



Union for International Cancer Control

31-33 Avenue Giuseppe Motta,
1202 Geneva, Switzerland

T. +41 (0)22 809 1811 F. +41 (0)22 809 1810

E. info@uicc.org www.uicc.org

2021 WORLD CANCER LEADERS' SUMMIT

BID GUIDELINES

INDEX

1. General information about the organisers – Union for International Cancer Control (UICC)
2. General information about the World Cancer Leaders' Summit
3. Roles and responsibilities
4. Communication
5. Bidding process
6. Criteria for selection
7. Past and Future World Cancer Leaders' Summit

This bid manual outlines the main requirements for a UICC member organisation, supported by the bidding city's convention bureau and government, intending to submit an expression of interest, and if shortlisted, followed by a bid to host one of UICC's flagship event: the 2021 World Cancer Leaders' Summit (WCLS).

This document includes general information about the Summit and its organisers (UICC – the Union for International Cancer Control), financial, logistical and operational requirements to host the annual event as well as an outline of the roles and responsibilities of all parties involved, detailed information on the bid process and selection criteria.

UICC wishes to thank its member organisations, convention bureaus, local authorities, governmental institutions and all other parties involved in this bid process for their willingness to host the 2021 World Cancer Leaders' Summit, an award-winning event.

Applications should be sent to:

Hugo Nicolaus
Congress & Events Manager
Union for International Cancer Control
31-33 Avenue Giuseppe Motta
1207 Geneva, Switzerland

Tel: +41 22 809 1866
Email: nicolaus@uicc.org
www.uicc.org

1. General information about the organisers - Union for International Cancer Control (UICC)

The Union for International Cancer Control (UICC) is a membership organisation that exists to help the global health community accelerate the fight against cancer.

Founded in 1933 and based in Geneva, UICC's growing membership of over 1100 organisations across 170 countries, represents the world's major cancer societies, ministries of health and patient groups and includes influential policy makers, researchers and experts in cancer prevention and control. UICC also boasts more than 50 strategic partners.

The organisation is dedicated to taking the lead in **convening, capacity building** and **advocacy** initiatives that unite the cancer community to reduce the global cancer burden, promote greater equity, and integrate cancer control into the world health and development agenda.

UICC uses key convening opportunities like the World Cancer Leaders' Summit, World Cancer Congress and World Cancer Day for continued focus on:

- Developing specific time-bound targets and indicators to measure the national implementation of policies and approaches to prevent and control cancer
- Raising the priority accorded to cancer in the global health and development agenda
- Promoting a global response to cancer
- UICC and its multisectoral partners are committed to encouraging governments to look towards the implementation and scale-up of quality and sustainable programmes that address the global burden of cancer and other NCDs. UICC is also a founding member of the NCD Alliance, a global civil society network that now represents almost 2,000 organisations in 170 countries.

1.1 GOVERNANCE

UICC is governed by its member organisations, which meet in a general assembly, held in conjunction with the World Cancer Congress, every two years. Between assemblies, a board of 16 directors, elected by the General Assembly, act as the executive body of UICC.

1.2 WORKING IN PARTNERSHIP

UICC works closely with key international UN agencies including: the World Health Organization (WHO), with whom we are in official relations, the International Agency for Research on Cancer (IARC), the Programme of Action for Cancer Therapy (PACT), and has consultative status with the UN Economic and Social Council (ECOSOC). In addition to this, UICC offers corporate partners a unique opportunity to demonstrate social responsibility on a global scale.

1.3 WORLD CANCER DECLARATION

This year alone, nearly 8 million people will die of cancer, and left unchecked, the number of deaths will increase to 13.2 million per year by 2030. UICC is committed to reducing the global cancer burden through delivering the targets of the World Cancer Declaration.

