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# 

# 1. INTRODUCTION

This document outlines the bidding requirements for the International Society of Paediatric Oncology (SIOP) to be met by the bidding member, destination and venue to host the SIOP Annual 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, the congress venue selected and with your national paediatric oncology/haematology society.

The document also outlines the main objectives for holding the conference and provides background information.

## 1.1 Main objectives of the SIOP Annual Meeting

The SIOP Annual Meeting is a high level scientific meeting, providing information about developments in the field and high quality educational elements for professionals such as clinicians, nurses, other health-care professionals, scientists and researchers dedicated to advancing treatment for children, adolescents, and young adults.

* **Science**

- present and discuss recent research from various parts of the world

- inform delegates about new trends in research and recent results from various regions of the world

* **Education and Guidance**

- provide scientific evidence and best practice updates in all economic settings

- present relevant issues designed to stimulate discussion and strategic responses

improve knowledge of clinical practice educational opportunities and guidance

* **Society**

- brief delegates on SIOP achievements

- engage in strategic exchange of ideas

- develop strategies to improve daily practice across disciplines and in all settings

* **Networking**

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

* **Presentation of Awards and Distinctions**

- International acknowledgement of superior academic achievements and scientific research

- Recognition of life-time achievements by outstanding global leaders in paediatric oncology

## 1.2 Previous, current and future Annual Meetings

The Société Internationale d’Oncologie Pédiatrique/International Society of Paediatric Oncology (SIOP) was formed on November 6, 1969, as a small group of specialists at the Institut Gustave-Roussy (IGR) in Villejuif, Paris, whose mission was to advance the study and care of children with cancer, and this remains our basic mission.

The first SIOP Meeting was held in 1969 in Madrid, Spain and since then on an annual basis.

Below is a listing of past, current & future SIOP Annual Meeting locations:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Region** | **City** | **Country** | |
| **2013** | Asia | Hong Kong | 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~~ | |
| Virtual Meeting | | | |
| **2021** | ~~Asia/Oceania/ Latin America/Africa~~ | ~~Hawaii~~ | ~~USA~~ | |
| Virtual Meeting | | | |
| **2022** | Europe | Barcelona | Spain | |
| **2023** | *Due to world circumstances of the 2020 meeting, the board decided to host the annulled in-person congress in* **Ottawa, Canada** *in 2023* | | | |
| **2024** | *Due to the cont. world circumstances in 2021, the board decided to host the annulled in-person congress in* **Honolulu, Hawaii** *in 2024* | | | |
| **2025** | Europe | Amsterdam | | The Netherlands |
| **2026** | North America\* | San Antonio | | USA |
| **2027** | Asia/Oceania/ Latin America/Africa - Bidding is open | | | |

*\* incl. non-continental US (i.e. Hawaii and Alaska)*

## 1.3 Rotation policy

The selection of a future SIOP Annual Meeting destination will be made at least 3 years prior to the congress. Congress locations rotate among SIOP continents as follows:

* North America\*
* Asia, Oceania, Latin America, Africa
* Europe

*\* incl. non-continental US (i.e. Hawaii and Alaska)*

## 1.4 Preferred dates and timing

The SIOP Annual Meeting should preferably take place in autumn - September or October – with efforts to avoid conflicts with major paediatric oncology meetings and major *religious* and *national* holidays (incl. Jewish, Muslim etc.).

Preferred timing/weekdays are as follows:

• **Set-up**: 2 days prior to the Opening (Monday – Tuesday)

• **Board meetings and small group meetings**: Tuesday - Wednesday

• **Congress days**: 4 days: Wednesday – Saturday

# 2. SIOP ANNUAL CONGRESS REQUIREMENTS

These standards are a set of minimum requirements for the successful planning and implementation of the SIOP Annual Congress, including venue and accommodation characteristics, financials and funding.

