

ISOPP International 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 International and Regional Symposia, Masterclasses, online education, journal (JOPP), newsletters, Virtual Library 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 for other products and services, 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 Task Force (SP TF). 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 practitioners from more than 40 countries at our Symposia, is a testament to ISOPP's 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, held 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 in roles such as:

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

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: <https://www.isopp.org/isopp-symposia/past-isopp-symposia>.

Symposium Organizer (aka PCO)

Sea to Sky Meeting and Association Management (Sea to Sky) is ISOPP's Society Management Office and International Symposium Organizer, also known as the Professional Congress Organizer (PCO).

Symposium hosts are obligated to work with ISOPP's PCO in order to: maintain momentum from Symposium to Symposium; keep existing processes intact to ensure the continued efficiency and high quality of Symposia; build and maintain relations with stakeholders, sponsors, exhibitors, committee members and participants; and build on existing resources and infrastructures avoiding the inevitable "reinvention of the wheel".

Should your preference be not to engage ISOPP's PCO, then there is the option of expressing your interest to host a Regional Symposium.

The Program

The Program is organized by the Scientific 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 PCO.

This two and a half day Symposium, followed by the ISOPP Masterclass/es, formally begins in the morning with an Opening Plenary featuring one or two keynote addresses from prominent speakers in the field of oncology, followed by three concurrent sessions, followed by a Welcome Reception in the Exhibition Hall. The next day begins with a plenary followed by three concurrent sessions, and an evening event. The final Symposium day consists of concurrent sessions, a closing plenary and evening 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, following the Symposium, ISOPP organizes the ISOPP Masterclass/es (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

The Symposium is organized by the national host, typically a local organization or institution that forms the Symposium Planning Task Force (SP TF). The national host can consist of a group of individuals as well. In addition to the national host, the SP TF membership includes an ISOPP Secretariat member, ISOPP's 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.

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 Office via email at symposia@isopp.org.

Proposal Submission Deadlines and Questions

There currently no deadlines for proposals for 2023 and years beyond 2023 at this time. Please direct questions to the ISOPP President at president@isopp.org.

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 MoU is signed between both parties. The destination and dates are announced once the MoU and venue contract are 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. National Host

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 national host 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 Masterclass 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, an 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 an optional networking evening event, which often takes place off-site and highlights the culture of the destination.

Please provide a brief summary of potential networking evening 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 \$5,000 CAD would be paid to that cause. In this case, ISOPP would bear the costs of an overall Symposium deficit.

E. 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. The plenary room and one of the breakout rooms are also used as satellite symposia rooms. The plenary room with seating for at least 400 in rounds, 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 Masterclass/es takes place each year.

Lunches are provided daily on two days in the Exhibit and Poster Hall and in conjunction with a lunch time satellite symposium and on the third day if a satellite symposium is confirmed. There is also a Welcome Reception held in the evening of the first day. The optional networking evening event is typically held off site and showcases the destination.

The date pattern on which the Symposium (two and a half days) takes place can vary between any days of the week, as follows:

Day Before:	Secretariat meeting, Working Group meetings,
Day One:	Opening plenary, exhibit set up, scientific sessions, Welcome reception in the Exhibition Hall
Day Two:	Scientific sessions, Exhibition Hall, optional networking evening event
Day Three:	Scientific sessions, Exhibition Hall, closing plenary (ends at 1pm) Site visit of hospitals / cancer centres
Day After:	ISOPP Masterclass/es