



**Request for Proposal (RFP)
Professional Congress Organiser (PCO)
for SIOP Asia Annual Congress**

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1. Background

SIOP Asia is the Asian Continental Branch of the International Society of Paediatric Oncology (SIOP), whose mission is to promote optimal standards of care for children and young people with cancer.

The SIOP Asia Annual Congress is the flagship continental Congress, serving as a platform for clinicians, researchers, nurses, allied health professionals, and patient-advocates across Asia. Recent Congresses have included extensive scientific programming, nursing sessions, parents/survivor sessions, social events, and collaborative multi-stakeholder activities. Despite being a Continental Congress, attendees come from all over the world.

The Past SIOP Asia Congresses have been held in the following cities:

- 1st SIOP Asia Congress, 26 – 28 April 2000, Singapore, Singapore
- 2nd SIOP Asia Congress, 22 – 24 November 2002, New Delhi, India
- 3rd SIOP Asia Congress, 26 – 28 February 2004, Dhaka, Bangladesh
- 4th SIOP Asia Congress, 05 – 08 April 2006, Shanghai, China
- 5th SIOP Asia Congress, 26 – 28 February 2008, Muscat, Oman
- 6th SIOP Asia Congress, 03 – 05 March 2010, Kish Island, Iran
- 7th SIOP Asia Congress, 21 – 24 April 2012, Yogyakarta, Indonesia
- 8th SIOP Asia Congress, 17 – 19 April 2014, Seoul, Korea
- 9th SIOP Asia Congress, 25 – 27 April 2015, Amman, Jordan
- 10th SIOP Asia Congress, 25 – 28 May 2016, Moscow, Russia
- 11th SIOP Asia Congress, 25 – 28 May 2017, Bangkok, Thailand
- 12th SIOP Asia Congress, 03 – 06 April 2019, Abu Dhabi, UAE
- 13th SIOP Asia Congress, 19 – 21 March 2021, Virtual, Mumbai, India
- 14th SIOP Asia Congress, 29 – 31 July 2022, Virtual, Guangzhou, China
- [15th SIOP Asia Congress, 18 – 21 May 2023, Yerevan, Armenia](#)
- [16th SIOP Asia Congress, 22 – 25 June 2024, Yokohama, Japan](#)
- [17th SIOP Asia Congress, 12 – 15 April 2025, Riyadh, Saudi Arabia](#)
- [18th SIOP Asia Congress, 25 – 28 June 2026, Ulaanbaatar, Mongolia](#)
- 19th SIOP Asia Congress, May 2027, city tbd, Uzbekistan
- [20th SIOP Asia Congress, tbd 2028, bids open in Jan 2026](#)

The host countries for the SIOP Asia Congress generally alternate between Eastern Asia Region and Western Asia Region.

Each Congress is 3.5 days long.

Eastern Asia region includes:

Bangladesh, Bhutan, Brunei, Cambodia, China (including Hong Kong and Macao), India, Indonesia, Japan, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, North Korea, Philippines, Singapore, South Korea, Sri Lanka, Taiwan, Thailand, Timor-Leste, Vietnam.

Western Asia region includes:

Afghanistan, Armenia, Azerbaijan, Bahrain, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Oman, Pakistan, Palestine, Qatar, Russia, Saudi Arabia, Syria, Tajikistan, Turkmenistan, United Arab Emirates (UAE), Uzbekistan, and Yemen.

While the SIOP Asia Congresses generally rotate location (Eastern Asia vs Western Asia), SIOP would consider any Asia location proposed by the PCO that is deemed financially profitable location for the Asia Congress and is subject to other criteria (e.g. ease of visa access, direct flights, likelihood of attendees choosing to attend etc).

The SIOP Asia Congress have a main scientific track and several other tracks on CCI (parents/survivors), nursing, and other (PPO, surgical etc).

