

Host the INA Conference
Proposal to Host the International Neonatology Association Conference
(INAC)

Purpose of the conference

The purpose of the conference is to:

- Provide an opportunity for the exchange of ideas regarding neonatology
- Facilitate capacity building between national Neonatology organizations in developed and developing countries.
- Provide opportunities for new research and educational programs.
- Conduct the general business of INA

Criteria to host a INA Conference

1. The local organization needs to have sufficient infrastructure to support and provide initial operating money to host the conference.
2. The proposed city to have a conference venue that will accommodate thousand (1000) delegates and exhibitors.
3. A local Neonatal organization is to convene a local organizing committee (LOC) for the conference.
4. The LOC is to include two (2) members of the international neonatology association. These members will be nominated by INA Board
5. The LOCs responsibilities include (but not limited to):
 - a. Developing themes for the scientific program
 - b. Selection of national and international speakers
 - c. Liaising with the official event management company to ensure the below listed arrangements are made
 - d. Securing sponsorship
 - e. Collaborating with the INA board to determine the process for providing scholarships to neonatologists working with neonates in developing countries to attend this international conference. Funding for these scholarships is to be actively sought from INA's member organizations and external sponsors. The number of scholarships to be offered will be determined by the LOC, depending on the amount of funding available. Scholarships are to be awarded on a competitive basis.
6. The LOC will contract the official event management company to manage the conference. The event management company's responsibilities to include (but not limited to):

- a. Manage all aspects of the conference including venue sourcing, hotel and food contracts, speaker contracts, preparation of program and abstract book, advertising of the conference, delegate registration
- b. Travel arrangements including airlines, hotels, and transportation to and from airport
 - c. Provide tour information in the conference brochure and subsequently manage tour bookings for delegates and accompanying persons
 - d. Translation services for host country's language as well as English.
 - e. Duplication and Distribution of Conference Materials
 - f. Providing certificates of attendance (and co-ordinating the awarding of Continuing Education Credits with delegated INA member organizations)
 - g. Securing trade exhibitors

Proposal application request to host the International Neonatology Association Conference (INAC)

1. Proposed date (month/year) to host the conference: Click here to enter text.
2. Proposed location (city/country) to host the conference: Click here to enter text.
3. Name of the Local Organization to Host/sponsor: Click here to enter text.
 - a. Postal address of the organization: Click here to enter text.
 - b. Email address of the organization: Click here to enter text.
4. Name of the contact person for the organization submitting this proposal: Click here to enter text.
 - a. Position/Job Title of the contact person: Click here to enter text.
 - b. Mobile phone number: Click here to enter text.
 - c. Work phone number: Click here to enter text.
 - d. Contact email address: Click here to enter text.
5. Does your organisation have to have sufficient infrastructure to support and provide initial operating money to host the conference? Click here to enter text.
6. Is there a local neonatology association/college? Click here to enter text.
 - a. If yes:
 - i. Has the local neonatology association/college been consulted on this proposal? Click here to enter text.
 - ii. Has the local neonatology association/college consented to convene a local organizing committee? Click here to enter text.

b. If no:

i. How many neonatologists are estimated to be working in your country?

Click here to enter text.

ii. Have any neonatologist been asked to be involved in this proposal and on a local organizing committee? Click here to enter text.

7. Proposed budget: Click here to enter text.

8. Additional comments to support your proposal application: Click here to enter text.

All proposals are to be emailed to The INA Secretary at info@worldneonatology.org.