



Proposal Guidelines to Host the International Myeloma Workshop

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1. Introduction

The International Myeloma Society (IMS) is a non-profit professional society whose mission is to promote research, education, clinical studies (including diagnosis and treatment), workshops, conferences, and symposia on all aspects of multiple myeloma worldwide. The Society aims to bring together clinical and experimental scientists involved in the study of myeloma. Its membership is comprised of basic research scientists and clinical investigators in the field along with physicians and other healthcare practitioners.

First held in 1987, the International Myeloma Workshop is the society's flagship event. The IMW aims to:

- Meet the scientific and clinical needs and demands in the respective geographical areas of the world
- Enhance the IMS's name and reputation as a leading organization in myeloma, supporting the mission to advance science and clinical care worldwide
- Offer new, innovative, and regionally appropriate approaches in terms of education and clinical care
- Create unique partnerships to strengthen IMS's global network
- Allow for participation of emerging countries by putting in place an affordable registration fee structure and making available travel grants and other forms of support
- Yield a financial return according to targets specific for each Workshop, thereby allowing for further investment in education and developing programs

The IMW aims to attract over 3,000 delegates with an exciting scientific program, informative lectures, groundbreaking abstract presentations, and more.

To ensure each Workshop maintains the high standards of the IMS, the Society organizes the Workshop with the assistance of SPARGO, Inc., a professional conference organizer (PCO). This is crucial given the global rotation of the workshop, programming design, and use of new technology in both plenary lectures and sessions.

Proposals to host the 19th and 20th IMW in 2022 and 2023, respectively, will be accepted from an IMS member with the support of a named host committee.

1.1. Past IMW Locations

Number	Year	Location	Principal Organizers
1	1987	Woodstock, UK	T. McElwain, J. Malpas
2	1989	Houston, TX	B. Barlogie, R. Alexanian
3	1991	Torino, Italy	A. Pileri, M. Boccadoro
4	1993	Rochester, MN	R. Kyle
5	1995	Labau, France	J.L. Harousseau
6	1997	Boston, MA	K. Anderson
7	1999	Stockholm, Sweden	G. Gahrton, H. Mellstedt
8	2001	Banff, Canada	L. Pilarski
9	2003	Salamanca, Spain	J. San Miguel, J. Bladé
10	2005	Sydney, Australia	D. Joshua
11	2007	Kos, Greece	M. Dimopoulos
12	2009	Washington, DC	N. Munshi, V. Rajkumar, S. Jagannath
13	2011	Paris, France	J.P. Fermand, T. Facon, P. Moreau
14	2013	Kyoto, Japan	K. Shimizu
15	2015	Rome, Italy	A. Palumbo
16	2017	New Delhi, India	N. Raje, S. Kumar, S. Lonial, V. Rajkumar, S. Jagannath, N. Munshi,
17	2019	Boston, USA	S. Treon, P. Richardson, N. Munshi, K. Anderson

1.2. Future IMW Locations

Number	Year	Location	Principal Organizers
18	2021	Vienna, Austria	H. Ludwig, H. Einsele, H. Goldschmidt, R. Hajek
19	2022	TBD	TBD
20	2023	TBD	TBD

Bidding Process and Timeline

IMS sends out the call for bids	December, 3 years prior
Interested IMS members with the support from named principal workshop organizers and an organizing committee should submit their proposal for the 19 th and/or 20thIMW host city	February, 3 years prior
The bids are evaluated by the PCO and presented to the IMS Board	February, 3 years prior
The IMS Administrator announces a shortlist and may ask for possible additional information from applicable IMS members	February, 3 years prior
The shortlisted applications are re-evaluated and presented by the PCO to the IMS Board (if necessary)	February 2, years prior
The IMS Board and prior IMW Chairpersons vote to select the destination	February 2, years prior
The selected destination is confirmed and contracted by the PCO	February 2, years prior
The destination is officially announced to all IMS members	February 2, years prior
The destination is promoted at the prior IMW	2 years prior

2. Workshop Organization

2.1 Overall

The IMW is organized by the IMS in collaboration with the Professional Conference Organizer (PCO). There are four entities involved in the organization of the Workshop: The IMS Administrator, the Principal Workshop Organizers (Chair and Co-Chairs), the IMS Workshop Committee (WC), and the PCO.

