

ISOPP Symposium Destination Proposal Guidelines

Presented by:

The Secretariat of the
International Society of Oncology Pharmacy Practitioners

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A. SCOPE

These guidelines provide assistance to those interested in preparing a proposal to be the national host for the International Society of Oncology Pharmacy Practitioners' (ISOPP) annual Symposium (<http://www.isopp.org/isopp-symposia>). Please follow the guidelines to ensure your proposal is considered.

B. BACKGROUND INFORMATION

The Society

The [International Society of Oncology Pharmacy Practitioners](http://www.isopp.org) (ISOPP) connects oncology pharmacy experts from around the world. Through the society's Symposia, journal (JOPP), newsletters and website, members can access leading edge oncology knowledge, best practices and essential professional networks. ISOPP also provides financial assistance through awards, grants, and reduced registration fees for members to the symposium and regional meetings, just one of the many benefits of membership.

For the Symposium, the Secretariat determines the annual location, approves the budget, and provides general guidance to the Symposium Planning Committee. ISOPP also publishes the abstract submissions in the Journal of Oncology Pharmacy Practice (JOPP). For more information on ISOPP and its activities please visit www.isopp.org.

Symposium

The attendance by oncology pharmacists from more than 30 countries in our Symposia are a testament to our international impact. Through innovation, involvement and a shared passion for helping cancer patients, ISOPP members are able to make exceptional contributions to improved care.

ISOPP's Symposium is an annual event, usually held in April, in locations around the world and is conducted in English. First held in 1988, the Symposium is a well-recognized event that attracts between 300 and 400 attendees and between 20 to 40 exhibitors, depending on the location. The event provides excellent opportunities to establish and cultivate valuable relationships with leaders and pioneers in the field of oncology pharmacy, such as:

- Pharmacists
- Pharmacy Technicians and Assistants
- Cancer Program Administrators
- Government Agency Leaders
- Pharmacy Students

ISOPP's Symposia generally attract between 300 and 400 participants from about 30 different countries and from a wide variety of occupations. Of the participants, about 60% are typically pharmacists with the rest being pharmacy technicians, assistants, researchers, oncologists, pharmacy students, industry and others.

Symposium locations in the past have generally rotated between North America, Europe and Australasia, and was held in South America for the first time in 2016. All areas of the world are considered potential destinations. For a complete list of past and future Symposium destinations, please visit the ISOPP website at: <http://www.isopp.org/isopp-symposia>

The Program

The Program is organized by the Scientific Annual Program Task Force (SAP). The Task Force is co-chaired by an appointed ISOPP member and a local representative from the host country. Members of the SAP are identified through a call for participation and personal invitation. The ISOPP Research Committee Chair oversees the abstract submission and selection process working with the Research Committee and ISOPP's Professional Conference Organizer (PCO).

This two and a half day Symposium, followed by the ISOPP Master Class (every second year starting in 2018), formally begins mid afternoon with an Opening Plenary featuring one or two keynote addresses from prominent speakers in the field of oncology, followed by a Welcome Reception in the Exhibition Hall. The next day begins with a Satellite Symposium, followed by a plenary, and three concurrent sessions. The final Symposium day consists of concurrent sessions, a closing plenary and dinner event. Throughout the program, time is set aside to visit the exhibits and poster displays, and sponsored satellite symposia take place.

Before the start of the Symposium, the ISOPP Secretariat conducts an all day meeting. Various working groups meet during the Symposium as well. Also, every second year starting in 2018, following the Symposium, ISOPP organizes the ISOPP Master Class (considered a separate event to the Symposium), which is aimed at attracting Symposium participants and others. See Appendix A for more details on meeting space and requirements.

ISOPP and National Host Roles

Each Symposium is organized by the national host, typically a local organization or institution that forms the Symposium Planning Task Force (Planning TF). The national host can consist of a group of individuals as well. In addition to the national host, the Planning TF membership includes an ISOPP Secretariat member, ISOPP's Professional Conference Organizer (PCO) and the SAP chair. The national host appoints the Symposium chair. ISOPP and the national host are required to sign a Memorandum of Understanding (MoU) that stipulates roles and responsibilities and the financial terms and conditions under which the Symposium will be held. Included in the agreement are financial liabilities and rewards that may arise from holding the Symposium. The MoU is co-signed by the national host representative and ISOPP's President. See Appendix B for a sample MoU.

