



WTCA 2024 ASIA PACIFIC REGIONAL MEETING HOST APPLICATION

Please review the WTCA Regional Meeting Host Guidelines prior to completing this form.

Please answer each of the following questions below. This form will give the Asia Pacific Regional Advisory Council (APRAC) a clear summary of each Applicant.

To maximize participation with ample time between the WTCA Global Business Forum (GBF, March) and Member Forum (MF, October), the 2024 APAC Regional Meeting will be held in the third quarter, preferably July or August.

Please note basic eligibility requirements include:

- A current, signed license on file with the WTCA
- Current on dues
- Up-to-date, submitted and approved InfoShare form and Digital Profile on www.wtca.org
- WTCA Accredited preferred, but not required
- Adherence to the WTCA Code of Conduct for Members

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| Submission Date | |
| World Trade Center Name | |
| Contact Person(s) | |
| Title(s) | |
| Email | |
| Telephone Number(s) | |
| Proposed Dates for the 2024 Asia Pacific Regional Meeting (in July or August) | |



1. Please briefly describe why your WTC location is interested in hosting the 2024 Asia Pacific Regional Meeting, how your WTC location will benefit, and how regional Members will benefit:

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2. Have you or a representative from your WTC location attended a past Regional Meeting?

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|------------------------------|----------------------|
| <input type="checkbox"/> Yes | Date(s)/Location(s): |
| <input type="checkbox"/> No | Why not? |

3. Has your WTC location ever hosted a WTCA Regional Meeting or General Assembly?

| | |
|------------------------------|----------|
| <input type="checkbox"/> Yes | Date(s): |
| <input type="checkbox"/> No | |

4. Please briefly describe how you would improve on past Asia Pacific Regional Meetings. If you have not attended Asia Pacific Regional Meetings in the past, please leave blank:

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5. The APAC Regional Office and APAC RAC will be able to assist in content development and speaker selection. Please briefly describe or list potential content or speakers your WTC location may also offer.

6. Please briefly describe the unique qualities that your location/region would offer to attendees:

7. As a participant in the United Nations' Global Compact, the WTCA is committed to its [10 Principles](#) and the [17 Sustainable Development Goals \(SDGs\)](#). Please describe any ways in which your WTC business supports and the Regional Meeting could support these efforts.



As part of the WTCA’s commitment to enhanced regional activities, the 2024 APAC Regional Meeting Host may receive a stipend to provide the first 50 registrants free-of-charge access to the regional meeting. The exact amount will be determined by the RAC based upon this application and available funds.

8. Please fill in the following details regarding registration, travel, and accommodations for your proposed Asia Pacific Regional Meeting:

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|---|---|
| Proposed registration fees | WTCA Member <i>(for those registrants not receiving a free ticket)</i> : \$ ____,__ (USD) Accompanying Guest <i>(social activities only)</i> : \$ ____,__ (USD) Prospective WTCA Member: \$ ____,__ (USD) |
| Major airlines that serve your city | |
| Cities that provide direct air connections to your city | |
| Closest major train station | |
| The distance and approximate travel time between the airport(s)/train station(s) and the official Asia Pacific Regional Meeting venue | _____ Distance Miles _____ Distance Kilometers _____ Travel Time |
| Asia Pacific Regional Meeting venue name | |
| Please briefly describe the venue details, including technical and hybrid capabilities | |
| Host hotel | |
| Hotel Rate for attendees | Single \$ ____,__ (USD) Double \$ ____,__ (USD) |



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|---|--------------------------------|
| Please indicate meals (breakfast, lunch, and dinner) covered by the registration fee for your proposed Asia Pacific Regional Meeting: | Breakfast ___ Yes ___ No |
| | Lunch ___ Yes ___ No |
| | Dinner ___ Yes ___ No |

9. What do you require or need from the WTCA in order to host this Regional Meeting (content assistance, funding, logistical)?

10. Aside from the Regional Meeting, is there a local trade show attendees could attend before or after the Regional Meeting? If so, please list a description, as well as if your WTC location is directly or indirectly connected to it.

11. Please include any other relevant information you would like the APAC RAC to consider as it selects a host for the 2024 Asia Pacific Regional Meeting:

*Please complete this Host Application form and return it to Ms. Adele Zhang, Program Manager at WTCA Asia Pacific Regional Office (APRO) at Azhang@wtca.org with “2024 Asia Pacific Regional Meeting Application” in the subject line, **on or before February 2, 2024.***

For questions, please contact Adele at her email and/or her office at +86 10 8500 3230.