MEMORANDUM OF UNDERSTANDING

Notwithstanding the agreement signed between the Asia Pacific Dental Federation (APDF) and Emirates Medical Association Dental Society dated ___________. The following has been further agreed upon with the understanding that wherever there is a difference in the provisions of the signed agreement dated ______________ and this document the Memorandum of Understanding shall prevail.

1) The Organising Committee shall as soon as possible submit a proposed budget for the 36th APDC to the Secretary General APDF/APRO for the purpose of managing and supervising 36th APDC to be held in Dubai.

2) The Organising Committee shall agree that all payments from trade exhibitors shall be made by exhibitors into APDF account which is currently being held in Singapore.

3) The APDF shall be entitled to 15 percent of the gross income from trade as stipulated in the APDE manual for congress organizing.

4) The income derived from delegates shall be in the following manner:
   a) All foreign delegates the APDF will be entitled to 15 percent of the delegates registration fee.
   b) For local delegates, that is the local members from Dubai, the APDF shall be entitled to 15 percent of this delegate fee based on a reduced rate. However, this rate shall be mutually acceptable to the APDF and the Organising Committee.

   The Secretary General shall visit Dubai and enter into negotiation with the Organising Committee on a mutually agreed registration fee for local delegates.

   The APDF shall study the recommendations before approval will be given.

5) Whereas the manual states that payment to the Organising Committee on Income held by APDF be every two months, it is now agreed that payment to the Organising Committee shall be in accordance to meet payments required for the organizing of the 36th APDC.

6) Final statement of income derived from the 36th APDC shall be based on an Audited statement of accounts acceptable to the APDF submitted by an Accounting firm approved by APDF.

In witness thereof the parties set their hands on this memorandum.

Signed by Dr Oliver Hennedige
Secretary General for and on behalf of the Asia Pacific Dental Federation in the Presence of:

Signed by Dr Aisha Sultan
President for and on behalf of the Emirates Medical Association Dental Society in The presence of:
Chairman, Local Organising Committee for 36th Asia Pacific Dental Society in
The presence of:

............... ...........
Witnessed by:

Dated:

Place:

For your attention:                    ANNEX A

The following resolutions are brought to your attention. Other relevant resolutions found in the
delegates meeting
minutes related to congresses although not listed here are binding on the host association and its LOC
RESOLUTION/APDF/DELEGATES/SRILANKA/447

For APD Congress form the year 1999 and onwards the Congress Organising Committee shall pay fifteen percent (15\%) of all gross income paid by each exhibitor.

It further resolved that all sponsorship fees, advertisement income other than income
Derived from the Government or its agencies should also be levied at fifteen percent
(15\%) of gross income.

CARRIED

RESOLUTION/APDF/DELEGATES/SRILANKA/448
Resolved that for APD Congress for the year 2001 and onwards the congress organizing committee shall pay full economy airfare for all the Council members of the Federation from the country of residence to the congress city by the most direct route.

CARRIED

RESOLUTION/APDF/DELEGATES/MEXICO/537
Resolved that wherever in the manual the term congress organizing committee appeared it would mean local organizing committee.

CARRIED

RESOLUTION/APDF/COUNCIL/BANGKOK/ 830
Resolved that from Sri Lanka APDC (2000) all income from trade exhibition and foreign
registration be remitted directly to APDF account.

CARRIED

RESOLUTION/APDF/COUNCIL/BANGKOK/831
Resolved to provide an interest free loan at the beginning of the organization of the congress subject the presentation of the budget.

CARRIED

RESOLUTION/APDF/COUNCIL/BANGKOK/832
Resolved that should be constraints on the expenditure for congress organizing.

CARRIED

RESOLUTION/APDF/COUNCIL/BANGKOK/833
Resolved that all sponsored income from major companies be remitted to APDF account in Singapore.

CARRIED

RESOLUTION/APDF/COUNCIL/BANGKOK/834
Resolved that for Colombo APDC (2010) onwards Kenes International shall act as the PCO for the congress subject to satisfactory agreement between APDF and Kenes International.

CARRIED

RESOLUTION/APDF/DELEGATES/BANGKOK/719
Resolved to reaffirm that all chief delegates will not need to pay registration fee.

CARRIED

RESOLUTION/APDF/DELEGATES/BANGKOK/720
Resolved that the APDF Council will identify a few very poor member countries and pay for their chief delegates direct return economy airfare provided they attended all APD congresses official meetings.

CARRIED

RESOLUTION/APDF/DELEGATES/BANGKOK/721
Resolved that the local organizing committee will pay for very cheap but decent accommodation for the chief delegate from an approved poor member country.

CARRIED

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ASIA PACIFIC REGIONAL ORGANISATION MANUAL FOR CONDUCTING
ASIA PACIFIC DENTAL CONGRESSES

PAEFACE
The original Manual for Conducting Asia Pacific Dental Congress was the result of the
many hours put in by the former Secretary General Dr Low Teong to come out with a
comprehensive guideline for APD Congresses. It was formally accepted by the official
delegates of member countries and became the working manual for many, many years.

From time to time, modifications were made to suit changing conditions. Since the
acceptance of the manual, the Secretary General Dr Oliver Hennedige was mainly
responsible for its implementation.

In 2004, the Manual through the efforts of the Organising Committee of the 2005 APDC
held in Kuala Lumpur especially the Organising Chairman, Dr S Nagarajan and Editor
Dr T.S Jeyalan made significant changes to the manual so that it was a tidy, easy to
follow volume.

During the 29th APD Congress held in Jakarta, Indonesia 2007, some changes
especially in the share of profits were accepted and now applicable to all APD
Congresses.

This present manual reflects all amendments and changes to the Manual.

Dr Oliver Hennedige
Secretary General
Asia Pacific Dental Federation/
Asia Pacific Regional Organisation

May 2007

1.0 OBJECTIVES
An APD Congress is the Congress of the Asia Pacific Dental Federation and Asia
Pacific Regional Organisation of the World Dental Federation (FDI). The Host
Association is only organizing the Congress on behalf of the APDF/APRO.

The objectives of an APD Congress shall be:
(a) to conduct the business meetings of the Federation;
(b) to provide an international forum for the review and discussion of all scientific subjects which will advance dentistry and oral health;
(c) To conduct a dental exhibition;
(d) To provide an avenue for a meeting of members of the dental profession and dental trade thus strengthening the relationship between the Federation and the dental industry;
(e) To conduct any other activities of the federation as determined by the Council.

2.0 MEETINGS
2.1 The APDF/APRO shall convene an APD Congress at least once in each calendar year or in special circumstances at such other times as the Business Meeting of Delegates held during a Congress may determine.

2.2 Such meetings shall be designated:
   (X) Asia Pacific Dental Congress where X represents the number of the Congress.

3.0 LANGUAGE
3.1 The official language of APD Congresses shall be English. All proceedings, including the Opening Ceremony shall be in English.

3.2 In host countries where the official language is not English, the address by the Guest of Honour may be in the national language, but efforts should be made to encourage the Guest of Honour to address the Congress in English.

3.3 Should the address of the Guest of Honour be in a language other than English, effort should be made by the host association to provide a translated version in English for all attendees at the opening Ceremony.

3.4 Simultaneous translation into Japanese will be available for selected programmes as listed under Para 13.3 on simultaneous interpretation service.

4.0 HOSTING OF APD CONGRESSES
4.1 A bid to host a congress should be lodged in writing to the President of the APDF/APRO through the office of the Secretary General three years in advance of the Delegates when such is to be considered.

4.2 The Member Association shall submit a proposed budget as prescribed by APDF/APRO (Appendix A). The Council of APDF/APRO and Delegates Meeting Must approve the budget before the invitation can be considered.

4.3 The National Dental Association (NDA) must also agree that they will sign a document stating that they will abide by the rules and regulations of congress organization as laid down in this APDF’s Congress Manual and any other conditions which the council of APDF may approve from time to time on APO Congress or on the specific congress.

4.4 A bid host an APO Congress must be issued in writing by the Member Association of the inviting country. At the time the invitation is issued, the following information must be included in writing:
   (1) Proposed dates, after consultation with the Secretary General;
   (2) Congress city and venue (i.e. Name of hotel or convention centre)
   (3) Congress facilitier for Trade Exhibition, Scientific Programme, Business Meeting and Hotel Accommodation available.
   (4) The name of the Chairman of the Local Organising Committee.
      The Chairman of the LOC must be duly appointed in writing either by the
General Body or the Council of the host Member Association.

(5) Existing government rules on the following:
   (a) Customs regulation regarding sales, subsequent removal of exhibits and any other restrictions.
   (b) Restriction on the transfer of funds abroad.
   (c) Restriction the entry of certain nationals and
d   (d) Tax regulations.

4.5 The invitation is then presented to the next APDF Council Meeting for approval.
4.6 Arrangements should be made by the LOC for the Secretary General to visit the Proposed Congress site at the expense of the LOC to inspect the facilities available and hold discussions with the Host Association.
   A) It is recommended that during this visit, the Secretary General be accommodated at the proposed Congress Hotel. The following matters will be carried out during the inspection visit by the Secretary General
   1) Inspect the facilities to be used
   2) Set out all the financial obligations of the LOC/Host Association, with the LOC/Host Association accepting the terms and conditions of the financial obligation in writing.
   3) The Registration Fees shall be charged in United States Dollars (USD.)
   4) Help draft out a provisional programme which must at this stage include all the requirements of the official businesses of the APDF/APRO.
   5) Discuss and advise on any other aspects of the organization of the APD Congress.