C. DESTINATION SELECTION PROCESS

Submission Process

Parties interested in making a proposal to host an ISOPP Symposium are required to submit a formal proposal addressing the items outlined in this document. The proposal will be evaluated against the guidelines, and against other proposals submitted to the Secretariat. Proposals must be submitted electronically as a pdf file, along with a PowerPoint presentation summarizing the proposal's key points. Proposals are submitted to ISOPP's Society Management Company.

Questions and Proposal Deadlines

The deadline for submitting proposals is Monday, June 5, 2017.

Evaluation Criteria

The proposals are evaluated by the Secretariat according to set criteria, and awarded points for answers provided to items D1 to D8 outlined in section D. The ISOPP Secretariat makes the decision, and then a memorandum of understanding is signed between both parties. The destination is announced once the venue contract has been signed.

D. PROPOSAL PREPARATION GUIDELINES

The following items must be addressed in your proposal in the order listed below.

1. Year Targeted by Your Proposal

- a) State the year you wish to host the ISOPP Symposium.
- b) State all the year/s you are willing to consider hosting the ISOPP Symposium.

2. Local Sponsor and Local Organizing Committee

Please respond to the following questions/request for information:

- a) Provide the names, industry experience, experience in participating in large international conferences, and experience with the ISOPP Symposium of the individual/s who will fill the role of chair and/or co-chair.
- b) State which organization/institution will be the national host and describe their involvement in the oncology pharmacy field.
- c) Review the responsibilities of the PC in the sample MoU (Appendix B) and briefly state how the responsibilities will be fulfilled.
- d) In what ways would holding the ISOPP Symposium in your destination benefit the local and national oncology pharmacy field? Also, what local industries, research and academic Institutions, and governmental agencies will support the Symposium?

3. Economic Viability

Local participation through registrations and sponsorship plays an important role in ensuring the financial viability of the Symposium. Please respond to the following questions/request for information:

- a) Estimate the number of registrants that may attend from your country or immediate region and include the rationale for your estimate.
- b) Do you have commitments for local sponsorship? If so, are these firm commitments and what is the monetary value committed? Also, is support from a Pharmaceutical company required for participants from your country to attend?
- c) Has or will your national association confirmed that they will not hold a conference in the same year you wish to host the Symposium, or will hold a joint conference?
- d) What are the requirements for tax registration and is there a tax rebate program offered?

4. City and Country

Please respond to the following questions/request for information:

- a) Are there any restrictions which may prevent attendees from receiving a travel visa to enter the country?
- b) Please give a list of countries served by direct flights from your international airport (include rail if relevant). What is the distance of the airport from the proposed venue? Also indicate the available means of transportation between the airport and the proposed venue.
- c) Briefly summarize personal safety concerns, if any, for visitors to the destination.

5. Meeting Space

Please see Appendix A for Meeting Space requirements and for a Program at a Glance outlining a typical schedule of events.

Please respond to the following questions/request for information:

- a) Using the sample Program at a Glance, provide a floor plan outlining the meeting space proposed with seating capacities for each room in either theatre or round table style.
- b) Is the meeting space on a first right of refusal hold for the ISOPP Symposium? If yes, indicate which dates the rooms are on hold.
- c) Indicate the proposed cost for meeting space including ISOPP Secretariat, working groups and ISOPP Master Class meeting room requirements. If the cost is conditional upon items such as guest room pickup or food & beverage spending, please state the conditions.

- d) Include the capability and cost for the venue to provide wireless internet, noting the number of IP addresses that can be supported at one time.

6. Guest Rooms

Guest rooms for an ISOPP Symposium can be at one main hotel (normally when the meeting space is at the hotel) or at a selection of hotels if the Symposium is held at a convention centre. When held at a single hotel, a ISOPP Symposium can generate approximately 600 to 800 guest room nights.

Please respond to the following questions/request for information:

- a) Is a room block being held or will it be held at a single hotel or a number of hotels?
- b) If a room block is being held, provide the guest room rate(s) and the number of rooms held per night.
- c) Describe the risks (e.g. minimum number of guest rooms required or penalties if not met) and rewards (concessions – commission, complimentary guest rooms, complimentary or reduced meeting space, upgrades, etc.) of the proposed guest room block.
- d) If a congress or conference center is proposed as the venue, supply a map showing the location and category (5 star, 4 star etc., and budget) of hotels close to the proposed venue.