This call to action sets out 9 goals to be achieved by 2025 including:

- Universal vaccination programmes for hepatitis B (HBV) and human papillomavirus (HPV) to prevent liver and cervical cancer
- Dramatic reductions in the emigration of health workers with specialist cancer training
- Universal availability of effective pain medication
- Dispelling myths and misconceptions about cancer

1.4 A VISIONARY CAMPAIGN

UICC is committed to delivering the targets of the World Cancer Declaration through strategic partnerships involving members and other institutions interested in fighting cancer. Together we aim to save millions of lives by focusing on what needs to be done by taking the lead in:

- Convening the world's leaders for innovative, wide-reaching, cancer control events and initiatives
- Building capacity to meet regional needs
- Leveraging past advocacy successes to drive change in the future

2. General information about the World Cancer Leaders' Summit

In parallel to targeted local and regional activities, one of our focus areas is to convene members, partners and leaders to encourage collaboration and new thinking.

The **World Cancer Leaders' Summit** is a major annual high-level policy meeting dedicated exclusively to furthering global cancer control. The event brings together approximately 350 key decision makers from around the world and encourages timely debate on emerging issues related to cancer. It provides an important forum to secure a coordinated, multileveled global response to address the spiralling cancer epidemic.

The WCLS is traditionally held in partnership with the **World Health Organization (WHO)**, the **International Agency for Research on Cancer (IARC)** and the **International Atomic Energy Agency (IAEA)**, and is hosted by a UICC Member from the region.

2.1 WHY IS THE WORLD CANCER LEADERS' SUMMIT IMPORTANT

The World Cancer Leaders' Summit brings together global decision makers who can shape the way our generation addresses the task of eliminating cancer as a life threatening disease for future generations. It allows for timely debate on emerging issues related to cancer and provides a forum to spotlight a major health issue, which demands a coordinated, multileveled global response.

The Summit complements other signature events organised by UICC, which include World Cancer Day and the World Cancer Congress. The Summit plays a pivotal role in this portfolio of global events by ensuring that the 2025 targets detailed in the World Cancer Declaration are appropriately recognised and addressed at the highest political levels.

2.2 KEY OBJECTIVES

Key objectives of the World Cancer Leaders' Summit include:

- Raising awareness among leading decision makers to ensure cancer is a global health priority.
- Providing a forum to exchange information and innovative ideas on how to reverse the cancer epidemic and ensure a sustainable response.
- Defining compelling messages to support the global call to action against cancer.
- Creating a force which galvanises politicians and policy makers and increases cancer's visibility on the international public health agenda.

The last World Cancer Leaders' Summit, themed "Cancer and Treatment for All" took place on the 1st of October 2018 in Kuala Lumpur, Malaysia. The official report can be found here: <https://www.uicc.org/what-we-do/convening/world-cancer-leaders-summit/2018-world-cancer-leaders-summit>

The event is by invitation only, and its attendance is mainly open to UICC Members and partners among the global health and cancer leadership community.

Themes of the Last Summits

The theme of each WCLS is determined one year in advance by the WCLS Steering Committee and is confirmed by the Summit partners. It is chosen on the basis of:

1. Being a subject which resonates with the target audience.
2. Is highly relevant to any global debates which are taking place in the year of the Summit or the following year.
3. Is aligned with the UICC Purpose Statement.
4. Provides sufficient content to engage and enthuse the attendees (potentially with a newsworthy outcome).
5. Important to the host, the region and the host's government.
6. Builds on the themes of previous Summits.

The themes for the past 6 Summits have been:

- | | |
|-------------|---|
| 2011 Dublin | "From Resolution to Action" in which we discussed the need to convert the commitments contained the NCD Political Declaration into meaningful action. |
| 2012 | "Planning for National and Global Impact" in which we launched the new Cancer |

