Proposal to host the 2021

Global Evidence Summit

Cochrane, Campbell Collaboration, Guidelines International Network, and Joanna Briggs Institute are looking for the host of the next Global Evidence Summit (GES2) for 2021.

If you would like to apply, please read the attached documents and details below. Submissions must be made by Friday 31 May 2019. Do contact your local convention bureau to help prepare the information required i.e. venue and transport information etc. The GES partners aim to make a decision on who will host the event by 5 July 2019.

If you have any questions regarding the event or the proposal, please contact: [[contact@globalevidencesummit.org](mailto:contact@globalevidencesummit.org)].

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| **Host group/organization** |  |
| **Proposed location (venue, city, country)** |  |
| **Proposed date (month, year)** |  |
| **Contact person for this proposal** |  |

Expand boxes as required. Please make sure to review the **2021 GES Terms of Reference** and Cochrane’s [**Colloquium SOPs**](https://www.dropbox.com/s/h48ht3qeilgxo9x/Colloquium%20SOPs_final_November%202017.pdf?dl=0) in order to get an idea of the requirements of hosting the GES2 before you submit your proposal.

Alongside this form, you must submit a **budget proposal** using the [attached template](https://www.dropbox.com/s/gomo70fcj6nqoj2/Global%20Evidence%20Summit%20Proposal%20Budget%20Form%202019.xlsx?dl=0). Please base your numbers on 1200 participants. Consider how much income you could receive through sponsorship (please list possible local and regional sponsors) and income through registration. Also use the **GES Essential and Non-Essential Expenses List** when filling in the budget template. You are welcome to expand and add to the spreadsheet where necessary.

**Please note** your proposal will be shared with the GES2 Global Organizing Committee (GOC) for decision.

**Please note** Geographic Groups (or G-I-N organisational members) from all four GES partners can apply (Cochrane, Campbell Collaboration, Guidelines International Network, and Joanna Briggs Institute). If you are a Cochrane Associate Centre or Cochrane Affiliate you must supply a letter of support from your coordinating Centre alongside your proposal stating that they are happy to support your team in the organization of the GES. Consortia of members/Groups within and across the four GES partners is encouraged.

**Please note** you will be required to submit a letter of support from your institution and/or funders alongside this application. If application is successful, full budget proposal to be agreed with GOC with regard to shared surplus and liability.

The GOC and Cochrane’s Central Executive Team (CET) will provide GES2 hosts (Local Organizing Committee, LOC) with support throughout the organization of the event. Below is the overall list of roles and responsibilities between the groups:

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| **Activity** | **GOC** | **LOC** | **Cochrane  (via the Events Support Officer)** |
| Management and logistics, including, without limitation, identifying an appropriate venue and all suppliers and contractors necessary to deliver the Event | Assure | Lead | Assure |
| Negotiation and execution of all contracts for the event | Assure | Assure | Lead |
| Ensure the Wi-Fi network at the venue has sufficient capacity to be stable and reliable to support a high number of simultaneous connections and to support an event app, as further detailed in Annex E | Assure | Lead | Assure |
| Establish a Local Organizing Committee ("the LOC") which reports to the GOC | Lead | N/A | Assure |
| Establish a meeting schedule for the LOC and ensure all relevant parties are able to attend | Assure | Lead | Assure |
| Establish an effective communication and reporting structure between the Organizing Director and the Liaison for all purposes required by the provisions of this Agreement | Assure | Assure | Lead |
| Support the scientific committee to develop and deliver an Event Programme in accordance with requirements of Annex A. The Scientific Programme and the Business Programme together is the “Event Programme” | Assure | Lead | Assure |
| Submitting detailed proposals on the Event Programme including proposed budget, scientific programme, social events, communications | Assure | Lead | Assure |
| Arrange the “Business Programme” | Assure | Assure | Lead |
| Integrate the “Business Programme”, into the Event Programme | Assure | Lead | Assure |
| Financial planning and preparation of a detailed a budget for the Event using the template provided at Annex B | Assure | Lead | Assure |
| Organizing and administering meetings of the other event committees | Assure | Lead | Assure |
| Engage local, regional and new sponsors and exhibitors of the Event in accordance with the Parties policies on Sponsorship and Endorsement | Assure | Lead | Assure |
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| Engage regular international sponsors and exhibitors of the Event | Lead | Assure | Assure |
| Arrange the Stipend Committees and management with Cochrane | Assure | Lead | Assure |
| All aspects Event branding and of the use of the Parties names, terms, designs, symbols, or any other features | Assure | Assure | Lead |
| Subject to the Host organisation fulfilling its obligations in the MoU, assume financial risk for the Event, including but not limited to putting in place any and all insurances deemed necessary | Lead | Assure | Assure |
| Engaging a global professional conference organizer for the Event | Assure | Lead | Assure |

For the purpose of the table above:

**Lead:** the Party that has principal responsibility for undertaking the particular task. The Lead must act in compliance with the Objectives and Principles at all times;

**Assure:** the Parties that will defer to the Lead on a particular task, but will have the opportunity to review and provide input to the Lead before they take a final decision on any activity. All assurance must be provided in a timely manner. Any derogations raised must be limited to raising issues that relate to specific needs that have not been adequately addressed by the Lead and/or concerns regarding compliance with the Key Objectives and Principles.

