



2020 and/or 2022 World Cancer Congress Bid Manual

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This bid manual outlines the main requirements for a UICC member organisation, supported by the bidding city's convention bureau, congress centre and government, intending to submit an expression of interest, and if shortlisted, followed by a bid to host UICC's main event: the World Cancer Congress in 2020 or 2022.

This document includes general information about the Congress and its organisers (UICC – the Union for International Cancer Control), financial, logistical and operational requirements to host the biennial 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, congress centres, local authorities, governmental institutions and all other parties involved in this bid process for their willingness to host the World Cancer Congress in 2020 or in 2022. Received bids will be considered for both editions, 2020 or 2022.

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PART A - General information about the Congress

1. General information about UICC

"We unite the cancer community to reduce the global cancer burden, to promote greater equity, and to integrate cancer control into the world health and development agenda."

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 800 organisations across 155 countries, features the world's major cancer societies, ministries of health, research institutes and patient groups. Together with its members, key partners, the World Health Organization, World Economic Forum and others, UICC is tackling the growing cancer crisis on a global scale.

Additionally, the organisation is a founding member of the NCD Alliance, a global civil society network that now represents over 2,000 organisations across more than 170 countries.

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 17 directors, elected by the General Assembly, act as the executive body of UICC.

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.

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

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 global cancer control community
- Advocacy and putting cancer on the global health agenda
- Coordinating high-impact global programmes

2. General information about the World Cancer Congress

The World Cancer Congress is the leading platform for the exchange of best practice in cancer implementation science and a key networking opportunity for the global cancer and wider health community.

Held every two years in a different country by a UICC member organisation, the event is run by the Union for International Cancer Control (UICC), and centres on an inspiring theme pertinent to the cancer and global health agenda.

Why is the World Cancer Congress important?

The event provides an unparalleled opportunity for representatives from the entire spectrum of the cancer control community to attend, including scientists, diplomats, researchers, healthcare professionals and individuals, all of whom want to be seen at the forefront of global cancer control.

Aims of the World Cancer Congress

Each Congress centres on a theme that is not only chosen to build on the previous event but also explore issues that are timely and current.

For example, with the inclusion of cancer and other non-communicable diseases (NCDs) in the post-2015 development agenda, the 2016 World Cancer Congress theme, 'Mobilising action - Inspiring change', will provide an even more opportune platform for Congress delegates to build on this momentum and continue to expand their scope of influence and action for the successful implementation of these global commitments in their own settings.

UICC believes this can be achieved through global actions, which will result in connections and partnerships made through the international cancer control community at the event.

To increase networking, as well as learning and interactivity, the 2016 meeting will focus on providing education and training opportunities throughout the programme including specially tailored meetings, forums, debates and sessions in various dynamic formats.

World Cancer Congress set of principles

- Convene and engage UICC membership
- Educate, inform and exchange knowledge to support UICC purpose
- Generate small profit to support UICC activities
- Build for the future: attract more funds, new members and partners, new generation / future leaders
- Improve the position, visibility and UICC purpose

See appendix 1 - the list of past and upcoming Congresses.

PART B - Roles and responsibilities of the host organisation and UICC

The 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 Congress 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.

1. The Host Committee

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

1.1 Mission

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

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

The mission of the Local Host Committee (LHC) is to provide local, national and regional support to the Organising Committee of the Congress:

- Some of the Congress-related LHC's mission includes national and regional active promotion which will help securing sponsorships (and exhibitors), generate registrations from the country and region, build momentum in the two years leading up to the Congress (including press liaison), support the Congress through its local and national relationships with a variety of stakeholders ranging from local and national authorities to leaders of the cancer and public health community to other local parties who may be able to contribute to the success of the Congress; provide local and regional input in the programme content.

