



Guidelines for Expressions of Interest for the World Congress of Psycho-Oncology

INTRODUCTION

The International Psycho-Oncology Society (IPOS) World Congress brings together practitioners and scientists to build and develop thriving scientific societies, health care agencies and academic institutions in all parts of the world and to integrate their knowledge toward a common language of accepted standards in comprehensive cancer care. During the World Congress, members of the international psycho-oncology community have the opportunity to share and learn about new research and best practices in the field. IPOS aims to establish culturally specific standards of psychosocial care and cancer control policy in every nation represented at the World Congress by inspiring attendees to apply their new knowledge in their respective countries.

World Congresses have been/shall be hosted in the following locations:

- 1992 – Beaune, France
- 1994 – Kobe, Japan
- 1996 – New York, New York, USA
- 1998 – Hamburg, Germany
- 2000 – Melbourne, Victoria, Australia
- 2003 – Banff, Alberta, Canada
- 2004 – Copenhagen, Denmark
- 2006 – Venice, Italy
- 2007 – London, United Kingdom
- 2008 – Madrid, Spain
- 2009 – Vienna, Austria
- 2010 – Quebec City, Quebec, Canada

CONGRESS MODEL

Congress Format. IPOS has established the World Congress as an annual event. Each World Congress shall begin with one to two full days of training workshops known as the Psychosocial Academy. The Academy shall feature a faculty of world-renown psycho-oncologists and offer both half- and full-day courses to train cancer care professionals in practical psychosocial, behavioral and palliative care methods. Academy sessions may be arranged by the Scientific Committee or may be selected by abstract submission. Some Academy workshops may be offered in the local language, to facilitate local participation. The Congress itself shall offer three days of plenary sessions, podium lectures and symposia and poster sessions on all aspects of psychosocial oncology, featuring both invited speakers and presenters selected from among submitted abstracts. Psychosocial Academy training courses may also be integrated within the World Congress sessions. Other abstract submissions shall be selected for presentation in the poster session.

As an international society, IPOS welcomes the informed contributions of psycho-oncologists representing every country and culture.

Travel Scholarships. In the past IPOS has facilitated the participation of scholars from low-income countries in past World Congresses and plans to continue this effort by working with congress organizers to seek funding for scholarships to future World Congresses. In this way, IPOS aspires to improve cancer care in low- and middle-income nations.

Society Awards. Four awards – the Hiroomi Kawano New Investigator Award, the Noemi Fisman Award for Clinical Excellence, the Bernard Fox Memorial Award and the Arthur M. Sutherland Award – may be presented during each Congress. The awardees shall be allowed time, commensurate with their achievement, to speak about their work in a Congress plenary session.

Business Meetings. The Congress shall also include meetings of the IPOS Board of Directors, the *Psycho-Oncology* Editorial Board, a Meeting of National Representatives, the IPOS Federation Board Meeting, the IPOS Annual Business Meeting and potentially others. These shall be held in conjunction with and some may be included as a part of the Congress budget.

Business Financial Plan. An important premise is that the World Congress is a business arrangement, designed to provide working capital in support of future Congresses and of the administrative arrangements for IPOS and its members. The income generated by each World Congress must provide critical financial subsidy for member services and outreach to provide psychosocial services to every nation and culture of the world. Meetings and discussions shall take place between IPOS, local cancer organizations, local authorities and convention bureaus regarding benefits offered to IPOS. Please contact IPOS Headquarters to request a copy of a sample business plan.

Administrative and Scientific Responsibilities. IPOS HQ assumes responsibility for the organization of the conference, abstracts, posters, registration, exhibits, website and logistics in collaboration with the local organisers. IPOS Headquarters staff, based in Charlottesville, Virginia, USA, shall usually maintain overall logistical responsibilities and shall participate in teleconference and in-person meetings of the scientific committee as needed. Other congress administrative structures may be considered in unusual circumstances and depending upon local needs, with approval of the IPOS Board. The proposal shall designate the proposed Congress Chair, who shall be approved by the IPOS Board and invited to sit on the Board of Directors as a nonvoting member for the duration of the Congress planning period. The Congress chair shall subsequently nominate members to the International Steering Committee and the Local Organizing Committee, who shall also be approved by the IPOS Board.