1. Benefits of hosting the GES

Briefly describe why you wish to host the GES.

* How will hosting the event benefit your Group’s activities locally and/or regionally?
* What are the benefits to the GES partners in holding the GES in this location, and how does it support the GES’ goals?

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1. Timing of GES (year and dates)

GES should be held in the second half of September or in October. Please explain why you propose these specific dates, verify that these do not clash with any [major religious or public holidays](https://www.timeanddate.com/holidays/uk/2021) and provide the list of holidays here for reference.   
*Please avoid the week of the 12 – 14 September 2021 as this is the date for the Peer Review Congress in Chicago.*

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1. Travel, transport & visas

Provide information on the transport links, particularly access to international airports for overseas delegates and connections from airport to the city, venues and hotels. List the different options and related costs.

What are the visa requirements for international delegates to attend the conference?

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1. Meeting and venue facilities

The venue needs to accommodate between 1000 and 1500 delegates and have facilities that allow for up to 20 concurrent sessions.

* Are there suitable venues available during the proposed dates?
* Is the venue accessible for people with special mobility needs and do they have a loop system for those with hearing loss?
* Does the venue cater for various dietary requirements?
* Can they meet the technology needs of a GES, including Wi-Fi for all participants?
* Are there facilities for pre- and post-GES events that can be acquired either in the main venue, nearby hotels or University facilities?

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1. Accommodation options

Is there a wide choice of accommodation (5-star hotels through to budget hostels) available within a reasonable distance of the venue with sufficient capacity for all participants? Are these within walking distance or with good public transport connections?

* Briefly describe the available options and distance to the venue, and give indicative costs including Wi-Fi access, breakfast and taxes.
* Would hotels be prepared to negotiate discounts for delegates?

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1. Location (city hosting the GES)

In addition to the transport links and venue facilities described above, are there particular advantages or disadvantages of this location? These might relate to environmental, social, political or economic concerns (e.g. seasonal climate conditions, major festivals/events happening around the time of the GES, cost of living, personal health and safety issues, requirements for vaccination).

* Please provide an approximate figure for the number of regional delegates likely to attend.
* Please provide ideas for what can be done to attract regional delegates. Consider the cost of simultaneous translation, if English isn’t a first language in the region.

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1. Event costs

The Host organisation is jointly responsible for overall financial outcome of Summit, however not directly liable for any losses unless caused by direct negligence or a deliberate act by an employee of the organisation such as authorising expenditure which has not been agreed by the GOC/LOC. While registration fees cover a large amount of GES costs, organizers will also need to raise additional funds (subject to [sponsorship policies](file:///C:\Users\a1220199\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Sabrina\Key%20Colloquium%20Documents%20to%20get%20Hosts%20Started\GES2\Colloquium%20Sponsorship%20Policy%202012.pdf)). Briefly describe how you plan to generate local sponsorship and also provide information on in-kind costs.

* Please state if you have a financial commitment from your institution and/or funders to support your hosting of the GES, if picked. It is important that your funders and institution are aware of the in-kind staff time and costs involved. **Please submit** a letter of support from either your host institution or funders alongside this application.
* Please also provide a basic budget with estimates for the main expenses of the Global Evidence Summit (venue, catering, logistics, etc.) and the resulting registration fee, based on the expected number of participants.
* A sample budget table is appended. You may provide different scenarios, e.g. depending on different venue options, or different numbers of participants. We appreciate that these costs will be subject to change at a later date so this should be indicative only.
* Please confirm that you understand that the organization of the GES will require substantial staff resources within your team, and that may impact other work of your team in the time ahead of the GES. Please state approximate in-kind staff costs in your budget.
* Please also note that central costs should also be considered on the budget i.e. Staff managing website.
* **Please note** income MUST cover all expenses of the GES.

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1. Local Organizing Committee

Please see Terms of Reference document for information on the composition of the LOC. Please provide details of any experience you have had with leading a local organising committee.

Please note that proposals are welcome from all countries. However, for GES in countries in which English is not the first language, members of the organizing committee must be comfortable working in English.

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1. Any other information

Is there anything else you would like to mention in support of your proposal?

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**Please submit the following documents to [**[**contact@globalevidencesummit.org**](mailto:contact@globalevidencesummit.org)**] by midnight 31 May 2019 (GMT)**

* Proposal form
* Proposed budget
* Letter of support from overarching Centre (only relevant for Cochrane Associate Centres and Affiliates)
* Letter of support from host institution/s (in the case of a Consortia) and/or list of (potential) funders