What a success looks like:

1. **In the Congress:**
 - a. **Meet attendance objective:** large number of international registrations including dominant participation from the country and wider region; well attended sessions and high connectivity amongst participants.
 - b. **Meet sponsorship and exhibition objective:** high number of local sponsors and industry participation (exhibition and sponsorship including unrestricted educational grants and Travel Grants).
 - c. **Develop a high quality programme:** high quality local and regional input in the programme content; high quality experts and possibly celebrity presenting at the Congress; possibilities for delegates to interact and discuss within sessions, Government representatives' to participate to the Congress, from the host country and from the wider region; large number of local and regional quality abstracts submitted.
 - d. **Flawless and well logistically organised Congress**
 - e. **Increase media and press coverage** leading up to and during the Congress and in line with UICC's messaging
 - f. **Create unique networking and interaction opportunities for participants:** organisation of (a) social event(s) for all Congress participants as well as encouraging local organisations to organise ancillary events included in the official programme (with UICC's permission)
 - g. **Build up momentum in the years leading up to the Congress by conducting a powerful marketing campaign:** promotional campaign which would boost registration as well as sponsorship and exhibition; ancillary activities involving the general public; increased advocacy leading up to and around the Congress; mobilize the local community (e.g. volunteers willing to work on the Congress, accommodation offers for Travel Grants, public events raising awareness, visibility throughout the city, etc.)
 - h. **Long lasting impact, including:** increased activities of the regional cancer associations; increased government spending on local programmes against cancer; series of cancer prevention campaigns, such as stop smoking, eat healthy, regular activity, bringing battle against cancer to schools, support for patients, etc; increased collaboration and connections within the regional cancer community.
 - i. **Successful collaboration within the Local Host Committees,** all other Committees and stakeholders involved

1.2 Role and responsibilities

A. ROLE AND RESPONSIBILITIES OF THE LOCAL HOST COMMITTEE

The selected UICC Member Organisation will be the counterparty to UICC as the Local Host Organisation and will be jointly responsible with the Local Host Committee to pursue the objectives of the 2020 or 2022 World Cancer Congress.

The Local Host Committee will (not limited to):

- Involve other states (if applicable) and countries from the region in the preparation of the Congress
- Create momentum and raise awareness of the 2020 or 2022 World Cancer Congress by organising a number of marketing activities leading up to the Congress which may involve public events
- Develop an effective marketing campaign within the whole region aimed at generating registrations and reaching an overall target of at least 3,500 to 4,000 participating delegates at the Congress
- Promote the Congress within the country and region so Congress and Summit regional sponsorships and exhibitors can be secured
- Identify local expertise when requested
- Liaise with local and national Government/Authorities to facilitate the organisation of the Congress
- Advise UICC on local practice and customs, build constituencies with health authorities, NGOs, mass media, etc
- Facilitate assistance with invitation letters required for participants needing a visa to enter the country
- Mobilize employees within the host organisation to help support UICC and its activities in line with the World Cancer Congress
- Provide support from the city in welcoming the international delegates
- Organise a social event for all Congress participants (may also be a general public orientated activity which would involve Congress participants but also the local community)
- Assist with official social events (opening ceremony and closing reception) under the lead of UICC Team
- Assist with the Congress programme content, including securing high level speakers (including Governmental officials) that would boost delegate registration and generate media interest
- Provide country/regional cancer data
- Handle protocol when requested
- Ensure relations with local and national media
- Encourage media opportunities and public awareness campaign - as outlined in the submitted bid
- Support in recruiting new UICC Member organisations across the whole region and work in partnership with the UICC Membership and Partners Team
- Perform additional tasks as may be jointly agreed

The Host Committee will be reimbursed for reasonable expenses in pursuing its objectives and tasks. All such expenses have to be pre-approved by UICC.

1.3 Financial commitments

The host organisation has the objective of raising a financial support of 750,000 USD as seed funds for the Congress. The host organisation has to make its best efforts to meet and exceed this financial objective through its fundraising activities in support of the Congress. All financial support which is raised by the Host Committee will count towards meeting its financial objective. Expenses related to the fundraising activities of the host organisation which are expected to be covered from raised funds must be pre-approved by UICC. Funds raised by the host organisation in support of the Congress will be transferred to UICC as soon as feasible.

Any financial commitments made and costs incurred by the Host Committee, which are impacting the Congress budget, must be pre-approved by UICC.

2. Role and responsibilities of UICC

UICC retains overall responsibility for the organisation of the World Cancer Congress.

2.1 UICC Geneva office

UICC handles all aspects of the Congress: project management, event branding, finances, participant administration, exhibition and sponsorship management, abstract handling, registration and on-site logistics.