## 2.1 Accessibility

The country hosting the SIOP Annual Congress should be accessible (visas can be obtained) to people from all nationalities desiring to participate in the annual meeting regardless of their nationality. In case accessibility is an issue, SIOP reserves the right to change to another hosting country.

## 2.2 Venue

• City served by an international airport or well connected to an international airport by public transport/car/taxi (approx. 45 mins)

• Reasonable travel time with public transport/car/taxi/shuttle service from airport to the city

• Easy regular access from hotels to the congress venue

• Plenary Hall for 1,200 -1,500 participants

• 7 break out rooms with capacity between 250-600 seats

• For pre-congress day: 4 meeting rooms 20-50 people

• 2-3 smaller meeting rooms 15-20 people

• Speaker ready room

• At least 4,500 m² gross for exhibition, posters and catering (coffee breaks)

• Option for cafeteria or outside vendor to sell lunch items to paying participants (not included in the registration fee)

• Sufficient IT Infrastructure to host hybrid meeting (live streaming of sessions etc.), including strong enough internet connection to livestream all sessions in all tracks simultaneously

• Flexible cancellation and meeting postponement policies to adapt to a global pandemic situation if needed

• Full range of physical and communication accessibility ([see Appendix 1](#_Appendix_1_1))

## 2.3 Accommodation

• The host city should be able to accommodate a minimum of 2,500 delegates (approx. 5,000 hotel rooms of various categories - 3-5 stars - easily accessible by public transportation and/or walking distance to the Congress venue)

• Offer a selection of low cost / budget accommodation to facilitate the attendance at the meeting for a wide range of delegates also from resource-constrained countries and/or more junior professionals

## 2.4 Financials and Funding

### 2.4.1 Scholarships

**Raise funds for scholarships - 75,000 EUR minimum (or equivalent amount in local currency)\***

\* our priority is to make sure the scholarships for delegates from low- and lower-middle income countries are covered, but we do welcome any support and leads regarding our other activities during the meeting that require financial support such as our Young Investigator Educational Day, Young Investigator Talent Awards etc. Note that SIOP, not the LOC, will determine the scholarship recipients and funds must be available to support recipients from all countries.

### 2.4.2 Venue costs

Because the annual meeting represents SIOP’s primary source of funding, the financial components of the bid weigh heavily in the selection process. Bidders who negotiate discounted rates for venue and other expenses have the best chance for success.

# 3. BID SELECTION CRITERIA AND APPLICATION

## 3.1 Eligibility for Bidding

### 3.1.1 General

All SIOP members may respond to a call for bid issued by the SIOP Office. There will be a call for bid every three years before the Congress.

Bidders must demonstrate the following conditions:

* Respond to a Call for Bids as per our requirements and timelines
* 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 letter of support of your national paediatric oncology/haematology society or equivalent organisation\*
* Present a list of local companies (contacts) who are potential sponsors
* Propose a local organising committee (LOC) and LOC Chairperson (and acceptance letters from proposed members)
* Be fully paid up SIOP members (LOC chair; dues paid in full for last 2 years at time of bid) and remain in good standing until time of the Congress

\**since we would like to ensure a fair geographic share of bids (except North America), please refrain from submitting letters of intent from multiple cities in one country; thus, consult with your national society and chose one city as the potential host*

### 3.1.2 LOC Chair

The SIOP LOC Chair is expected to have the following prerequisites:

* Be an active member of the local paediatric oncology/haematology community and an active SIOP member known by the SIOP board and community
* Preferably have previous experience at National/ Regional/International Society level and meeting organisation
* Show commitment and be able to sustain reliable communication (especially e-mail) with the SIOP Office, Congress team and Board of Directors
* All positions require substantial commitment of time and energy. Consequently, candidates should be willing to commit themselves to the task (several face-to-face meetings, telephone conferences, etc.)
* LOC chair joins the SIOP Board of Director for 1 year leading up to the Congress that the LOC Chair is hosting in their city/country.