   B) Upon the recommendation of the Secretary General, the Council will then consider the invitation and if acceptable, a recommendation will be made to the Delegates Meeting to approve the invitation.

   C) Before the final approval by the Delegates Meeting is made, provisions should be made for the Secretary General to make additional visits at the expense of the LOC.

   D) The Chairman of the LOC and the President of the Host Member Association will then be informed of the decision, and be required to submit the following information in writing for final approval by the Delegates Meeting:
      (1) Exact dates of the Congress
      (2) Confirmed Congress venue and city
      (3) Duly appointed principal officers of the LOC
      (4) Registration Fees to be quoted in United States Dollars (USD)
      (5) A Provisional Programme
      (6) Reconfirm the existing government rules listed in Para 4.4 (5) or any concessions that may have been negotiated.

   E) The Secretary general will then prepare a document containing all the Information for presentation to the Delegates Meeting for approval three (3) Congresses in advance.

   F) The approval for an invitation shall be determined by a majority vote at the Delegates Meeting held during an APD Congress.

   G) Once the invitation has been approved, all the information listed in Para 4.6 (D)(1) to (5) may not changed without the written consent of the Secretary
General after consultation with APDF Council.

H) In the event no invitation has been received at an APD Congress for the next congress, then the official Delegates Meeting shall decide on the next venue. All expenses incurred in the inspection visits after an APD Congress has been confirmed should be borne by APDF/APRO.

4.7 The APDF shall designate congresses up to 5 congresses in advance and place any other invitations the 6th and subsequent congresses on record.

4.8 In the event no invitation has been received at an APD Congress for the next Congress, then the next official Delegates Meeting shall decide on the venue.

5.0 POSTPONEMENT/ CANCELLATION

5.1 The Council of the APDF/APRO in consultation with the LOC may in the event of emergency declare the postponement of a Congress and/or defer the holding of the Congress to a later date. It may subsequently determine when the Congress will be held in the same venue or decide to relocate the Congress to an alternative venue.

5.2 When the Secretary General considers that the Congress cannot continue at the designated venue for whatever reason, the Secretary General shall submit in writing his reasons, and the Council of the APDF/APRO shall have the powers to either cancel the Congress or relocate the Congress to any other venue which shall now be a Congress solely organized by the APDF/APRO without a Member Association designated as the host.

5.3 The LOC must consult and seek the Secretary General’s approval on the areas to be insured before an insurance policy is taken against the cancellation of a congress.

5.4 Such a policy against cancellation of a congress shall be taken out by the LOC at its own expense and a copy of the policy be handed to the Secretary General.

6.0 RESPONSIBILITY AND LEGAL STATUS

6.1 The ultimate responsibility for all organizational structure and finance must rest with the LOC and the Host Association. This does not in anyway change the position that the Host Association is only organising the congress on behalf of the APDF/APRO. The host organisation will still have to abide strictly by the rules, regulations and any other conditions as stipulated by the APDF/APRO through its Delegates Meeting or Council.

6.2 On all matters related to APD Congress the decision of APDF/APRO Council shall be binding on the host National Dental Association and its LOC.

6.3 In the case of decision/s taken by the Council of APDF which is/are not acceptable to the LOC or host national dental association an appeal could be made to a Delegates Meeting session. Until such time the decision of Council shall be in force until unless Reversed by the Delegates Meeting.

6.4 The National Dental Association or LOC or its agents shall indemnify the APDF/APRO in advance for any cost which may be incurred by the APDF/APRO if the matter incurs legal fees and/or has to be settled in a court of law.

6.5 All congresses will be confirmed subject to satisfactory completion of all contracts and agreements with the APDF.

7.0 CONGRESS ORGANISATION

7.1 The timing of an APD Congress is an important factor in determining its success. The APD Congress shall be held within the first six (6) months of the calendar year.
7.2 The confirmed dates shall be decided by the Host Member Association in consultation with the Secretary General of the APDF/APRO.

7.3 The physical facilities in each APD Congress should have adequate space for a dental Trade Exhibition, Scientific Programmes and Business Meetings. Ideally, all these activities should be under one roof or be in adjacent sites.

7.4 The Host Association shall set up a LOC and designate from amongst its members a Chairman, Secretary and Treasurer. The composition of the LOC shall be determined by the Host Association in consultation with the Secretary-General. The following are recommended in selecting members of the organizing committee:
   (a) Members with adequate knowledge of the organization of the APDF/APRO
   (b) Members with knowledge and experience in organizing Trade Exhibitions and Congresses
   (c) Members with experience in dealing with Scientific Programme.

7.5 The following Committees must be established:
   (1) The Scientific Committee to develop and arrange the Scientific Programme.
   (2) The Trade Exhibition Committee to sell exhibition space and to organize the Trade Exhibition.
   (3) The Accompanying persons’ Programme committee to prepare a programme
   (4) The Social Committee to prepare the social programme and coordinate all social events.
   (5) The Convention Facilities Committee to arrange and equip the rooms for the Scientific Programme and Business Meetings.
   (6) The Registration Committee to arrange, and conduct the registration.

7.6 It is desirable that the LOC draw up an “Organisational Chart” showing the exact portfolio of each member and committee involved in the planning of the congress.

7.7 A time-table should be established showing deadlines by which each committee should complete their various tasks, make reports etc. It is recommended that the Chairman, secretary, Scientific Committee Chairman and Exhibition Committee Chairman attend the APD and FDI Congress(es) at least one (1) year prior to their Congress.

7.8 The LOC shall maintain close co-operation with the President and Secretary General of the APDF/APRO in the organization of the Congress. A copy of all correspondences shall be extended to both these officers by the LOC.

7.9 The LOC shall elect its own Officers and shall be responsible for the general administration and organization of the Congress in accordance with the provisions of this Manual.

7.10 The Organizing Committee with its designated officers must be submitted to the Secretary General APDF/APRO.

7.11 It shall be the duty of the LOC to the President and Secretary General all Minutes of Meeting of the LOC as they are available.

7.12 At the request of the Secretary General, all other documents, transactions, minutes of meetings of main committee and sub-committee should be made available at any time.

7.13 The Council of the APDF/APRO shall have the right to attend meeting of the LOC. Notice of Meetings must be sent to the Secretary General regularly.

7.14 The LOC shall have the power to set up special sub-committee to carry out special duties. It may be necessary to use professional Congress organizers (PCO) to work with the LOC in planning and administration of the Congress.
PROFESSION CONGRESS ORGANISERS (PCO)

8.1 It is advisable that the services of a professional congress organizer be used. If deemed desirable, then the Host Association is strongly advised to pay attention to the following:

(a) The LOC should already be set up.
(b) A suitable PCO shall be appointed only with the approval of APFD’s Secretary General.
(c) A contract with the PCO shall be drawn up with the assistance of a lawyer (legal aspects).

8.2 The contract shall specify clearly:

(a) the duties and responsibilities of the PCO
(b) the period for which it is engaged
   (It is advised that the period involved be from the time of appointment to about 1 month after the Congress so that all post Congress matters could be finalized and completed).
(c) the detailed quotation of fees and the method of payments.

8.3 It is essential that the responsibility for the financial control of an APFD Congress and the authorization of all expenditure rests with the Treasurer and such other officers as may be designated by the LOC. This responsibility should not be delegated to the PCO.

8.4 The function of the PCO will be to advise and implement the decisions of the LOC, but this does not absolve the LOC of responsibilities to oversee all activities of the PCO.

8.5 It is essential that an Executive member of the PCO attend meeting of the LOC and sub committee for the purpose of professional advice, liaison and effective communication.

8.6 Typical services to be provided by the PCO shall be:

(a) Keep all correspondences in a central file(s) and handle all secretarial work.
(b) Record, prepare all circulars, Minutes of LOC and committee Meetings and other Meetings as appropriate.
(c) Prepare and circulate in advance notices and agendas for Meetings.
(d) Preparation of a budget in consultation with the LOC.
(e) Record all financial transactions in appropriate books of account, subject to supervision by the Congress Treasurer.
(f) Prepare and if necessary present regular Congress Progress Reports and simple Financial Reports to the LOC and during the inspection visits of the President and Secretary General.
(g) Design, produce and distribute all promotional materials, Congress and Exhibition Booklets and other printed materials after approved by the LOC.
(h) Production of exhibition floor plans, and Meeting rooms’ layout and physical Facilities for all Congress programmes and supervising its implementation.
(i) Arrange for negotiation liaison and supervision of outside contractors involved in the provision of services to the Trade Exhibitors.
(j) Arrange for negotiation with the supervision of hotels, airlines, transport agents and tour operators.
   (The actual negotiations and finalising of the contracts must be conducted by the LOC).
(k) Investigation and arrangement for negotiation with potential sponsors for the various Congress programmes.
(l) Provision of personnel for the registration area and Secretariat office during the
(m) Processing of all reservations and registration for the Congress and Trade Exhibition
(n) Organise publicity, News Conferences and special media services as required
(o) Supervise and assist in the organization of the social programmes, especially in the arrangement of tour, guides and entertainment as provided on the official Congress programme.
(p) The preparation and distribution of the necessary post Congress Reports to the Host Association and the APDF/APRO and the completion of all accounts including the refund of all cancelled registrations and reservations, deposits and other outstanding financial matters as directed by the Congress Treasurer.

