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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 two main events: the 2018 World Cancer Congress, held in conjunction with the 2018 World Cancer Leaders’ Summit.

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 2018 World Cancer Congress and World Cancer Leaders’ Summit.
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PART A - General information about the Congress and the Summit

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 an initiative of the Union for International Cancer Control (UICC). A biennial event, the World Cancer Congress serves as a platform for discourse and advocacy as well as a learning and sharing opportunity for our members and partners around the world. It brings together the international cancer control community to connect and discuss solutions to reduce the impact of cancer on communities around the world.

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

For example, the 2014 World Cancer Congress theme - ‘Joining forces - Accelerating Progress’ - will emphasise the impact that can be realised by consistently and energetically applying what we know, rather than waiting for possible future ‘breakthroughs’ to change the landscape. This will be discussed across a variety of economic and cultural contexts.

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 2014 meeting will focus on providing education and training opportunities throughout the programme including specially tailored meetings, forums, workshops and sessions.

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.

3. General information about the World Cancer Leaders’ Summit

The World Cancer Leaders’ Summit is an important annual high-level policy meeting dedicated exclusively to furthering global cancer control.

The event brings together 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.

Why the World Cancer Leaders’ Summit is 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.

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.

Working in Partnership
UICC organises the World Cancer Leaders’ Summit in partnership with key stakeholders, including the World Health Organization, International Atomic Energy Agency, International Agency for Research on Cancer and UICC member organisations.

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

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 (Cancer Council Australia) 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 and Summit.
2. Support UICC to make the Congress and Summit financially sustainable.
3. Support UICC to leave locally and regionally a lasting impact in the fight against cancer after the Congress and Summit are 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, and Steering Committee for the Summit:

- 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.

- Some of the Summit related LHC’s mission includes liaising with the region’s countries’ Government(s) and Ministry of Health and securing commitment to participate in the event, assisting with developing the programme content, 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.

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

2. In the Summit:

a. Successful high level participation: high level international Governmental representation from all around the world with a dominance from the region, including Heads of States, Ministers of Health, and other key decision makers specialised in cancer and global health more generally.

b. High quality programme and impactful outcome: including high level and influential speakers, impactful discussions and presentations; action points and wanted impacts clearly outlined; commitments made.

c. Meet sponsorship objective: active sponsorship participation amongst UICC Member organisations.

d. Flawless and well logistically organised Summit, including protocol

e. Increase media and press coverage leading up to and during the Summit

f. Create unique networking and interaction opportunities for participants: over breakfast, during the Summit or over lunch

g. Successful collaboration within the Steering Committee and Sponsor Committee as well as all other 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 2018 World Cancer Congress and World Cancer Leaders’ Summit.

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 2014 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 2,500 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 and Summit
• 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 and World Cancer Leaders’ Summit
• Provide support from the city in welcoming the international delegates
• Organise a social event for all Congress (and Summit) 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 and closing ceremonies and others) under the lead of UICC Team
• Assist with the Congress and Summit programme content, including securing high level speakers (including Governmental officials) that would boost delegate registration and generate media interest
• Provide country/regional cancer data
• Input in the Summit invite list and channel invitations when requested - 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 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 and the Summit. 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 and World Cancer Leaders’ Summit.

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 Task Force

The UICC Congress and Summit Task Force 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 Task Force will provide long-term strategic direction.

The UICC Congress and Summit Task Force 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 four 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 Task Force.

1. Expressions of Interest

UICC is calling out to all its membership to submit expressions of interest in hosting the 2018 World Cancer Congress, in conjunction with the 2018 World Cancer Leaders’ Summit (held in October/November 2018).

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 6th April 2014.

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 April 2014 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 2018 World Cancer Congress and World Cancer Leaders’ Summit.

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 and World Cancer Leaders’ Summit Host Manual.

2. Bids should be submitted to UICC no later than 12 September 2014. 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 May and December 2014.

3. All bidders are invited to present their bid in front of the UICC Board of Directors on 2nd December 2014, in Melbourne, Australia.

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 Task Force 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 and the World Cancer Leaders’ Summit 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 and the World Cancer Leaders’ Summit:

4.1 Host organisation profile and legacy
   - Host organisation history of support for UICC.
   - Relationship and support from other UICC members in the country.
   - How the Congress taking place in the destination can support the objectives of UICC.
   - 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.
• Good relationship with government and local authorities.

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.

4.3 Logistical and organisational parameters
• Quality and suitability of Congress venues (congress centre and HQ hotel).
• Accessibility (transportation network).
• Wide range of hotel categories near the Congress venue.
• City ambience, public safety, etc.
• Attractiveness of the destination.
• Efforts to implement environmental friendly solutions.
• Politically stable destination.