Montréal	Control Planning Toolkit
2013 Cape Town	“Closing the Cancer Divide by 2025” in which we launched the refreshed World Cancer Declaration and highlighted the inequity issues facing cancer patients in Sub-Saharan Africa.
2014 Melbourne	“The Economic Case for Cancer Control” in which we highlighted the need to frame a case for cancer control in economic terms.
2015 Istanbul	“Effective International Collaboration” in which we discussed best practice in delivering impact through collaboration across borders, diseases and cross sector partnerships.
2016 Paris	<p>”Tomorrow is Now. Our Journey to 2025” in which we launched the World Cancer Declaration Progress Report and discussed the challenges we face in achieving the targets of the Declaration by 2025.</p> <p>Global call to action: The call to action in the November 2016 Summit in Paris led to the adoption of the cancer resolution in May 2017 at the World Health Assembly in Geneva.</p>
2017 Mexico City	<p>“Cities driving change” - With 54% of the world’s populations already living in urban environments, cities offer a critical opportunity to expand access to health services, including cancer quality cancer care for large numbers of the population in a sustainable way.</p> <p>Global call to action: In this last Summit we announced an exciting new phase of the new multi-sectoral initiative C/Can 2025 with the call for applications for Challenge Cities to join the programme and become a C/Can 2025 Challenge City. Beginning of 2018, The ambition is to scale-up support to a wide network of 'Challenge Cities' that have a population greater than 1 million, in every region.</p> <p>Local impact: the Local Host Organisation, the National Cancer Institute of Mexico has used the Summit and the lead up to it to mobilise civil societies around the country to enhance effective collaboration around a National Cancer Control Plan, which will hopefully be shortly adopted by the Government. Only a few days after the successful Summit, the Government appointed a National Coordinator (from the Institute) for the plan, and invested in cancer care equipment throughout resource constraint regions in the country. The National Cancer Control Plan should be imminently announced.</p>
2018 Kuala Lumpur	<p>“Cancer and Treatment for all” - With “Cancer Treatment for All” as a topic, the 2018 edition of the World Cancer Leaders’ Summit aims to focus attention on the need to plan and implement national cancer control plan to develop the core infrastructure required to successfully treat and cure a growing population of cancer patients.</p> <p>Global call to action: After stressing that with the conclusion of the 3rd UN High Level Meeting on NCDs, the global cancer community have reinvigorated political will to achieve the 2025 targets, UICC President Her Royal Highness Princess Dina Mired called on governments, civil society, international organisations and private sector partners to invest in Treatment for All and what it aims to achieve: lives saved through equitable access to cancer services.</p>

2.3 WORKING IN PARTNERSHIP

A fundamental principle underpinning the Summit is that cancer is a global health crisis, which demands cooperation across many disciplines, cultures, industries and societies. Cancer affects everyone and does not recognise boundaries.

UICC seeks a range of partners to help reverse the global cancer epidemic, including:

- Cancer survivors and their families
- Cancer prevention, treatment, research and advocacy organisations
- Heads of state and royalty
- Policy makers, politicians and ministries of health
- UN agencies
- Academics and thought leaders
- Media outlets
- Representatives from other key health-focused civil society organisations
- International development agencies
- Philanthropic foundations
- Individual donors
- Private sector

3. Roles and responsibilities

The local host organisation, the city and the country will all benefit from global visibility and credibility in their recognition as key players in the global fight against cancer. The successful hosts receive the unique opportunity for its reputation to be disseminated across a multi-disciplinary global context, including; governments, international organisations, NGOs, cancer affiliations and the corporate sector. World Cancer Leaders' Summit hosts are not only afforded altruistic recognition by the rest of the world in being seen at the forefront of the global campaign to eliminate cancer as a life-threatening disease but its afforded unparalleled networking and partnership opportunities. These opportunities in the past have created, and will continue to create enduring structures of prosperity both in terms of global cancer control and global recognition in general for any willing host country.

a. SHARING A DEFINITION OF SUCCESS

It is important that the host organisation shares an understanding with UICC on what success looks like for the Summit – that we all know what we are trying to achieve and can measure progress towards that goal. The following ambitions cover a broad range of areas which in combination set out what success will look like in 2021.

