

# **The International Myeloma Workshop Guidelines, Requirements, and Instructions for Applications from IMS Members to host Upcoming Workshops**

## **1. Introduction**

The International Myeloma Society (IMS) seeks proposals from interested IMS members to host the International Myeloma Workshop (IMW). The International Myeloma Workshop aims to be an event that:

- 1.1. Meets the scientific and clinical needs and demands in the respective geographic areas of the world
- 1.2. Enhances IMS's name and reputation as a leading organization in myeloma, supporting the mission to advance science and clinical care worldwide
- 1.3. Offers new, innovative, and regionally appropriate approaches in terms of education and clinical care
- 1.4. Creates unique partnerships to strengthen IMS's global network
- 1.5. Allows for participation of emerging countries by putting in place an affordable registration fee structure and making available travel grants and other forms of support
- 1.6. Yields financial return to all partners according to targets specified for each Workshop, thereby allowing for further host and IMS investments in education and developing programs.

## **2. Important dates**

- 2.1. The call for proposals is sent out by the IMS approximately four years in advance with a deadline of October 1.
- 2.2. Full proposals should be received by the IMS President by October 1.
- 2.3. The proposals will be reviewed and discussed by the IMS Board at the December ASH meeting.
- 2.4. Final selection of the destination will be made by a transparent vote by the IMS Board and prior IMW Chairpersons, with notification of the winning site during January.

## **3. International Myeloma Workshop (IMW) Guidelines**

### **3.1. The meeting**

- 3.1.1. The IMW will be held every two years, rotating among various regions of the world.
- 3.1.2. Specific dates are to be recommended by the Host and a subcommittee of the IMS Board.
- 3.1.3. The conference is held over 3 – 4 days, adjusted to the part of the world where the meeting would be held in order to accommodate travel by international attendees.
- 3.1.4. The IMW aims to attract approximately 3,000 participants

### **3.2. The local meeting committee**

- 3.2.1. The host committee should have a President plus 2-3 members.

3.2.2. Along with a subcommittee of the IMS Board, they are responsible for all the logistics at the venue and will appoint the best event organizer according to geographic location.

### **3.3. Scientific Program Committee (SPC)**

3.3.1. The chair of the SPC will be the local chairperson or his designate, with two to three additional local members.

3.3.2. The IMS will appoint 5 or 6 myeloma experts with expertise in biology and therapy to the SPC, one fourth of whom will serve in two consecutive workshops.

3.3.3. In total, the SPC should not exceed 10 persons.

3.3.4. The workshop should have a uniform format in terms of satellites, symposiums, oral session, and posters, with adaptations approved by the SPC.

### **3.4. Minimum destination and venue requirements**

3.4.1. An international airport within reasonable distance of the city

3.4.2. 2,500 hotel bedrooms within easy reach of the venue in a range of categories, including budget hotels. If the distance between hotels and the venue is significant, it is a requirement that the venue arrange shuttles.

3.4.3. Professional infrastructure for workshop (availability of convention bureau, trained professionals, etc.) along with a track record in the organization of international meetings of similar size and scope

3.4.4. Venue

- Availability of an appropriate meeting venue for 6 days, 2 days of which are required for set up of meeting infrastructure and exhibition.
- A plenary hall with the capacity of 3,000 participants minimum
- Space for poster and catering as well as smaller meeting rooms if needed
- Registration area plus back office space
- Commercial exhibition space

3.4.5. Social Program

- A welcome reception should take place on the first evening.
- A formal dinner event will be provided for all attendees
- An attractive and original social program should be suggested for accompanying persons, with several different half or full day tours. This is the responsibility of the local Planning Committee.

## **4. Budget and Resources**

4.1. All financial arrangements and contracts will be undertaken by the host and a subcommittee of the IMS Board, who shall oversee all financial matters for the Workshop. Both together and coordinated by the local chair will work in the negotiations with sponsors.

4.2. The IMS should fix the registration fee in accordance with the chair of the local committee.

4.3. The incomes and expenses should be transparent.

4.4. Distribution of overheads: The Local Committee will receive half and the IMS the other half of funds remaining after expenditures of the Workshop is met.

4.5. The incomes from the congress should be the main source for the scientific activities promoted by IMS (research, travel awards, Bart Barlogie Young Investigator Award).

#### 4.6. Registration Fees

- 4.6.1. IMS members will receive reduced registration fees for the Workshop if they are a member of IMS at the time of registration.
- 4.6.2. Applicants approved for membership after registering for the meeting will not be refunded the difference between the member and non-member rates.
- 4.6.3. Attendees who register **after the early registration** will be charged the late/on-site registration fee.
- 4.6.4. *Registration fees can be paid by credit card or by wire transfer only. Checks will not be accepted.*
- 4.6.5. The registration fee includes:
  - Participation in the scientific, oral and poster sessions
  - Access to the exhibition area
  - Conference kit
  - Attendance certificate
  - Lunches
  - Coffee breaks
  - Welcome reception and formal dinner
  - Abstract e-book

#### 5. Details for proposals to host future IMW meeting

- 5.1. The full proposal (2-3 pages) should include information outlined below. IMS Board will evaluate and compare proposals based on all parameters.
  - 5.1.1. Name and description of the specific venue proposed, including
    - Conference space for up to 3,000 participants
    - Location
    - Contact details
    - Approximate registration fee
    - Number and size of meeting rooms
    - Floor plans and capacity of all meetings rooms
    - Floor plan of proposed exhibition area
    - Facilities for lunch, breaks, and welcome reception
    - Details of the in-house services provided (audiovisual, network, catering, etc.)
    - Experience of the designation site in managing major **international** meetings should be outlined.
  - 5.1.2. Accommodations
    - Meeting Hotel Map- indicating hotel name, room rate, distance to conference site, and hotel rating.
  - 5.1.3. Transportation
    - Details of access for international travelers (i.e. airline servicing the city, distance of airport from city).
    - Information with regard to public transportation between hotels, the airport, and the conference venue should be provided, including expected transfer times at peak hours.
  - 5.1.4. Meeting Dates

The proposed meeting dates available at the suggested venue should be clearly stated.

#### 5.2. Submission address

The proposals should be sent by email in PDF format, to the attention of the IMS President, ([president@myelomasociety.org](mailto:president@myelomasociety.org)) with a copy to Lisa Sikkink at Mayo Clinic, Rochester, MN ([adminassistant@myelomasociety.org](mailto:adminassistant@myelomasociety.org)).

### 6. Past International Myeloma Workshops

#### *Previous International Myeloma Workshops*

<b>Number</b>	<b>Year</b>	<b>Venue</b>	<b>Organizers</b>
1	1987	Blenheim Palace, 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	Labaule, 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