

REACH TO RECOVERY INTERNATIONAL

Selection Criteria

for bid proposals to host the

21st Reach to Recovery International Breast Cancer Support Conference in 2023



Reach to Recovery International, Inc. is a global non-profit foundation based in Baltimore, Maryland (USA)

1. Introduction to the Selection Criteria

This document outlines the requirements for organisations to submit a bid to host the 21st Reach to Recovery International (RRI) Breast Cancer Support Conference in the year 2023. The selection criteria define tasks and responsibilities as well as the financial obligations of the local legal entity hosting the Conference.

2. Contact Information

For more information and/or to submit your application please contact:

info@reachtorecoveryinternational.org
www.reachtorecoveryinternational.org

3. Breast Cancer and Reach to Recovery International

The latest research suggests that more than two million new cases of breast cancer occur worldwide each year. Breast cancer ranks first among cancers affecting women, accounting for roughly one out of every four new cancer cases in women. For the growing number of individuals affected by breast cancer, including families, the psychosocial and physical impact of diagnosis and treatment can be overwhelming. This may include anxiety and depression, fears about self-image, disruptions in intimate and sexual relationships, physical side effects from treatment, and cultural stigmas. Breast cancer has important implications for public health. While patients rely on physicians and other health care professionals for treatment and medical care, many of their psychosocial needs can be addressed through peer support given face to face or by telephone or email.

RRI seeks to improve the quality of life of individuals affected by breast cancer by nurturing volunteer peer support and promoting other services to meet their needs, such as advocacy and patient navigation. RRI full membership is open to organisations that offer these types of breast cancer support. Membership is free of charge, although RRI welcomes contributions to help defray its operational costs and fulfill its mission.

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4. Conference Objectives

RRI Conferences are held every 2 years. Conference locations are rotated around the world in order to ensure that all breast cancer patients, survivors, care givers, and volunteers have an opportunity to attend an RRI Conference close to home. It is expected that a majority of Conference delegates will come from the host country and neighboring countries and all delegates will be charged a registration fee. Registration fees are kept as low as possible since most delegates are not sponsored to attend by an employer or other organisation. The main Conference objectives are for breast cancer patients, survivors, care givers, volunteers, and health care professionals to:

- Share and exchange information.
- Promote a better understanding of the issues and challenges faced by individuals affected by breast cancer, including families.
- Learn about new developments relevant to the work and training of volunteers.
- Assist in developing and strengthening relevant skills, including those needed for advocacy and patient navigation.
- Present research and advancements in breast cancer care.
- Connect and network with others interested in breast cancer supportive care and survivorship.

5. Previous Conferences

RRI Conferences have been organized in various countries around the world since 1980. Recent locations include:

Year	Location
2000	Grado, Italy
2003	Lisbon, Portugal
2005	Athens, Greece
2007	Stockholm, Sweden
2009	Brisbane, Australia
2011	Taipei, Taiwan
2013	Cape Town, South Africa
2015	Beijing, China
2019	Prague, Czech Republic

6. Role of the Reach to Recovery International Board of Directors in the Bidding Process

The RRI Board of Directors:

- Determines the Conference bidding procedures.
- Invites bids for the Conference from each RRI Member Organisations and other qualified organisations.
- Screens and processes all bids.
- Draws up a letter of agreement between the host organisation and RRI, confirming responsibilities and commitments.
- Participates through its President and other members of its Board of Directors in regularly reviewing the Conference plans to ensure the smooth running of the Conference.
- Advises on past customs regarding Conferences, ensures there is strong breast cancer survivor representation on the organising and programme committees, and approves a Conference format in agreement with the host(s).
- Approves the registration fee proposed by the hosts.
- Intervenes in such cases where political or economic situations might prevent the Conference from taking place.

7. Role and Responsibilities of the Host Organisation(s)

Host organisation(s) are invited to submit a bid to the RRI Board of Directors. The host country must be secure and politically stable, and the host organisation(s) must take responsibility for:

- Recommending an appropriate city and dates, taking into consideration other international conferences in the region and globally.
- Appointing a local Professional Conference Organizer (PCO).
- Appointing a Local Organising Committee (LOC), which shall have overall responsibility for the Conference. The LOC will work closely with the RRI Board of Directors, which has authority to oversee and contribute to the planning of the Conference programme and activities. The LOC will circulate minutes of all committee meetings to the RRI Board of Directors and will have conference calls with the RRI President as required.
- Obtaining support from local government departments, businesses, and cancer organisations, as well as sponsorships and exhibits from interested companies and organisations such as pharmaceutical companies and suppliers of goods and services for breast cancer patients and survivors.
- Developing a Conference budget based on proposed expenditure and expected income sources, including an acceptable schedule of registration fees, and arranging and accepting financial responsibility for:
 - an initial site visit by two RRI representatives on mutually agreed upon dates shortly after preliminary acceptance of the bid. Final acceptance of the bid will depend on the results of the initial site visit.