- **Successful high level participation:**
 - Ensuring that we attract a high level international Governmental representation from all around the world with a dominance from the host continent, including Heads of States, First Ladies and other philanthropists engaged in the fight against cancer, Ministers of Health, and other key decision makers and opinion leaders driving the cancer and global health agenda more generally;

- **Contributing to the design of a high quality programme and impactful outcome:** including high level and influential speakers, impactful and dynamic discussions and presentations; action points and wanted impacts clearly outlined; commitments made;
- **Securing high profile Summit Sponsors:** active multi-sectoral sponsorship participation;
- Delivery of a high quality, flawless and **well organised Summit** with minimal operational issues and a low level of complaints from delegates who feel respected and appreciated;
- **Great media and press coverage** resulting from the Summit;
- **A unique networking and interaction opportunities for participants:** throughout the discussion periods within the Summit itself, over the Summit dinner, breaks or over lunch;
- **A powerful and sustainable impact** at a national level in the host country and host region
- **A global Call to Action** endorsed by the Summit participants that contributes in moving from global commitments to fully operational, comprehensive cancer solutions that reach the world's population
- **Strengthening of UICC's membership and partnership** within the host region – more and better engaged members and partners within the host region, including capacity building initiatives.
- **A memorable Summit Gala Dinner** for all delegates.

3.2 ROLE OF UICC

UICC is fully and solely responsible (in coordination with the Host Organisation) for all aspects and final decisions related to the organisation of the Summit. This includes in particular the selection of the venue and setting dates of the event, its logistical organisation, programme content management, committee's coordination, branding and promotion, invite list management including its registration, ancillary events' coordination (or approval if organised by a third party), coordination with sponsors and partners, selection and management of suppliers, finances, media and press oversight, post-event official report and others. UICC will liaise and coordinate the Steering Committees involved in the preparation of the Summit.

UICC remains fully responsible for all financial aspects of the Summit including budgeting and financial control, setting of fees, management of income and expenditure, and final financial results.

3.3 ROLE OF THE CONGRESS AND SUMMIT COMMITTEE

A small group of UICC Board of Directors members forms the Congress and Summit Committee who is responsible for defining the optimal format and content of the World Cancer Leaders' Summits. The UICC Congress and Summit Committee is chaired by UICC President.

The Committee establishes a clear set of guidelines and principles to ensure a sustainable strategy as well as evaluate past Summits with the objective to provide a long-term strategic direction.

The UICC Congress and Summit Committee provides advice and guidance as appropriate to UICC on developing and monitoring a general strategic approach to deliver successful World Cancer Leaders' Summits and develops a sustainable model the Summit.

3.4 ROLE OF WCLS STEERING COMMITTEE

The WCLS Steering Committee is convened by the UICC CEO yearly to assist in the development of the overall planning and execution of the event. Members are expected to participate in planning teleconferences and other supplementary meetings and provide any feedback as requested. Members are also expected to provide support in finalising all major Summit related content, speaker list, key VIP invitations, content of sponsored activities, fundraising and marketing activities as requested by the UICC CEO. Members will also promote the Summit extensively within their networks, seeking sponsors and participants.

UICC is in charge of setting the agenda for those meetings.

All meetings will have specific agenda points. Any pending issues from previous meetings need to be discussed and their status updated. Each meeting will include updates on the timeline and preparations for the Summit. All meetings will be documented with official minutes.

3.5 ROLE OF HOST ORGANISATION

UICC considers the Local Host Organisation as its principal partner to provide local input to achieve a successful World Cancer Leaders' Summit, operating within the UICC Summit structure and guidelines.

3.5.1 Mission

The Local Host Organisation will concentrate on the following main objectives:

- Support UICC to achieve its mission and objectives in the preparation of and during the Summit;
- Support UICC to make the Summit financially sustainable;
- Support UICC to leave locally and regionally a lasting impact in the fight against cancer after the Summit is finished, in line with UICC's mission and values.

The mission of the Local Host Organisation (LHO) is to provide local, national and regional support and expertise to UICC and the Steering Committee of the Summit:

- Some of the Summit related LHO's mission includes liaising with and engaging the region's countries' Government(s), Ministries of Health and City Governments and securing commitment to participate in the event; engaging the Host City and Host Ministry of Health to support with local logistics; assisting with developing the programme content, active promotion which will help securing sponsorships, marketing materials and input in the invite list, participate in the Steering Committee meetings and support with visa application process by issuing invitation letters when required.

- The Local Host Organisation is not empowered to make any financial and other commitments on behalf of the Summit without prior approval by UICC.

