

SOCIÉTÉ INTERNATIONALE  
D'ONCOLOGIE PÉDIATRIQUE



Curing paediatric cancer in **Africa**

Biennial SIOp Africa meeting bidding guidelines

Updated November 2023

# Contents

1. INTRODUCTION .....	3
1.1 Main objectives of the SIOP Africa biennial Meeting .....	3
1.2 Previous, current and future biennial Meetings.....	4
1.3 Preferred dates and timing .....	5
2. SIOP AFRICA BI-ENNIAL MEETING REQUIREMENTS .....	6
2.1 Accessibility .....	6
2.2 Venue .....	6
2.3 Accommodation .....	6
2.4 Financials and Funding .....	6
3. BID SELECTION CRITERIA AND APPLICATION .....	7
3.1 Eligibility for Bidding .....	7
3.1.1 General .....	7
3.1.2 LOC Chair .....	7
<b>3.2 Timeline</b> .....	7
3.2.1 Letter of Intent (LOL).....	7
3.2.2 Complete Bidding Documentation.....	8
4. Selection Process & Voting Procedure .....	9
4.1 Upon receiving Letter of Intent .....	9
4.2 Upon receiving full bid .....	9
<b>6. AGREEMENT, ROLES, AND RESPONSIBILITIES</b> .....	10
<b>7. CONTACT INFORMATION</b> .....	10
Appendix 1 .....	11
1. Information required in Bidding Document: .....	11
2. Bid Document Template .....	12
2.1 CONGRESS NAME.....	12
2.2 NAME OF PROPOSED VENUE:.....	12
2.3 CONTACT INFORMATION: .....	12
2.4 ACCOMMODATION AND TRAVEL .....	12
2.5 SUPPORT FROM THE HOSTING CITY .....	12
2.6 POSSIBLE DATES.....	12
2.7 SUPPORT (list of companies / NGOs supporting the meeting).....	13
2.8 MEMORANDUM OF AGREEMENT WITH SIOP CONGRESS HOST(S) .....	13
APPENDIX 2 .....	14
2.1 Roles and responsibilities.....	14
2.1.1 Local Organising Committee(LOC) .....	14
2.1.2 SIOP/ SIOP AFRICA.....	14
2.2 Congress Sponsorship and Exhibition .....	15

## 1. INTRODUCTION

This document outlines the bidding requirements for African continental branch of the International Society of Paediatric Oncology (SIOP) to be met by the bidding member, destination and venue to host the biennial SIOP Meeting in Africa.

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 Africa biennial Meeting

The SIOP Africa biennial Meeting is a high level continental 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.

#### 1. Science

- To present and discuss recent research from different parts of Africa
- To discuss topics related to pediatric oncology in LMIC
- To inform delegates about new trends in research and recent results in different regions of the world

#### 2. Education and Guidance

- To provide scientific evidence and best practice updates relevant to Africa
- To present relevant issues designed to stimulate discussion
- To improve skills for clinical practice

#### 3. Society

- To brief delegates on SIOP Africa achievements
- To encourage SIOP Africa membership
- To engage in strategic exchange of ideas
- To develop strategies to improve daily practice in all African settings

#### 4. Networking

- To strengthen interaction between professionals, parents and stakeholders from across Africa through social events and time for informal personal exchanges
- To encourage continental and international collaboration
- To encourage collaboration between scientists, clinicians, parents, survivors and stakeholders.

## 5. Presentation of Awards and Distinctions

Acknowledgement of superior academic achievements and scientific research  
Recognition of life-time achievements by outstanding global leaders in  
paediatric oncology in Africa

### 1.2 Previous and future biennial Meetings

The African continental branch of the Société Internationale d’Oncologie Pédiatrique/ International Society of Paediatric Oncology (SIOP) was formed in 1994 by a small group of African specialists. The mission was to advance the study and care of children with cancer in Africa, a fundamental mission that continues to this day.

The first SIOP Meeting was held in 1994 in South Africa, since then on a biennial basis.

Below is a listing of past and future SIOP Africa biennial Meeting locations:

Year	Country	City
1994	South Africa	Stellenbosch
1996	Egypt	Cairo
1998	Morocco	Rabat
2000	South Africa	Sun City
2002	Ivory Coast	Yamoussoukro
2004	Malawi	Blantyre
2006	Morocco	Marrakech
2008	Tunisia	Tunis
2010	Ghana	Accra
2012	South Africa	Cape Town
2014	Tanzania	Dar es Salaam
2017	Morocco	Marrakech

2019	Egypt	Cairo
2021	Uganda	Kampala
2024	South Africa	Johannesburg

### 1.3 Preferred dates and timing

The SIOF Africa Biennial Meeting should preferably take place in March/April/May. Consideration to be given to the SIOF Africa annual meeting (October – November), religious and national holidays.