## 3.2 Timeline

### 3.2.1 Letter of Intent (LoI)

A Letter of Intent, indicating the points below, should be submitted to SIOP Office by email [info@siop-online.org](mailto:info@siop-online.org) **by February 15, 2024 (12:00 noon CET)**.

Please ensure that you have received confirmation of receipt of your bid within 48hrs of submission by email. Feel free to contact us for any questions or queries by email as well.

The Letter of Intent should include the following preliminary details if possible:

* Recommended Venue\*
* Venue accessibility (accommodation, public transport)
* Country accessibility for international travellers and details regarding ease of transfer from international airports to the host city and venue
* Available dates (***NB: Please advise all public and religious holidays during or adjacent to the suggested dates. Given the time of year of the SIOP Congress, please pay careful attention to the dates of Rosh Hashanah and Yom Kippur as well as the moving dates for Ramadan. Proposed dates that overlap these holidays may lead to disqualification.***
* Some basic financial key figures: only if possible (venue rental estimate, minimal guarantees on services such as A/V, accommodation and Food &Beverage guarantees if applicable, daily delegate cost if known for the venue)
* Propose a local organising committee and LOC chair (and acceptance letters from proposed members)
* Present a letter of support from local Government authorities related to the area
* Proven previous experience in organising regional and/or international events
* Present a list of local companies (contacts) who are potential sponsors (i.e. scholarship funding, etc.)
* Support of your national paediatric oncology/haematology society (if multiple National Societies in one country, the bid should be submitted in agreement with the other society(ies)\*\*

\* please only submit a LoI if your proposed venue fulfils our requirements – [refer to point 2. of this document](#_2._SIOP_ANNUAL)

*\*\** *since we would like to ensure a fair geographic share of bids (except North America), please refrain from submitting letters of intent from multiple cities in one country; please consult with your national society and chose one city as potential host*

### 3.2.2 Complete Bidding Documentation

Following review of LOIs, the SIOP Board will invite several (usually 2-3) applicants to submit a complete bid.

The complete bid to host the SIOP 2027 Congress, including the information requested under [Appendix 1](#_Appendix_1), should reach the SIOP Office by email [info@siop-online.org](mailto:info@siop-online.org) **Tuesday, May 28, 2024 (12:00 noon CET)**.

Please ensure that you have received confirmation of receipt of your bid within 48hrs of submission by email. Feel free to contact us for any questions or queries by email as well.

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

|  |  |
| --- | --- |
| Official Announcement of the Call for Bids | October 2023 |
| Letter of Intent (city, venue and LOC) to be sent to the SIOP Secretariat | February 15, 2024 |
| *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 28, 2024 |
| Kenes International to prepare Site Selection Report | 6 – 8 weeks |
| SIOP reviewing the bids and the Site Selection Reports | August 2024 |
| Final selection and announcement of the winner after the board meeting by email and at the SIOP 2024 Honolulu Annual Business Meeting (17 – 20 October)  Bidders are invited to present their destination at the Board of Directors Meeting\*  \* SIOP will not cover travel, accommodation, or any other related costs for successful bidders to attend the Business meeting | October 19, 2024  (exact date/time tbc) |

# 4. Selection Process & Voting Procedure

## 4.1 Upon receiving Letter of Intent

The Board of Directors will screen all letters of intent and invite shortlisted candidates to submit their full bid. When deciding on the shortlisted candidates, the board is taking into consideration a fair geographic distribution, fulfilment of all venue requirements, impact on the local paediatric oncology community, proposed LOC chair and members, venue rental costs, costs to delegates to attend and the completeness of documentation and the Professional Congress Organizer (hereafter: PCO) analysis of suitability of each venue.

## 4.2 Upon receiving full bid

The full bids are submitted to the Board of Directors for evaluation and progress to the final stage. The final voting decision will be made based on a site selection report produced by the PCO, the presentation of the bidders at the Board of Directors meeting and a final discussion and voting round by the Board of Directors.

