



Invitation to Co-Host a Workshop with the WBMT

The Worldwide Network for Blood and Marrow Transplantation (WBMT) is committed to collaboration on a regional Workshop project every other year and is now soliciting applications to select a site for co-hosting the 2013 Workshop. These Workshops are intended to assist transplant clinicians in expanding and/or improving existing programs and to provide guidelines and minimal standards for those wishing to establish a new program. In order to be successful, a transplant program (and therefore also our workshop) needs the involvement of politicians and local authorities as well. The workshop is followed by a conventional scientific symposium.

During this past year, WBMT has received several requests to support future Workshops. You represent one of the groups who indicated interest in such a project in your region and are invited now to complete a formal application.

During the planning of the successful Workshop held in Hanoi in November 2011 (see <http://www.wbmt.org/en/hanoi-2011-presentations/>), we learned many things (those that worked well and those that did not) and as a result are organizing future Workshops with early and great attention to important details. To be successful, a project of this magnitude requires attention by a dedicated team of interested host and supporting (WBMT) partners. An important first step for you is to consider who from your region would participate in a host country organizing committee.

Because our collaboration with the Vietnamese Planning Committee resulted in such a successful Workshop and because that committee was totally engaged in preparations for our group before and upon arrival, WBMT feels we need a similarly serious commitment from any future groups interested in partnering on a Workshop activity. To be clear, the primary role of the WBMT in future Workshops will be in preparing the Program and providing speakers and/or speaker suggestions along with contributing intellectual and technical support to the project.

The WBMT has developed criteria that will be important to our decision making when deliberating the location of the 2013 Workshop. The criteria are the following and your application should address these 8 points:

- List your primary aims and expectations for a Workshop in your region;
- Comment on presentation/discussion topics that would most meet your needs;
- Estimate the projected attendance [geography, number of centers likely to send representatives, professional level of attendees (e.g., physician vs technician vs nurse)];
- Note names and email addresses of a committed Organizing Committee (minimum 5-7);



- Estimate the potential level of financial resources, if any, the host country anticipates being able to raise to co-support the activity (obtaining sufficient funding will be the greatest challenge for you and the WBMT);
- List the greatest needs/challenges/obstacles to transplantation in your region;
- Identify regional experts willing to present local activity levels, center reports, etc.;
- Agree to sign a *Letter of Commitment*

Your application should be only 1-3 pages yet with enough detail for us to make a decision. The deadline for receipt of your response is **August 31, 2012**. WBMT will make a final decision no later than **mid-October, 2012**.

There are some other things you should know as you complete the application. WBMT will work with an outside Meeting Organizer group in the future to handle the more logistical details associated with a project of this scope. This includes matters such as: exhibitor management, meeting room layout, food/lodging, transportation details, visa coordination, etc. So others will be involved in making final Workshop site selections and this may require that we be in touch with you regarding possible hotel sites, etc. prior to a final decision.

We welcome your response to this invitation and thank you for your interest in partnering with the WBMT in a future Workshop.

August, 2012

A handwritten signature in black ink, appearing to read 'Dietger Niederwieser, MD'. The signature is written in a cursive, flowing style.

Dietger Niederwieser, MD

President, WBMT on behalf of its Executive committee