7. Social Functions

The ISOPP Symposium features a Welcome Reception (in amongst the exhibits), and a dinner event, which often takes place off-site and highlights the culture of the destination.

Please respond to the following questions/request for information:

- a) Provide a brief summary of potential dinner events and their location.

8. Risk-Taking Models

Please indicate in your proposal whether the National Host (local organization or institution signing the MoU) wishes to share the risk and possible loss or surplus. The following are the two models that should be considered by the National Host for sharing of risk and the possible loss or surplus arising from the Symposium:

Model 1: Should the National Host wish to carry the risk of a loss, and conversely reap the benefits of a surplus, there will be a 25% National Host-75% ISOPP split of the surplus/loss. Specifically, the National Host would receive 25% of any surplus, and the National Host would be responsible for 25% of any loss.

Model 2: The National Host may be restricted or may feel uncomfortable carrying the risk of a loss. In such a case it is recommended that the National Host target a cause they support, such as a scholarship fund. In the event of a surplus, a donation of 15% of the net Symposium surplus would be paid to that cause. In this case, ISOPP would bear the costs of an overall Symposium deficit.

E. QUESTIONS

Please direct questions concerning proposal guidelines to either the ISOPP President at president@isopp.org or the Secretary at secretary@isopp.org.

F. APPENDICES

Appendix A – Meeting Space and Program at a Glance

The meeting space required for ISOPP Symposium is quite large due to the area required for the exhibit and poster display, approximately 8,000 to 12,000 sq feet. Typically there are about 20 to 40 exhibit booths and 40 to 60 posters, with lunches and the welcome reception taking place in the Exhibit and Poster Hall.

Each breakout room (3) should hold a minimum of 80 people with space for a head table, projector and screen in either theatre or round table style. Breakout rooms are also used as satellite symposia rooms. The plenary room with seating for at least 400, may also be used as a breakout and/or, satellite symposium room when not in use.

The Secretariat all day meeting is held the day prior to the Opening Plenary. Working group meetings are typically held the day of the Opening plenary and in the morning. The ISOPP Master Class takes place every alternate year starting in 2018 post Symposium.

Lunches are provided daily on two days in the Exhibit and Poster Hall and in conjunction with a lunch time satellite symposium. There is also a Welcome Reception held after the Opening Plenary and a dinner event. The dinner event is typically held off site on the final day and showcases the destination.

The date pattern on which the Symposium takes place can vary as follows:

Sunday to Wednesday pattern:

Saturday – Arrive, Secretariat meeting,

Sunday – Arrive, Working Group meetings, exhibit set up, welcome reception, opening plenary

Monday - Scientific sessions, Exhibition Hall

Tuesday - Scientific sessions, Exhibition Hall, closing plenary and dinner event

Wednesday – ISOPP Master Class (every second year starting in 2018)

Thursday – Depart

Tuesday to Saturday pattern:

Tuesday – Arrive, Secretariat meeting

Wednesday – Arrive, Working Group meetings, exhibit set up, welcome reception, opening plenary

Thursday - Scientific sessions, Exhibition Hall

Friday - Scientific sessions, Exhibition Hall, closing plenary and dinner event

Saturday – ISOPP Master Class (every second year starting in 2018)