3.5.2 Responsibilities

The Local Host Organisation's responsibilities include:

- securing seed funds amounting to at least USD 400,000 in support of the Summit;
- liaising with the country's Ministry of Health and securing its commitment to participate as an organisational partner and invite other Ministers of Health to participate in the Summit;
- liaising with local and national Government/Authorities to facilitate the organisation and logistics of the Summit in the Host city;
- liaising with the country's Head of State's office and securing its overall support;
- assistance with developing programme content (including speakers);
- input in the Summit invite list and channel invitations when requested - handle protocol when requested;
- facilitate assistance with invitation letters required for participants needing a visa to enter the country;
- advise UICC on local practice and customs and provide local insight and expertise;
- ensure relations with local and national media and support of the appointed Public Relations/Press/ Team, in collaboration with UICC;
- organise the Summit's official welcome dinner, under UICC's guidance, and jointly coordinated with UICC;
- recruit and train suitable volunteers who, under the direction of UICC Congress Team could assist throughout the Summit and in other ways to make participants feel welcome;
- support in recruiting new UICC Member organisations and partners across the region;
- perform additional tasks as may be jointly agreed.

3.5.3 Benefits

The Local Host Organisation will receive the following benefits:

- Logo of the host organisation and Ministry of Health (upon their approval) will be featured in the Summit programme and all promotional materials (printed and electronic), including onsite signage ;
- 5 invitations for the Summit for the Host organisation;
- A representative of the Host organisation will be appointed as member of the Summit Steering Committee;
- provide input in the programme content of the Summit;
- participate with a designated role in the programme of the Summit;
- the right to distribute its own gifts to the Summit attendees;
- the right to insert its organisation's own pamphlets in the attendees' packs;
- the right to host the Official Summit Welcome Dinner, which will be jointly coordinated with UICC;

- for their services or activities rendered hereunder the Local Host Organisation shall not be entitled to receive remuneration or other advantages from UICC or any outsider.
- guidance from the UICC Team throughout the whole organisation process
- opportunity to organise a small side event as part of an “official Summit side event” – under the coordination of UICC, on the day prior or after the Summit.
- The Host organisation will be invited in the following Summit and/or Congress edition (here in the 2022 WCC) to give a short address or presentation in front of the participating leaders on the “impact of the Summit in the country and host region”. The exact format will be defined by UICC.

3.5.4 Financial support by the Local Host Organisation

The Local Host Organisation will support together with its partners the Summit with seed funds amounting to at least USD 400,000.

Any additional funds raised by the Local Host Organisation in support of the Summit exclusively will be transferred to UICC as soon as feasible. The Local Host Organisation cannot make commitments on behalf of the Summit or UICC for services rendered against these funds raised. The Local Host Organisation will collaborate closely with UICC to ensure appropriate coordination in their fundraising activities.

The Host Organisation will be solely responsible for raising and managing the necessary funds in support of the Official Gala Dinner. The Dinner will be organised under UICC’s guidance, and jointly coordinated with UICC.

If the Host Organisation wishes to hold a small official Summit side event on the day prior or after the Summit, all costs will be borne by the Host Organisation.

4. Communication

UICC is responsible for the communication related to the Summit to its members, other interested parties, the media and the public. UICC and the Local Host Organisation can agree on additional communication activities undertaken in promoting the Summit. All communication material related to the Summit will have to be approved by UICC.

In the communication related to the Summit, UICC will be recognised as the Lead Host Organisation and the Local Host Organisation will be recognised as the Local Host Organisation. UICC has the right to recognise other parties as partner organisations and/or sponsors of the Summit.

Each partner and sponsor undertakes to fairly recognise the other in these joint activities and to respect the rules and regulations for each other logos and visual identity.

No invitations will be made without the prior approval of UICC.

5. Bidding process

The World Cancer Leaders' Summit bidding process, spread over a 5 month-period, has been established and mandated by the UICC Board of Directors and its Congress and Summit Committee.