**Final Voting Process at the Board of Directors Meeting (during the Annual Congress)**

* All members of the Board of Directors have voting rights if in good standing.
* Applicants need to obtain majority of votes (50%+1) to be selected.
* The winning applicant will be officially announced during the Annual Business Meeting.

The winning bid will be officially announced at the SIOP Annual Business Meeting, 3 years prior to the proposed Congress. All bidders will receive final feedback to their bids by the SIOP Office by email as well.

# 5. AGREEMENT, ROLES AND RESPONSIBILITIES

SIOP has full and final decisions for all aspects of the SIOP Annual Meeting including the organization, planning, coordination, and scientific program. The LOC is responsible for development of the Education Day sessions (subject to approval by the SIOP Scientific Committee and Board).

The full overview of roles, duties and responsibilities for all parties involved (SIOP, PCO LOC) is described in [Appendix 2.](#_APPENDIX_2)

# 6. CONTACT INFORMATION

Letters of Intent and full bids (if invited to submit) should be submitted electronically to the SIOP Office, Email: [info@siop-online.org](mailto:info@siop-online.org)

Please ensure that you have received confirmation of receipt of your bid within 48hrs of submission by email.

Feel free to contact us for any questions or queries by email as well.

# Appendix 1

## 1. Information required in Bidding Document:

The bid document should be made jointly by the local organising committee (LOC), the Tourist Board of the city/country, the Congress venue selected and the National Pediatric oncology/Hematology Society/or equivalent organisation.

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

* Names, titles, position and resume (curriculum vitae) of the proposed Local Organising Committee members. The international reputation and experience, including prior involvement with SIOP, of the proposed LOC Chair should be provided. Prior experience of committee members in the organisation of medical conferences is welcome.
* General documentation on the city proposed as venue for the meeting such as: population, climate, safety, cuisine, infrastructure, attractions, museums, cultural activities, etc.
* General documentation on city accessibility by air: direct flights to and from, frequency, airline company names, etc. If the city does not have an international airport with flights available from major centers worldwide located within approximately 45 minutes transit, then provide clear information regarding accessibility for international travelers. Documentation of accessibility by road and rail if relevant. General documentation on the nature and quality of available communication systems (phone, fax, mail, etc.).
* 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.
* 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 at least 2,500 – 3,000 participants. Information on the availability and cost of additional facilities for small meetings (e.g. in hotels) within walking distance is useful.
* Availability of "in-house" services of the convention centre such as: audio-visual, 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.
* Availability of reliable agencies for housing, transportation, audio-visual services etc., either through city or state tourist bureaus or private companies.
* Documentation on hotels: categories, price ranges, distance to conference centre, total number of sleeping rooms within walking distance, total number of sleeping rooms within 15-30 minutes by public transportation, availability over the proposed Congress dates.
* Endorsements by local or national societies, local or national health authorities, scientific institutions, civil authorities, government etc., if any.
* Possible financial support or guarantees from local or national governments.
* 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.

## 2. Bid Document Template

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

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

2.2 VENUE NAME:

2.3 CONTACT INFORMATION:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Purpose | Hall Name | Attendees | 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 |
| Break out 1 |  | 500-700 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Break out 2 |  | 500 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Break out 3 |  | 300 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Break out 4 |  | 200 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Break out 5 |  | 200 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Break out 6 |  | 150 | Set up | Congress full day | Congress full day | Congress full day | Congress full day |
| Break out 7 |  | 100 | 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 |  | 10 | 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 |  | 2000  sqm |  | Set up | Congress full day | Congress full day | Congress full day |
| Registration Area |  | n/a | Set up | Congress full day | Congress full day | Congress full day | Congress full day |

2.4 ACCOMMODATION AND TRAVEL

**Hotels:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Category | Number of hotels | Number of rooms | Average cost range for the proposed season | 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: €

