



AfSBT

**Africa Society for
Blood Transfusion**

Société Africaine
de Transfusion Sanguine

Sociedade Africana
para Transfusão Sanguínea

REQUEST FOR PROPOSAL (RFP)

Bid Manual to host AfSBT 2022 International Congress

Registration number: 2011/008414/08

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INTRODUCTION AND BACKGROUND

Africa Society for Blood Transfusion (AfSBT) advocates for the highest ethical and professional standards and skills in blood transfusion across the African continent, enabling safe, universally accessible and sustainable national blood programmes in participating countries.

AfSBT achieves its intended mission through the implementation of a range of supporting strategic objectives. These objectives include:

- Developing and supporting the implementation of the AfSBT Step-Wise Accreditation Programme based on the AfSBT standards for Blood Transfusion.
- Developing and making available in Africa, the AfSBT Education and Training Programme that is appropriate for the practice of blood transfusion at international standard; courses are based on distance learning and e-learning technology and complement the AfSBT Step-Wise Accreditation Programme.
- Designing and establishing distance learning technology to support and disseminate the education programmes and communication platforms of AfSBT.
- Advocating improved blood programmes in African countries, to national authorities, international organisations, and other support groups.
- Communicating and sharing information related to blood transfusion and relevant to the African region.

AfSBT holds an international congress every two years in a different African country. The congress brings together world experts in blood transfusion, policymakers and other key stakeholders who all have a role to play in the field of transfusion medicine and science.

The Congress is funded by income from registrations of delegates and sponsorships from partners and commercial companies. The primary aim of the congresses is to provide a forum for the exchange of information and an opportunity to learn from peers and providers of technology in blood transfusion services. The secondary aim is to generate surplus income at each congress in order to finance special projects/programmes of the Society.

Hosting AfSBT International Congress generates revenue and benefits for the host city/country. AfSBT congresses attract around 400 delegates, the expenditure on accommodation, leisure, shopping, dining, etc. generate revenue for the host country.

PREVIOUS AfsBT CONGRESSES

1999	Durban, South Africa
2002	Tunis, Tunisia
2004	Lagos, Nigeria
2006	Cape Town, South Africa
2009	Nairobi, Kenya
2012	Mauritius
2014	Victoria Falls, Zimbabwe
2016	Kigali, Rwanda
2018	Arusha, Tanzania

Average attendance of a congress: 350- 400 delegates including sponsors/exhibitors. The upcoming congress will be held in **Dakar, Senegal from 20 to 23 April 2020**

BID RULES AND PROCEDURES

An application to host the Congress can be submitted by a National Blood Transfusion Service or Society or another blood establishment recognized by AfsBT as an appropriate host organisation (Ministry of Health Department, University or Faculty, etc.).

Interested bidders are invited to submit their application, with all the required supporting documents by email to info@afsb.org no later than **15 October 2019**.

The successful bidder will be notified by 5 November 2019 and will be requested to prepare a presentation and/or exhibition at the 2020 Congress in Dakar (April 20-23) in order to publicise for 2022 congress among delegates, sponsors and exhibitors.

The application should indicate a commitment of an established Local Organizing Committee (LOC) that would undertake organizational and financial responsibility for certain aspects of the management of the Congress that will be specified in the Memorandum of Understanding to be made available to the successful bidder.

For preparing your bid proposal, follow the detailed structure in the next section (PROPOSAL COMPONENTS); your bid must include a section addressing each component in the same order of the questions. Any incomplete submission will not be considered for evaluation.

For conference compliance with MedTech Europe Code of Ethical Business Practice, and details on Conference Vetting System, please check this link: <https://www.ethicalmedtech.eu/conference-vetting-system/objective/>

Any questions regarding the bid should be directed to info@afsb.org

PROPOSAL COMPONENTS

The structure of your proposal must follow the order of the listed components

1 Cover letter and proof of legal status

- Provide a proof of the legal status of the organisation along with a formal cover letter introducing the organisation proposing to host the Congress signed by its current President or CEO or equivalent office holder. The letter should be detailing the principal motivations and why the proposed destination should be selected. The letter must stipulate the candidate's formal agreement with the conditions that apply to the bidding process, as stated in this document.

- Provide all the required contact information:
Host organization name, address, website address, leadership (Main contact and teams) for the conference, including names, addresses, email addresses, and phone numbers.

2 Host organisation/institution

- Write a brief description of the status of the blood transfusion institution in the host country and why you should be considered as a host for 2022 AfSBT International Congress.

- Indicate the status of AfSBT in the country in terms of memberships and other related activities.

