

Event Logistics

1. Proposed dates of event

2. Proposed venue:

City/Country or Region:

Proposed meeting venue and address

Venue contact person and email (if known):

3. Estimated number of participants (excluding organizing committee and Faculty members)

Local:

Overseas:

Scientific Programme

(Please attach separate sheets for items 1 – 4 in this section)

1. Justification of organization (may include literature review) (max. 500 words)
2. Aims and expected outcome (max. 500 words)
3. Outline of Scientific programme (to include titles of presentations and Faculty)
4. Proposed Faculty Members (Max. 10 persons) (Please include name, country or region, email, and up to three recent bibliographic references supporting the recommendations)

Collaboration with other societies

Are there any proposed or known collaboration with other academic societies in the organization of the proposed activity? If yes, please specify their roles:

Budget

1. Proposed budget (breakdown of proposed income, expenditure and expected balance, and request for support from APSR). (Please attach separate sheet if appropriate.)

2. Potential commercial sponsorship. Please specify if any is expected or secured:

Conflict of interest

The event chair and co-chair must provide duly signed and completed conflict of interest forms with this application

Reports

The event chair agrees that any statement or official communication in the name of APSR/ESAP shall be submitted prior to publication for approval by the APSR Education Committee.

The statement or position paper developed in the proposed activity should be submitted for publication in *Respirology* or its supplement issue.

The event chair is expected to forward a detailed report to the APSR Education Committee within three months of the conclusion of the proposed activity

Event chair signature and name

Event co-chair signature and name

Date

Asian Pacific Society of Respiriology (APSR)

Conflict of Interest Form

The local chair and co-chairs as well as speakers, session chairs are required to disclose all relationships that could be viewed as presenting a potential conflict of interest. Conflict of interest exists when one has financial or personal relationships that inappropriately influence (bias) one's action or presentation. Examples include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications and travel grants, within three years previous to the proposed date of event. The information shall be made available to the participants.

Name:

1. Conflicts of Interest

I recognize that I have to disclose to the APSR prior to hosting the event the existence of any significant financial or relationship I have with the manufacturer(s) of any commercial product(s) or provider(s) of commercial service discussed in the event. I understand that this disclosure is to provide the APSR with necessary information on which APSR can make her own judgement. It would be APSR to decide whether the chair or co-chair or speakers' interest or relationship may influence the activity. The APSR will not view the existence of these interests or commitments as necessarily implying influence or reducing the scientific value of this educational activity.

I have the following, actual or perceived, conflicts of interest to declare:

Or

I have no, actual or perceived, conflicts of interest to declare

2. **Tobacco-industry related conflict of interests** (Chair and co-chairs, speakers)

The APSR would not accept any speakers, chairs and co-chairs who have links with tobacco industry, and reserves the right to take appropriate actions to preserve this piece of scientific interest. If your answer to the following question is **YES**, the APSR will have to cancel the invitation for participation.

YES, I declare that I have been an employee, a consultant, or have received a grant from the tobacco industry in the recent 5 years

NO, I declare that I have NOT been an employee, a consultant, or have received a grant from the tobacco industry in the recent 5 years

The 'Links with tobacco industry' include any support in cash or kind, equipment, facilities, consumables, travel or personal honoraria

Signature

Name

Date