



Leading healthcare
terminology, worldwide

SNOMED International October Conference Approval Process

Formerly called “Process for agreeing hosting Member country for the annual October business meeting and SNOMED CT Implementation Showcase”

Date 20190906

Version 1.0

Amendment History

Version	Date	Editor	Comments
0.01	20130607	Jane Millar	First draft for comments
0.02	20130628	Jane Millar	Update following feedback from GA
0.03	20131118	Jane Millar	Update following feedback from usage for 2014 selection process
0.04	20131121	Jane Millar	Feedback from UK, Netherlands and Events coordinator
0.05	20131122	Jane Millar	Feedback form GA and MB Chairs
0.06	20140821	JGK	Copy editing, adjusting of formatting
1.01	20170518	Fleur McBriar	Updating branding to SNOMED International
2.0	20171211	Kelly Kuru	Revisions to Host Country Role & Requirements
2.1	20190906	Kelly Kuru	Revisions to host country visa and entry access requirements

Approvals

Version	Date	Approver	Comments
1.0	20140822	Don Sweete	
2.0	20190906	Don Sweete	

Review Timetable

Review date	Responsible owner	Comments
20180518	CSRM Team	

© SNOMED International 2019.

Table of Contents

1 Introduction.....	4
2 Member Country Proposal	4
3 Host country role & requirements.....	5
4 Hosting decision	6
5 Selection activities and timelines.....	6
6 Strategic requirements	7
7 Criteria for Member country hosting proposals	7
7.1 SNOMED CT Expo	8
7.1.1 SNOMED CT.....	8
7.1.2 Keynote speakers.....	8
7.1.3 Attendance numbers	8
7.1.4 Conference dinner	8
7.2 Country access	8
7.2.1 Easy to gain visa/entry	8
7.2.2 Politics of the country	8
7.2.3 Safety within the country	8
7.3 Transportation.....	8
7.3.1 Airports and related transport.....	8
7.3.2 Local transport.....	9
7.4 Conference venue	9
7.5 Accessibility	9
7.6 Accommodation	9
7.7 Language	9

1 Introduction

The purpose of this document is to outline the process for agreeing to the selection of a host Member country for the October SNOMED International Business Meeting and SNOMED CT Expo. No such process is required for the April SNOMED International Business Meeting since the Articles of Association clearly require that the meeting always take place in the UK.

The dates for the October meetings will be set tentatively by SNOMED International in advance of calls for hosting. They are chosen following a review of the meetings of other SDO's including HL7 and ISO, academic meetings such as Medinfo and AMIA, HIMSS etc. Provisional dates will not take into account the holidays of individual countries and regions, therefore they may be subject to amendment but this does need to be taken into account in the choice.

The SNOMED International Business Meeting and SNOMED CT Expo are run centrally by a committee consisting of, at minimum, the Events and Business Support, the region's Customer Relations Executive, the Communications Executive Lead and the Vendor Engagement Lead. There is an established organizing committee of SNOMED International who provide guidance and expertise, and the host country is encouraged to join this group as soon as a decision is taken.

This document should be read in conjunction with "SNOMED International Conference and Expo Guidelines," which sets out a description of SNOMED International meetings and the logistics required, including facilities size, scheduling, AV requirements etc. It has been primarily written to help the organizing team but helps any country preparing to host to make key decisions.

2 Member Country Proposal

It is not intended that a Member country present a proposal with everything planned, but rather that it set out its vision for the meeting and why the particular country and region would benefit at the specific time. It should give an indication of where in the country the meeting will take place, the audience that will be attracted, and how it will link to the strategic direction of the country as well as SNOMED International.

SNOMED International has a budget for the meetings and therefore will coordinate all planning with the host country to ensure that the meetings are within budget. Income generated from exhibitors and the attendance charge for the SNOMED CT Expo helps to offset the costs to SNOMED International. However, the Member country may want to describe any additional resources that it is considering organizing over and above that provided by SNOMED International as set out in 'SNOMED International Conference and SNOMED CT Expo Guidelines' e.g. an informal reception.

The proposal itself should not exceed 6 pages and does not need to include details of venues, rather that the proposed city has choice. The proposal should ensure that there are venues with availability that meet the requirements of the events.

3 Host country role & requirements

Whilst SNOMED International has a team of individuals experienced in organizing and managing the October SNOMED International Business Meeting and SNOMED CT Expo, it is required that potential host countries be prepared to work alongside SNOMED International to ensure national engagement and event success.

It is **required** that the host country will support and fulfill the following activities:

- **VENUE SELECTION:**
 - Propose selection of 2-3 venues appropriate for hosting business meeting and SNOMED CT Expo events and associated accommodation per stated SNOMED International requirements
- **SPEAKERS & PROGRAMME:**
 - Participating, as desired, as a member of the planning committee charged with evaluating the SNOMED CT Expo conference 'Call for Papers' process
 - Provide suggestions on high value national and regional keynote and plenary speakers, and serve as the key contact in securing those invitations as needed.
- **COMMUNICATIONS & PROMOTION:**
 - Required participation in the communication planning process with SNOMED International to ensure national promotion of the event. Required activities include distributing key messages via the host country's established e-health distribution lists and mechanisms, leveraging media partnerships, and clinical, regional and industry associations as applicable.
- **SNOMED CT EXPO EXHIBITION & ADDITIONAL EVENTS:**
 - Required hosting of a welcome event for business meeting delegates, with event specifics provided to SNOMED International within acceptable timeframes and in alignment with the registration process.
 - A host country may also offer additional events, visits, etc. as desired, providing they are planned within acceptable timeframes and in alignment with the registration process.
 - A host country is required to have a booth as part of the SNOMED CT Expo Exhibit floor.
- **VENDOR ENGAGEMENT:**
 - Working with SNOMED International to identify vendors nationally and regionally to support SNOMED CT Expo sponsorship and exhibition success.
- **PLANNING & IN-COUNTRY SUPPORT:**
 - Required participation in monthly planning calls
 - Facilitation of travel Visa process via issuance of letters of invitations for delegates, as required.

