**USCIPP ANNUAL MEETING**
**REQUEST FOR PROPOSALS TO HOST (2025-2027)**

The National Center for Healthcare Leadership (NCHL) invites proposals from USCIPP member organizations interested in partnering with NCHL to host the USCIPP Annual Meeting for the years 2025, 2026, or 2027.

The US Cooperative for International Patient Programs (USCIPP), a program of NCHL, brings together leaders and representatives from international programs at hospitals across the United States to share best practices and discuss the latest trends in global healthcare. Each year, the meeting rotates locations and is hosted by a USCIPP member organization.

Hosting the USCIPP Annual Meeting provides:
- A platform to showcase your medical campus and highlight leadership in global healthcare.
- Significant visibility among international program leaders and peers.
- Unique opportunities for networking with global healthcare professionals and stakeholders.
- Recognition as a key player advancing innovation and excellence in international healthcare.
- Agenda and thought leadership.
- Expanded access to the annual meeting sessions for your organization.
- Co-branded event marketing, including but not limited to signage, save the date, registration, agenda, website, and abstract management.

**SUBMISSION PROCESS & DATES**

Hosts are evaluated and selected through a RFP process.
Proposals should be submitted online here:

**https://nchl.iad1.qualtrics.com/jfe/form/SV_6PZGAEp1h2Qteqq**

|  | Proposals due | Host site notified by |
|---|---|---|
| **Host in 2025** | February 28, 2025 | March 15 |
| **Host in 2026 or 2027** | On a rolling basis until September 30 | November 15 |

We look forward to receiving your proposal and partnering with you to deliver an exceptional USCIPP Annual Meeting. For questions or additional information, please contact **uscipp@nchl.org.**

## A. EVENT OVERVIEW & VENUE REQUIREMENTS

1. Preferred timeframe to host USCIPP Annual Meeting
   - 2025: September 15 - October 5
   - 2026: September 15 - October 5
   - 2027: September 15 - October 5

2. Event Format
   - Day 1: ½ day programming with USCIPP welcome remarks starting after 3 PM, a general session, and ending with the Welcome Reception.
   - Day 2: Full-day programming with an optional off-site dinner.
   - Day 3: ½ day programming, ending by Noon.
   - Preferred Meeting Days: Wednesday to Friday.

3. Event Venue Requirements
   - Expected attendees: 200-250 (including sponsors and speakers).
   - General Session Room: Capacity for 250 people.
   - Breakout Rooms: 2-3 rooms for 80-100 attendees each (general session room may double as a breakout room).
   - Large area with space for:
     - 10-15 tables for sponsors and corporate member exhibitor booths.
     - 2 tables for NCHL to set up attendee check-in and event signage display.
     - Snack/coffee service (ideally near sponsor tables to encourage attendee interaction).
   - Meal Area: Banquet-style seating for 150-200 attendees (breakfast/lunch buffet).
   - A/V Services: Includes but not limited to microphones, speakers, screens, projectors, clickers, and tables with computer/cable connections.

4. Example Agenda & Meeting Room Needs

|  | Meeting Rooms/Spaces | Time | Number |
|---|---|---|---|
| Day 1 – PM | NCHL/Host Office | 12 PM - Overnight | 10 people |
|  | Pediatric Hospitals Meeting Room | 12 PM – 3:00 PM | 50 attendees |
|  | General Sessions | 3:30 PM – 5 PM | 225 attendees |
|  | Exhibit & Coffee Break Areas | 12 PM - Overnight | 15 tables / 200 attendees |
|  | Welcome Reception | 5:30 – 7 PM | 200 attendees |
| Day 2 – All Day | NCHL/Host Office | All day | 10 people |
|  | Breakfast/Lunch Area | 7:30 – 8:45 AM / 12 PM – 1:30 PM | 200 attendees |
|  | General Sessions | 9 AM – 12 PM | 225 attendees |
|  | 2-3 Breakout Sessions | 1 PM – 4:30 PM | 80-100 attendees |
|  | Exhibit & Coffee Break Areas | All day | 15 tables / 200 attendees |
|  | USCIPP reception/dinner event (off-site) | 6:30 – 9:30 PM | 100 attendees |
| Day 3 – Till Noon | NCHL/Host Office | Till Noon | 10 attendees |
|  | Breakfast Area | 8 AM – 10 AM | 150 attendees |
|  | General Sessions | Till Noon | 150 attendees |
|  | Exhibit & Coffee Break Areas | Till Noon | 15 tables / 150 attendees |