5.1 Timeline

- 16 April 2019: Deadline for UICC to receive expressions of interest
- 17 May 2019: Shortlist of the final bidders after evaluation of the submitted expressions of interest by the UICC Congress and Summit Committee and UICC Board of Directors
- 14 June 2019: Deadline for submission of the bid documents to UICC
- From June 2019 to September 2019: Site inspections in bidding destinations
- October 2019: Evaluation presented and recommendation made to the UICC Congress and Summit Committee and UICC Board of Directors. Decision made.
- October/November 2019: Announcement of the 2021 World Cancer Leaders' Summit destination
- October/November 2021: 2021 World Cancer Leaders' Summit (a set of dates should be proposed by the Local Host Organisation as part of the Bid)

5.2 Expressions of Interest

UICC is calling out to its full members to submit expressions of interest in hosting the 2021 World Cancer Leaders' Summit (held over 3 days in October or November 2021). A set of dates should be proposed as follows:

- Saturday & Sunday – UICC Board of Directors meetings
- Monday – Official Summit side events and official dinner in the evening
- Tuesday – World Cancer Leaders' Summit
- Wednesday – Official Summit side events day

Based on a number of pre-selection criteria, UICC will only invite a small number of destinations and Local Full Member Organisations to bid, from the expressions of interests received before 16 April 2019.

Organisations keen to welcome this event should submit an expression of interest before **16 April 2019** that needs to include:

- Letter of expression of interest from the CEO of your organisation indicating institutional and governmental support and commitment
- Letter of support from the proposed convention bureau mentioning the destination's capacity in hosting an event of such calibre
- Confirmation that your organisation will provide a financial investment of USD 400,000

All the expressions of interest must be submitted by one or several cancer control organisation(s) members of UICC IN COLLABORATION and WITH THE SUPPORT of the national/city convention bureau and local authorities/Government. Bids not fulfilling this requirement will not be considered.

Expressions of interest have to be directly registered with Mr Hugo Nicolaus, Congress & Events Manager at UICC, at nicolaus@uicc.org

5.3 Invitation to bid

Based on a number of selection criteria, UICC will select the shortlist of the cities on **17 May 2019**. The selected UICC Member Organisations will be invited to submit a full and comprehensive bid for the 2021 World Cancer Leaders' Summit.

5.4 Bidding process

Bid document deadline: 14 June 2019

1. Upon acceptance to bid, the invited destinations, along with the local UICC member organisation(s) proceed to prepare a bid document, in accordance with the instructions and guidelines found in the World Cancer Leaders' Summit Bid Guidelines
2. Bids should be submitted to UICC no later than 14 June 2019.
3. The UICC Congress Team will proceed to do site inspections between June and September 2019.
4. Some additional information may be required from the bidders after the site inspections.
5. The final review and evaluation process is based on the rating of a number of criteria divided into five categories:
 - logistical and organisational parameters
 - financial and economical parameters
 - destination
 - member contribution/capacity to mobilize and engage/expertise (basic)
 - convention bureau
 - professional perception

The bid can be submitted in electronic format provided it is received within the requested timeline. Please send it to Mr Hugo Nicolaus, Congress & Events Manager at nicolaus@uicc.org.

In addition, 2 hard copies are requested. The hard copies should be received within five days of the electronic version deadline. The bid document should reflect the style and the quality of future partnership UICC would experience if the destination is selected.

5.5 UICC site inspection

Applicants are required to cover the costs of a 2-3 day site inspection for 2 UICC staff (round trip air ticket to the applicant city, accommodation, meals and local transportation).

5.6 The Selection Committee

In October 2019, the UICC Congress and Summit Committee will review the bid analysis made by the Congress Team and will provide the Board with its comments and recommendations. During the

October 2019 UICC Board meeting, the UICC Board will decide which candidate the World Cancer Leaders' Summit will be awarded and the decision will be communicated officially shortly after.

