

Guideline for Application of Regional/Country Events

- A board member should submit a proposal to the board and describe the event (including but not limited to objectives, agenda, other board members involved and their roles, target participants, local partners, venue, etc.) and proposed budget (if any)
- The event should be attended by at least three (3) or more board members from three (3) or more regions.
- At least two participating board members should be speakers, presenters, and or panelists of this event.
- When the proposed event will partner with other local event (such as a joint event), APacCHRIE should be explicitly listed as a co-organizer, partner, or supporter.
- A total amount of US\$3,000 will be allocated as financial source for the year of 2017 as a pilot period. It is strongly encouraged to leverage local resources when possible. When APacCHRIE financial support are needed, the maximum funding for each event will be US\$1,000.
- Applications should be first come first served. If there are two proposals submitted at the same time and we have limited funds available, only one event can be funded. The priority will be given to the region that never hosted regional event before.
- Applications should be submitted to the President at least two weeks before the proposed date and the President will forward to the executive committees for consideration and approval
- Within one month after the event, the board member who proposed the event should submit a short report and pictures to APacCHRIE board, which will also be shared in APacCHRIE website and newsletter
- Money supported by APacCHRIE can be used for traveling and other items subject to the Executive Committee prior approval, but cannot be used for food and drinks
- Executive Committee may request more information from the application and make modification to the budget
- Board members are encouraged to conduct the event on the first half of the year to help promote our conference and membership