2.2 IMS Administrator

The IMS Administrator is responsible for all administrative tasks related to the Society at-large. Specific duties related to the workshop include:

- Serve as liaison to the Principal Workshop Organizers and the IMS Workshop Committee.
- Work with the PCO and Principal Workshop Organizers.
- Manage the application process for the Society's highest honors (Bart Barlogie Young Investigator Award), Ken Anderson Young Investigator Award, and the Waldenström Award) that are presented at IMW.
- Work closely with the Principal Workshop Organizers and PCO on the IMS Travel Grants (selected from abstracts) that are offered in conjunction with each IMW.
- Work closely with the Principal Workshop Organizers and PCO to maintain the area on Society's website where the IMW information shall reside.
- Staff the IMS booth at all industry events where the IMW is promoted.
- Manage the application process for future IMW host cities.

2.3 PCO

SPARGO, Inc. is the current official professional conference organizer (PCO). In collaboration with the IMS, the PCO is responsible for the following aspects of the Workshop:

- Overall workshop management including registration, housing, and meeting logistics.
- Contract and manage all required venues and vendors necessary in support of the Workshop.
- Assist Principal Workshop Organizers with Overall budget management.
- Management of the industry exhibition.
- International marketing strategy and execution (in coordination with outside marketing firm).
- Overall speaker/abstract management
 - Issuing notifications to invited faculty, abstract reviewers, abstract submitters
 - General communication with speakers and abstract authors
 - Collection of required forms (COI, speaker release, travel details, photo, bio sketch, etc.)
 - Collection of presentations

2.4 Principal Workshop Organizers

Three to four IMS members should be appointed as the principal workshop organizers WITH one identified as overall chair and additional 2-3 co-chairs and named in the submission. The main responsibilities of the principal organizers include the following:

- Identify and contract local venue and hotel facilities. This will be done with help from our PCO – SPARGO Inc.
- Contact various sponsors for their participation including funding solicitation.
- Work with PCO for budget management and logistics.
- Organizers can appoint local organizing Committee which will also help with program development
- Assist IMS Administrator with the CME application, including providing necessary details on needs assessment, learning objectives, and other required details.
- Develop the workshop program in close coordination with the IMS workshop committee.
- Review and grade abstracts along with the workshop committee.
- Along with a subcommittee of the IMS Board, work closely with the PCO on all workshop matters.

2.5 IMS Workshop Committee

- The IMS has appointed a 10-member committee to help with all aspects of IMW organization including: solicitation of bids, review and selection of applications.
- This committee will work closely with the Principal Workshop Organizers on the overall Workshop program.
- This committee will periodically review progress of the IMW organization including: funding, scientific program development and various activities.
- The final scientific program should be approved by the IMS workshop committee.

3. Workshop Details

3.1. Framework

The IMW is typically held over **3-4 days**, with the start date adjusted to facilitate travel by international attendees to the part of the world where the meeting would be held.

The Workshop has traditionally been held between Thursday AM and Sunday AM, but flexibility is given considering local specifications. Assuming the standard pattern, the overall format of the Workshop is as follows:

Mon - Tues	Wed	Thur	Fri	Sat	Sun
Exhibition Build Up	Registration (afternoon only)	Registration Opening Ceremony Plenary Sessions Poster Exhibition Industry Exhibition Welcome Reception IMS Board Meeting	Registration Plenary Sessions Oral Abstracts Poster Exhibition Industry Exhibition Invited Faculty Evening Event	Registration Plenary Sessions Oral Abstracts Poster Exhibition Industry Exhibition and Tear Down Closing Reception	Registration Plenary Sessions Closing Ceremony

3.2. Period

The IMW will occur on an annual basis in different regions around the world, bearing in mind the financial investment associated with each host location.

Proposed dates are to be recommended by the IMS members bidding but the meeting must happen in the first 2 weeks of September every year. The final dates are to be approved by the IMS Board of Directors. Climate and weather conditions should be taken into consideration. When suggesting dates, care should be taken not to conflict with major public and religious holidays as well as major myeloma-related international events.