UICC will liaise and coordinate the different Committees involved in the preparation of the Congress.

2.2 Congress and Summit Committee

The UICC Congress and Summit Committee will be responsible for defining the optimal format and content of the World Cancer Congresses and World Cancer Leaders' Summits. It establishes a clear set of guidelines and principles to ensure a sustainable strategy as well as evaluate past Congresses and Summits. The UICC Congress and Summit Committee will provide 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 Congresses and World Cancer Leaders' Summits and develops a sustainable model of UICC World Cancer Congress and World Cancer Leaders' Summit.

2.3 Organising Committee

The Congress Organising Committee is appointed by the Congress President and looks at the upcoming Congress organisation, giving advice on various aspects, such as promotion, programme development, strategy, bringing innovative ideas on board, social event calendar, etc.

2.4 Programme Committee

The Programme Chairs are responsible for developing the content of the Congress programme, by firstly identifying relevant tracks/themes, then appointing a Programme Committee who will shape the content within each track. In addition, the Programme Committee will help with the abstract procedure by securing abstract reviewers and identifying session topics based on session proposals received.

PART C - Bidding process and selection criteria

1. Bidding process

The World Cancer Congress bidding process, spread over a 12 month period, has been established and mandated by the UICC Board of Directors and its Congress and Summit Committee.

1. Expressions of Interest

UICC is calling out to all its membership to submit expressions of interest in hosting the World Cancer Congress to be held in either October/November 2020 or 2022.

Based on a number of pre-selection criteria, UICC will only invite a small numbers of destinations and local Member Organisations to bid, from the expressions of interests received before **25 March 2016**.

Expressions of interest have to be directly registered with Mrs Jessica Mathieu, Head of Congress & Events at UICC at mathieu@uicc.org

Please refer to PART D for all documents that need to be submitted as part of the *Expression of Interest*.

2. Invitation to bid

After the UICC Board of Directors May 2016 meeting, based on a number of selection criteria, UICC will announce the shortlist of the cities and UICC Member Organisations invited to bid for the 2020 or 2022 World Cancer Congress.

3. Bidding process

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 Congress Host Manual*
2. Bids should be submitted to UICC no later than **9 September 2016**. Please refer to PART E for all documents that need to be submitted as part of the *Bid*.
3. The UICC Congress Team will proceed to do site inspections between September 2016 and February 2017.
3. All bidders are invited to present their bid in front of the UICC Board of Directors on 30 October 2016, in Paris, France.
4. Some additional information may be required from the bidders after the presentation.
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 business contribution/expertise (basic)
 - convention bureau
 - professional perception

The bid can be submitted in electronic format provided it is received within the requested timeline. Please use the following e-mail address: Mrs Jessica Mathieu, Head of Congress and Events at mathieu@uicc.org

In addition, 2 hard copies are requested. The hard copies should be received within 10 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.

2. 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).

3. The Selection Committee

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. The UICC Board will then decide which candidate the World Cancer Congress will be awarded.

4. Criteria for selection

UICC will particularly pay attention to the following criteria to select the Host Committee of the World Cancer Congress:

4.1 Host organisation profile and legacy

- Host organisation background and profile
- Host organisation history of support for UICC
- Experience in hosting and organising international meetings
- Leading and influencing position in the country
- Relationship and support with other UICC members in the country
- How the Congress taking place in the destination can help advancing the UICC mission
- Impact on cancer control in region
- Wide accessibility to the cancer control community locally and regionally
- Capacity to provide solutions involving general public in initiatives related to cancer control before, during and after the event (press campaign, publicity, ads, public seminar, free screenings, etc.).
- Capacity to mobilise local and regional press and media
- Good relationship (and support) with government and local authorities
- Understanding of UICC's and WCC's purpose
- Base of volunteers available
- Clearly articulated "story" explaining why the bidder should be selected

4.2 Requirements from the convention bureau

- Obtaining support of government, usually ministries of health, transport and immigration.
- Supporting letters from national provincial states and municipal authorities including signed statement that all registered participants will receive visas
- Support in kind
- Appealing welcome structure for Congress participants
- Quality of site inspection
- Staff commitment and interest, perspective for future collaboration