## B. HOST & NCHL RESPONSIBILITIES

1. Considerations For Hosts
   - Hosting on campus
     - o Consider hosting on your campus if you have adequate meeting space such as a conference center or event hall.
     - o Understand options for accessing AV services and meal/snack catering services and associated costs
     - o Depending on host site's policies, host may need to be the primary point of contact with campus facilities and services such as reserving meeting room spaces, AV servicers, catering, etc.
     - o Understand policies and procedures for coordinating event logistics with campus facilities
     - o Provide NCHL with recommendations for nearby hotels where a room block could be secured for overnight lodging
   - Hosting at nearby hotel/conference center
     - o If hosting on campus is not possible, we encourage prospective hosts to explore options at nearby hotel/conference venues that are a short distance from the medical campus.
     - o Hosts should inquire with venues about availability within preferred timeframe and gather preliminary costs for hosting event at venue.
     - o NCHL has an established relationship with an AV company if external vendors are allowed
     - o Include considerations for transportation to the hospital tour/reception, if necessary.
   - Commitment
     - o Proposals must be submitted by a named individual authorized to submit Proposals on behalf of their organization.
     - o Programs submitting proposals are expected to have the resources available to meet the responsibilities of the Host site.
     - o Cancellation of a commitment to perform this function within four months of the scheduled event start date may require a financial reimbursement to NCHL equivalent to the amount of 'sunken funds' expended on behalf of the event, as determined reasonable and appropriate by the USCIPP Education & Conference Subcommittee and consistent with any applicable agreements or arrangements between the parties.

2. Host Responsibilities
   The host site is expected to provide the following:
   - Logistical Support
     - o Assign at least one senior staff member to serve as the event project manager, who will be the primary point of contact with NCHL and participate on planning calls with NCHL staff regularly prior to the event.
     - o Assign a senior staff member to participate in the USCIPP Education & Conference Subcommittee calls. This person will participate in the speaker selection process and advise on the programming, including advising on session topics and speakers.
     - o Work with NCHL to reserve required spaces and meeting rooms for event (if hosted on campus).
     - o Provide points of contact for proposed event venue(s) (if not hosted on campus).
     - o Provide venue recommendations for the USCIPP dinner event.
     - o Provide recommendations for nearby hotel options for NCHL to contract with for overnight room blocks.

- o Provide support for venue site visits and other local logisitical needs.
- o Organize and host the Welcome Reception on Day 1.

- • Financial Support
  - o Cover costs for Welcome Reception on Day 1.
  - o Cover cost of A/V services during the event.
  - o Cover cost of meeting room & event space rental.
  - o Provide photographer or cover costs of photography services during the event.

- • Agenda Partnership & Thought Leadership
  - o Provide Welcome Address (10-15 minutes) on day 1.
  - o Organize and lead the keynote session (45-60 minutes) on day 1 or day 2.
  - o Organize a tour of the medical campus for approximately 100 attendees on day 3.

NCHL Responsibilities

NCHL is the primary event organizer and is responsible for final decision-making with event logistics and planning details. NCHL's responsibilities include:
1. Event planning, contracting & logistics management:
   - • Have final oversight and decision making on all conference logistics and arrangements.
   - • Manage attendee registration for event, including tour and add-on dinner registrations.
   - • Manage event co-branding & marketing activities.
   - • Provide final run-of-show.
   - • Host and maintain event website and app.
   - • Design and print event signage.
   - • Select the venue and plan the USCIPP networking/dinner event.
   - • Manage attendee check-in, and provide printers & supplies for name badge production.
   - • Manage post-event evaluation process & produce summary report.

2. Vendor, Stakeholder & Sponsor Management
   - • Work with NCHL stakeholders & USCIPP Education & Conference Subcommittee on agenda and programming.
   - • Contract with hotel to secure event spaces & meeting rooms (if hosted at hotel).
   - • Contract with hotel to secure a room block for conference attendees requiring overnight lodging.
   - • Liaise with AV company on session needs (if hosted at hotel).
   - • Create event sponsorship prospectus and secure event sponsors.
   - • Manage sponsor exhibit booths & participation.
   - • Work with caterers/hotel to make final food and beverage selections and provide final counts.

