

PTCOG 62 CONFERENCE 2024

BIDDING PROCEDURE

AND

APPLICATION FORM

ELIGIBILITY TO HOST A PTCOG CONFERENCE

Hosting the PTCOG Conference provides many benefits to a local host destination including but not limited to:

- Opportunity to share and learn from the latest scientific advancements and improvements in clinical standards.
- Put your particle therapy centre on the global map.
- Increase your network and business opportunities both locally and internationally.
- Share local issues experienced and learn from other international centres.
- Considerable PR and marketing opportunities.

PTCOG expects the following conditions to be met to be eligible to bid for a PTCOG Conference:

- The host centre should be a PTCOG Institutional Member and the proposed local conference chair a PTCOG Member.
- The local conference chair of the bidding destination must be holding a medical or scientific position within the discipline of particle therapy.

The particle therapy centre has to be in clinical operation for a period of > 1 year before hosting the PTCOG 62 Conference in 2024.

KEY EXPECTATIONS OF THE PTCOG CONFERENCE HOST

- Propose a conference venue that can sufficiently cater for the PTCOG Conference. The conference is traditionally held from Monday to Saturday during April, May or June.
- The host centre is to provide a nominee and suitable person to be part of the PTCOG Scientific Program Subcommittee. This person provides support and local experience to decisions made on the scientific meeting topics, program layout and inclusions, conference theme, keynote speakers and evaluation of submitted abstracts.
- The host centre is to provide a nominee and suitable person to be part of the PTCOG Education Subcommittee. This person provides support and local experience to decisions made on education session topics, program layout and inclusions and evaluation of suitable speakers/lecturers.

- It is customary for the host destination to host a site visit of their particle therapy centre during the conference.
- The host destination is to host the following social activities:
 - Gala dinner – traditionally on Thursday evening
 - Education Sessions, Welcome Reception – traditionally on Monday evening
 - Scientific Meeting, Welcome Reception – traditionally on Wednesday evening combined with the site visit

BIDDING REQUIREMENTS AND PROCEDURE

Each bidding destination is required to provide detailed information on the below.

- Proposed conference venue and dates. Please advise until what date the venue is being held for the PTCOG Conference. Any contracting of the venue has to be agreed by PTCOG.
- Nominees for the PTCOG Scientific Program Subcommittee and PTCOG Education Subcommittees detailed above. Please provide a short background of each nominee.
- A brief summary of the Particle Therapy industry in your centre's country/region, if available.
- Any potential supporting local organisations and/or institutions in addition to the particle therapy centre.
- Any financial or in-kind support from the destination to support the conference.

Please fill out the table provided below together with a letter of intent. Bids to be sent to **Martin Jermann, General Secretary of PTCOG** (secretary@ptcog.ch).

Bidding Procedure Timeline:

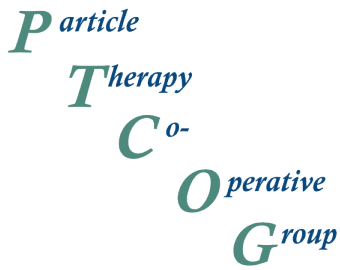
- Bids have to be submitted before **March 31, 2021**.
- All bids will be reviewed by the Executive Committee .
- 2-4 destinations may be shortlisted for further presentation and discussion at the PTCOG 59 Conference. Each shortlisted bid will be advised no later than 3 weeks before the Conference in order to arrange travel plans.
- The winning bid will be announced after the decision taken by the PTCOG Steering Committee (Meeting scheduled during PTCOG 59, June 4-7, 2021).

KEY TERMS OF CO-OPERATION WITH THE PTCOG CONFERENCE ORGANISING COMMITTEE

- The host is to work as an advisory and provide support in co-operation with the PTCOG Conference Organising Committee and PTCOG Subcommittees.

- The financial responsibility and final decisions on conference budgeting and inclusions is the responsibility of the PTCOG Conference Organising Committee which comprises of PTCOG Executive Members and PCO Partner of PTCOG C-IN.
- Within a year after being advised of a winning bid, the host destination will be visited by members of the PTCOG Conference Organising Committee to inspect conference infrastructures, establish project plans and agree on the terms of agreement to be drawn into a conference contract.

Application Form attached (see below).



PTCOG 62 CONFERENCE 2024
APPLICATION FORM

Host Particle Therapy Center:
(name, location, address, etc.;
please provide also web-link (URL))

Connections to Academic institutions:
(name(s), location(s), address, etc.;
please provide also web-link(s)
(URLs))

Conference Venue(s):
(name(s), location(s), address, etc.;
please provide also web-link (s)
(URLs))

Proposed Dates for the Conference Venue (in April/May/June 2024):

PTCOG Scientific Program Subcommittee, Nominee of Host:	
Contact Info & Background of Nominee: (include also email address)	
PTCOG Educational Subcommittee Nominee of Host:	
Contact Info & Background of Nominee: (include also email address)	
Particle Therapy Industries in the Country/Region (Summarize):	
Potential Supporting Local Organisations and/or Institutions:	

<p>Any Financial or In-kind Conference Support from your Destination:</p>	
<p>Why should PTCOG choose your Destination for PTCOG 62: (short summary)</p>	