4.3 Logistical and organisational parameters

- Quality and suitability of Congress venues (congress centre and HQ hotel)
- International accessibility (transportation network)
- Wide range of hotel categories near the Congress venue
- Competitiveness of rates
- Contract conditions
- City ambience, public safety, etc
- Attractiveness of the destination
- Efforts to implement environmental friendly solutions.
- Politically stable destination
- Appeal of the destination as a country and city
- Visa application / immigration services
- Possibility of sightseeing tours pre and post event
- Transportation around the city, to and from the airport

4.4 Financial, economical and political parameters

- Financial feasibility of the project
- Written guarantees by the host organisation, the city or a competent body that they bring minimum 750,000 USD of sponsorship
- Clearly report where funds will come from; declare any conditions and restrictions to the funding
- 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 Congress (Minister of Health, Prime Minister and/or President)

- Membership growth potential
- Cost of living

5. Timeline

2016

- **25 March 2016** – All Expressions of Interest received by UICC
- **End of May 2016** – Announcement of UICC Member Organisations invited to bid for the 2020 or 2022 World Cancer Congress
- **September – February 2016** – Site inspections
- **9 September 2016** – Bids received by UICC
- **30 October 2016** – Bid presentations in front of UICC Board of Directors
- **30 October 2016 – February 2017** – Adjustments from bidders and deliberation of UICC Board of Directors

2016/2017

- **February 2017** - UICC Board selects final destination
- **March 2017 (post Board of Directors meeting)** - Official announcement of the 2020 and 2022 World Cancer Congress Hosts
- **March 2017 – December 2017** - Working on agreements and contracts
- **May 2018** - Engagement of Host and Organising Committees for 2020 WCC

Part D – Expression of Interest documents requested

Organisations who would be keen to welcome this event should submit an expression of interest before **25 March 2016** that needs to include:

- Letter of expression of interest from the CEO of the proposed lead host organisation indicating its institutional support and commitment; and a minimal financial support of 750,000 USD.
- Letter of support from the proposed convention centre or, if competition between convention centres remains open at the time the bid is submitted, letters from the several contending convention centres in the host country

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

Part E – Bid documents requested

Organisations invited to bid for the 2020 and/or 2022 World Cancer Congress should submit a bid before **9th September 2016** that needs to include:

- Full Bid, including all basic requirements outlined below and an Executive Summary
- Letters of support already submitted in the Expressions of Interest
- Letters from other UICC member organisation(s) in the country (if any).
- Letters of support from relevant top level authorities in sectors such as government, health, tourism and philanthropy.

The bid should include a series of chapters corresponding to the requirements expressed in the following sections.

1. Basic requirements

1.1 Congress venue

The requirements below are guidelines based on the current format of the Congress. It should be noted that the site for World Cancer Congress should be located centrally and should be easily reached from an international airport, from national destinations by both public and private transportation.

The Congress venue should accommodate up to 4,000 delegates during 3 full days.

Meeting rooms – a compact event

Meeting rooms should be located within close proximity from one another, in a centrally located venue

- Plenary Session Hall: seating capacity of at least 3,500 people.
- Parallel Session Rooms: possibility to conduct 10 concurrent sessions per day with room configurations for around 20, 100, 250, 500 participants.
- AV equipment in the meeting rooms – please describe the technical equipment available and please indicate what is included in the renting price.
- Press: sufficient space to set up a press centre (unless already built) with adequate space/offices, satellite communication, telephone, fax and PC/E-mail/internet services available
- Offices and meeting rooms: a minimum requirement of 8 offices should be available for use by the various committees. Dedicated organisers offices should also be available.
- Specify the preferred suppliers list that the Congress organisers are invited to use when renting the meeting rooms.

Facilities and services

- Centrally located and within quick and easy reach from hotels
- Wifi and local network facilities
- AV systems
- On-site manpower – specify if trade unions regulations are applied or an issues.
- Bank, post office, emergency medical facilities, prayer room, etc
- Decoration and signage in the building and outside
- Air conditioning/Heating
- Night guards for buildings
- 1st aid medical office during opening hours
- Environmental policies of the centre

Please provide brochure, floor plans, access map, quote with pricing structure, basic contractual conditions, Meeting Rooms Operating Manual, renovation plans up until 2023 and highlight additional costs.

