PROTOCOL FOR HOSTING THE EORTC QUALITY OF LIFE GROUP MEETING

This protocol aims to provide a standard procedure for hosting the EORTC Quality of Life Group (QLG) meetings. Hereafter are defined all the requirements that the local organizer has to provide that they can be selected for becoming the future host of the EORTC QLG meeting.

EORTC QLG meetings are organized two times a year: one in Spring and the second in Autumn. The exact dates of the meeting should be defined concerning other EORTC and EORTC QLG events, national holidays, and the availability of local venues. The exact dates of the EORTC QLG meeting will be decided by the EORTC QLG Executive Committee members. The future host can offer more than one hosting date.

The host of the EORTC QLG meeting can be any member of the EORTC QLG who attends the QLG meetings (at least two meetings in two years) and is actively involved with some of the QLG research activities. In other words, any active member of the EORTC QLG can apply to host the EORTC QLG meeting.

EORTC QLG Secretary announces the upcoming EORTC QLG meeting at the Business Meeting slot during the EORTC QLG meeting. There should be declared an open call for anyone willing to organize the next available EORTC QLG meeting.

Potential hosts need to express their interest in hosting the EORTC QLG meeting to the EORTC QLG Secretary. There should be a written expression of interest sent to the EORTC QLG Secretary's email. The written interest should be accompanied by brief instructions on how to reach the proposed meeting city/country (via train, plane, car...) and if possible, aligned with the environmental concerned issues.

At the first next EORTC QLG Executive Committee meeting, the EORTC QLG Secretary announces the candidate(s) for hosting the next group meeting and expresses for which meeting the host should be considered (Spring or Autumn, define the year).

EORTC QLG Executive Committee members decide which of the proposed meeting venues will be eligible to host the upcoming meeting(s). This decision needs to be communicated to all candidates who expressed their interest in hosting the EORTC QLG meeting.

A list of all upcoming meetings and their hosts is kept and regularly updated by the EORTC QLG Secretary.

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Hosting Requirements

All potential hosts need to ensure the appropriate venue for the meeting in which there should be:

- one large meeting room with Wi-Fi, a beamer, a speaker microphone, and one computer or laptop to fit all attendees, and two microphones for audience communication.
  sufficient number of meeting rooms with Wi-Fi and a beamer (8-9 rooms)
- the place in the hall of the venue (or somewhere more suitable) where the registration desk could be placed with volunteers who will manage the registration of participants.
- to organize a room for an EC meeting (buffet lunch) a day before the group meeting with dinner for Department members and EC members. The local organizer(s) join dinner.
- organizing lunch during and coffee breaks during the group meeting (Thursday and Friday)
- 2 social event(s) in which it is possible to continue the work discussions of group members (dinner) on Thursday and Friday.

Hosts are encouraged, but not obligated:

- organize the group photo of all registered participants.

During the organization of the EORTC QLG meeting, the chosen host will have the full support of the EORTC QLG Secretary and Organizational meeting team.

The chosen host would be invited to present the venue during the Business Meeting at the EORTC QLG meeting which is the first before the meeting he/she will host. During the presentation, it should be given:

- exact dates of the meeting
- venue of the meeting
- other relevant information about the meeting (how to reach the venue, accommodation, etc.)

The host needs to prepare a document with important details about the meeting venue, information on accommodation, and travel information which will then be circulated to EORTC QLG members.

Organization of the EORTC QLG Meeting

The organization of the EORTC QLG meeting is managed by the EORTC QLG Secretary and Organizational meeting team members who are supporting the local organizer(s). They will provide the proposed plan of activities necessary for successfully organizing the meeting with the deadlines.

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When planning the meeting there should be defined dates:
●   announcement of the application form for modules, non-modules, and projects which is sent to EORTC QLG Project Investigators or EORTC QLG active members,
●   send the invitations to all members of the EORTC QLG with a draft program and the link to the registration form.

All other relevant information for organizing the meeting should be discussed during the meeting with the local organizer(s), EORTC QLG Secretary, and organizational team members. EORTC QLG Secretary and organizational team members will provide a roadmap with all the requirements for organizing the group meeting. The roadmap is subject to change in case of need of anyone included in the organization of the meeting (except for the dates of the meeting).

Budget and Invoicing

For questions about the budget and invoicing please contact Kathy Taylor, assistant treasurer of the EORTC QLG at kataylor@uni-mainz.de and Treasurer Olga Husson olga.husson@icr.ac.uk

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