8.7 The LOC may sign one contract for the organization of the entire congress or sign separate contracts for the Congress and Trade Exhibition. This is left to the discretion and negotiation of the individual LOC.

8.8 Having agreed upon the quotation for the services of the PCO, the method of payment must be agreed upon and recorded in writing to prevent disagreement once the organisation of the Congress has commenced. The method of payment should include the amount of deposit payable, the date of payment, the progress payment and date payable (if applicable) and the date the balance is payable (The final payment should not be made on the last day of the Congress but preferably about three weeks later to ensure that all post congress duties are satisfactorily completed). This information should be included in the contract.

8.9 All miscellaneous expenses like postage, printion, etc must be presented with proper vouchers to the congress Treasurer at regular intervals and an agreed period for settlement reached.

The Contract should include the quantum of compensation by the LOC in the event of total cancellation of the Congress, and the penalty to be paid by the PCO in the event they fail to fulfill their obligations as laid down in the Contract.

9.0 FINANCE

9.1 The APDF/APRO shall be responsible for financing an APD congress only to the extent specifically authorised by the Council and given in writing to the LOC.
9.2 Apart from the above the LOC and the Host Association shall be responsible for financing the entire APD Congress.
9.3 The LOC may request a refundable loan from the Host Association.
9.4 The LOC may request a refundable loan from the APDF/APRO which shall be under such conditions as set down by the Council of APDF/APRO. This loan is to be Refunded one (1) calendar month prior to the date of an APD Congress.
9.5 The APD Congress Registration Fees should be agreed between the LOC and the Council of the APDF/APRO. The proposed registration fees quoted in United States Dollar (USD) should be agreed upon before the delegates Meeting approves the Invitation.
9.6 The LOC must prepare a preliminary budget according to the guidelines drawn by APDF/APRO.
9.7 All trade exhibition brochures and dental trade announcements produced the LOC
or its agents shall clearly indicate that payment be made directly to the Local Organizing Committee Account or to the APDF/APRO account. Should any valid difficulties arise only then it is paid Local Organising Committee’s account after it is sanctioned by Council APDF/APRO.

9.8 The APDF/APRO shall pay the local organising committee eighty five percent (85%) of registration fees paid by each delegate. In other words APDF/APRO retains 15 percent of all registration fees.

9.9 Reduced registration fees for local participants.

It is a practice that host associations may request a lower registration fee for local Participants with the approval of the Secretary General APDF/APRO.

The LOC may retain eighty five percent (85%) of the local registration fee per local delegate. In other words, APDF/APRO shall retain fifteen percent (15%) of fees of local participants.

9.10 The LOC/Host Association is encouraged to subsidise local participants thereby lowering registration of local participants.

9.11 The LOC/Host Association shall be entitled to a return of eighty five percent (85%) of gross income paid by each exhibitor, all sponsorship fees and all advertising income. In other words, APDF/APRO shall retain fifteen percent (15%) of gross exhibition fees, sponsorship fees and advertising income.

9.12 The LOC should not give any free booth space to publishers of tabloids, newsletters etc in exchange for advertisements and promotion other than the one sanctioned by APDF/APRO.

9.13 All trade exhibition brochures and trade announcements produced by LOC or its agents shall clearly indicate that payment for booths be paid directly to APDF account in Singapore or any other country where the APDF’s account is located.

9.14 At the end of every two (2) months, fifty percent (50%) of the payment received by APDF will be remitted to the Organising Committee’s account. The balance will be paid to the national dental associations of the particular APD Congress within six (6) months from the end of the Congress after all the accounts, transactions and any other financial imposition on levy have been fully settled by the Host Association.

9.15 The monies due from the above paragraphs and all other monies and income due to APDF shall be paid to the APDF Treasurer in United State Dollars (USD) by the LOC within six (6) months of the end of the congress together with an audited financial statement of all congress income and expenditure.

At the conclusion of a Congress, the Treasurer APDF, Secretary General APDF, Congress Organising Chairman and Congress Treasurer will be required to meet and agree upon estimated income due to APDF/APRO. The final income shall be determined by the audited financial statement which should be submitted by the Organising Committee.

9.16 From the congress account held by the LOC, the per diem allowance of all the APDF/APRO Council Member for the duration of an APD Congress plus two (2) days be paid to all officers directly. The amount of per diem will be decided by the Council at the preceding Congress. The per diem will be quoted in and paid in United State Dollars (USD) by the LOC.
9.17 From the congress account held by the LOC, the full return economy airfares from home city to Congress city for all Council Member of APDF/APRO shall be paid by the LOC.

9.18 Members of the Council of APDF/APRO, Chairman and Past Chairman of APDC Organising Committee and members of the List of Honour are not required to pay social functions at the Congress for which a separate charge exists. Exemptions for any other participants are at the discretion of LOC.

9.19 The Council of the APDF/APRO has decided that the provision of simultaneous Japanese translation service must be considered as one of the most important items for an APD Congress. A scheme of financing has been worked out where the cost is shares between the APDF/APRO, the LOC and the Japan Dental Association. The financial commitment of the APDF/APRO is spelt out in the provision of simultaneous translation service.

9.20 The APDF/APRO will pay the cost of the President’s Lunch, hosted by the APDF/APRO in honour of the President during an APD Congress. The LOC is however encouraged to obtain a sponsor for the event.

10.0 ELIGIBILITY TO ATTEND AN APD CONGRESS

10.1 The APDF/APRO has a document accepted in Hamburg, September 1980. The following are eligible to attend APD Congress.
(a) Dental surgeons who are member of their National Dental Association.
(b) Member of allied Health Professions and Organisations affiliated to the APDF/APRO
(c) Dental Auxiliaries
(d) Friends of the APDF/APRO
(e) Invited Guest of the host National Dental Association, including Dental students of the host Country.
(f) Accompanying persons (person who accompany a person eligible under Category (a) – (e) above.

10.2 The following categories of participants other than official registrants are entitled to attend the Opening Ceremony, Dental Trade Exhibition, Social Programme and any other Special programmes organized by the LOC
- Dental Auxiliaries
- Accompanying Persons

10.3 Visitors to Trade Exhibition
It is recommended that during the Congress, the Trade Exhibition is open to non-Congress participants. An entrance fee of USD10/- shall be levied per day.

10.4 Participants By Dental Technicians
Memorandum of the Participation of Dental Technicians in Dental Congress
The question has been raised how participation of dental technicians in congress arranged for dentists, relates to accepted policies of the International Dental Federation. The primary aspect would seem to be congress as a means of continuing education.

The General Assembly of the FDI accepted in 1979 a policy statement on the Working Relationship between the Dentist and Dental Technician, which includes the following paragraph:
“There must be adequate training courses for technicians to standards necessary to meet the requirements of the dental profession. Continuing education courses are needed as technology develops and technicians, equally with dentists, have an obligation to improve and extend their capabilities.”

The rational to include the dental technicians programme is as below:
It is in the best interest of the dental profession and the public for dentists to be able to co-operate with well trained technicians, and in particular when new techniques and materials are introduced. Participation of technicians in tailor-made programmes, coordinated with dental congresses, is therefore compatible with FDI policies. It is obvious that technicians should have access to trade exhibition arranged in conjunction with dental congresses.

10.5 Participation By Allied Organisation
In recent APD Congresses, Allied Organisations like the International College of Dentists and Academy of Dentistry International have held induction Ceremonies and other programmes in conjunction with the Congress.

Allied Organisations wishing to hold meetings during an APD Congress are required to obtain permission from the Secretary General and that such permission will be depended on all their participants registering for the APD Congress. The LOC will provide assistance in the physical organisation of such programmes.

10.6 National Association’s Annual General Meeting
Many past Host Associations have held their National Annual General Meeting in conjunction with an APD Congress for obvious reasons. APDF/APRO has no objection to such arrangement provided the Annual General Meeting does not interfere with the scientific programme of the APD Congress.

11.0 CONGRESS BADGES
All participants of the Congress should be supplied with badges which should be worn at all times. A badge should include a card showing the name and country of the member.

Four categories of badges, which can be easily distinguished, are recommended:
(a) Delegates who can participate in all programmes of the Congress
(b) Trade Exhibitions and their guests
(c) Accompanying persons
(d) Members of the Congress Organising Committee and officers of the APDF/APRO.

12.0 OFFICIAL CARRIER, TRAVEL AGENTS & OFFICIAL PUBLICATION
12.1 The Local Organising Committee has the right to appoint Official Air Carrier (usually the National Airline) and or an official Travel Agent to assist in the conducting, organizing and promoting of the APD Congress.

12.2 The appointed airline may appoint Travel Agent(s) to act on its behalf.

12.3 In the promotion of the Congress the careful selection of a good travel agent is crucial in assuring a good number of foreign delegates who will attend the congress.

12.4 It will be prudent that a good travel agent is selected early and an agreement executed such that the said travel agent’s services may be terminated if the
performance is found to be unsatisfactory.

12.5 The official publication is the APDF Newsletter. The APDF/APRO official publication will provide promotion of the Congress.

13.0 SIMULTANEOUS INTERPRETATION SERVICE

13.1 The provision of Simultaneous Interpretation Service (SIS) from English to Japanese & vice versa was first initiated at the 8th APDC in Manila, Philippines. It was agreed in principle at the 9th APDC meeting in Kuala Lumpur that Simultaneous Interpretation Service will be provided at the official Business Meetings of all future APD

13.4 (A) ASIA PACIFIC DENTAL FEDERATION – APDF

(1) The subsidy towards the cost of providing the SIS during the APD Congress will be determined by the Executive of APDF/APRO, one congress in advance based on a budget submitted by the Local Organising Committee.