Exhibition and open areas

A minimum requirement of 3,000 square meters gross is required to accommodate:

- Stands
- Exhibition areas
- Catering area
- Welcome and registration area: sufficient space to handle the registration and inquiries of 4,000 participants.
- Information on pricing and pricing structure – conditions, etc.
- Specify the preferred suppliers list that the Congress organisers are invited to use when renting the exhibition area.

Please provide brochure, floor plans, quote with pricing structure, basic contractual conditions as well as the Exhibition Operating Manual.

Catering

- Please provide the basic cost per person for ongoing coffee break per person
- User-pay service offering a selection of warm drinks, cold drinks, fruits, etc. for coffee break and buffet catering

- Small mineral water bottles for speakers in the meeting rooms
- Welcome reception cocktail in exhibition hall (on day 1: 3,000 delegates).
- Setup, furnishing and decoration of the catering area.

Please provide basic cost for the request above.

1.2 Housing

The destination should be able to provide the following amount of hotel accommodation in the following categories:

HQ hotel – 4 star hotel within short walking distance of the Congress venue

- Room block of 250 rooms for 3 nights (week days).
- Room block of 50 rooms on shoulder nights (before and after the event).
- Located next to the congress centre.
- Meeting space for UICC business meetings: up to 4 meetings rooms – size 30 people.
- Meeting rooms for UICC business partners: up to 4 additional meeting rooms – various sizes.
- Offer to be included in the bid with pricing and full booking conditions.

Please note that UICC would contract with the HQ hotel.

Please provide brochure and floor plans.

Other hotels

- Identify 4 to 5 stars hotels able to allocate 500 rooms.
- Identify 2 and 3 stars hotels able to allocate 1000 rooms.
- Proximity of the congress centre (how to get there, how long does it takes).

Please note that at a later stage, UICC would proceed to a *Request for Proposal* to find a professional conference organiser whom would manage hotel contracts and hotel reservations, registrations, onsite staff management and abstracts. The PCO would be managed by UICC.

Please provide a description of the hotels as well as their location on a city map.

2. General information and facts about the destination

Please provide information on the following points:

Description

- Geography
- Climate
- Population
- Attractiveness of the destination to participants
- Stable political and economical situation
- Safety and security

City attractiveness to delegates

- Infrastructure & Communications
- Accessibility – travelling to your destination
- Visa requirements and customs practices
- Transportation within the city
- Political, economical and safety situation
- Medical services (in case of a health emergency for a delegate)
- Exchange rates
- VAT and other taxes issues
- Past events references

3. Social programme and ancillary events

Please provide information on the following points:

3.1 Local Host Cultural event

Please provide a short description of a potential cultural event, organised by the Host Committee and aimed at providing Congress delegates with a cultural experience of the destination. This event would be free of charge for delegates to attend, and would take place on one of the Congress evenings. The event's location should be within easy reach of the Congress venue and organised under UICC's guidance.

3.2 Ancillary events

Ancillary events, including the UICC General Assembly, sponsors dinners and receptions may be organised by UICC, Congress partners or sponsors, outside of the Congress hours. Support in terms of finding a suitable venue may be required.

3.3 Tours

Accompanying persons and delegates (before or after the Congress) should have the possibility to take a city tour as well as institutional tours, to discover some key medical facilities, UICC Member organisations or other institutes, within the city

Please provide description of potential sites with an approximate cost per person for a 4-hour tour.

Please provide a list of potential pre and post Congress tours, as well as delegate activities.

4. Convention bureau involvement

Please provide information on the involvement of the convention bureau and the type of support that could be offered by the bureau and the city.