6. Criteria for selection

UICC will particularly pay attention to the following criteria to select the Host Committee of the World Cancer Leaders' Summit. Please ensure all areas are covered in the bid document:

6.1 Host organisation profile and legacy

- Host organisation history of support for UICC
- Relationship and support from other UICC members in the country
- How the Summit taking place in the destination can support the objectives of UICC
- Impact on cancer control in the country and region
- Objectives set out for the legacy of the Summit in the country and region
- Wide accessibility to the cancer control community locally and regionally
- Support and good existing relationship with the federal government, city's authorities and ministries of health from the country and neighbouring regions and willingness to seek support from them
- Capacity to provide solutions involving other country's decision makers and leaders in cancer control and public health, from both public and private sectors, during and after the event
- Capacity to mobilise local and regional press and proven track record of liaising press and media

6.2 Requirements from the convention bureau, including logistical and organisational parameters

- Supporting letters from national provincial states and municipal authorities including signed statement that all invited participants will receive visas
- Support in kind (for example transportation, security officers, Summit venue, etc)
- Appealing infrastructure for Summit participants with venues able to host the calibre of the event and its invited participants
- Requirements for the Summit venue(s):

DAY 1 – Summit official side events

Typically this first day of side events is held within the appointed Headquarter Hotel (this can be changed). A number of sponsors are given the opportunity to organise interactive sessions, linked to the Summit theme and in collaboration with UICC, for Summit participants. An informal central area (lounge area, with permanent coffee station) is made available, in order to facilitate networking and interaction between Summit participants.

Day 1 – Summit official side events									
Morning	Central hub Room	Break-out Room	Break-out Room	Break-out Room	Meeting Room	Meeting Room	Hospitality Suite	Hospitality Suite	UICC Office
	<i>Lounge set-up for up to 150 people</i>	<i>Cabaret set-up for 60 people</i>	<i>Cabaret set-up for 60 people</i>	<i>Cabaret set-up for 60 people</i>	<i>Board set-up for 20 people</i>	<i>Board set-up for 20 people</i>	<i>Lounge for VIP use</i>	<i>Lounge for VIP use</i>	<i>Board set-up 25 people</i>
Lunch	Lunch - 150 people roundtable and buffet								
Afternoon	Central hub continuing	Break out continuing	Break out continuing	Break out continuing	Meeting Room continuing	Meeting Room continuing	Hospitality Suite	Hospitality Suite	UICC office
<p>Evening of day 1:</p> <p>World Cancer Leaders' Summit Official Dinner hosted by the Host Organisation</p> <p><i>Venue outside of the Headquarter Hotel</i></p> <p><i>350 people in roundtable</i></p>									

- One larger room able to host up to 150 people for lounge networking format
- Three break-out rooms running in parallel all day with a capacity of approx. 60 people (pax) in cabaret seating with a stage
- Two smaller meeting rooms with a capacity of approx. 20 pax in a board set-up
- One function room used as an office for UICC with a capacity of approx. 25 pax in a board set-up
- Two hospitality suites to be used by VIPs attending some of the events
- One larger room able to host a welcome lunch for at least 150 people at lunchtime
- A foyer area which will be used to set-up the participants' registration area and host all coffee breaks

DAY 2 – World Cancer Leaders' Summit

Day 2 – World Cancer Leaders' Summit							
Transfer of all participants to Summit venue							
09:00 – 17:00	Summit	Open space for coffee break	Summit Lunch	Summit press conference	Hospitality Suite	Hospitality Suite	Entrance Hall for Registration Area
Summit venue	<i>Capacity of 400 people in cabaret set-up (+ stage)</i>	<i>Capacity of 400 people standing-up + high cocktail tables</i>	<i>Capacity of 400 people in roundtable set-up</i>	<i>Capacity of 100 people in theatre set-up</i>	<i>Lounge for VIP use</i>	<i>Lounge for VIP use</i>	

20:00 –	Thank you dinner for Summit hosts, partners, sponsors, Board and staff, Summit speakers and VIPs
22:00	<i>invitation only for 120 people (typically held in a restaurant, informal)</i>
Restaurant	

Typically the Summit is held in a unique and memorable venue which also enables to highlight the destination of the Summit. In the past, a number of historical venues had been used and the most memorable were:

- Mansion House in Dublin in 2011
- City Hall in Cape Town in 2013
- Hotel Salomon de Rothschild in Paris in 2016
- Palacio de Minería in Mexico City in 2017