2.5 SUPPORT FROM THE HOSTING CITY

Example: Subvention/Funds made available for i.e. travel grants, public transport, reduced accommodation fees for delegates from LIC/LMICs, reduced or waived rental fees for the networking events incl. presidential dinner,, Public transportation, entrance to attractions:

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

2.6 POSSIBLE DATES

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

|  |  |
| --- | --- |
| Date | Comments |
|  |  |
|  |  |
|  |  |

* ***NB: Please advise all public and religious holidays during or adjacent to the suggested dates. Given the time of year of the SIOP Congress, please pay careful attention to the dates of Rosh Hashanah and Yom Kippur as well as the moving dates for Ramadan. Proposed dates that overlap these holidays may lead to disqualification.***

2.7 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)

2.8 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.

A lump sum of EUR 10,000 will be transferred to the LOC chair’s institution in order to support and cover any administrative costs that occurred during the congress preparation.

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 2

## 2.1 Roles and responsibilities

2.1.1 SIOP

* SIOP will have overall and final responsibility for all aspects of the SIOP Congress, including financial (and budget, responsibility).
* The SIOP Scientific Committee will have full and final responsibility of all aspects of the scientific program of the SIOP Congress.
* 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 lower-middle-income countries (World Bank definition). The opening ceremony and welcome reception will be included in the registration fee.
* SIOP has a fixed Congress 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 if political or economic situations might prevent the Congress from taking place.

2.1.2 Local Organising Committee (LOC)

The LOC will organize the Educational Day program, subject to approval by the Scientific Committee and Board of SIOP.

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 bona 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 in September or October.
* Appropriate venue.
* Locations for dinners, receptions, and excursions.

The local host:

* Jointly invites local government/ministry of health/municipal representatives.
* Provides local/regional scientific knowledge and expertise and input (as well as local resources such as experts, speakers, workshops etc.) into the Congress program via its presence on the Congress organising committee.
* The local host advises appropriate venues for the Presidential dinner, the official networking event 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 host promotes the conference locally to potential participants and within the region.

2.1.3 Professional Congress Organizer (PCO) – Kenes International (tentatively)

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 management.
* KI will also work with the local host organisation(s) once the bid has been awarded.
* KI has responsibility for preparing the budget for the Congress to be approved by the SIOP Board.
* KI will also manage the CME accreditation of the congress jointly with the LOC

## 2.2 Congress Sponsorship and Exhibition

Handling SIOP Annual Meeting Sponsorship is a task to be shared by SIOP, the LOC and PCO. A joint booth promoting SIOP as well as the next Congress will be available at each Annual Meeting, the cost for this booth will be part of the Congress budget. Additionally, sponsors of speakers and sessions or workshops must be marked clearly in the program. Other ethical issues regarding Congress sponsors shall be addressed on a case-by-case basis by the Congress Scientific Committee, SIOP Board, the PCO and the LOC.

The local hosts assist in securing funding by identifying sponsorship within the host country/region in co-operation with SIOP.

Local hosts help to raise funds as follows:

* identify local/regional companies and key contacts.
* identify sponsorship of travel grants for delegates from low- and lower-middle income countries.

**Raise funds for the scholarships - 75,000 EUR minimum (or equivalent amount in local currency)\***

*\* our priority is to make sure the scholarships for delegates from low- and lower-middle-income countries are covered, but we do welcome any support and leads regarding our other activities during the meeting that require financial support such as our Young Investigator Educational Day, Young Investigator Talent Awards etc.*

2.3 Format of the Congress

The SIOP Board of Directors together with Kenes might include some virtual/hybrid meeting aspects into the 2027 Annual Congress.

In addition, due to past events such as the coronavirus pandemic and the disruption to travel and social gatherings, the SIOP Board of Directors together with Kenes (PCO) reserves the right to change the format of the Congress (virtual only/hybrid) to adapt to the global situation and keep our members, delegates, friends, partners, and staff safe.