Preferred timing/weekdays are currently as follows:

- **Board meetings and small group meetings:** Tuesday – Wednesday
- **Congress days:** 3-4 days: Wednesday/Thursday – Saturday

In addition, there are other events such as:

- The Childhood Cancer International (CCI) Africa Regional committee meeting
- CCI Africa parents and survivor congress day
- Educational days and interactive workshops.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Set up	Workshops/ small group meetings	Workshops/ small group meetings	Congress	Congress	Congress	Departure

## 2. SIOP AFRICA BI-ENNIAL MEETING REQUIREMENTS

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

### 2.1 Accessibility

The country hosting the SIOP Africa biennial meeting should be accessible to people from all nationalities desiring to participate in the SIOP Africa meeting. In case accessibility is an issue, SIOP Africa 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 (approx. 45 mins)
- Public transport and/or shuttle service available from airport to the city and from hotels to Congress venue
- Plenary Hall for 200-300 participants
- 2 break out rooms with capacity of 100 seats A venue for the CCI Regional committee meeting and the CCI parents /survivors congress which runs parallel to the SIOP Africa congress.
- For pre-congress day: 4 meeting rooms 20-50 people
- 2-3 smaller meeting rooms 15-20 people
- Speaker ready room
- Hall for exhibition, posters and catering (coffee and lunch breaks)
- Full range of physical and communication accessibility (see Appendix 1)?

### 2.3 Accommodation

- The host city should be able to accommodate a minimum of 300 delegates (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 low and middle-income countries and/or more junior in their career.

### 2.4 Financials and Funding

The priority is to make sure the scholarships for delegates are covered. Bidders who can raise funds for scholarships and funds to cover other expenses have the best chance for success.

SIOP International grants each continental meeting a support of €5000 (funding cannot be carried over) to use for speakers, scholarships or any other costs related to the organisation of the meeting. These funds can be requested by the local meeting organiser from the SIOP Office directly before the meeting.

CCI Africa will coordinate the planning of the CCI parent/survivors' sessions and make financial contributions to the planning and preparation for this.

## 3. BID SELECTION CRITERIA AND APPLICATION

### 3.1 Eligibility for Bidding

#### 3.1.1 General

All SIOP Africa members may respond to a call for bid issued by the SIOP Africa board. There will be a call for bid every two years before the congress.

Bidders must demonstrate the following conditions:

- All positions require substantial commitment of time and energy.
- 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 from local scientific society
- Present a list of local companies and NGO's (contacts) who provided sponsorships pledges.
- Propose a local organising committee
- A letter of support from CCI Africa and the local CCI Member (s)
- Be fully paid up SIOP Africa 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

#### 3.1.2 LOC Chair

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

- Be an active member of the local paediatric oncology/haematology community and preferably an active SIOP Africa member known by the SIOP Africa board and community
- Preferably have previous experience at National/ Regional/International Society level meeting organisation
- Show commitment and be in a position to sustain reliable communication (especially e-mail) with the SIOP Africa board
- LOC chair joins the SIOP Africa Board of Director for 1 year leading up to the Congress that the LOC Chair is hosting in their city/country. (This is an observer role.)
- Consequently, candidates should be willing to commit themselves to the task (several face-to-face meetings, online conferences etc.)

## 3.2 Timeline

### 3.2.1 Letter of Intent (LOI)

A Letter of Intent (LOI) indicating the points below, should be submitted to SIOP Africa Secretariat [africa@siop-online.org](mailto:africa@siop-online.org) **by April 15, 2 years before the intended congress date.**

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
- Available dates
- Propose a local organising committee.
- Proven previous experience in organising regional and/or international events
- Present a list of local companies and NGOs who are potential sponsors (i.e., scholarship funding etc.)
- Support of your national paediatric oncology/haematology society (in case of multiple National Societies in one country, the bid should be submitted in agreement with the other society(ies))

### 3.2.2 Complete Bidding Documentation

The complete bid to host the SIOp Africa Congress, containing the information requested under [Appendix 1](#), can be sent by email to SIOp Africa president, [africa@siop-online.org](mailto:africa@siop-online.org)

NB: The winning applicant agrees that official announcement of the bid should be done only with the permission of SIOp Africa

Official Announcement of the Call for Bids	Approximately 28 months before intended congress
Letter of Intent (city, venue and LOC) to be sent to the SIOp Africa president	20 months before congress
Bid submitted	22 months before congress
<i>SIOp Africa will inform potential bidders after a short review period if they can go ahead with preparing the full bidding document.</i>	
<i>(22 months)</i>	
Final selection and announcement of the winner at the next Annual Business Meeting at the biennial congress	24 months



## 4. Selection Process & Voting Procedure

### 4.1 Upon receiving Letter of Intent

The SIOP Africa Board will screen all letters of intent and invite shortlisted candidates to submit their full bid. When deciding on the shortlisted candidates, the board will take into consideration a fair geographic distribution, fulfilment of all venue requirements, the completeness of documentation and the analysis of suitability of each venue.

