



Call for a WBMT workshop meeting

The Worldwide Network for Blood and Marrow Transplantation (WBMT) is committed to hold regional Workshops every other year and is now soliciting applications to select a site for co-hosting the 2023 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 comparison to other conferences, the WBMT involves not only physicians, but also local politicians, the World Health Organization, Health authorities, nurses and groups like e.g. data managers, patient organizations and similar organizations involved in the success of a stem cell transplantation (SCT) program. The involvement and motivation of all these groups have shown to be essential for SCT and for hematology in general.

Your group has indicated interest in hosting a Workshop in your region and is now invited to complete a formal application.

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.

The primary role of the WBMT itself will be assisting all stages of development of the Program and providing speakers and/or speaker suggestions along with contributing intellectual and technical support to the project.

The WBMT has developed criteria to assist in deciding on successful applications for hosting Workshops. A document describing these in detail is attached. In brief, your application should address at least these points:

- Note names and email addresses of a committed Organizing Committee (minimum 5-7) including a chair;
- The aims and expectations for a Workshop in your region;
- List the greatest needs/challenges/obstacles to transplantation in your region;
- Identify regional experts willing to present local activity levels, center reports, etc.;
- Estimate the projected attendance (geography, number of centers likely to send representatives) and professional level of attendees (e.g., physician, technician, nurse, policy makers, health authorities, agents from the regional WHO);
- Produce a separate overview of the estimated costs involved (registration fee, estimated hotel/catering costs/technical equipment, costs for speakers, social program).
- Estimate the potential level of financial resources, if any, you anticipate being able to raise to support the activity. WBMT recognizes the importance of ensuring financial sustainability for the meeting and also understands the challenges that can be faced in trying to achieve this. WBMT will work closely with the local organisers on building a provisional budget, on advising regarding contracts with the Hotels and Venue, by determining the numbers of speakers for flights, by attracting interest for exposition and satellite symposia. This is needed since workshops are not only national but regional events and therefore, contacts with local or even global pharmaceutical or other industry is essential. Therefore, WBMT will work with the local organisers on meeting the financial targets. Any profits made, will belong to WBMT. However, the primary responsibility for a financially sustainable event lies with the local organisers. WBMT bears no financial responsibility for the workshop and any deficit will be covered by the local organisers.
- In the case that an in-person meeting becomes impossible, the option of switching to a full or partial virtual workshop should be considered.
- 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 July 30 of this calendar year. WBMT will make a final decision no later than mid-August of this same year.

President, WBMT on behalf of its Executive committee.