Benefits to and Responsibilities of the Host Organization. The host organization shall benefit from global visibility and recognition as a key global player in the development of psycho-oncology. In cooperation with IPOS, the host organization shall be responsible for the following:

- ◆ Recruit and select members of the local scientific and advisory committees (with national and international representation as appropriate)
- ◆ Develop relationships with potential cosponsors/supporters (local, regional, national and international)
- ◆ *Develop and secure funding
- ◆ *Develop IPOS Congress budget and submit to IPOS Board of Directors for approval
- ◆ *Manage local bank account deposits and disbursements pre- and post-conference
- ◆ *Select venue(s) and hotel(s) for Academy/Congress and special event(s)
- ◆ *Create the format for the Congress schedule, with approval of IPOS Board of Directors
- ◆ *Manage the Academy logistics and trainer communications
- ◆ *Oversee the plan for issuing continuing education credits
- ◆ *Create and implement Public Relations and marketing plan
- ◆ *Create theme, logo ideas and objectives for the Congress, with approval of IPOS Board of Directors
- ◆ Recruit session coordinators and speakers for the Academy, with input and approval of IPOS Board of Directors
- ◆ Recruit keynote and invited speakers for the Congress, with input and approval of IPOS Board of Directors
- ◆ Recruit session coordinators and moderators for the Congress, with input and approval of IPOS Board of Directors
- ◆ *Set pricing for Academy/Congress, with approval of IPOS Board of Directors
- ◆ *Set the registration cancellation/refund policies
- ◆ *Be responsible for on-site insurance policies and indemnities
- ◆ *Identify abstract reviewers
- ◆ Direct abstract review and session placement
- ◆ *Place abstracts in program schedule/grid, for approval of IPOS Board of Directors
- ◆ *Select luncheon/break menus
- ◆ *Find local vendor(s) for production of signage, photocopies and other printed materials
- ◆ Handle local arrangements and provide onsite support staff
- ◆ *Be responsible for the organization of a published abstract book

Actions marked with an asterisk (*) may/will involve varying levels of guidance and support from IPOS Headquarters staff. Financial support/net income from the Congress must be at a level guaranteed to pay all Headquarters fees involved in service to the Congress and return an additional financial profit to IPOS, as this is a primary source of income to IPOS. Net income to the Society is negotiable, but generally must be at least \$30,000.

APPLICATION AND SELECTION PROCESS

Expression of Interest. Ideal prospective host organizations shall meet all of the following criteria:

- be a non-profit, non-governmental organization recognized by the establishing authority⁺ of the respective country or region, if such authority exists; if such authority does not exist, application may be made to the IPOS Board of Directors for special consideration;

- be multidisciplinary in philosophy and governance;
- have individual professional members who practice psycho-oncology;
- actively promote psycho-oncology in its country or region;
- sponsor education and networking opportunities with specific psycho-oncology emphasis;
- perform constructive activities in psycho-oncology; and
- support IPOS activities such as the Multilingual Core Curriculum of Psycho-Oncology, the World Congress of Psycho-Oncology, IPOS Press, etc.

⁺*for example, establishing authority in the US is the State Corporation Commission where the organization was incorporated and the Internal Revenue Service, which confers not for profit status.*

Organizations interested in hosting a World Congress of Psycho-Oncology should send a formal Expression of Interest letter to:

Ms. Elliott Graham
Executive Director
International Psycho-Oncology Society
154 Hansen Road, Suite 201 (*new address as of 1 March 2009*)
Charlottesville, VA 22911
USA
Phone: +1 434.293.5350
Fax: +1 434.977.1856
E-mail: egraham@ipos-society.org

This letter must be signed by the President or the Chairman of the prospective host organization and should clearly state the organization's interest in being the host for the specified World Congress of Psycho-Oncology. Prospective host organizations and/or their representatives shall include in their Expression of Interest all information that they deem relevant, including (but not limited to) the following:

- ♦ The name of the proposed host organization and letters indicating institutional support;
- ♦ Letters of support from other oncology organizations in the country;
- ♦ Letters from relevant authorities ensuring top level support of government and health authorities and assurance that all bona fide participants shall be granted visas;
- ♦ Proposed financial commitment (in terms of fundraising support of the conference and for travel grants);
- ♦ Indication of proposed dates and location, with several possible alternatives;
- ♦ Names and contact information for convention and destination venues with which IPOS shall negotiate directly, indicating any previous experience in working with these venues;
- ♦ Indication of assistance that can be provided in planning for and during the Congress; and
- ♦ Indication of assistance that shall be provided during the IPOS site selection visit and meetings, which shall be arranged by the host society.

