reception, opening and closing ceremony, IAPTC Plus, etc.).**

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**Provide information on the proposed venue and the logistical arrangements (i.e. accommodation, conference venue, and transport routes, etc.).**

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**Describe the proposed cultural activity.**

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**State the proposed dates for hosting the annual conference and specify your reasons.**

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**4. Timeline**

**Specify the work-plan for the annual conference (i.e. important dates, processes, and planning information, etc.)**

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**5. Funding Plan**

**Identify expenditures of the annual conference covered by the Host and confirm funding availability**

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**6. Any additional Information:**

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**7. Candidature Contact Details:**

**Postal…………………………………**

 **Email………………………………….**

**Date: ………………………………………………………………………………….**

**Signature:……………………………………………………………………………**