

**Asia and Pacific Alliance of YMCAs
Regional Youth Conference
Guideline and Criteria for Hosting**

Hosting YMCA Regional Youth Conference:

The Youth Participation Leadership Development (YPLD) suggested introducing a mechanism for selection of the host country to hold the YMCA Regional Youth Conference in Future. It was recommended to invite the national movements to send in their proposals to APAY office.

The Asia and Pacific Alliance of YMCAs Regional youth conference seeks to nurture and empower youth to become very vibrant leaders to impact local and international communities.

Asia and Pacific Alliance of YMCA will encourage the national movements to hosting this event.

Hosting YMCA Responsibilities:(Local YMCA and National together)

- Supervise the Local preparations and coordination.
- Provide support and work together with APAY.
- Appoint Youth Conference Coordinator
- Responsible for local coordination and local logistical concerns;
- Conference site, accommodation, Food, Transport, program, resource persons, etc..
- Conference materials and tools (name tags, not book, T-shirts, conference bag etc..)
- Prepare budget estimates of program items and related expenses
- Volunteer / Staff support
- Plan for the workshops theme together with APAY.

APAY Responsibilities

- Overall supervision/coordination of the youth conference through APAY Executive Secretary and Youth Participation and Leadership Development Committee of APAY.
- Send invitation and correspondence to National movements and related persons
- Follow up movements for participants
- Finalize program contents and related activities/ Projects for the implementation of the program.
- Receive application form and flight schedule of participant
- Coordinate with the host YMCA on update/development of program preparations.
- Settle all the necessary financial obligations.

Time Frame

- Application open from – July 2013.
- Deadline for receiving proposals at the APAY office – January 2014.
- Presentations by the representative YMCAs to YPLD – January to March 2014.
- The Proposal will be discussed at ECM 2014.
- YMCA Regional Conference August 2014.

Application for the Regional Youth Conference Hosting

Name of the National Movement:			
Name of host YMCA: (National or Local)			
Name of the National General Secretary:			
Name of the General Secretary of Hosting YMCA:			
Name of the National Coordinator:			
Contact details of National Coordinator:	E-mail	Skype	Phone
Name of the Local YMCA coordinator			
Contact Details of Local Coordinator:	E-mail	Skype	Phone
Total Number of participants expected:		International participants:	Local Participants:
Suggest Date: (5 Nights) 1 st Choice: 2 nd Choice: 3 rd Choice:			
Suggestion of activities for conference			
Place & Address Conference venue:			
Major Airport, How many Km from Airport to Conference site:			
Total Accommodation: (How many room)	Double Rooms	Single Rooms	Multiple bed rooms
Meeting Hall Capacity (How many conference room)		Dining Hall Capacity	
Name of Close Medical Hospital:		How many Km from the conference site	
Emergency Transport availability:	Car	Van	Bus
Another attraction in an around the Center			
Endorsed by National general Secretary with signature		Signature of Hosting YMCA General Secretary	
Date of submission:			

Duly filled in application and sent to Roger Peiris, Youth Development Officer of Asia and Pacific Alliance of YMCAs (roger@asiapacificymca.org).