13.3 (B) LOCAL ORGANISING COMMITTEE

(1) The LOC will organise the physical facilities for SIS during the APD Congress.
(2) Pay for the remaining cost of hiring all the equipments and the receiver sets for SIS. This cost should be built into the Congress budget.
(3) Arrange the accommodation for at least two (2) translators.
(4) Prepare a Report on the usage of the service and an Account for submission to the Secretary General one (1) month at the conclusion of the APD Congress.

13.4 SIS ARRANGEMENTS

At the 29th APDC held in Jakarta, Indonesia in April 2007 decided that simultaneous Interpretation Service will be open to any other language subject to the following Conditions:
The party wanting SIS I provide and pay:-

(1) The professional fees of at least two (2) or more translators to conduct the SIS. The party wanting SIS shall determine the number of translators required.
(2) The return airfares of the two or more translators;
(3) The hotel accommodations and any other allowances incurred by the translators for the duration of the Congress;
(4) The party shall be responsible for the cost of hiring of all necessary equipment. The LOC shall inform the party with the full knowledge of the Secretary General.
(5) The party shall in writing agree to all payment and payments should be made in advance to the LOC.

13.5 SESSION TO BE PROVIDED WITH SIS

The following sessions must be provided with SIS:
(a) All Delegates Meetings and Council meetings
(b) Scientific sessions to be determined by the LOC on the advice of the Party and depending on available and translators.

13.6 PROCEDURES RELATED TO SIS

In order to give maximum assistance to the interpreter and the smooth Running of the SIS the following procedures should be followed to enable the Interpreters to give their best.
(a) As a general rule, session should not exceed 3(!) hours each or 7 hours a day. There should be a lunch break at least 1(!) hours.
(b) A limit should be placed on the number of words (100 words per minute) allotted to speakers.
Stress should be laid on the necessity for speakers to make available their text/paper at least 24 hours in advance for the interpreters to study. Speakers should be warned that if they do make their papers available by the date stipulated, they will not be allowed to read them but only to speak impromptu.

Chairman of the Meeting should CONSTANTLY remind speakers and those joining the discussion that they must SPEAK SLOWLY and DISTINCTLY.

Chairman of Meetings should prevent more than one person speaking at one time.

Chairman of Meetings should advise all speakers to use the microphone when speaking.

14.0 SOCIAL PROGRAMME

14.1 The events covered by the Social Programme are as follows:

1. Local sightseeing tours. Pre and post Congress Tours
2. Accompanying persons programme
3. President Lunch
4. Welcome Reception
5. Farewell Dinner Party
6. APDF Congress/ FDI Congress Promotion Reception
7. Social Events by Allied Organisations

Some LOC appoint a member to organize the local tours, pre and post Congress Tours. In such a case, the Congress Tour Committee must be involved in the Planning.

14.2 The social programme should be self financing by either the sale of admission tickets or sponsorship by firms or government authorities.

14.3 The services of the local Tourist Board or a reputable Travel Agent should be sought early in the planning stages.

14.4 A contract should be signed with the firm providing the tours, general excursions and all catering services.

14.5 President’s Lunch; A lunch paid by the APDF/PRO should be organized after the First APDF/PRO Delegates Meeting. Invitation to this programme are sent to the following:
- Official Delegates and Alternates
- Members of Council
- Members of ICCDE Board
- Members of the LOC
- Officers of the FDI and WHO
- Invited speakers

15.0 CONGRESS PROGRAMME

The arrangement of the Congress Programme is usually a difficult task. Since there are matters of official APDF/PRO business session which must be included in a definite sequence, the LOC and the Secretary General should finalise the Congress Programme during the inspection visit by the Secretary General not than nine (9) months before the APD Congress. This programme should not be subsequently changed without the written consent of the Secretary General.

The following is the suggested programme:

Day Minus 2 : ARRIVAL OF SECRETARY GENERAL
Day Minus 1 : ESTABLISHMENT OF APDF SECRETARIAT; FINALISATION OF FACILITIES FOR BUSINESS MEETINGS; INSPECTION OF CONGRESS FACILITIES BY SECRETARY GENERAL AND OTHER APDF/PRO OFFICER/S PRESENT WITH THE ARRIVAL OF APDF/PRO OFFICERS.
Day 1 Meeting of Council 1 0900 – 1700 hours (whole day – to provide lunch)
Registration
Delegates Meeting 1  0900 – 1200 hours
Meetings of Commissions  1400 – 1700 hours
President Lunch  (1230 – 1400 hours)
Official Opening of Dental Trade Exhibition (afternoon)

Scientific Programme
Official Opening Ceremony

Day 2
Council Meeting II  0900 – 1200 hours
Meetings of Commissions  1400 – 1700 hours
Registration

Scientific Programme

Day 3
Meeting of College  1900 – 1200 hours
College – Convocation
And reception (dinner) 1500 hrs onwards
Registration

Scientific Programme

Day 4
Delegates Meeting 11  0900 – 1200 hours
(optional)
Day tour for official delegates and APDF Council
Registration

Scientific Programme

Day 5
Delegates Meeting III 0900 – 1200 hours
Council Meeting III  1400 – 1700 hours
(new Council)

Scientific Programme
Farewell dinner party / Closing Ceremony

Effectively for the registered delegates, the congress is a 5 day event. Day 1 (one) as it is official Council Meeting will not interest them and they will consider Day 2 as the beginning of the Congress proper.

Free communication lecture may be conducted at the same time, depending on availability of lecture rooms. We should encourage as many delegates to present lectures in the free communication section.

In order to allow as many participants to present free communication papers each speakers is limited to maximum 15 minutes.

Allied organizations such as the International College of Dentist, Academy of Dentistry International and the International association for Dental Research etc must obtain consent from the Secretary General of the APDF/APRO to hold meetings or induction ceremonies during an APD Congress. Available time will be allocated after consultation between Secretary General and LOC.

Social programmes, promotion receptions and private functions organized by companies may be scheduled at the discretion of the LOC.

Events organized by the International College of Continuing Dental Education (ICCDE) shall take precedence over other allied organizations.

16.0 DENTAL TRADE EXHIBITION
16.1 Dental trade Exhibition have the following functions:
- Commercial
- Educational
- Provide an environment where all those concerned with the development, supply or use of dental products can meet and exchange information. Such meetings related to are products and the techniques utilized.

The parties involved in an exhibition are the LOC, Exhibitors and the Visitors. When an exhibition is organized, the different interests of the profession (and hence LOC) and the exhibitors are involved and this demand the closest possible co-operation between the two parties.

16.2 The revenue generated from the Dental trade Exhibition is an important source of income both to the LOC and eventually the Host Association and to the APDF/APRO. Hence much emphasis must be placed on this aspect of the Congress Organisation.

16.3 Exhibition Committee
This committee should be formed immediately after the Council recommends the acceptance of the preliminary invitation.

a) Duration and Location of Exhibition
   (i) The dates for the trade exhibition should be determined earlier. Shortening the duration of the exhibition to five days including the preparation and dismantling time will have a significant effect on cost.

   (ii) The Exhibition should ideally be under the same roof or be on an adjacent site to the other programmes of the APD Congress.

   (iii) The Exhibition hours should be from 9.00am to 5.00pm except on the last day of the Exhibition when closure should be 12.00 noon.

b) Floor Plans
A floor of the exhibition area should be prepared early to facilitate the booking of Exhibition space.
When drawing up the floor plans the following factors must be considered:
   i) Have only two entrances to facilitate control of entry into the exhibition area
   ii) Provide space to house refreshment services
   iii) Ensure that the exhibition premises should adequate circulation space for visitors and that there is sufficient standard of air-conditioning, noise control etc to produce an equitable environment for all participants.

c) Essential Services at Exhibition Site

Any additional services required by the exhibitor must be made in advance and paid for by the Exhibitors.

Exhibitors should be given at least 48 hours to prepare their booth and preferably a similar time to dismantle.

e) Booth Contractor
Select and appoint a reputable contractor to construct and dismantle the booths.
The quotation for the services of the contractor should be negotiated in advance and a legal contract signed with the contractor. The contract should clearly specify:
   a) cost of construction per booth
b) the schedule of payment

c) the cost of each item of additional services

d) time available for setting up and dismantling of booths

e) the specific time and date of completion of the exhibition booths

All exhibitors MUST use the services of the appointed contractor only and that this condition is laid down in the contract to rent the exhibition space.

The contractor should only deal with the LOC and take all instructions from the LOC. Similarly the Exhibitors can only deal with the contractor through the LOC.

f) Handling Agents

Select and appoint a reputable firm to act as:

i) Haulage Contractor

ii) Forwarding Agent for both port and airport.

Ideally one firm should handle both services.

The quotation for the above services should be negotiated in advance and a contract signed.

All exhibitors must use the service of the appointed firm(s) and that this condition is laid down on the contract to rent the exhibition space. The firm only follows the directives issued by the LOC or its representative.

This is especially important when dealing with Exhibitors who have failed to fulfill their financial commitment or defaulted in other aspects.


g) Insurance

Insurance should be taken to cover persons attending the Exhibition, participants, visitors, exhibitors and against damage to the premises.

