**Bid Manual for SIOP Congresses**

1. **GENERAL INTRODUCTION**

This Bid Manual outlines the main requirements for SIOP members intending to submit a bid to host the SIOP Congress. It includes the various policies and requirements governing this event in order to offer clear guidelines of tasks and responsibilities.

It is strongly recommended to consult and/or jointly prepare your bid document with the Tourist Board of your city/country and the congress venue selected.

**A.1. Congress Objectives:**

1. **Science**

* to present and discuss recent research from different parts of the world
* to inform delegates about new trends in research and recent results in different regions of the world

1. **Education and Guidance**

* to provide scientific evidence and best practice updates in different economic settings
* to present relevant issues designed to stimulate discussion
* to improve skills for clinical practice

1. **Society**

* to brief delegates on SIOP achievements
* to engage in strategic exchange of ideas
* To develop strategies to improve daily practice

1. **Networking**

* to strengthen interaction between professionals from across the world through social events and time for informal personal exchanges

1. **Presentation of Awards and Distinctions**

**A.2. Congress Rotation**

Congresses rotate among SIOP continents: Asia, Oceania, North America, Latin America, Africa and Europe.

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Region** | **City** | **Country** |
| **2013** | Asia | Hongkong | China |
| **2014** | North America | Toronto | Canada |
| **2015** | Asia/Oceania/ Latin America/Africa\* | Cape Town | South Africa |
| **2016** | Europe | Dublin | Ireland |
| **2017** | North America | Washington D.C. | USA |
| **2018** | Asia/Oceania/ Latin America/Africa\* | Kyoto | Japan |
| **2019** | Europe | Lyon | France |
| **2020** | North America | Ottawa | Canada |
| **2021** | Asia/Oceania/ Latin America/Africa\* | tbc | tbc |
| **2022** | Europe – Bidding will open early 2019 | | |
| **2023** | North America – Bidding will open early 2020 | | |

\* Asia/Oceania/ Latin America/Africa includes Mexico and the non-continental US (i.e. Hawaii and Alaska)

**A.3. Conditions for Bidding**

All SIOP members may respond to a call for congress bids issued by the SIOP office. There will be a call for bids three years before the congress.

Bidders must demonstrate the following conditions:

* Respond to a Call for Bids
* Proven previous experience in organising regional and/or international events
* Present a letter of support from local Government authorities related to the area
* Present a list of local companies (contacts) who are potential sponsors
* Propose a local organising committee (and acceptance letters from proposed members )
* Be fully paid up (dues paid in full for last 2 years at time of bid) and remain in good standing until time of congress.

**A.4. Timeline for Bidding**

1. A **Letter of intent** indicating the venue, available dates and Local organizing committee (LOC) should be submitted to **SIOP Secretariat by Thursday, February 9, 2018**.

**2.** The **complete bid** to host the SIOP 2021 Congress, containing the information requested under C.1 should reach the SIOP Office by **Tuesday, May 16, 2018**.

Both documents can be sent by email to [info@siop-online.org](mailto:info@siop-online.org)

**NB**: The winning applicant agrees that official announcement of the bid should be done only with the permission of SIOP and with the confirmation that venue and hotels are secured by the Kenes International Procurement department.

|  |  |
| --- | --- |
| Official Announcement of the Call for Bids | December 2017 |
| Letter of Intent (city, venue and LOC) to be sent to the SIOP Secretariat | February 09, 2018 |
| *SIOP will inform potential bidders after a short reviewal period if they have been shortlisted and can go ahead with preparing the full bidding document.* | |
| Bid document containing the information requested under C.1 to be completed by the bidder | May 16, 2018 |
| Kenes International to prepare Site Selection Report | 6 weeks |
| SIOP reviewing the bids and the Site Selection Reports | June/July 2018 |
| Final selection and announcement of the winner at the SIOP 2018 Kyoto Annual Business Meeting | November 2018  (exact date tbc) |

**A.5. Selection Process**

* The Executive Board will screen all letters of intent and complete bids taking into consideration the geographic rotation of congresses amongst its 6 regions, the completeness of documentation and the PCO analysis of suitability of each venue.