Sunday - Depart

Pre Symposium		Symposium Half Day 1		Symposium Full Day 1		Symposium Final Day 2		ISOPP Master Class	
Time	Session	Time	Session	Time	Session	Time	Session	Time	Session
all day	Office	all day	Office	all day	Office	all day	Office		
		12:00-19:00	Registration open	06:30-16:30	Registration open	06:30-14:30	Registration open		
				09:30-16:00	Exhibit and Poster Hall open	10:00-14:15	Exhibit and Poster Hall open		
08:30-17:30	ISOPP Secretariat Meeting	08:00-12:00	ISOPP Committee Meetings	07:00-08:30	Satellite Symposium	07:00-08:30	Satellite Symposium		
		08:00-12:00	ISOPP Committee Meetings	08:30-10:00	Concurrent Session 1	08:30-09:30	Platform Presentations (Abstracts)	9:00-17:00	Master Class
		08:00-15:00	Local Committee Meeting			09:30-10:30	Concurrent Session 4		
		08:00-12:00	Set-up for Show Services	10:00-10:30	Refreshment Break	10:30-11:00	Refreshment Break	10:30-11:00	Refreshment Break
				10:30-11:30	Concurrent Session 2	11:00-11:45	Plenary		
			Plenary set up	11:30-12:30	ISOPP Annual General Meeting	11:45-12:45	Concurrent Session 5		
		TBC	Satellite Symposium	12:30-14:00	Lunch amongst the Exhibits and Posters	12:45-14:15	Lunch amongst the Exhibits and Posters	12:30-13:30	Lunch
				12:30-14:00	Satellite Symposium	12:45-14:15	Satellite Symposium		
		12:00-16:00	Exhibitor Set-up	14:00-15:30	Concurrent Session 3	14:15-15:45	Closing Plenary		
		14:00-16:00	Poster Set-up			15:45-16:00	Closing Remarks		
		15:30-16:00	Welcome Remarks	15:30-16:00	Refreshment Break	14:15-17:15	Poster and Exhibit removal	15:30-16:00	Refreshment Break
		16:00-17:00	Opening Plenary	16:00-17:30	Exhibit and Poster Viewing Session	17:00-20:00	Tear down for Show Services		
		17:00-18:30	Exhibit Area open - Welcome Reception amongst the Exhibits/Posters	17:30-19:00	Satellite Symposium	19:00-23:00	Evening Event		
		18:30-20:00	Satellite Symposium						

MEMORANDUM OF UNDERSTANDING

AGREEMENT FOR FINANCIAL AND ACTIVITY RESPONSIBILITIES FOR THE ~#~ INTERNATIONAL SYMPOSIUM ON ONCOLOGY PHARMACY PRACTICE

This Agreement is between the International Society of Oncology Pharmacy Practitioners (ISOPP) and the (~NATIONAL HOST~).

The Agreement pertains only to the activities and financial arrangements involved with the development, promotion and execution of the ~#~ International Symposium on Oncology Pharmacy Practice (ISOPP ~#~) scheduled for April X-X (to be confirmed) in ~city~, ~Country~.

ISOPP and ~NATIONAL HOST~ shall jointly assume general responsibility for the overall financial and operational success of the ISOPP ~#~ according to a prepared budget and timeline.

1. Distribution of Financial Profits or Losses

In the event of a financial loss, the loss will be ~insert model~. In the event of a profit, the profit share shall be distributed as follows: ~inset model~.

An example of distribution is: ~give example~

Profits will be computed as total income less all Symposium related expenses. The accounts relating to the symposium should be closed within 6 months of ISOPP ~#~ end.

Each party in this agreement is responsible for staying within their respective budget line items.

~Depending on the model chosen~ will have the overall responsibility for the management of the budget. Financial contributions to support ISOPP ~#~, including commissions and sponsorship, will be considered ISOPP ~#~ revenue. ISOPP ~#~ expenses incurred by ISOPP and listed in the approved budget must be approved by ~depending on the model chosen~.

It is agreed that:

- 1) The cost for the ISOPP Secretariat and Committee Chairs travel, lodging, and meetings linked with the Symposium shall be included as part of the ISOPP ~#~ budget. The travel component will be set to an agreed amount depending on the location, and all persons funded will contribute to the symposium program with presentations, if requested.
- 2) The ~NATIONAL HOST~ Organizing Committee travel (economy air/train travel with advance purchase fare), lodging (at the Symposium Hotel) and symposium registration to ISOPP ~#~ shall be included as part of the ISOPP ~#~ budget. Aside from ~NATIONAL HOST~ organizing committee, any other discounted registration for ISOPP ~#~ will only be available to fully paid members of ISOPP.
- 3) The ISOPP ~#~ Proceedings (Schedule and Abstracts) will be published as a supplement to the Journal of Oncology Pharmacy Practice (JOPP) and the costs of producing this supplement will be an ISOPP ~#~ expense.