It is the Exhibitors responsibility to cover against their own exhibits and goods.


h) Customs

The LOC shall arrange with the appropriate Government Department procedures for prompt clearance of goods to be exhibited. The LOC should obtain in writing, procedures to be adopted and advise these to potential Exhibitors and forwarding agents.

i) Exhibition Manual and Contract

An Exhibition Manual containing the following should be prepared.

i) Form for contract to rent exhibition space.

ii) Forms for listing Exhibition Directory, request for additional requirement and temporary staff etc.

iii) The terms and conditions for participation

The terms and conditions must be included as a contract and agreed upon by the Exhibitors before the space is rented out.
The terms and conditions must include the following:

1) Booths shall be allocated on a first come first served basis. Request for booths will be met as far as possible but the fulfillment of such requests cannot be guaranteed. The LOC shall reserve the right to reallocate, change the size and dimension of the Exhibition booth and to undertake structural changes to Exhibition as may be deemed necessary prior to the Exhibition. In any case the LOC shall state the reasons for these changes.

2) The LOC reserve the right to decline any application for booth or prohibit any exhibit in order to maintain standards and ensure that exhibits cover only a suitable range of products and services.

3) The Exhibitors shall use the booths to exhibit products and services related to dentistry. The stand assigned to an Exhibitor will be for the use of their company and subsidiaries or agents only. Sub-letting of booths is not permitted.

4) All booths must be complete and manned at the Official Opening of the Exhibition.

5) Each booth must have at least one person in attendance at all times during the official hours of opening.

6) No Exhibitor may close his exhibit during the official hours of opening and must not pack it up so as to leave an empty booth before the final closing session, except under special circumstances and with the approval of the LOC.

7) The Exhibitor shall be responsible for any physical damage to the Exhibition site due to the negligence of the Exhibitor, its employees or agents.

8) The Exhibitor shall indemnify the LOC against any claims or liabilities to its employees, agents or exhibits during the setting up, tenancy and dismantling of the Exhibition.

9) The Exhibitor shall remove all exhibits from the Exhibition site within the specific dismantling period and is liable to any loss to the LOC by reason of delay for refusal of the Exhibition to clear the site as requested by the LOC.

10) The Exhibition shall indemnify the LOC against any claims, liabilities, proceedings, or actions which may be instituted by any as a result of default or negligence of the Exhibitors of its servants of agents.

11) Exhibits shall not be removed for the duration of the Exhibition without the prior approval of the LOC.

12) The LOC reserve the right to request Exhibitors to remove working exhibits and substances which are deemed to threaten the safety or comfort of the participants, Visitors and other exhibitors.

13) Sales of exhibits may be permitted provided all custom duties and taxes, if any, are paid.
14) The LOC is empowered to cover up any booth not ready by a time previously advised by the LOC. No refunds of the booth rental will be made to the Exhibitor concerned.

15) Exhibitors must use the services of the official booth Contractor, Haulage Contractor and Forwarding Agents for all services related to the Exhibition.

16) Promotional and publicity activities shall be confined within the Exhibitors own booth only.

17) The LOC shall provide security guards to be in attendance on a 24 hours basis. However the LOC will not be responsible for any loss or damage to the property of the exhibitors and staff.

18) Force Majeure: The Exhibition may be postponed, shortened or extended due to any cause whatsoever beyond the control of the LOC shall not be responsible for any loss sustained by the Exhibitor directly or indirectly attributable to the elements of nature or by events of force majeure including orders or directives imposed by any governmental authority.

And in the event of such circumstances the monies paid by the Exhibitor and any part thereof is refundable at the sole discretion of the LOC.

19) It shall be the responsibility of the Exhibitor to insure or otherwise take the requisite to ensure adequate safety precautions and measures to safeguard against any loss howsoever caused.

20) The LOC shall be responsible for and be entitled to act as the owners of the premises during the period of build-up, dismantling of booth(s) and for the duration of the Exhibition.

21) The LOC reserves the right to make any changes to the exhibition floor plan that it deems necessary.

These terms and conditions shall be construed and governed in accordance with the law of the country where the Exhibition is held.

In the event of any dispute the law courts of the country shall arbitrate.

k) Finance
The LOC has to determine the cost per square meter early and this figure should be arrived at after covering all expenditure items such as rental, construction cost, administration, provision of services etc.

Payment Reservation fee is 50% of the total rental charged. The reservation booking fee is non-refundable and shall be paid at the time the application to rent the booth is made.

Additional services are charged at a pre-quoted cost.
All payments must be completed prior to the commencement of the APD Congress or the Exhibitor will be precluded from the Exhibition.

16.4 Promotional And Letting Of Exhibition
Having prepared the basic background the Trade Exhibition Committee should then actively promote and solicit Exhibitors.

This should be carried out by writing to potential exhibitors and personal approaches during the preceding APD Congress and FDI Congress.

At the time of confirmation of reservation in writing a 50% deposit should be collected.

Official notification of acceptance of application by exhibitors should be forwarded at a date not less than 12 months prior to the congress. The notification letter should provide full details of the Exhibition and the Congress and should include the following:
1. Provisional Congress programme and Congress theme
2. Location of Exhibition
3. Duration and hours of the Exhibition
4. Date and time available for setting up and dismantling booths
5. Schedule of cost of additional services.

16.5 Official Opening Of Dental Trade Exhibition
The Opening Ceremony for the Dental Trade Exhibition should be a part of the APD Congress Programme. The Opening Ceremony is usually held on the first day of the Congress, and should be held within the Exhibition area.

A local dignitary or any person of choice of the LOC is invited as Guest of Honour. All APDF – APR.O Officers, Delegates, FDI Officers should be invited to the Official Opening Ceremony.

The official party usually makes a tour of the Exhibition immediately after the Opening Ceremony.

16.6 Privileges Of Exhibitors
Each Exhibitor shall be entitled to receive two tickets for the Opening Ceremony for each booth space rented. Exhibitors and their wives will be entitled to participate in the social programme on payment of the usual fees.

Exhibitors shall be provided with distinctive badges, and in sufficient numbers (to be determined by each LOC) for the booth staff.

All persons accompanying exhibitors should be issued with the same Accompanying Person badges as other members.

16.7 Trade Exhibition Directory
A dental trade Exhibition should be published and given free to all Congress participants, trade personnel and be available at the Exhibition areas.

All exhibitors should be provided a free listing in the directory. Additional advertising space should be sold at specified rates.
17. HOTEL ACCOMMODATION

The arrangement of suitable hotel accommodation for participants is an important duty of the LOC. If a PCO is employed, then the job of making contacts and arrangement for Hotel accommodation is their responsibility. Otherwise the Accommodation Committee will be responsible. However the LOC should be directly involved in the negotiations for rates, complimentary rooms etc.

17.1 Immediately after an invitation to host an APD Congress is approved by the Delegates Meeting, arrangements must be made either through the local Tourist Board or direct with the hotels to secure the number of rooms to be determined by the LOC with guidance of the Secretary General.

1) The rate of the hotel accommodation should be negotiated and fixed and quoted preferably in United States Dollars.

2) The LOC should also work out a scheme for complimentary rooms for its invited speakers etc. For example, 1 complimentary room for every 15 rooms occupied.

3) Select a Conference Hotel which should be a four or five star hotel with minimum 200 rooms.

4) It is also advisable to select some less expensive hotels a little further from the Conference Venue for some Congress participants.

17.2 Reservation: Forms for reservation of hotel accommodation should be sent out with the enrolment forms.

A list of hotels with price should be included on the form.

If is necessary to collect a non-refundable deposit for hotel reservations amounting to at least on night board and service charges.

17.3 Release of Block Booking

If is prudent for the LOC to release all rooms held by the LOC both at the Conference Hotel and other Hotels that has not been booked two (2) weeks before the commencement of an APD Congress.

18. PUBLICITY

Publicity in an APD Congress involves two main phase:

(a) Congress Promotion
(b) Congress Publicity

18.1 Congress Promotion

A preliminary announcement programme should be prepared immediately after the Executive Council recommends acceptance of an invitation.

These should be sent to all Member Associations for distribution.
At the preceding APD Congress and FDI Congress the preliminary programme should be distributed at a promotional booth or stand which is provided on a complimentary basis by the organizers.

The Final Programme should be available for distribution about 2 months before the APD Congress.

If is useful for members of the LOC to visit member countries, especially to coincide with the Annual General Meeting or other meetings, to promote the APD Congress.

Prepare and send various types of publicity materials for publication in the APDF Newsletter, FDI Newsletter, National Dental Journal and internet websites.

18.2 Publicity during Congress

The services of a public relations firm should be considered.

The duty of the publicity officer is

(a) Preparation of accurate materials for press release:
- Scientific programme
- Opening ceremony
- Announcement of New Executive Council
- Other information

(b) Arrange press conferences including the sending of invitations to reporters of the main newspaper, television and radio reporters.

18.3 Photographs

The Organising Committee should contract with a reputable photograph company or a competent photographer who will provide a quick service at a reasonable price throughout the entire APD Congress and cover the business meetings, the scientific sessions and the social programme.

The LOC must provide a public place where the photographs can be displayed. If is suggested that photographs should be displayed in sections with an indication of the events at which they were taken.

The contract with the photographer must clearly provide for methods of ordering, payment and delivery of photographs. The contract must also include that a complete set of all pictures taken should be made available to the Secretary General of the APDF – APRO.

Except of the Opening Ceremony where the press, radio and television are invited and any other sessions where the press is invited, the photographer or photograph company contracted must be given exclusive rights for the rest of the programme during the APD Congress.