The Congress attendance rates vary and are very much dependent on the host city chosen: 2026 Congress, Mongolia – appr. 250-300 expected; more data will be available after the early bird deadline of May 1, 2026

- 2025 Congress, Saudi Arabia – 400
- 2024 Congress, Japan – 750
- 2023 Congress, Armenia – 300

For comparison, the Annual SIOP Congress has attendance around 3,000 – 3,600 people. The Annual SIOP Congress is not subject to this RFP.

Congress registration fees are set in a collaboration between the SIOP Secretariat, SIOP Senior Management Team and the PCO.

2025 and 2026 SIOP Asia Congress registration fees are available here:

<https://siopasia2025.com/registration/>

<https://www.siopasia-congress.org/registrationandrates>

Category	Early-bird	Regular	Late/On-site
SIOP Members	US \$ 150	US \$ 200	US \$ 250
SIOP Non-Members	US \$ 200	US \$ 250	US \$ 300
Allied Health / CCI / Student	US \$ 75	US \$ 100	US \$ 125

Other past SIOP Asia Congresses (e.g. Japan in 2024) have had higher registration prices.

SIOP members receive discounted registration fees for the SIOP Asia Congresses.

2. Objectives of the PCO Contract

SIOP is looking for a Professional Congress Organizer (PCO) with proven track in organizing mid-size congresses and conferences to organize the next 2 years of SIOP Asia Congresses.

The PCO shall:

- Provide end-to-end Congress organization and management services, including but not limited to: abstract submission, abstract scoring, website for delegate registration, marketing, support scientific programme development, manage logistics, venue, vendor

selection and contracting, registration, sponsorship/ exhibition, communications, and financial reporting, AV, Congress website.

- Ensure compliance with inclusivity, accessibility, risk, and ethical standards.
- Ensure compliance with any relevant local laws concerning medical Congresses.

Contract will be for 2 years (2027 and 2028). Country for 2028 is pre-determined as Uzbekistan and bids for 2028 are now open but no selection is determined yet. SIOP will work with the PCO to determine the 2028 selection.

3. Finances & Sharing of Congress Profits

SIOP does not provide any financial support towards the organization of the Asia Congressed.

The PCO is required to share the Congress profit with SIOP Asia at the ratio of XX% – YY% (XX% of the Congress profit to SIOP and YY% of the Congress profit to the PCO). Any financial loss from the SIOP Asia Congress is the responsibility of the PCO and financial loss cannot be passed on to SIOP.

The Congress final financial report needs to be shared with the SIOP Secretariat within 2 months of the end of the Congress, at the latest, and the SIOP Asia share of the profit needs to be transferred by bank to SIOP within 10 weeks after the Congress ends. The bids must clearly indicate the % profit share to SIOP and to the PCO.

4. Services to be Provided

The PCO is invited to tender for the provision of the following services. The list is not necessarily exhaustive, and tenderers are welcome to incorporate additional services that they believe would be required for the successful organisation of this congress. The list is intended to be indicative of the responsibilities of the PCO as envisaged by the SIOP Secretariat at this point in time. Tenderers should indicate their ability to provide the areas of service or indicate that it is not a role that they would undertake. Where the tenderer would sub-contract any role, this must be clearly stated.

4. 1. General Project Management

- Administration : management and coordination of all administration matters related to the Congress, including regular progress reports
- General coordination and consulting:
 - o Event design (advise on best practice and suggest evolutions on the congress format/ social events)
 - o Congress planning : meetings with the SIOP LOC Committee Chair and SIOP Asia Scientific Committee Chair, planning of activities, and updating of operations
 - o Management of all suppliers and vendors(selection and contracts)
 - o Advise on sustainability
 - o Logistics preparation
 - o Quantitative and qualitative analysis post congress (registration/ sponsorship/ attendance/satisfaction)
 - o Site and venue selection, booking, contract and management