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.
• 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 and the Summit (Minister of Health, Prime Minister and/or President).

5. Timeline

2014

• 6th April 2014 – All Expressions of Interest received by UICC
• Early May 2014 – Announcement of UICC Member Organisations invited to bid for the 2018 World Cancer Congress
• May – December 2014 – Site inspections
• 12 September 2014 – Bids received by UICC
• 2nd December 2014 – Bid presentations in front of UICC Board of Directors
• December 2014 – April 2015 – Adjustments from bidders and deliberation of UICC Board of Directors

2015/2016

• April 2015 - UICC Board selects final destination
• May 2015 (post Board of Directors meeting) - Official announcement of the 2018 World Cancer Congress and World Cancer Leaders’ Summit Host.
• May 2016 - Engagement of Organising Committee.
Part D – Expression of Interest documents requested

Organisations who would be keen to welcome this event should submit an expression of interest before 6th April 2014 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 2018 World Cancer Congress and World Cancer Leaders’ Summit should submit a bid before 12th September 2014 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 and the World Cancer Leaders’ Summit 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 3,000 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 2,500 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: a minimum requirement of 5 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 2019 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 3,000 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: 2,000 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 UICC would ask a local agency to contract the hotels and to handle the hotel bookings. Please provide a description of the hotels as well as their location on a city map.

1.3 World Cancer Leaders’ Summit
The World Cancer Leaders’ Summit is a half day high level meeting with 250 invited people (cabaret seating). It can take place at the Congress centre or elsewhere. A sitting lunch is provided.

Please provide a list of potential venues, location on a city map and explain why they would be suitable for this type of event.

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

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 (up to 700 people) 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.
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.
- 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.

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 2020, 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 2016 World Cancer Congress and World Cancer Leaders’ Summit. 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 2018 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 and the Summit are considered as an important success factors.

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

**Appendix 1 - World Cancer Congresses**

<table>
<thead>
<tr>
<th>No.</th>
<th>Year</th>
<th>City</th>
<th>Country</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th</td>
<td>2016</td>
<td>PARIS, France</td>
<td>France</td>
<td>October 31 – November 3, 2016</td>
</tr>
<tr>
<td>23rd</td>
<td>2014</td>
<td>MELBOURNE, Australia</td>
<td>December 3-6, 2014</td>
<td></td>
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<tr>
<td>22nd</td>
<td>2012</td>
<td>MONTREAL, Canada</td>
<td>Canada</td>
<td>August 27-30, 2012</td>
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<tr>
<td>21st</td>
<td>2010</td>
<td>SHENZHEN, China</td>
<td>China</td>
<td>August 18-21, 2010</td>
</tr>
<tr>
<td>20th</td>
<td>2008</td>
<td>GENEVA, Switzerland</td>
<td>August 27-31, 2008</td>
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<tr>
<td>19th</td>
<td>2006</td>
<td>WASHINGTON, U.S.A.</td>
<td>July 8-12, 2006</td>
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</tr>
<tr>
<td>18th</td>
<td>2002</td>
<td>OSLO, Norway</td>
<td>Norway</td>
<td>June 30 - July 4, 2002</td>
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<tr>
<td>17th</td>
<td>1998</td>
<td>RIO DE JANEIRO, Brazil</td>
<td>August 1998</td>
<td></td>
</tr>
<tr>
<td>16th</td>
<td>1994</td>
<td>NEW DELHI, India</td>
<td>India</td>
<td>October-November 1994</td>
</tr>
<tr>
<td>15th</td>
<td>1990</td>
<td>HAMBURG, Germany</td>
<td>Germany</td>
<td>August 1990</td>
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<tr>
<td>14th</td>
<td>1986</td>
<td>BUDAPEST, Hungary</td>
<td>September 1986</td>
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<td>12th</td>
<td>1978</td>
<td>BUENOS AIRES, Argentina</td>
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<td>11th</td>
<td>1974</td>
<td>FLORENCE, Italy</td>
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<td>May 1974</td>
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<tr>
<td>9th</td>
<td>1966</td>
<td>TOKYO, Japan</td>
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<td>July 1966</td>
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<td>8th</td>
<td>1962</td>
<td>MOSCOW, Russia</td>
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<td>6th</td>
<td>1954</td>
<td>SAO PAULO, Brazil</td>
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<td>July 1954</td>
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<td>5th</td>
<td>1950</td>
<td>PARIS, France</td>
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<td>September 1950</td>
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<tr>
<td>3rd</td>
<td>1939</td>
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<td>September 1939</td>
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<td>2nd</td>
<td>1936</td>
<td>BRUSSELS, Belgium</td>
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<td>September 1936</td>
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<td>1st</td>
<td>1933</td>
<td>MADRID, Spain</td>
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<td>October 1933</td>
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