### 4.2 Upon receiving full bid

The full bids are submitted to the SIOP Africa Board for evaluation and progress to the final stage. The final voting decision will be made based on voting by the SIOP Africa Board.

#### **Final Voting Process at the SIOP Africa Board Meeting**

- All members of the SIOP Africa Board have voting rights if in good standing.
- Applicants need to obtain majority of votes (51%+1) to be selected.
- The winning applicant will be officially announced during the SIOP Africa biennial Meeting.
- All bidders will receive final feedback to their bids by the SIOP Africa president by email as well.

## 6. AGREEMENT, ROLES, AND RESPONSIBILITIES

SIOF Africa board has full and final decisions for all aspects of the SIOF Annual Meeting including the organisation, planning, coordination, and scientific programme.

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

## 7. CONTACT INFORMATION

Letters of Intent and full bids (if invited to submit) should be submitted electronically to the SIOF Africa president by E-mail: [africa@siop-online.org](mailto:africa@siop-online.org)

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 paediatric oncology/haematology society.

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

- 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 advisable.
- 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 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.).
- 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 up to 300 participants. Information on additional meeting facilities (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 reasonable shuttle bus distance, 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 NAME – Please include a full venue proposal based on the meeting room and exhibition space requirements.

2.2 NAME OF PROPOSED VENUE:

2.3 CONTACT INFORMATION:

### 2.4 ACCOMMODATION AND TRAVEL

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: \_\_\_\_\_

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: Grants, Reception, Public transportation, entrance to attractions:

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### 2.6 POSSIBLE DATES

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.

## 2.7 SUPPORT (list of companies / NGOs supporting the meeting)

Name of the company / NGO	Contact name and Email

## 2.8 MEMORANDUM OF AGREEMENT WITH SIOP CONGRESS HOST(S)

The \_\_\_\_\_ (hereafter known as Host) hereby agrees to host the \_\_\_\_\_ (Year) Conference of SIOP Africa 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 Africa of continuity of this commitment without regard to changes in roles within the local Society or within SIOP Africa.

A lump sum of EUR 5,000 will be transferred to the LOC chair's institution upon completion of the meeting in order to support and cover scholarships or any other meeting related expenses.

### 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 (Chair, President)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

#### SIOP Africa Representative (President)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

## APPENDIX 2

### 2.1 Roles and responsibilities

#### 2.1.1 Local Organising Committee(LOC)

The LOC will take full responsibility for all aspects of the congress, including organisation of the congress and adjacent meetings setting up a scientific committee; registration, exhibits, website and logistics, all financials and budget

The scientific committee will oversee the scientific programme, abstracts, posters, and must include representatives from SIOF Africa board.

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

- The country must be a 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 SIOF congress is held around March and April.
- Appropriate venue.
- Locations for dinners, receptions and excursions.

The local host:

- Jointly invites with SIOF- local government/ministry of health/municipal representatives.
- Provides local/regional scientific knowledge and expertise and input into the congress programme via its presence on the congress organising committee as well as local resources (experts, speakers, workshops etc.).
- 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.

#### 2.1.2 SIOF/ SIOF AFRICA

- SIOF Africa will provide LOC with support letter
- SIOF Africa encourage participation and share the information
- SIOF Africa board will support the scientific committee who will have the responsibility of all aspects of the scientific program.
- SIOF Africa will decide on the registration fees, together with the local organising committee and the events coordinators. Special registration fees must be available for SIOF Africa members, undergraduate students, residents/interns, young researchers and trainees, health sector personnel, exhibitors, persons with disabilities and accompanying persons. The opening ceremony and welcome reception will be included in the registration fee.
- SIOF Africa together with the LOC and the scientific committee 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 while avoiding political, scientific and ethical bias.
- SIOF Africa will intervene in such cases where political or economic situations might prevent the conference from taking place.

## 2.2 Congress Sponsorship and Exhibition

Handling SIOF Africa biennial Meeting Sponsorship is a task to be shared by SIOF Africa and the LOC.

Sponsoring of speakers and sessions or workshops must be marked clearly in the programme. Other ethical issues regarding Congress sponsors shall be addressed on a case-by-case basis by the Congress Scientific Committee, SIOF Africa Board and the LOC.

The local hosts ensure funding by identifying sponsorship within the host country/region in co-operation with SIOF / SIOF Africa board.

Local hosts can 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.**