- Transparent budget management including regular budget progress reports for SIOP approval – tender to indicate scheduling (budgeting to start as early as possible in the congress organization)
- Transparent accounting and financial management (management of contracts, dedicated bank account, accounting, VAT management, invoicing and payments, cash-flow control) including complete written financial balance sheet to be provided within three months after the end of the congress including full budget, list of sponsors and funding, bills, analyzes of congress feedback
- Liability Insurance
- Cancellation Insurance or any other insurance to protect the Congress

4. 2. Scientific Programme and Abstract Management

- Full Scientific programme management in collaboration with the Scientific Programme Committee Chair
- Abstracts management with double-blind peer reviews
- Speakers invitation and follow up
- CME application (if requested, most Asia Congresses are not CME accredited)
- Online Scientific programme development (app/ website)
- Preparing the document which will be used to compile the abstract book (to be e-published by SIOP); the publishing of the e-booklet of abstracts is led by the SIOP Secretariat.

4. 3. Social Events Management

- Selection of venues for the Networking Event (usually evening of Day 2 of the Congress)
- Contracts with vendors
- Onsite management (volunteers/ AV/ venue logistics/ transport if needed)
- Catering/ menus
- Entertainment (if applicable)

4. 4. Marketing and Promotion Services

- Congress marketing and promotional strategy, compliant with latest trends in Congress communication
- Design and/ or application of Congress brand tailored to each country
- Congress website design, hosting, management and payment integration
- Digital marketing
- Production of promotional congress activities and web and printing materials (announcements, programmes, badges, congress bags, gadgets, etc.); some items may be e-publication only as a cost-saving mechanism
- Design and implement congress signage respecting the SIOP predefined visual identity

4. 5. Sponsorship/ Exhibition

- Sponsorship development, sales and management (including invoicing)
- Thorough analysis of past/ current sales and future sponsorship opportunities
- Management of all matters related to the exhibition (pre/ during and post congress), including all invoicing/ payments follow up.

4. 6. Registration

- Determine fees with SIOP
- Management and processing of all registrations (online, on-site, collection/invoicing of fees, statistical reports)
- Secure payment facilities and compliance with GDPR and/or other national data privacy legislation
- Certificates of attendance management
- Detailed accounting of paid registrations, by category, and free registrations
- Possibility to account on progress at any time (number of registrations achieved vs target, income generated so far)
- Share full registration list with SIOP Secretariat

SIOP Asia Congress has an exhibition and poster gallery but this varies from Congress to Congress. The Exhibition area depends on whether the Asia Congress is able to attract sponsors and exhibitors.

SIOP offers poster presentations but space for physical board vary from Congress to Congress.

4. 7. Hotel Accommodation

- Identify a list of recommended hotels that SIOP would recommend to delegates to book their accommodation. Delegates are responsible for their own hotel booking. Choice of hotels should vary and include 3*, 4* and 5* accommodation recommendations.
- The Congress website should list the recommended hotels.
- The PCO may include hotel booking through the Congress website as a service; any profit from hotel bookings should be recorded in the Congress budget and is subject to the revenue sharing agreement
- Ideally, the hotels recommended to delegates should be within walking distance to the Congress venue
- Revenue from hotel booking through the PCO should be properly calculated and inserted in the Congress budget.
- Visas: visas are the responsibility of each delegate. The PCO is expected to share visa guidance through the Congress website and provide official invitation letters for visa purposes to any delegate that needs it.

4.8. On-site Management

- On-site management and logistics (including venue, audiovisuals and IT support)
- Identify volunteers for the Congress (if relevant)
- Selection, briefing, and management of on-site staff and volunteers (venue, etc.)
- Registration area + SIOP booth in the exhibition/ welcome area
- Catering management
- Management of all audio-visual requirements, congress apps, and possible on-site networking solutions
- Tenderers should also demonstrate innovative technology solutions to advance the overall Congress experience.
- free wifi access for delegates
- social event/networking event organization in collaboration with the LOC Chair/LOC Committee

In general, most SIOP Asia Congresses have provided free coffee/tea/cookies during circulating breaks in the morning and afternoon. Information on lunch options is also generally provided: delegates should have the option to purchase lunch at the Congress venue for an additional cost or within 5-10 min walking distance to the Congress.