- a second site visit by two RRI representatives in the months before the Conference is scheduled to take place if deemed necessary by RRI Board of Directors for Conference planning purposes
- The language of the conference is English. If necessary, the LOC must provide simultaneous interpretation of the plenary presentations and translation of the conference abstract book into the local language.
- travel and accommodation costs for at least three RRI Officers or Directors or other RRI representatives who can be called upon as speakers and moderators and for whom registration and gala dinner fees will be waived.
- travel and accommodation costs for all invited international plenary speakers, with a minimum of 5 to be invited by RRI, for whom registration and gala dinner fees will be waived.
- publishing and disseminating widely all Conference promotional materials, including development of a Conference website, in an appropriate and timely manner.
- providing announcements leading up to the Conference for the RRI Bloom e-newsletter/magazine and other newsletters and journals as appropriate, as well as on the internet. All such announcements must be approved by the RRI Board of Directors before they are disseminated.
- ensuring that all publicity material refers to the Conference as the 21st Reach to Recovery International Breast Cancer Support Conference and uses the appropriate logo.
- Providing an Exhibition Area and providing a booth placed prominently in that area to RRI free of charge.
- Producing for RRI regular financial and status reports (not less than quarterly starting the date of acceptance of the bid and weekly in the 4 months immediately preceding the Conference date) and a final report within 6 months of the end of the Conference with full organisational and financial accounting of the Conference.
- proposing the registration fee (note that registration fees for RRI Breast Cancer Support Conferences have traditionally been low to allow breast cancer survivors and volunteers to participate).
- providing RRI with 10% of each registration fee. The said sum will be designated for RRI's operating costs.
- funding an appropriate number of grants for participant (minimum 5), especially from developing countries, to assist them in attending the Conference. The RRI Board of Directors shall form a Selection Committee to assess and recommend successful applicants to be grant recipients.
- declining sponsorships or donations from tobacco-related companies and prohibiting delegates from smoking at the Conference venue, as all RRI Breast Cancer Support Conferences are non-smoking Conferences.
- Providing a lunch with a vegetarian option and beverage as well as a morning and afternoon coffee/tea break including to include light snacks for speakers on all full Conference days.
- Arranging a welcome reception and gala dinner for all speakers, delegates, and accompanying persons. The LOC and RRI shall confer as to whether the cost of the dinner will be covered by the registration fees.

8. Venue Requirements

The number of participants in an RRI Breast Cancer Support Conference usually varies between 300 and 600. The following venue accommodation is required:

- Plenary session hall with seating capacity for 300 - 500 delegates.
- Concurrent session rooms: ability to conduct at least 4 – 6 concurrent sessions per day, with room configuration for 25 - 100 delegates.
- Appropriate sound proofing and air conditioning in the Conference rooms.
- Plenary hall and conference rooms should be properly equipped and supplied with audio-visual equipment and digital projectors to be connected to laptop computers for PowerPoint presentations, microphones, and/or wireless microphones.
- Booths and equipment for simultaneous translations, if required, with adequate staffing.
- Sufficient lunch and coffee break facilities.
- Entire conference venue must be a non-smoking facility.

9. Hotel Requirements

Hotel accommodation should be within short walking distance of the Conference center. Rooms should be available in all categories, with an emphasis on affordable accommodation.

10. Letter of Agreement between the LOC and the RRI Board of Directors

Upon final acceptance of a bid, RRI will draft a Letter of Agreement between RRI and the LOC stating:

- RRI shall have no financial responsibility for the Conference.
- The financial, organisational, and programme responsibilities of the LOC and RRI.
- A local PCO is to be appointed to manage the logistics of the Conference for the organizing committee, including exhibition, registrations, finances, and abstracts.
- Principles for setting the registration fee.
- Such other terms as are deemed relevant to the Conference.

11. Your Bid

Your bid should outline how your organisation has the capability to successfully host the 21st Reach to Recovery International Breast Cancer Support Conference in the year 2023. The bid should address the following points:

- Organisation background and ability to draw delegates from local and regional volunteers, patients, survivors, and caregivers.
- Recommendation for an appropriate city and dates, taking into consideration other international conferences. When recommending an appropriate city, the inclusion of the following information would be viewed favorably:
 - Description.
 - Geography.
 - Climate.
 - Population.
 - A brief summary of why your city is attractive to delegates.
 - Infrastructure and communications.
 - Accessibility – travelling to your destination.
 - Visa requirements and customs practices.
 - Transportation within the city.
 - Political, economic, and safety situations.
 - Medical services.
 - A description of how the medical system in your country operates in case of a health emergency for the delegates.
 - Exchange rates.
 - VAT and other taxes issues.
 - Past relevant events references.
- Appointing a LOC. The LOC shall have overall responsibility for the Conference but at all times shall liaise with the RRI Board of Directors. Subcommittees may be formed which will report to the LOC.
- Any existing support from local government departments, businesses, and cancer organisations.
- Agreement to arrange and accept financial responsibility for points addressed in **Section 7**.
- Nomination of a venue that meets the criteria outlined in **Section 8**.
- Confirmation of the availability of a range of accommodation within close proximity to the Conference venue, including lower cost options.

12. Conference Logistics

It is essential that an officially qualified PCO must be contracted to support RRI Breast Cancer Support Conferences.

The PCO will work, on behalf of the LOC, as logistical and technical consultants in areas such as project management, finances, participant administration, exhibition management, abstract handling, and registration. In implementing the above services, the PCO will work together with an appropriate local convention bureau or centre according to the terms outlined in the Bid Selection Criteria.

13. Branding

The Conference title on all material shall appear as 21st Reach to Recovery International Breast Cancer Support Conference. The Conference shall carry a theme and all topics of presentation shall be relevant to the theme. The RRI logo must appear on all promotional materials in accordance with the RRI logo guidelines. All such materials can be published and used only after approval from RRI Board of Directors.