

# Selection Criteria

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For bid proposals to host the

## **20<sup>th</sup> Reach to Recovery International Breast Cancer Support Conference**



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

## 1. Introduction to the Selection Criteria

This document will outline the requirements for Reach to Recovery International (RRI) Member Organisations, Collaborators, and other qualified organisations intending to submit a bid to host the 20th Reach to Recovery International Breast Cancer Support Conference. The selection criteria define tasks and responsibilities as well as the financial obligations of the local legal body hosting the conference.

## 2. Contact Information

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

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## 3. Breast Cancer and Reach to Recovery International

With over 2.3 million new cases and 685,000 deaths in 2020, breast cancer is the most commonly diagnosed cancer worldwide. Approximately half of all breast cancers occur in women with no specific risk factors other than sex and age. Breast cancer occurs in every country in the world. Approximately 0.5–1% of breast cancers occur in men. For the growing number of individuals with breast cancer, the psychological, social, and physical impact of diagnosis and treatment can be overwhelming. This may include anxiety and depression, fears about self-image and femininity, disruptions in intimate and sexual relationships, physical side effects from treatment, and cultural taboos. 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.

RRI seeks to improve the quality of life of individuals affected by breast cancer, regardless of gender or stage of disease, by nurturing volunteer peer support and promoting other services to meet their needs, such as advocacy, consumer involvement in research, and peer navigation. Membership is open to groups and organisations that offer one or more of these types of breast cancer support. It is free of charge, although RRI welcomes contributions to help defray its operational costs and fulfill its mission.

RRI is committed to assisting its members through a broad range of services offered worldwide. Its mission is to:

- Unite organisations throughout the world which support individuals affected by breast cancer, including their families, in order to share ideas and best practices;
- Disseminate valuable information to support individuals affected by breast cancer throughout the world via bi-annual conferences, webinars, our website, our e-newsletter, and other forms of worldwide communications; and
- Assist Member Organisations in achieving their goals of:
  - Improving the quality of life of individuals affected by breast cancer,
  - Providing psychosocial support to individuals affected by breast cancer, either through group meetings or activities or one-on-one peer support provided by carefully trained survivor volunteers,
  - Advocating on behalf of individuals affected by breast cancer, and
  - Providing peer navigation to individuals affected by breast cancer.

RRI's mission and objectives have been effectively consolidated by mobilising the support of a global consumer movement in three major areas of activity: peer support, advocacy, and consumer engagement in research.

#### 4. Conference Objectives

Reach to Recovery International Conferences have traditionally been held every 2 years, although the COVID-19 pandemic interrupted this schedule temporarily. Conference locations are rotated around the world in order to ensure that all interested parties, especially breast cancer patients, survivors, care givers, volunteers, and health professionals, 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 survivors, volunteers, and health care professionals to:

- Share and exchange information
- Promote a better understanding of the issues and challenges faced by individuals diagnosed with breast cancer
- Learn about new developments relevant to the work and training of volunteers
- Assist in developing and strengthening relevant skills
- Present research and advancements in breast cancer care
- Connect and network with others interested in breast cancer supportive care

The benefits to host organisations and their communities are many. RRI Conferences promote local and global networking, awareness, advocacy, volunteerism, capacity-building, tourism, and, importantly, they foster international friendships that last lifetimes.

#### 5. Previous Conferences

Reach to Recovery International Conferences have been organised 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

The RRI Board of Directors:

- Determines the Conference bidding procedure and the site of the Conference
- Invites bids for the Conference from RRI Member Organisations, Collaborators, 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 plans for 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 recommends a Conference format in agreement with the host(s)

- Approves the registration fee proposed by the hosts
- Intervenes in such cases where political, economic, or other unforeseen situations might prevent the Conference from taking place