**A.6 Voting Process in Board of Directors meeting**

* All members of the Board of Directors have voting rights if in good standing.
* Applicants need to obtain the majority of votes (51%+1) to be selected.
* The winning applicant will be officially announced during the Annual Business Meeting

1. **SIOP CONGRESS ORGANISATION**

**B.1.** **Roles and responsibilities**:

**B.1.1** **SIOP**

* SIOP will have overall and final responsibility for all aspects of the SIOP conference, including financial (and budget, responsibility).
* The SIOP scientific committee will have full and final responsibility of all aspects of the scientific program.
* SIOP will take full **responsibility** for all aspects of the congress, including organisation of the congress and adjacent meetings, the scientific program, abstracts, posters, registration, exhibits, website and logistics, all financials and budget.
* SIOP will decide on the registration fees, together with the local organising committee and the PCO. Special registration fees must be available for SIOP members, undergraduate students, residents/interns, young researchers and trainees, health sector personnel, exhibitors, persons with disabilities and accompanying persons. There will be special rates for group registrations and participants coming from low and upper and lower middle-income countries (World Bank definition). The opening ceremony and welcome reception will be included in the registration fee.
* SIOP has a fixed conference format, it will determine the main themes and lectures; will select oral and poster papers and define rules for oral presentation of posters; will organise hands-on workshops and industry symposia while avoiding conflict with the congress scientific program and avoiding political, scientific and ethical bias.
* SIOP will intervene in such cases where political or economic situations might prevent the conference from taking place.

**B.1.2** **Role and responsibilities of Local Host Organisation and host country**

The local host organiser obtains the support of the government (usually Ministry of Health) of the host country

* The country must be secure and politically stable country
* The local hosts provide supporting letters from national/provincial state and municipal authorities. The letter shall include a signed statement that all registered bone fide persons, from all countries, will be granted visas and admission to the country

The local host recommends:

* An appropriate city
* Proposed dates, taking into consideration any other international, regional or national conferences in the region noting that traditionally the SIOP congress is held around September and October
* Appropriate venue
* Locations for dinners, receptions and excursions

The local host:

* Jointly invites with SIOP local government/ministry of health/municipal representatives
* Provides local/regional scientific knowledge and expertise and input into the congress program via its presence on the congress organising committee as well as local resources (experts, speakers, workshops etc.)
* The local host advises appropriate venues for the Presidential dinner, the official banquet/gala dinner. Upon agreement. The budget for these events needs to be coordinated with the PCO.
* Suggests local attractions within the region
* Proposes and appoints a local organising committee,
* Recruits local volunteers

The local hosts assist in securing funding by identifying sponsorship within the host country/region in co-operation with SIOP and KI. Local hosts help to raise funds as follows:

* They identify local/regional companies and key contacts
* They identify sponsorship of travel grants for delegates from low income countries
* Raise funds for the scholarships - 40,000 EUR minimum

The local host promotes the conference locally to potential participants and within the region.

**B.1.3. PCO – Kenes International**

* SIOP has contracted Kenes International (KI) as PCO.
* KI is responsible for the technical organisation of the conference, the accompanying commercial exhibition and sponsorship. In this capacity KI is free to seek advice from the local organiser on all local aspects, arrangements, sponsorship, promotion etc.
* Working closely with the SIOP, KI will take responsibility for the planning, organisation and execution of the annual SIOP Congress making every effort for a high calibre congress at a reasonable expense. KI will take responsibility for the technical organisation, sponsorship acquisition, exhibition and administrative organisation of the SIOP world congress including the following tasks:
* Contract and arrangements with hotels and with all parties involved in the organisation of the congress, for example congress centre, venues, social events, caterers, audio-visual and technical equipment suppliers, transportation companies etc.
* Contracts and organisation of commercial exhibition and sponsors – in collaboration with SIOP and the local host society
* Organisation, set up and implementation of congress registration
* Congress promotion, including website, production and mailing of announcements
* Financial management, including industry relations and execution of all agreements, budget preparation and oversight, travel reimbursements
* Abstract handling
* KI will also work with the local host organisation(s) once the bid has been won.
* KI has the responsibility for preparing the budget for the conference, approved by the SIOP Executive Board.

1. **Bidding Documents – PLEASE RETURN THIS CHECKLIST WITH YOUR BID**

**C.1. Information required in Bidding Document:**

The bid document should be made jointly by the local host organisation, the Tourist Board of the city/country and the congress venue selected.

In order to be considered, the bidding document must contain the following information:

1. Names, titles, position and resume (curriculum vitae) of the proposed Local Organising Committee members. Prior experience of committee members in the organisation of medical conferences is welcome.
2. General documentation on the city proposed as venue for the meeting such as: population, climate, safety, cuisine, infrastructure, attractions, museums, cultural activities, etc.
3. General documentation on accessibility of the city by air: direct flights to and from, frequency, airline company names etc. Documentation of accessibility by road and rail if relevant. General documentation on the nature and quality of available communication systems (phone, fax, mail etc.)
4. Brief information about the country such as: political structure and stability, economy and inflation rates, cost of living, infrastructure, diplomatic relations, legal requirements for entry, customs regulations, import/export of currency, taxes, tourist information, availability of government, state or city subsidies.
5. Specific documentation on the proposed convention centre: number and size of meeting rooms and exhibition area, floor plans, security, location, ownership, public transportation to and from, distance to downtown, distance to various hotels. Information on dates or periods of availability. The conference centre should be able to accommodate up to 2,000 participants. Information on additional meeting facilities (e.g. in hotels) within walking distance is useful.
6. Availability of "in-house" services of the convention centre such as: audiovisual, simultaneous translation, business centre, bank, emergency medical facilities, post office, exhibit construction contractors, customs broker, etc. Information on restrictions in choice of the use of such facilities if other than those available "in house" are selected.
7. Availability of reliable agencies for housing, transportation, audiovisual services etc., either through city or state tourist bureaus or private companies.
8. Documentation on hotels: categories, price ranges, distance to conference centre, total number of sleeping rooms within walking distance, total number of sleeping rooms within reasonable shuttle bus distance, availability over the proposed congress dates.
9. Endorsements by local or national societies, local or national health authorities, scientific institutions, civil authorities, government etc., if any.
10. Possible financial support or guarantees from local or national governments.
11. List of medical conferences of similar size and duration that have been or will be organised in the same city and/or conference centre. References or recommendation of the organisers of any such former meetings, if available.

**C.2. Bid Document Template**

This template can be used as a basis for the bid document. Other formats are also acceptable as long as the required information is included

**CONGRESS CENTRE** – Please include a full venue proposal based on the meeting room and exhibition space requirements

VENUE NAME:

CONTACT INFORMATION:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Purpose | Hall Name | Pax | Days in Use | | | | |
| Day (-2) | Day (-1) | Day 1 | Day 2 | Day 3 |
| Plenary |  | 1200-1500 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| parallel hall |  | 500-600 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| parallel hall |  | 350-500 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| meeting room |  | 100-150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| meeting room |  | 100-150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| meeting room |  | 100-150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| meeting room |  | 100-150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| meeting room |  | 100-150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| meeting room |  | 100-150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| 3 boardrooms |  | 30 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Speaker Ready Room |  | 50 sqm | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Society office |  | 5 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Kenes Office |  | 10 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Storage |  | 65 sqm | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Exhibition |  | 2500 sqm | Set up | Set up | Congress full day | Congress full day | Congress full day |
| Posters Area |  | 600 faces |  | Set up | Congress full day | Congress full day | Congress full day |
| Registration Area |  |  | Set up | Congress full day | Congress full day | Congress full day | Congress full day |

**ACCOMMODATION AND TRAVEL**

Hotels

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| category | number of hotels | number of rooms | average cost range | Breakfast included | Taxes rates included |
| 5 star |  |  |  | Yes No | Yes No |
| 4 star |  |  |  | Yes No | Yes No |
| 3 star |  |  |  | Yes No | Yes No |
| 2 star |  |  |  | Yes No | Yes No |

In the above table; please focus on hotels that are within 15 – 20 minutes from the venue. In the case where the main hotel area is further away please explain the distance and accessibility to the venue

Public Transportation to Congress Centre:

Bus yes no Average cost of public transportation: €\_\_\_\_\_\_\_

Metro yes no Average cost of public transportation: €\_\_\_\_\_\_\_

Tram yes no Average cost of public transportation: €\_\_\_\_\_\_\_

Airport

International airport: yes no

Average distance from City centre:

Means of transportation:

Average cost airport to city: €

SUPPORT FROM THE HOSTING CITY

Example: Subvention, Reception, Public transportation, entrance to attractions:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSSIBLE DATES IN 2018

Important note: suggested dates must comply exactly with the Congress timetable format.

|  |  |
| --- | --- |
| date | comments |
|  |  |
|  |  |
|  |  |

Please advise all public and religious holidays during or adjacent to the suggested dates.

REFERENCES

Name 3 large scientific/medical events that took place in the city within the last 3 years:

(Please include a contact person for each event)

**MEMORANDUM OF AGREEMENT WITH SIOP CONGRESS HOST(S)**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereafter known as Host) hereby agrees to host the \_\_\_\_\_\_

(Year) Conference of SIOP and to provide or assist with the following services and local arrangements as per the attached bid document and agrees to be responsible for identifying sponsorship as per this document and checklist.

.

The Host affirms its commitment as Host and assures SIOP of continuity of this commitment without regard to changes in roles within the local Society or within SIOP.

**Signatures:**

**Local Host(s)**

**The \_ (Organisation(s) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_agrees to the terms and conditions set forth in this document.**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Host Organisation Representative (Chairman, President)**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Venue**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIOP Representatives** (President, Treasurer)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIOP Representatives** (President, Treasurer)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_