4. 9. Congress delegates

The majority of the Congress delegates come from Asia; however, Congress attendance is not limited to Asia delegates – anyone who pays the registration fees is welcome to attend.

4. 10. Congress free attendance

Free Congress registration is given to the LOC Committee Members and the SIOP Asia Scientific Committee Members and SIOP Secretariat. In addition, SIOP Asia may give more scholarships or awards at the expense of SIOP and if funding from the LOC is generated for that.

5. Venue and Room Requirement Description

SIOP Asia Congresses vary from location to location but on average, Congresses offer 3 or 4 simultaneous tracks on each day. Please see the provided Scientific Programs for the SIOP Asia Congress in Armenia, Japan, Saudi Arabia and Mongolia (available after June 25, 2026).

Space Type	Min. Capacity	Setup Style	Notes
Track 1	300 – 400	Theater	Used for Opening, Keynotes, and General Assembly.
Track 2	150 – 250	Theater	Scientific Parallel Track.
Track 3	150 – 250	Theater	Scientific Parallel Track.
Track 4	100 – 150	Classroom/Theater	Scientific Parallel Track. Usually, Nursing, PPO or CCI

The SIOP Asia Congress attendance rates vary and are very much dependent on the host city chosen:

- 2026 Congress, Mongolia – appr. 250-300 expected; more data will be available after the early bird deadline of May 1, 2026
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- 2024 Congress, Japan – 750

- 2023 Congress, Armenia – 300

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6. Proposal Submission Requirements

- Company profile and experience (3 pages max)
- Team structure and key personnel (2 page max)
- Detailed Budget draft for SIOP Asia 2027- Uzbekistan (Samarkand or Tashkent, please specify in your bid and explain why you chose the city), assuming 500 attendees and an average registration fee of 120 EUR/person.
- Proposed profit share in % -YY % to SIOP and ZZ % to PCO
- List of Congresses and locations and dates that you have organized in the past 5 years
- Risk mitigation plan.
- list of 4 Societies and contact info for Society leaders who have used the PCO's services in the past 2 years for Congresses organized in Asia (2 pages)

Ineligibility:

PCOs who have Congress experience in only one Asian country are not eligible; PCOs who don't have 5 years of Congress experience in Asia are not eligible. PCOs who are not willing to give a profit share to SIOP are not eligible.

7. Bid Evaluation Criteria

The SIOP Secretariat will shortlist the PCO offers. The Senior Management Team will review the shortlisted bids and make a selection. The SIOP Secretariat will lead the contract negotiations and signatures.

The bids will be evaluated on the basis of:

- Experience in international scientific congresses, Asia experience required
- Quality of work plan and feasibility
- Budget transparency and proposed Congress profit share % (SIOP vs PCO)
- Project team expertise
- Guaranteed minimum profit per Congress is a plus but not required

8. Contract Terms

SIOP Asia is looking for a PCO to be contracted for 2 Congresses (Samarkand or Tashkent, Uzbekistan in 2027 and tbd in East/Southeast Asia in 2028). The Contract may be extended depending on performance and profit share from the Congress in previous years but extension beyond 2 years is not guaranteed and is not automatic.

9. Submission Timeline

- RFP Issued: May 1, 2026
- Confirmation of interest to participate: May 15, 2026
- Optional online Q&A session: May 20, 2026 – [register here to receive a Zoom link](#)
- Tender Submission: May 31, 2026 at 1pm CEST/Geneva
- Review and discussion period: June, 2026
- Announcement of decision (subject to contract negotiation): June-July, 2026

Attending the online Q&A session is optional but strongly encouraged.

10. Submissions

[Tenders should be online here \(WUFOO\) by the deadline.](#)

Do not submit bids via email; Late bids are ineligible; No phone calls please; Zoom Q&A Session (see section 9 above) is optional.