



Criteria for WBMT WORKSHOP Site Selection

A) WBMT Board selection criteria

The host country/site should provide the following:

- Name and position of principal applicant
- Names of committed Organizing Committee (minimum 5-7)
- The aims and expectations for a Workshop in your region
- A list of greatest needs/challenges/obstacles to transplantation in the region
- Comment on presentation/discussion topics that would most meet your needs;
- 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);
- Identification of regional experts willing to present local activity levels, center reports, etc.;
- Special efforts made by the national government, city authorities and transplant centers in the country to support the workshop;
- 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.
- A signed *Letter of Commitment* containing all of the data requested above.

B) Meeting Organizer assessment criteria

The Meeting Organizing entity should assess the following:

- Proximity of meeting site to airport facility and number of flights per day to/from where?
 - Is there an airport shuttle to/from the hotel?
- Are there geopolitical considerations that could/would cause difficulty in attendees from some jurisdictions?
- Ability to cooperate in coordination of hotel(s)/lodging
 - Is there sufficient lodging for projected number of attendees?
- Ability to provide catering during the day
- Available meeting space (WBMT to determine optimum room number/layout)
 - Size of primary meeting room?
 - Are there smaller rooms for round table discussions?
 - Floor plan/including dimensions and square foot/meters of each room
- Is there adequate audio-visual capability (equipment and support) onsite?
- Is there adequate internet/wi-fi access available to attendees?
- Available exposition space
 - Are there interested exhibitors for this region?
- Are there activities available to attendees after-hours?
- Is there meeting announcement/marketing capability?
 - How and who on site would help with this?
- Are volunteers available to help run the meeting?
- There must be a key person other than the organizer who can be responsible for the administrative and secretarial business (creating a single point of access).