19. OPENING CEREMONY

The Opening Ceremony is a very important programme in an APD Congress. If is therefore advisable for the LOC to appoint one of its members to be responsible for the planning of the Opening Ceremony and in particular for the invitation to
guests, protocol, seating, programme etc.

It is recommended that the programme for the Opening Ceremony be as follows:

0 00 hrs  Entertainment and arrival of delegates and guests

1 00 hrs  Officer / LOC who are to be seated on the stage should be instructed to take their seats on the stage. Welcome party to receive the Guest of Honour should wait at arrival point.

1 05hrs  Arrival of Guest of Honour

1 10hrs  Playing of National Anthem if applicable

1 15hrs  Master of Ceremony to welcome everyone and call on President of that Association to address the audience.

1 18hrs  Welcome Address - President of Host Association

1 22hrs  Address by President APDE (Outgoing President’s address)

1 27hrs  Introduction of incoming President APDF

1 30hrs  Induction of President APDF
          (Handing over the chain of office between Outgoing and Incoming Presidents APDF)

1 32hrs  Address – President APDF

1 37hrs  Introduction and Address by Guest of Honour and to declare Congress officially open.

1 47hrs  Roll Call of Nations by Secretary General of APDF/APRO

1 57hrs  Presentation of Honour, prizes or gifts where appropriate

2 00hrs  Cultural Programme

2 30hrs  Closing of Opening Ceremony

The length of time in listed as a guideline

Minor changes of the above sequence may be carried out or additional speakers may be included after consultation with Secretary General. The Secretary General must approve the list of awardees and changes or variations of the Opening Ceremony.

During the role call of nations – the LOC is encouraged to support the calling of Member nations with appropriate and interesting display.

The speakers should be limited to 5 – 10 minutes each. The LOC is responsible
For obtaining the text of each speaker prior to the Opening Ceremony for use by The interpreters and for the rehearsal.

A full rehearsal should be carried out before the Opening Ceremony to ensure proper timing of the actual event.

It is recommended that a professional Master of Ceremony be engaged for the Opening Ceremony.

The seating arrangement of the APDF Council Members and the LOC on the Stage must be agreed with the Secretary General and President well in advance.

Invitation for the Opening Ceremony should be extended to
(a) Embassies and/or Consulates of member countries
(b) Government officials
(c) FDI Officers
(d) WHO Officers
(e) Universities, Medical and Dental Schools
(f) Presidents of Associated Organisations.

The LOC in consultation with the Secretary General should reserve blocks of seats in the front rows for the following participants at the Opening Ceremony.
(a) Categories (a) to (f) in the above paragraph
(b) APDF Officers and Past Presidents of the APDF-APRO
(c) Chief and Alternate Delegates
(d) Presidents of Member Associations
(e) Wives of APDF Officers, Delegates and Invited guests
(f) Invited Speakers
(g) Trade Representatives (a few)
(h) Officers of Affiliated Organisations like ADI, ICD, APDSA, IADR

Provisions must be made for an adequate supply of earphones for those seated in the reserved front seats, if such facilities have to be collected at the entrance of the Hall for the Opening Ceremony.

A separate printed programme for the Opening Ceremony is encouraged.

If flags are used either for decorative purpose or the Roll Call of Nation, then the flags of ALL the APDF-APRO member countries should be flown.

Each past APD Congress Ceremony has presented a spectacular and unique Entertainment programme, and LOS should put extra effort into this area to make Their Opening Ceremony something for participants to remember for a long time after they have returned home.

20. CLOSING CEREMONY

The Closing Ceremony is the last official programme. The programme for the Closing Ceremony shall be as follows:
1. Arrival of Guest of Honour
2. Closing remarks by LOC Chairman
3. Address by President, Host Association
4. Congress Organising Committee proceed to the front of the hall to be recognised.
5. Presentation of Plaques to outgoing APDF Council
6. Introduction of newly elected Council and presentation
   Of Badges of office by APDF President to members of his/her team
7. Address by Guest of Honour
8. Official Transfer of APDF Flag to Organising Chairman of the next host.

The FDI President when present may be the Guest of Honour. However the final choice is the prerogative of the LOC.
The Master of Ceremony is usually the Secretary General.

The Closing Report by the Chairman of the LOC usually contains the final details of the Congress like the number of participants, number of exhibitors etc.

APPENDIX 1

Asia Pacific Dental Congress

Financial Budget
Asia Pacific Dental Congress Financial Budget  
A/C name: APDC  
INCOME  
International Registration

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### PROFITS/(LOSS)

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<tr>
<td>Exhibition hall-BUILDUP days</td>
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<tr>
<td>Exhibition hall-TEARDOWN days</td>
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</table>

| Foyer-EVENT days | $ | $ | $ |
| Foyer-BUILDUP days | $ | $ | $ |
| Foyer-TEARDOWN days | $ | $ | $ |

### Discounts

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### TOTAL EXHIBITION RENTAL

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### TOTAL ADDITIONAL AV EQUIPMENT

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### Registration Equipment

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### TOTAL REGISTRATION EQUIPMENT

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### TOTAL TECHNICAL & EQUIPMENT RENTAL

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### Construction & Furnishing

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### TOTAL CONSTRUCTION & FURNISHING

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**TOTAL STAFF**

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### Organizing Comm Accommodation

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**TOTAL ORG COMM**

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**TOTAL APDF COMMITTEES & STAFF COST**

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**Exhibition Technical Manual**

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**Transport & Communications**

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<tr>
<td><strong>Postage</strong></td>
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<td>Flight &amp; travel (15 speakers)</td>
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<td>Gifts</td>
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<td>Flags</td>
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<td>Venue rental</td>
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<tr>
<td>Food &amp; beverage</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>TOTAL OPENING CEREMONY</strong></td>
<td>$ -</td>
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<tr>
<td>Informal Night</td>
<td>Quantity</td>
<td>Cost</td>
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<td>---------------</td>
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<tr>
<td>Decorations</td>
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<td>Transportation</td>
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<td>TOTAL INFORMAL NIGHT</td>
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<th>APDF Gala Dinner</th>
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<tr>
<td>Transportation</td>
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<tr>
<td>Gifts</td>
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<tr>
<td>Food &amp; beverage</td>
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<td>TOTAL APDF GALA DINNER</td>
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<table>
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<th>Cost</th>
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<td>Tours</td>
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<tr>
<td>Lunch</td>
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<td>TOTAL ACCOMPANYING PERSONS</td>
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TOTAL SOCIAL PROGRAMMES  

$ - $ - $ -

**Organisational Expenses**

<table>
<thead>
<tr>
<th>APDF</th>
<th>Quantity</th>
<th>Cost</th>
<th>USD</th>
<th>Local Currency</th>
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<tbody>
<tr>
<td>Air Travel</td>
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TOTAL APDF  

$ - $ - $ -

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<thead>
<tr>
<th>LOC office cost</th>
<th>Quantity</th>
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<th>USD</th>
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<tr>
<td>Staff salary</td>
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<tr>
<td>Rental</td>
<td></td>
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<tr>
<td>Stationary</td>
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<tr>
<td>Uniforms</td>
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<tr>
<td>(Jackets)</td>
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<td>Entertainment</td>
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<tr>
<td>Misc</td>
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TOTAL LOC OFFICE  

$ - $ - $ -

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<thead>
<tr>
<th>Personnel</th>
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<tbody>
<tr>
<td>Pro Temp Staff</td>
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<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Non Pro Temp Staff</td>
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<tr>
<td>Staff uniform</td>
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<tr>
<td>Security staff</td>
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TOTAL PERSONNEL  

$ - $ - $ -

<table>
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<tr>
<th>Finance</th>
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<tr>
<td>Bank/Credit card charges</td>
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<table>
<thead>
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<th>Administrative expenses</th>
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<tr>
<td>Insurance</td>
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<td>Legal</td>
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fee  

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<thead>
<tr>
<th>Audit fee</th>
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<td>Audit fee</td>
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TOTAL FINANCE  

$ - $ - $ -
GRAND TOTAL EXPENSES

USD | Local Currency
---|---
$ | $ -

EXHIBITION PROSPECTUS

PROMOTIONAL AND ADVERTISING OPPORTUNITIES
Principal Sponsor
US 100,000
Terms and conditions to be discussed with the Organisers
Co-Sponsor
US 40,000
Terms and conditions to be discussed with the Organisers

**Speaker Sponsor**
- a) Direct arrangements US 5,000
- b) APDC arranges US 10,000

(Terms and conditions to be discussed with the Organisers)

**Scientific Session Sponsor**
US 5,000 per session

(Terms and conditions to be discussed with the Organisers)

**Product Seminar (per hour)**
US 5,000

(Terms and conditions to be discussed with the Organisers)

**Presidential Reception**
US 30,000

This lunch reception is traditionally held to honour the President of the APDF. Involving approximately 600 to 800 guests, your support of this event will be acknowledged on the backdrop at the venue. Acknowledgement will also be made in the Reception and in the Programme Book. You will also have exclusivity in distributing souvenirs during the reception.

**Grand Banquet**
US 40,000

The year 2005 marks the 50th anniversary of the APDF. A grand celebration is being planned to mark this important milestone for the Federation. We invite you to participate in this hallmark event and your support will be acknowledged in the backdrop for the event. The company name and logo will also feature on the menu and a special acknowledgement will be made during the Banquet. Acknowledgement will also be made in the Programme Book and exclusivity will be given to your company to distribute souvenirs or door gifts.