- Provide a list of the individuals proposed to serve on the Local Organization Committee (LOC) and the Local Scientific Committee (LSC). The list should include the names, academic appointments, credentials and place of work. This should be provided for all committees' members, including the chair of the local organizing committee.

– Provide a letter of agreement signed by the nominated chair of the LOC and LSC indicating his/her commitment to chair the committees.

- The Scientific Committee (SC), including the LSC, will be responsible for compiling the educational and scientific programmes including content, preparation, invitation to speakers and chairpersons, and the arrangement of scientific publications. The SC as a whole, or a subgroup if appropriate, should act as referees for submitted papers and abstracts. The nominated LSC members should have extensive knowledge of their field of work and preferably have international contacts. The SC is chaired by the International Scientific and

Publications committee chairperson of the AfSBT, together with a co-chair from a Francophone country.

3 Host city/country

- Write a brief description of the proposed host city/country. The description should include: size, population, geography, weather and local security.
- Include previous experience with handling conferences, and any other related background information, that would be of interest.
- Provide all details of expected support from the host City including availability of scientific grants, civic hospitality, marketing support etc.
- Provide information on facilitating attendees access to the country (including visa requirements) and ensuring our attendees' security during the event and offsite activities.
- Indicate details of access for international travelers (i.e. airlines servicing the city, distance of airport from city, frequency of flights from major destinations) all should be described.
- Provide information with regard to local/public transportation between the hotels and the conference venue. Approximate cost (USD) of transport from the airport to and from hotels should be stated if participants are required to pay a fee.
- Provide an overview of international meetings and congresses of similar size and scope, organized in the city, including references and contact details.

4 Health care regulations

- Provide an overview of any existing or future health care regulations specific for the region, and vaccinations required.

5 Congress venue

The congress venue must fulfill the following criteria:

- Must be in a central and accessible location and close to the participants' hotels: walking distance or short and direct access by tram/subway. If public transportation is not applicable, you must provide in your bid the means of transportation;

- Offer a meeting room for hosting 450 delegates in plenary sessions and another 4 meeting rooms for hosting 25 – 200 delegates in parallel sessions;
- Have enough space for up to 40 exhibition booths (at least 3x2 m per stand);
- Have specific areas, which can be designated for lunches and coffee breaks during the congress;
- Wireless Internet access, audio-visual services and designated staff for technical support;
- Must be disabled friendly & accessible;
- Must have appropriate security measures;
- Suitable space for approximately 90 poster presentations – each stand to be sufficiently spaced to allow an area for 5 delegates to view at a time.

You must provide the following:

- Name, location and contact details of the selected venue and reasons for choosing this venue;
- Provide all the necessary details in fulfillment of the previously mentioned requirements;
- Provide a proof of experience of the designated venue in running major regional/international meetings.

6 Expected attendance

- Indicate the expected numbers of local delegates, and if possible, the relevant Africa sub region of the AfSBT (SADC, ECOWAS, EAC, ECCAS and Magreb) and International delegates who are expected to attend the congress.

7 Congress secretariat/event management

- Provide an overview of the local Professional Congress Organizer (PCO) or the Event Management (EM) selected to manage the congress. (Include the selection process used to identify the congress organizer)
- Provide name and type of company, website address, description of the principal business activities, total years company has been in this business and proof of engagements in management of similar events over the last 3 years.
- Provide information on any other key service partners who will participate internally or in parallel.

8 Proposed tentative meeting dates

- Indicate the proposed dates of the congress and the reasons for selecting those dates, taking into account major religious holidays and avoiding any overlaps with other prescheduled international/regional blood transfusion events.

- The Congress duration should be as follows:
Two and half days for the congress and one day for the ISBT Academy day.

9 Theme and content

- Suggest a theme for the congress and indicate the reasons for choosing this theme and provide an outline for the scientific programme.

10 Accommodation

- Provide an overview on hotel accommodation for 500 delegates, indicate the names of the selected hotels, their locations, website addresses, their category (from 2* – 5*), and the estimated cost.

- Provide information about coordination of transportation of delegates from various hotels to and from conference venue.

11 Social programme

- Suggest sites/venues for holding the congress social events and indicate their locations and the reasons for choosing those sites.

-The welcome reception/opening of the trade exhibition should be next to the exhibition area. The Gala Dinner is preferred to be an offsite event.

12 Budget summary

- Submit a preliminary budget, including the following: accommodation, transfers, venue hire, equipment, advertisements on site, website administration, meals, social functions, exhibition area, poster stands, and registration fees for local and foreign delegates.

For reference, check the rates of different registration and sponsorship categories/opportunities on 2020 Dakar congress website:

<https://afsbt-dakar2020.com/>