Expression of Interest Review Criteria. Expressions of interest shall be considered by the IPOS Board of Directors, which may select proposals for further presentation by the prospective host organizations. The criteria for selection include, but are not limited to, the following:

- ◆ Congress venue facilities must be spacious enough to accommodate up to 1,000 participants;
- ◆ Congress venue must have capacity for opening/closing plenaries of 1,000 delegates, theatre or classroom style (all in one room);
- ◆ Exhibition hall must be 2,000 sq. meters to accommodate 150 posters per day, 15 exhibitors, breakfasts and coffee breaks;
- ◆ Congress venue must have 4 concurrent session rooms for each of 3 days (spacious enough to accommodate 300+ people each – theater style);
- ◆ Congress venue must have a staff office for the duration of the Academy and Congress (plus at least 2 days prior to the first day of the Academy);
- ◆ Congress venue must have 10 classrooms for each of 2 days (able to seat 30 - 50 people classroom style) to accommodate the Academy training workshops;
- ◆ Site must have convenient hotel rooms, transportation, and accessibility (850 hotel rooms in a variety of price ranges);
- ◆ Congress venue, hotels and transportation must have accessibility for people with restricted mobility (wheelchair);
- ◆ Country's visitor visa requirements must be considered, including the cost of a visa and any restrictions that might limit Congress attendance;
- ◆ Relevant costs of Congress venue and major suppliers must be considered (e.g., catering, audio visuals, meeting room rental, printing costs, rental costs for poster boards, comparative costs of hotel rooms, etc.);
- ◆ Host country must be politically and socially stable;
- ◆ Host organization must be able to support and assist in the organization of a successful Congress; and
- ◆ Destination's tourism and convention appeal and attractiveness of proposal must be considered.

Some other questions to consider at the time of application

- ◆ How will you organize the hotel accommodation booking for delegates?
- ◆ What is your plan for the banking structure?
- ◆ How will delegates from around the world access the proposed site? e.g. describe plane, train and local transport details.
- ◆ What finance can your society offer to underwrite the congress?
- ◆ Please set out your plans for obtaining travel awards for scholarship recipients?

Final Congress Venue Selection. Once the IPOS Board of Directors has reviewed an Expression of Interest, the Board may decide to invite the host organization, congress center and convention bureaus in the country to submit a formal bid with a one-hour presentation to the IPOS Board of Directors at the next planned World Congress or via conference call to maintain a workable time line.

- ◆ The decision on the location of the Congress shall be made by the IPOS Board of Directors.

- ♦ If the Board feels that multiple proposals are favorable, it reserves the right to propose that some of the bidders be considered for a future Congress.
- ♦ The selected venues shall be requested to submit bids and the best offers shall be considered.
- ♦ As part of the Congress budget, site visits shall be made by up to three (3) IPOS representatives to meet the host society representatives, local and government authorities, cancer/health authorities and venue and destination bureaus. IPOS Headquarters shall make every effort to arrange such site visits at a reduced cost to IPOS through the city's convention and visitor's bureau. Subsequently, IPOS shall coordinate the bidding process and shall negotiate the venue and final package.
- ♦ The host country for each Congress shall be announced by the IPOS Board of Directors when selection is made.

Time Line. Following is a representative timeline for submitting expressions of interest, generally at least three years in advance of the proposed Congress. For example, if expression of interest were being submitted for a 2012 Congress, all of the following dates would take place in 2009.

- ♦ 1 April, three years prior to year of proposed Congress: Deadline for submission of expression of interest by host organizations.
- ♦ May, 3 years prior to year of proposed Congress: IPOS Board of Directors shall notify interested parties if they may make presentations and submit full proposals at the next IPOS World Congress.
- ♦ June - October, three years prior to year of proposed Congress: IPOS Board of Directors shall hear one-hour presentations by representatives of prospective host organizations. Meetings shall be scheduled at a mutually convenient time during an IPOS World Congress.
- ♦ November, three years prior to year of proposed Congress: IPOS site visit inspection of venue, meetings with national societies, host organizations and potential local sponsors.
- ♦ May, two years prior to year of proposed Congress: Announcement by IPOS of selection of hosts for upcoming World Congress.