**Audio Visual Sponsor**
US 15,000

High quality AV equipment is very important for a successful scientific programme. We invite you to support us in arranging for this equipment which will be used throughout all the sessions. A special arrangement can be made to acknowledge your support through discussions with the Organisers.

**Directional Signage (including production and handling)**
US 15,000

Participants to the Congress will be well guided to the various venues for lectures, Seminars, trade exhibition and the lunch and coffee break venues. Directional signage will be used liberally and we invite you to support us to cover the costs of this signage. Your company logo will be displayed prominently on the signage and will also be acknowledged in the Programme Book.

**Congress Badge (including production & handling)**
US 10,000

Every participant and visitor will receive a badge to identify the name, category and county. It will also be used to control access to the scientific sessions, trade exhibition and the lunch and tea break venues. This is an invitation to have your company’s logo on all badges (except badges for trade) and due acknowledgement will be given in the Programme Book.
Congress Bags (including production and handling)
(US 15,000 for each of 2 companies)
Registered participants of the Congress will each receive a specially designed bag. This bag will contain the Programme Book, Exhibition Catalogue and other important documents and materials. Two companies will be given the opportunity to share the costs of producing this bag. The participating companies will have their name and logo displayed prominently on the bag as well as be acknowledged in the Programme.

Congress Bag Inserts
US 2,000 per item
This is an opportunity for companies to place printed matter or a product in the Congress Bag. The number of companies will be limited to 10 only. The inserts will be provided by the participating company.

Airport Information Stand (including staff and technical cost)
US 10,000
A special stand will be constructed at the Kuala Lumpur International Airport to provide essential information to arriving international participants and visitors. This is an opportunity for your company to assist in the construction and design, staffing and maintenance of this stand. You will have your logo appear on the stand and acknowledgement in the Programme Book.

Note Pads and pens (including production cost)
US 4,500 for each item
Every participant will receive a pen and a notepad which will be placed in the Congress Bag. This is an opportunity to have your company’s logo on the pen and the notepad. An acknowledgement will also be made in the Programme Book

Advertising Opportunities
Final Congress Programme
a) Outside Back cover  US 4,000
b) Inside Front Cover  US 3,000
c) Inside Back Cover  US 3,000
d) Full page elsewhere  US 2,000

Exhibition Catalogue
a) Outside Back cover  US 4,000
b) Inside Cover  US 3,000
c) Full page elsewhere  US 2,000

EXHIBITION RULES & REGULATIONS
1. Definition
1.0 “Organisers” means “Asia Pacific Dental Congress 2005” who as promoter and Organizer is responsible for the regulation and control of all aspects of the Exhibition.
1.1 “Exhibition” means the exhibition organised by the Organisers.
1.2 “Rules and Regulations” means these Exhibition Rules and Regulations as amended from time to time by the Organisers.
1.3 “Exhibition” means the sole proprietorship or limited company whose Application and Contract for Exhibition Booth(s) has been accepted by the Organisers.
1.4 “Publicity Material” means the promotional gifts. Catalogues, pamphlets and all and any advertising and publicity material whatsoever which an Exhibitor wishes to display, distribute or use at the Exhibition.

1.5 “Official Contactor” means (the name of the exhibition contractor)

2. Eligibility to Participate

2.0 The Organisers have the absolute discretion in the admission of Exhibitors. Until an Exhibitor’s application has been accepted in writing by the Organisers, no right to exhibit is granted notwithstanding payment of deposit to be submitted with the application, and the balance of payment by the due date. The Organisers reserve the right to decline any application without giving any reason.

2.1 Exhibition space is licensed strictly to the Exhibitor for trade promotion only for the duration of the Exhibition. The Exhibitor is required to use the space allocated in a manner satisfactory to the Organisers both during the assembling and installation of the stands as well as the Exhibition. The Organisers reserve the right to clear all or part of the space allocated to the Exhibitor at the Exhibitor’s expense without notice should they not be satisfied with the way the space is being used. The Exhibitor shall have no claim on any refund in respect of the space or other monies paid.

3. Payment

3.0 A deposit of 30% of the booth rental must accompany any application.

3.1 The balance payment must be made by 1st December 2004

3.2 The Organisers reserve the right to demand an additional deposit at any time as a guarantee for the cost of actual or potential damage.

3.3 In the event that an application for space is not accepted by the Organisers the rental paid shall be refunded to the applicant within 30 days from the date of notice of rejection of the application.

4. Cancellation or Reduction of Booth(s)

4.0 Cancellation or reduction of booth space must be made in writing to the Organisers

4.1 No refund of the deposit or balance will be given for cancelled exhibition space or reduction in booth space.

5. Space Allocation

5.0 The organizers have absolute discretion in allotting space for Exhibitor’s own stands or shell scheme stands. All decisions to such effect shall be final and no request for change shall be entertained.

5.1 The Exhibitor’s license to exhibit at the Exhibition and to use the space or the shell scheme stand(s) licensed to the Exhibitor is personal to the Exhibitor and shall not be transferred, assigned, sub-contracted or otherwise howsoever shared with any third party regardless of the relationship between the third party and the Exhibitor. All stands and exhibits shall not exceed maximum floor loading limit of 0.5 tonnes Per square metre.

5.2 All stands and exhibits shall not exceed maximum floor loading limit of 0.5 tonnes per square metre.

5.3 The Organisers reserve the right to alter or remove without notice and at the Exhibitor’s expense any stand which differs from the approved specification or any stand that does not conform to the Organiser’s required standard or rules and regulations. The Exhibitor shall have no claim against the Organisers or their agents for any extra cost of replacing the stand to conform to the Organiser’s specifications or delay resulting there from.

5.4 Exhibitor’s using their own stand constructions must co-ordinate and agree with the Organisers regarding all aspects of the erection, use and dismantling of such constructions.

5.5 Work of any kind carried out at the Exhibition venue must conform to the current local regulations in force and those specified by the Organisers. This applies to the Exhibitor, its
agents, contractors and sub-contractors. The Organisers reserve the right to stop any work which contravenes any of the regulations and the Exhibitor has no claim against the Organisers or their agents for any cost or delay resulting there from.

5.6 The suspension of stand or lighting from the ceiling structure of the Exhibition venue will not be permitted unless prior approval in writing is obtained from the Organisers. Fixings to the surface of the floors to secure margin boards and other stands fittings will not be permitted unless prior approval in writing is obtained from the Organisers.

6. **Fitted Stands**

6.0 Fitted Stands are provided by the Organiser's official contractor and are of a standard design. No variation of the fascia board, lettering and the fittings of the fitted stand shall be allowed unless prior written approval is given by the Organisers.

7. **Custom Built Stands On Raw Space**

7.0 Plans and design proposals for booths must be submitted in triplicate to reach the Organisers for approval not later than three months before the Exhibition. Drawings submitted must be a reasonable scale of not less than 1:50, fully dimensioned and must contain information such as floor plan, stand elevation, fittings, and materials to be used, moving exhibits, audio-visual equipment, weights and point loading of exhibits. No custom-built stand shall be permitted at the Exhibition unless the plans and design proposals have been approved in writing by the Organisers. Approval may be withheld by the Organisers without giving any reason.

7.1 All custom-built stand material used and its construction must conform to the rules and regulations of the Exhibition Centre and those of any public authority or department of the National or Local Government.

7.2 The transporting, assembling, dismantling and removing of custom-built stands are the responsibility of the Exhibitor. All such work must be carried out according to the arrangements and within the time limits specified by the Organisers.

7.3 No duplex exhibit shall be permitted and no exhibit or part thereof shall extend or project beyond the space assigned to the Exhibitor.

8. **Electrical**

8.0 Only electricity can be used as a source of light or light or power in the Exhibition venue.

8.1 All electrical works shall be carried out at the Exhibitor's expense by the official contractor appointed by the Organiser. Design plans or proposals for electrical installation must be submitted to reach the Organisers for approval, not later than two months before the Exhibition. The Organisers may require amendments or variations to be made to the design plan or proposals before approving the same, or may withhold approval at their own discretion.

8.2 Applications for the supply of electricity must be submitted to the official contractor of the Organisers.

8.3 Electricity shall be supplied only through the Exhibition Centre's Official Contractor.

9. **Use of Site and Safety, Restrictions and Requirements**

Precautionary measures such as guards or other means of protection must be taken to protect the public from any moving or working exhibits. Such moving or working exhibits shall only be demonstrated or operated by persons authorized by the Exhibitor and shall not be left running in the absence of such persons. Display of such working moving exhibits must have the Organiser's prior written approval.

9.0 The use of laser products at the Exhibition requires prior written approval from the Organisers. Application for approval of such use must be submitted to reach the Organisers not later than three months before the Exhibition. The following measures must be adopted in all cases where lasers are demonstrated in the Exhibition. Appropriate goggles for CO2 lasers must be available for the personnel staffing the booth and for any attendee who will be using the lasers.
9.1 All demonstrations of CO2 lasers must be conducted in clear plastic boxes with all sides enclosed, including the top.

9.2 Appropriate plastic coloured cubicles must be available if any other type of laser is being used, particularly dye and argon lasers.

9.3 No laser equipment may be left unattended in operable condition; and a staff member must always be present at the booth during Exhibition opening hours.

9.4 Any proposed advertising or demonstration at the Exhibition must receive the Organisers' advanced approval in writing.