3.3. Delegates

The IMS aims to attract approximately 3,000 delegates from around the world to the biennial IMW.

3.4. Workshop Structure

The IMW should have a uniform format structured as follows:

- Invited program consisting of plenary sessions featuring subject matter experts with a focus on a wide variety of institutional and geographical representation, gender, and age.
- Oral and poster abstracts
- Industry-sponsored symposia

Adaptations to this structure must be approved by the SPC. Past adaptations include, for instance, Meet the Expert-type educational sessions and a Fellows session.

4. Destination Requirements

4.1. General

The PCO will evaluate each bid in terms of destination viability and financial investment. A detailed analysis will be provided by the PCO to the IMS Board to aid in its review of all submitted bids.

4.2. Destination

- An international airport within reasonable distance (one hour) of the city is a requirement for each bid.
- The destination should have professional infrastructure for a successful workshop, including but not limited to the resources of a convention bureau, strong vendors, trained professionals, etc.).

4.3. Venue

- Availability of an appropriate meeting venue for 7 days, 2 days of which are required for set up of meeting infrastructure and exhibition, that can be contracted by the PCO on behalf of the Principal Workshop Organizers and the IMS if bid is selected.
- A plenary hall with the capacity of 3,000 delegates minimum.

- A breakout session room with the capacity of 1,200 delegates minimum for oral abstract presentations.
- Commercial exhibition and poster space.
- Suitable catering space for delegates.
- Registration area plus smaller meeting rooms for office space and ad hoc needs.

4.4. Hotel Accommodations

- 2,500 hotel rooms within easy reach of the venue in a range of categories, including budget hotels that can be contracted and managed by the PCO.
- If the distance between hotels and the venue is significant, shuttle service will be required and arranged by the PCO.

4.5. Social Program

- A welcome reception should take place on the first full day of programming. It is preferred that the welcome reception occur at the Workshop venue.
- A closing reception should be provided for all attendees within the schedule of the Workshop. This has typically occurred on the second to last day of the Workshop at an offsite venue reflective of the destination and local culture.
- An attractive and original social program should be suggested for accompanying persons, with several different half or full day tours. This will be arranged by the PCO in consultation with the principal workshop organizers.

5. Financial Arrangements

5.1. Budget and Resources

- The income and expenses should be transparent.
- The PCO will assist the Principal Workshop Organizers for contracting with venues and vendors required in support of the Workshop.
- The Principal Workshop Organizers shall oversee all financial matters related to the Workshop with help from PCO while the IMS Workshop committee will help supervise/advise as needed.
- Upon conclusion of the IMW and final payment of all suppliers, a final profit and loss statement should be created for review and approval by the principal workshop organizers and IMS Executive Board.
- Distribution of net proceeds: The principal workshop organizers and IMS shall split the remaining funds after all expenditures have been met 50/50. Variations to this split requires approval of the IMS Board.

5.2. Registration Fees

- The IMS should fix the registration fee in consultation with the Workshop Chair and the Principal Workshop Organizers.
- IMS members will receive reduced registration fees for the Workshop if they are a member of the IMS at the time of registration, and the membership is paid in full for the upcoming year.
- Applicants approved for membership after registering for the meeting will not be refunded the difference between the member and non-member rates.
- Attendees who register **after the early registration period** will be charged the late/on-site registration fee.
- Registration fees can be paid by credit card or wire transfer only. Checks will not be accepted.
- The registration fee shall include:
 - Participation in the scientific, oral and poster sessions
 - Access to the exhibition area
 - Conference program
 - Attendance certificate (accessible online)
 - Lunches
 - Coffee Breaks
 - Welcome Reception and Closing Reception
 - Abstract e-book

6. Submission Guidelines

6.1. Proposal Requirements and Submission Instructions

6.2.

- 6.2.1. The proposal should be submitted using Online process available at IMS website myelomasociety.org
- 6.2.2. The details to be provided are described in the form.
- 6.2.3. If needed society may ask for greater details or a phone conversation.
- 6.2.4. If any questions, please contact IMS administrator Moira Luthin at adminassistant@myelomasociety.org