- 4) Speaker honoraria will not be paid unless agreed to by both ISOPP and ~NATIONAL HOST~. If one party decides to pay an honorarium to a given speaker then the cost will be at that party's expense.
- 5) All enduring material pertaining to the program content and proceedings will remain the property of ISOPP.
- 6) ISOPP and ~NATIONAL HOST~ will jointly establish a Scientific Planning Committee to determine the content, with a minimum of 3 days of programming. The programming will be structured to include Clinical, Technical and Administrative Streams relevant to a global audience.
- 7) ~NATIONAL HOST~ shall permit the ISOPP name and logo in all publications and other marketing materials related to ISOPP ~#~.
- 8) ISOPP shall permit the ~NATIONAL HOST~ name and logo in all publications and other marketing materials related to ISOPP ~#~.
- 9) ISOPP and ~NATIONAL HOST~ will receive space in the ISOPP ~#~ exhibit area for a membership services booth at no cost for the space. All other expenses are the respective organization's responsibility.
- 10) ISOPP shall assist ~NATIONAL HOST~ with the marketing of ISOPP ~#~, the program development and, if required, sponsorship solicitation.

2. Activity Responsibilities

~NATIONAL HOST~ and ISOPP will assume responsibility for and work toward the success of ISOPP ~#~. The following representative from each party is responsible for communicating the decisions of their respective organization, on or before the agreed deadlines:

~NATIONAL HOST~	ISOPP ~#~ Chair or PCO Manager
ISOPP	ISOPP President or designate

The following list is not meant to be all-inclusive, but is presented to illustrate the general distribution of activity responsibilities.

Joint responsibilities, working with the PCO, are:

Program Management

- Establish a Scientific Planning Committee
- Review abstracts for publication in JOPP

Sponsorship Sales & Servicing

- Design and implement a sponsorship sales strategy
- Actively solicit financial contributions for support of the ISOPP XV

Exhibits Sales and Management

- Develop and implement an exhibit sales and management plan

Marketing

- Design and implement a marketing plan
- Publicize ISOPP XV

~National Host~ working with the PCO, will be responsible for:

Financial Management

- Receive all income and pay all invoices
- Establish the registration fee due in Euros
- Prepare and maintain the budget in Euros
- Prepare the financial statements in Euros
- Provide complete financial statements post event no later than ~date – 6 months post event~
- Make the profit share payment no later than ~date – 7 months post event~

Reporting

- Provide regular progress reports to the designated liaison persons of ISOPP
- Provide a final wrap up report with statistical information for future reference

Program Management

- Develop the program and invite the speakers.
- Solicit and collect and abstracts
- Communicate with and coordinate the oral presenters
- Manage the speakers and program on site (briefing presenters, chairing sessions, etc.)

Marketing

- Produce and maintain the ISOPP ~#~ website

Logistics

- Select, negotiate and manage the venue
- Manage and coordinate all site arrangements, including: hotel rooms, symposium suppliers, food and beverage, social event/s and tours.

Registration

- Manage advance and on-site registration, including on-line and manual registration processing, and a secure web site for credit card processing
- Provide ISOPP with the final registration database

ISOPP working with the PCO, will be responsible for:

Financial Management

- Provide ~National Host~ in writing with expected expense items and amounts to be paid for by the ISOPP XV budget on ISOPP's behalf.

Program Management

- Contribute to the Program content and development
- Aid in acquiring keynote speakers, if required

Marketing

- Provide the ~National Host~ with the content, as applicable, for the development and maintenance of the ISOPP ~#~ website

3. Indemnification

All parties agreed to indemnify, defend and hold harmless one another and their officers, directors, employees and agents, and each of them, from any and all claims, actions, causes of action, demands or liabilities of whatsoever kind and nature including judgments, interest, attorneys' fees, and all other costs, fees, expenses and charges which either party, its officers, directors, employees, agents and each of them, may incur arising out of the negligence, gross negligence or willful or wanton misconduct of the other party, its officers, directors, employees or agents.

We the undersigned as authorized representatives of our respective organizations hereby agree to the financial and general activity responsibilities stated above, and are committed to delivering the above in a timely manner and according to the agreed timeline to be established.

4. Signatures

The following representatives from ISOPP and ~NATIONAL HOST~ agree to the above terms and conditions.

Name, National Host

Date

Name, National Host

Date

Name, ISOPP President

Date

Name, ISOPP Treasurer

Date