- Act as the ‘team on the ground’ navigating language and local requirements as necessary where SNOMED International is unable to do so.

4 Hosting decision

The October SNOMED International Business Meeting and SNOMED CT Expo will be hosted in a SNOMED International Member country. SNOMED International will invite expressions of interest from all regions. However, due to a wish to rotate in a cycle between the 3 geographic regions, there will be a preference for a Member host from one particular region, but this is subject to submissions being in line with event guidelines.

The SNOMED International Management Board makes the final decision on which Member country should host the conference.

5 Selection activities and timelines

The following table outlines the process utilized to agree on a host country:

	Activity	Timelines	Who is responsible
1	“Expression of interest” invitation to GA representatives to host October Business Meeting and SNOMED CT Expo. Note - at this stage a proposal is not required.	October (if not before) – up to 2 years prior to the meeting	The Customer and Stakeholder Relationship Management Team, on behalf of MB.
2	Expressions of interest received	Received beginning December - 22 months prior	Member countries sending to their region’s CSRM Lead.
3	MB review expressions of interest based on SNOMED International strategic requirements – e.g. location, language, interest in the region, history of meetings (reference section 5)	December – 22 months	Management Board
4	MB requests formal proposals from those countries who meet strategic requirements	Mid December – 22 months	Management Board
5	Receive proposals from Member countries, which must provide information against proposal criteria set	End January - 21 months prior to meeting	Member countries sending to their region’s CSRM

	out in this document		Lead.
6	Proposals collated and MB members review the proposals (electronically) against the criteria. Decision on host country by MB	February – 20 months prior	CSRM Team and MB
7	Member countries informed appropriately of decision	February – 20 months prior	CSRM Team
8	Announcement of hosting country to GA and Community of Practice	April face to face meeting – 18 months prior	CSRM Team

The timelines set out here allow the agreed country to shadow the final planning for the October meeting in the prior year and start the planning process early. Note assumption that even if there is only one expression of interest a proposal will be required to ensure it is clear all criteria can be met, or issues identified to be addressed.

6 Strategic requirements

The Management Board, in considering “Expressions of interest,” will consider the following aspects:

- Country and region in relation to previous October meeting locations (i.e. Bethesda USA 2009, Toronto 2010, Sydney 2011, Stockholm 2012, Crystal City Washington 2013, Amsterdam 2014, Montevideo 2015, Wellington 2016, Bratislava 2017, Vancouver 2018)
- Interest of other countries in the region joining SNOMED International
- SNOMED CT activity in the region
- Alignment with strategic directions of SNOMED International
- English 1st language vs. non-English 1st language host – endeavor to support equity whilst taking into account other points
- Whether a country has previously hosted
- Visa accessibility to the prospective host country by all Members of the organization

7 Criteria for Member country hosting proposals

The following are initial criteria which need to be taken into account when considering whether a country is able to host this meeting. It should be noted that countries that wish to host the event are asked to respond to these points in their proposal.

7.1 SNOMED CT Expo

7.1.1 SNOMED CT

There should be evidence that the host country has made a strategic decision to use SNOMED CT. This will help to focus the SNOMED CT Expo to attract national delegates, as well as sessions for international delegates.

7.1.2 Keynote speakers

SNOMED International is very keen that officials connected to national agendas are willing to contribute to keynote sessions at the SNOMED CT Expo – this helps to both set the scene and also provide support for the event

7.1.3 Attendance numbers

Each host country will likely have different expectations for numbers attending the SNOMED CT Expo – as delegates, exhibitors, etc. However, as a baseline, SNOMED International would expect 300 attendees in total. However, in some cases, SNOMED International may feel that a region may be strategically important to go ahead with an expectation of fewer attendees.

7.1.4 Conference dinner

The host country should be able to identify conference dinner options for 150-200 delegates, in the local area.

7.2 Country access

7.2.1 Easy to gain visa/entry

All Members of the organization should be able to gain visas for entry into the host country

7.2.2 Politics of the country

The politics of the country should not prevent entry to the host country and attendance at the meeting for specific individuals or groups.

7.2.3 Safety within the country

Safety should be taken into account for attendees and there should be no government warnings against traveling to the country.

7.3 Transportation

7.3.1 Airports and related transport

There should, where possible, be an airport within 1 hour of the proposed venue with international flights from all continents. There should then be a choice of transport to the area of the venue – i.e. not just taxis because of cost.

7.3.2 Local transport

There should be choice of local transport so that attendees can easily move between accommodation and venue.

7.4 Conference venue

Guidance on the necessary facilities to host the meeting are set out in the document “SNOMED International Conferences and SNOMED CT Expo Guidelines.” This is updated regularly but cannot be exhaustive since facilities will also depend on specific planning for the particular year and any local events which may also be planned by the Member country.

7.5 Accessibility

The venue and recommended accommodations should provide disability access.

7.6 Accommodation

There should be a range of options for accommodation within easy distance of the conference venue – not all requiring local transport. There should be a range of accommodation types and costs.

7.7 Language

English is the official language of SNOMED International and therefore the hosting country needs to be confident that this will not be a deterrent to local attendees. To date, SNOMED International has only run simultaneous translation at one event. This adds significantly to the costs of the event so would need to be considered carefully in future, however, it cannot be excluded as a requirement if there is a strong case to include it.