UICC is looking for support and wish to know from the list below, which ones could be possible:

- Grant to support the Welcome Reception
- Grants for delegate boosting (for example to cover the participation of a keynote speaker, or travel grants for delegates from low and middle income countries)
- Free shuttle service between airport and HQ hotel/Congress venue (arrival and departure days)
- Free public transport for delegates during dates of Congress
- Free city maps to be available at the congress centre for the delegates
- Permanent police for managing traffic and general security of delegates (in front of Congress venue)
- Welcome desk at the airport with Staff and permission to set-up related Congress signage (after customs) at the airport free of charge; permission to have a Congress few staff members at the luggage belt delivery to help and welcome delegates.
- Designated fast track at the immigration point at the airport of the destination for the UICC Congress delegates; allow presence of Congress staff to help.
- Free of charge banners and signs of the Congress in some dedicated areas within the city at the time of the Congress to mobilize awareness of the city supporting the cause of cancer.
- Ease access to local, regional and international media (newspapers and TV).
- Access to a free image bank of the destination
- Support with protocol
- Cultural or historical venues that could host a dinner and/or reception

Please provide a project outline that would demonstrate how to generate a lasting impact of the UICC events and UICC mission in the destination. Please also provide ideas how to bring the entire country behind the selected city once the events awarded.

5. Host organisation involvement

5.1 Description of the host organisation

In order for UICC to have a better understanding of the host organisation, it would be helpful to have the following information: mission, vision, on-going activities/ projects, supporting activities to achieve

World Cancer Declaration targets for 2025, general staffing, access to the last published annual report and list of events/conferences undertaken by the organisation.
In addition, UICC would like to know if the host organisation is planning to allocate some local administrative assistance or any other type of support (see point 5.4).

5.2 Motivation

UICC would like to understand the reasons that have motivated the host organisation to host the 2020 and/or 2022 World Cancer Congress. What would be the benefits for the cancer control community to hold the Congress in this specific destination with the host organisation as partner?

5.3 Support

Delegate attendance

UICC would like to see a comprehensive communication and marketing plan dedicated at attracting delegates from the region to attend the 2020 and/or 2022 World Cancer Congress. A realistic attendance objective from the country and region should also be projected.

Financial

The bid is requesting a financial support of 750,000 USD. UICC is requesting a bidding written guarantee statement for this amount and a suggested payment schedule that will be collaboratively be decided at a later stage.

If the seed funding is not fully covered by the Host organisation, UICC would like to see a high level breakdown of the different sources of financial support, including a fundraising strategy if applicable.

Programme

During the preparation of the programme, the host organisation will be asked to support the programme committee to development the content via suggestions of topics, speakers, etc. UICC would like to know if this support could be provided by the host organisation and if there are any themes than may resonate more specifically with the regional audience.

Access to the local media/press

The success of the Congress also relies on good access to local media network and a friendly local press. UICC would like to know if the host organisation could help in this matter and highlight its experience in working with press and media.

Access to local authorities and government

A close link to local authorities (could be facilitated by the city's convention bureau) as well as good relationships with the government (e.g. Ministry of Health) in order to secure their participation to both, the Congress are considered as an important success factors.

Long lasting impact within the region

A brief overview of how the Congress could leave a long lasting impact within the region and how the Host Organisation could drive this impact.

Appendix 1 - World Cancer Congresses

25th	KUALA LUMPUR, Malaysia	October 1 – 4, 2016
24th	PARIS, France	October 31 – November 3, 2016
23rd	MELBOURNE, Australia	December 3-6, 2014
22nd	MONTREAL, Canada	August 27-30, 2012
21st	SHENZHEN, China	August 18-21, 2010
20th	GENEVA, Switzerland	August 27-31, 2008
19th	WASHINGTON, U.S.A.	July 8-12, 2006
18th	OSLO, Norway	June 30 - July 4, 2002
17th	RIO DE JANEIRO, Brazil	August 1998

16th	NEW DELHI, India	October-November 1994
15th	HAMBURG, Germany	August 1990
14th	BUDAPEST, Hungary	September 1986
13th	SEATTLE, U.S.A.	October 1982
12th	BUENOS AIRES, Argentina	October 1978
11th	FLORENCE, Italy	May 1974
10th	HOUSTON, U.S.A.	October 1970
9th	TOKYO, Japan	July 1966
8th	MOSCOW, Russia	July 1962
7th	LONDON, U.K.	July 1958
6th	SAO PAULO, Brazil	July 1954
5th	PARIS, France	September 1950
4th	ST. LOUIS, U.S.A.	September 1947
3rd	ATLANTIC CITY, U.S.A.	September 1939
2nd	BRUSSELS, Belgium	September 1936
1st	MADRID, Spain	October 1933