



## Call for proposals to host T21RS conference in 2024

T21RS is inviting proposals to host our next conference in 2024. The call is open to locations outside of the US as we alternate between the US and elsewhere. Our conferences are usually in June to avoid conflicts with other meetings and happens every 2<sup>nd</sup> year.

The deadline for the letter of intent is 15<sup>th</sup> of January 2022. After invitation by the Executive Board, the deadline for the full proposals is the 15<sup>th</sup> of March 2022. The winning bid will be announced at our 2022 meeting in Long Beach, California.

### Requirements:

1. The conference will be hosted by a local organising committee, and the successful bid will need to include proposed membership of the organising committee. The programme itself is organised by a program committee that will be appointed by T21RS, which will work together with the organising committee to design the programme.
2. See annex 1 for the typical duties of the organising committee.
3. Inclusion of early career researcher(s) in the organising committee will be judged favourably.
4. A professional congress organiser will support the conference but fundraising, and local arrangements will be the responsibility of the local organising committee
5. The bid is open to any member(s) of T21RS (from at least January 2020) and who must be up to date with their payment of membership fees.
6. Our conferences are typically attended by approx. 300 delegates; the proposal will need to demonstrate the ability to host a conference of this size.
7. Venues need to include the possibility of break-out rooms
8. Options (within or outside of main venue) for an opening social event and a gala dinner need to be included
9. Proposers should not engage in any agreements at this stage, but we do require details of potential venue(s) and approximate costs (based on quotes), including catering.
10. Proposals should also include accommodation options, and outline access from international travel hubs.
11. Other considerations may include interest from local academic or clinical audiences, family organisations, and potential sponsors.

Interested members should first communicate the intention to present an application to the Technical Secretariat ([secretariatecnicat21rs@bcocongresos.com](mailto:secretariatecnicat21rs@bcocongresos.com)). This will be followed by a full application to be submitted to the Executive Committee by the deadline.

Shortlisted proposals may be asked to present their proposal at the May 2022 Executive Committee meeting. The T21RS executive committee will select the venue among the proposals. The successful local organising committee will be expected to present the bid at the General Assembly.

## ANNEX 1.

### Obligations of the successful organising committee:

1. Identify a chair who will attend monthly executive meetings starting approximately 18 months before the congress
2. Respect gender parity on the local organising committee, while ensuring cultural diversity.
3. Agree the final components and timeline of the programme with the Executive Committee, which will include its specification (need of breakout rooms, adequate space for poster presentations, space of committees meeting, etc.). Failure to comply with the agreed time frame may jeopardize the success of the congress.
4. Consult with other committees such as the science and society committee and education committee to present to the Executive Committee a final proposed venue, social programme for attendees, and detailed summary of the preparations and budget (at least one year before the Congress).
5. Develop a comprehensive communication plan in collaboration with the Communication Committee that includes the main dissemination actions for the Congress, the media and the timing of their implementation. Communication actions to promote the conference typically starts in the twelve months prior to the Congress.
6. Use the T21RS website and social media outlets to keep members and stakeholders informed of progress with the organisation of the Congress.
7. Liaise with the national customs services if necessary regarding procedures for importing materials to exhibit or distribute during the Congress.
8. In the event of force majeure which jeopardizes the normal function of the Congress, the Executive Committee, in consultation with the organising committee shall take an appropriate decision.

### After the Congress

1. The organising committee will work with the professional conference organisers to prepare a final report on the Congress to be approved by the Executive Committee, including a list of attendees, the balance sheet, the recording (if available) of the plenary conferences.
2. The organising committee will also provide support for an accessible report for stakeholders that has to be prepared by the communication workgroup and the program committee in an agreed format.
3. The conference proceedings are also summarised and published in a journal, produced by the program committee

### Timeline

November 2021: T21RS members are invited to submit their applications.

15 January 2022: Deadline for the submission of the letter of intent to the Secretariat

15 March 2022: Deadline for the submission of the dossier to the Secretariat.

April 2022: Executive committee reviews applications and select shortlist

May 2022: Presentation of shortlisted proposals to the Executive Committee.

May 2022: Official communication of the decision to successful bid.

June 2022: Announcement to the General Assembly.