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

Qualifying organisation(s) that wish to host an RRI Breast Cancer Support Conference are invited to submit a completed 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 for the Conference, taking into consideration the dates of other international conferences in the region and globally
- Appointing a local Professional Conference Organiser (PCO)
- Appointing a Local Organising Committee (LOC). The LOC, along with RRI's officers and Board of Directors, 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. Sponsors and exhibitors must be approved by RRI and must operate in keeping with RRI's policies
- Developing a Conference budget based on proposed expenditures and expected income sources, including an acceptable schedule of registration fees, and arranging and accepting financial responsibility for:
  - An initial site visit by two (2) RRI representatives on mutually agreed upon dates prior to acceptance of the bid. Acceptance of the bid will depend on the results of this initial site visit
  - A second site visit by two (2) RRI representatives in the months before the Conference is scheduled to take place if deemed necessary by RRI's Board of Directors for Conference for planning purposes or any other reason
  - 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, and waiver of registration fees, for at least three (3) RRI Officers or Directors or other representatives to attend the Conference. These individuals can be called upon as speakers and moderators
  - Travel and accommodation costs, and waiver of registration fees, for all invited international plenary session speakers, including a minimum of five (5) such speakers who will be invited by RRI
  - Publishing and disseminating widely all Conference promotional materials, including development of a Conference website, in an appropriate and timely manner
  - Providing announcements for the RRI Bloom newsletter, other newsletters and journals as appropriate, and on-line and social media outlets
  - Ensuring that all publicity material refers to the Conference as the 20th Reach to Recovery International Breast Cancer Support Conference and uses the appropriate logo
  - Collaborating with the RRI Board of Directors in planning an exhibition area
  - Providing RRI with a booth placed prominently in the exhibition area 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 six (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 this Conference have traditionally been low in order to allow individuals affected by breast cancer and volunteers to participate)

- Providing RRI with ten percent (10%) of each registration fee. The said sum will be designated for RRI's operating costs
- Funding an appropriate number of grants for participants (minimum five (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 morning and afternoon coffee/tea breaks, which include light snacks, 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 international conference usually varies between 300 and 600. The following venue accommodation is required:

- Plenary session hall with seating capacity for 300 - 500 delegates. This will be dependent on the assessment by the LOC and RRI as to interest in the Conference, particularly in the current environment following the COVID-19 pandemic
- Concurrent session rooms: ability to conduct 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 all concurrent session 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 interpretation, if required, with adequate staffing
- Sufficient lunch and coffee break facilities
- All facilities relating to this Conference must be strictly non-smoking

## **9. Hotel Requirements**

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

## **10. Contract between the local organising committee and the RRI Board of Directors**

Upon acceptance of a bid, RRI will draw a contract between the LOC and the RRI Board of Directors stipulating:

- 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 organising committee, including project management, finances, participant administration, exhibition management, abstract handling and registration
- 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 20th Reach to Recovery International Breast Cancer Support Conference. The bid should address the following points:

- Organisational background and the ability to draw delegates from local and regional volunteers, patients, survivors, caregivers, and health professionals
- Recommendation for an appropriate city and dates, taking into consideration other international conferences in the region and globally. 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 proposed city is attractive to delegates
  - Infrastructure & Communications
  - Accessibility of and ease of travel to the destination
  - Visa requirements and customs practices
  - Transportation within the city
  - Political, economic, and safety situation
  - Medical services
  - A description of how the medical system in your country operates in case of a health emergency for any delegate
  - Exchange rates
  - VAT and other taxes issues
  - Past relevant events references
- Any existing support from local government departments, businesses, and cancer organisations within the host country
- Agreement to arrange and accept financial responsibility for points addressed in **Section 7**
- Nomination of a Conference 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

To ensure continuity from conference to conference, an officially qualified PCO must be contracted to support Reach to Recovery International Breast Cancer Support Conferences.

The PCO will work, on behalf of the local organisers, 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 according to the terms outlined in the Bid Selection Criteria.

## 13. Branding

The Conference title on all material shall appear as the 20th 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.