



2023 iCAN Summit Invitation to Bid

3/25/2022

Dear iCAN Chapter Leaders,

In accordance with the formal process of selecting a host location for the 2023 iCAN Summit, the iCAN Board of Directors announces an Invitation to Bid (ITB) to iCAN Chapters located in North America.

Please note: the ITB is rotated between Europe and North America on an annual basis. For 2024, the selection will be made within European based iCAN Chapters.

Project Background:

The iCAN Summit is an international week-long event, hosting up to 150 people in a selected location. Approximately 75 attendees are youth members under the age of 25 years old, while the remaining attendees comprise a mixture of parents, community members, pediatric healthcare professionals: including doctors, researchers, and scientists. During the week, attendees are provided a world-class opportunity to have week-long family-friendly and accessible hotel accommodations in a local chapter community. For five days, attendees will participate in learning sessions focused on improving pediatric health, science, clinical research trials, medicine, medical device development, innovation, and patient advocacy. The hosting venue will offer attendees a meeting venue that supports virtual learnings for chapter members unable to attend, as well as space for multiple meetings, poster sessions, sponsored tables, attendee meals, bathrooms – all with accessibility to support all guests, while meeting the needs of sponsoring iCAN partners. Throughout the week, attendees are provided with opportunities to participate in group cultural events. To view previous iCAN summits, please visit www.icanresearch.org.

Submission Requirements:

To participate in the ITB, a designated iCAN Chapter Leader (or representative authorized to share the ITB), must submit a written response with supporting documentation to Amy Ohmer, Director, iCAN Research no later than May 30th, 2022, for review.

Deadline to Bid:

Selections will be made by the iCAN Board of Directors through a formalized vote no later than June 30th, 2022, with the announcement of the 2023 iCAN Summit to be made on Friday, July 15th, 2022 at the 2022 iCAN Summit.

Project Scope:

Each submitted ITB should include pricing estimates for hosting as well as sample accommodation visuals for both hotel and meeting venues. Please submit any sample contracts, venue pictures, or other important information such as locally celebrated events.

Please note: To help facilitate the event, iCAN will provide a number of program speakers and will play a major role in creating the proposed agenda.

Suggested Guidelines:

- Head Count: 150 attendees (Estimated)
- Date of Event: July 10th – July 14th, 2022
- Location of Event: North America iCAN Chapters
- Length of Event: Five days of Conference/ 6 Nights of Hotel Sunday-Saturday
- Budget Needs:
 1. iCAN is a non-profit and as such, needs to negotiate all prices for the ensuring the best use of our funding and to maximize the amount to help support travel expenses for children/chapters
 2. Budget guidelines - \$50 - \$75 per person for hotel - assuming two people per room
 3. \$40 - \$60 per person / per day for food
 4. Suggested to seek a hotel with free/complimentary breakfast in contract
 5. iCAN does not pay speakers
 6. iCAN will handle registration for event, but would like to have a dedicated contact for hotel reservations, questions, and attendee support

ITB Requirements:

- Hotel Pricing
- AV Pricing
- Meeting Spaces Pricing **If not donated (preferred), then specify the costs of each meeting space (room) and the amount of money charged for general IT support, Wifi, projectors, screens, microphone, extension cords, outlets (strip outlets), easels.*
- Inner-Conference Transportation
- Meals
- Entertainment - for the first and last evenings of the summit, play include a DJ.
- Video Production
- Brochure / Posters / Signage

Thank you

Any questions? Please contact Amy Ohmer at amyohmer@icanresearch.org