9.5 Any performance of music, including the use of recorded music, is strictly prohibited in the Exhibition.

9.6 Publicity materials may only be distributed from the Exhibitor's own stand. No advertising, demonstration or canvassing for business may be carried out anywhere else within the Exhibition venue. No exhibits or advertising signs shall be placed outside the confines of the Exhibitor's stand.

9.7 Gas filled balloons shall not be permitted in the Exhibition under any circumstances. Inflammable materials, such as jute, crepe paper, cardboard, corrugated board, natural fibre mats and inflammable plastic material, etc shall not be used to construct or clad stand, nor for decorative purposes. Fabric materials draped on exhibition stands must be inflammable.

9.8 The Exhibitor's stand must be manned by an authorized and competent representative of the Exhibitor at all times during the Exhibition. Such representatives must be fully conversant with the Exhibitor's products and services and shall be duly authorized to negotiate and conclude contracts for the sale of the Exhibitor's products or services. The Exhibitor shall ensure that the representative shall comply with these Rules and Regulations and with any and all directions which the Organisers or their agents may give before or during the Exhibition.

9.9 The Organisers reserve the right to remove any exhibits or publicity material at the Exhibitor's expense which it considers in its absolute discretion to be hazardous, illegal, immoral, and objectionable or not to conform to the stand and set-up of the Exhibition or not fall within the exhibit description of the Exhibition.

9.10 The Exhibitor warrants that the exhibits and package thereof and the publicity material do not in any way whatsoever violate or infringe any third party's rights including trademarks, copyrights, designs, names and patents whether registered or otherwise, and agrees to fully indemnify the Organisers and their agents and contractors against all costs, expenses and damages arising from any third party's claim of infringement by the Exhibitor and the Organiser of such third party's rights.

9.11 Stand assembling, installation and decoration must be carried out within the time limits specified by the Organisers. The Organisers reserve the right to assemble, install or decorate any space which is not completed by that time at the Exhibitor's expense.

9.12 Repairs or alterations to the stand or display may only be carried out after the Exhibition is closed to visitors and with the prior agreement of the Organisers.

9.13 No stand or exhibits shall be dismantled before the official closing time of the Exhibition on the last day of the Exhibition.

9.14 No exhibit shall be allowed to be removed from the stand or the Exhibition venue once the Exhibition has been officially opened unless special permission has been given by the Organiser.

9.15 All audio-visual equipment must be of a noise level so as not to cause any inconvenience to other Exhibitors or visitors. The Organiser reserve the right to appoint one or more exclusive audio-visual equipment suppliers whereupon the Exhibitor shall be obliged to hire equipment from the exclusive supplier.

9.16 No Exhibitor shall engage or permit, sound or video recording, telecasting, and broadcasting at the Exhibition venue unless prior written approval is obtained from the Organisers.
10. Publicity
10.0 The Organisers shall arrange and be responsible for all publicity arrangements for the Exhibition, and no Exhibitor shall give or cause to be given any interview, public announcement, press statement or other publicity whatsoever intended to publicise the Exhibition as a whole.
10.1 The Exhibitor shall not disclose, appropriate or use and shall prevent its representative at the Exhibition from disclosing, appropriating or using any technical or confidential information regarding the business or affairs of the Organisers or any of the other Exhibitors in the Exhibition acquired by way of the Exhibitor’s license to exhibit.

11. Move-in and Move-out of Stand Materials and Exhibits
11.0 Exhibitors shall move-in to the Exhibition venue according to the arrangements and within the limits specified by the Organisers.
11.1 The arrangement and payment for transporting goods to and from the Exhibition venue are entirely the responsibility of the Exhibitor.
11.2 All exhibits’ stand materials and the like shall be removed immediately after the closing of the Exhibition according to arrangements and within the time limits specified by the Organisers. Any exhibits or stand materials left behind at the Exhibition venue shall be deemed forsaken and shall be disposed of by the Organisers at the expense of the Exhibitor concerned. All proceeds (if any) of such disposal shall be retained by the Organisers.
11.3 The Organisers reserve the right to appoint one or more exclusive contractor(s) to handle the movements of all goods and exhibits in and out of the Exhibition venue.

12. Exclusion of Liability
12.0 The Organisers shall not be liable in anyway whatsoever in respect of loss, injury or other damage suffered or caused to the Exhibitor, its representatives, employees, contractors or agents or the products or other property of the Exhibitor or such parties.
12.1 The Organisers shall not be responsible in any manner whatsoever for the consequences of any introduction or commercial transaction made during or as a result of the Exhibition.
12.2 The Exhibitor undertakes to indemnify and at all times hereafter to keep indemnified the Organisers from and against all liability, action, proceedings, claims, damages, cost and expenses whatsoever which it may suffer or incur by reason of or in relation to the agreement hereunder or by the Exhibitor of the Rules and Regulations.
12.3 The Exhibitor shall be responsible for effecting insurance which should include (but not be limited to) its displays, exhibits and stands against the loss or damage by theft, fire and any other natural causes, and shall produce such policy of insurance to the Organisers upon request.
12.4 The Exhibitor shall take out insurance policies to cover itself against all potential liabilities stated in these Rules and Regulations as well as possible legal liability for negligence and shall produce such policy of insurance to the Organisers upon request. The Exhibitor is fully liable for any loss or damage caused by an act or omission of the Exhibitor or its representatives, employees or agents to any property of the Exhibition venue, the other exhibitors or the Organisers.
12.5 The Organisers reserve the right to exercise a general lien over any property the Exhibitor has in the Exhibition venue in respect of all monies due to the Organisers (including claims for damages) in connection with the Exhibition.

13. Waiver
The waiver by the Organisers of any Rules and Regulations shall not prevent the subsequent enforcement of these Rules and Regulations and shall not be deemed to act as a waiver in respect of any subsequent breach.

14. Termination of Right to Exhibit
14.0 The Organisers shall have the right to terminate without notice an Exhibitor’s right to exhibit at the Exhibition in any of the following events: If an Exhibitor or any of its representatives
commits a breach of any of these Rules and Regulations; or it an Exhibitor, being a corporate body, enters into a liquidation whether compulsory or voluntarily, or compounds with its creditors, or has a receiver appointed over all or any part of its assets, or takes or suffers any similar action in consequence of debt, or if an Exhibitor being a sole proprietorship or partnership becomes, or one of its members become bankrupt or insolvent, or enters into any arrangements with its creditors, or takes or suffers any similar action in consequence of debt; or if the Organisers in their sole and absolute discretion decide that such right shall be terminated.

14.1 In the event that an Exhibitor’s right to exhibit in the Exhibition is terminated, the Exhibitor shall have no claim for refund of any monies paid against the Organisers.

15. Cancellation of Exhibition

15.0 The Organisers reserve the right to cancel, alter in character, reduce in scale, shorten or extend the duration of the Exhibition at any time without incurring any liability whatsoever to the Exhibitor due to circumstances outside the Organiser control including but not limited to embargo. Civil unrest, legal proceedings or government regulations that make it impossible or impractical for the Organisers in their absolute discretion to hold the exhibition. The Exhibitor shall have no claim against the Organisers, whether for loss or damage, or return of all or part of the fees paid by the Exhibitor thereunder.

15.1 The Organisers reserve the right to change the plan, site character or venue of the Exhibition at any time without giving notice to the Exhibitor. Proportional allowance for space rental may be made if appropriate by the Organisers (in their absolute discretion) but they shall not be liable for any further compensation to the Exhibitor.

16. Additional Rules and Regulations

16.0 The Organisers reserve the right to alter and amend any of the Rules and Regulations herein and issue additional rules and regulations at any time they consider necessary for the orderly operation of the Exhibition.

16.1 Exhibitors shall abide by the rules and regulations of the Exhibition Centre which are deemed to be integral parts and incorporated into these rules and regulations.

17. Governing Laws

These Rules and Regulations shall be governed and constructed in all respect in accordance with the laws of the host country.
BOOTH & SPONSORSHIP REGISTRATION FORM

BY SUBMISSION OF THIS FORM, ALL EXHIBITORS ARE DEEMED TO HAVE READ AND UNDERSTOOD ALL THE TERMS, CONDITIONS, RULES AND REGULATIONS OF THE ASIA PACIFIC DENTAL CONGRESS AND AGREE TO ABIDE BY THEM.

Please complete and return this form to:
E.g : ASIA PACIFIC DENTAL CONGRESS 2005
69-2 Medan Setia 1, Plaza Damansara,
Bukit Damansara, 50490 Kuala Lumpur,
Malaysia.
Tel: 603-2095 1495/1532
Fax: 603-2094 4670
www.mda.org.my
mda@po.jaring.my

Please type or print information in block Letters

Company
Name: ______________________________________________________________________
Address: ______________________________________________________________________
Suburb/Town: ________________________________  Country: _________________________
Postal code: ___________________

Exhibition Contact
Person: _______________________________________________________________
Phone: ____________________________________________  Fax: ______________________
E-mail: _________________________________________

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All bookings must be accompanied by a deposit of 30% of the total fee. This deposit is non-refundable. Final payment for booth must be submitted no later than 1st December 2004.

ORGANISATION NAME AS IT SHOULD APPEAR ON FASCIA (MAX 25 CHARACTERS INCL SPACE)

(Please Refer to Prospectus on payment method for details)

Please make cheque payable to: Asia Pacific Dental Congress
Attached is cheque No: ________________________________ for US$ ____________________
Submitted BY:
NAME & DESIGNATION _________________________________