The calibre and high profile of the Summit have enabled us to be granted the usage of all venues on a complimentary basis (for set-up and for the day itself)

The requirements for the Summit venue are as follows:

- A function room for 400 pax in cabaret seating + stage
- A function room within the same venue able to host lunch (400 pax in round tables)
- A function room for the Summit Press conference with a capacity of approx 100 people in theatre
- Five hospitality suites for VIPs
- A foyer /entrance area for registration and coffee breaks
- Storage space for the day
- A kitchen

DAY 3 – Summit Workshops

A number of workshops for targeted Summit participants will be organised by UICC on that third day. Normally these workshops, programmes, meetings and/or trainings, are held back at the headquarter hotel and run in parallel. They are not open to all Summit participants, but chosen participants, such as CEOs of UICC Full members, will be directly invited to register.

Day 3 – Summit workshops							
All day	Break-out Room	Break-out Room	Break-out Room	Break-out Room	Meeting Room	Meeting Room	UICC Office
Summit HQ Hotel	<i>Cabaret set-up for 100 people</i>	<i>Cabaret set-up for 40 people</i>	<i>Cabaret set-up for 40 people</i>	<i>Cabaret set-up for 40 people</i>	<i>Board set-up for 20 people</i>	<i>Board set-up 20 people</i>	<i>Board set-up 25 people</i>

REQUIREMENTS FOR ALL VENUES

- Wifi connection or possibility to install it at a minimal cost

- Dedicated security and safety systems in place, including security officers (even for the night between the set-up and the Summit day)
- Accessibility (transportation network) and close to the Hotel Headquarters

ACCOMMODATION

- A good range of hotel categories near the Summit venue, including:
- A 4 star hotel within close proximity to the Summit venue (selected as Headquarter Hotel)
- A selection of 2 to 3 different standard hotels for lower budgets

OFFICIAL WORLD CANCER LEADERS' SUMMIT DINNER

- A venue able to host the Official World Cancer Leaders' Summit Dinner, organised by the Host Organisation with a capacity of approx 400 guests (banquet) and a pre-dinner welcome reception
- Dedicated security and safety systems in place

GENERAL

- City ambience, public safety, etc.
- Attractiveness of the destination
- Politically stable destination
- October/November should not fall in the monsoon or hurricane season of the destination

6.3 Financial, economical and political parameters

- Financial feasibility of the project.
- Written guarantees by the host organisation, the city, government or a competent body that they bring minimum USD 400,000 of sponsorship (50% payment will have to be done by the end of the previous calendar year – end of 2020 for the 2021 WCLS)
- Clearly report where funds will come from and availability
- Possibilities to bring cash and in kind contribution above base fee / possibility to solicit additional sponsorship money from relevant industries and other national commercial or private sponsors
- Business environment – laws, tax, etc.
- Average cost of stay for delegates
- Ability to secure financial support from the Government
- Ability to secure government's participation to the Summit (President AND Minister of Health, First Lady, and other Ministers) and request that the Minister of Health invites other Ministers of health from other countries to participate (including Presidents)
- Highlight local and national cycle of elections as well as flag any risks
- Disclose conditions of entry in the country (i.e. visa requirements, cost of visa, exclusion of entry to specific nationalities, etc.)

7. Past and Future World Cancer Leaders' Summit

- 12th – TBD October-November 2019
- 11th ASTANA, Kazakhstan 15-16 October 2019
- 10th KUALA LUMPUR, Malaysia 1 October 2018
- 9th MEXICO CITY, Mexico 13-14 November 2017
- 8th PARIS, France 31 October 2016
- 7th ISTANBUL, Turkey 17-18 November 2015
- 6th MELBOURNE, Australia 3 December 2014
- 5th CAPE TOWN, South Africa 18-19 November 2013
- 4th MONTREAL, Canada 27 August 2012
- 3rd DUBLIN, Ireland 18 November 2011
- 2nd SHENZHEN, China 19 August 2010
- 1st GENEVA, Switzerland 27 August 2008