3. Agenda oversight and speaker management
   - • Work with the USCIPP Education & Conference Subcommittee on the selection of session topics.
   - • Manage the call for abstracts & breakout speaker selection process with the USCIPP Education & Conference Subcommittee.
   - • Manage speaker invitations and speaker logistics.

4. Financial support
   - • Cover event food and beverage costs (not including dinner and welcome reception).
   - • Cover costs of event app, website, and signage.

- Cover costs of attendee registration and badge printing system.

## FINANCIAL COMMITMENTS

| Expense | Host Responsibility | NCHL Responsibility |
|---|:---:|:---:|
| **Meeting Room & Space Rental Fees** | X | |
| **Food & Beverage** | | X |
| **AV and Photography** | X | |
| **Welcome Reception** | X | |
| **Event App, Website & Signage** | | X |
| **Attendee Registration & Badge Printing System** | | X |

Costs related to hosting have varied according to the city, venue, and dates of the year. If you have questions or would like additional information about historical costs related to hosting the USCIPP annual meeting, please reach out to Alia Ibrahim at uscipp@nchl.org.

## PROPOSAL SELECTION CRITERIA

NCHL encourages, to the extent practicable, a rotation of its annual meeting through the geographic areas represented by the USCIPP membership.

Following is a list of annual meeting Host cities, states, and regions from past years:

- 2011 – Houston, Texas (Southwest)
- 2012 – Los Angeles, California (West)
- 2013 – Chicago, Illinois (Midwest)
- 2014 – Baltimore, Maryland (Mid-Atlantic)
- 2015 – Denver, Colorado (Rocky Mountains)
- 2016 – Los Angeles, California (West)
- 2017 – New York, New York (Northeast)
- 2018 – Cleveland, Ohio (Midwest)
- 2019 – Houston, Texas (Southwest)
- 2024 – Los Angeles/Beverly Hills, California (West)

NCHL welcomes proposals from members in areas that have not recently served as Host for the Annual Meeting, including: Mid-Atlantic, Southeast, and Rocky Mountain regions.

**Venue Considerations**
NCHL staff will consider the following in selecting the annual meeting hotel:
- Proximity to and availability of a single hotel with reasonable rates that can accommodate all lodging and meeting space requirements, as needed
- Sufficient space for meetings and food/beverage service, as needed
- Adequate space for exhibits, preferably close to meeting areas to maximize exposure for sponsors to promote their unique services, as needed

**Host Selection Criteria**

The final selections for hosting organizations will be determined by NCHL. The NCHL team will be evaluating proposals on the following criteria:

- Availability to host during preferred timeframe
- Ability to provide hospital tour for 100+ attendees
- Geographic area and proximity to major airports
- Costs of room rentals, A/V, F&B, hotel overnight rooms, and overall event expenses
- Venue amenities and streamlined experience for organizers and attendees
- Commitment to Host roles/responsibilities and financially supporting the event
- Innovative ideas/vision for the event that will enhance value for attendees

**Please submit all proposals via the online submission form:**

**https://nchl.iad1.qualtrics.com/jfe/form/SV_6PZGAEp1h2Qteqq**

**PLEASE SEE THE NEXT PAGES FOR A PDF OF THE ONLINE SUBMISSION FORM QUESTIONS.**

# Online Submission Form Questions

**USCIPP Annual Meeting**

**Host Site Proposal Submission Form**

Thank you for your interest in hosting the USCIPP Annual Meeting. Please complete this form to provide detailed information about your institution and venue. [Please review the Request for Proposals](#) prior to submission.

Please note the following submission due dates:

- **Proposals to Host 2025:** February 28th
- **Proposals to Host 2026 or 2027:** September 30, 2025

If you are interested in submitting a proposal to host an upcoming annual meeting, please email uscipp@nchl.org to let us know if you have any questions about the submission process or would like to further discuss.

**CONTACT INFORMATION**

**Please complete information for the primary point of contact who is approved to submit this proposal on behalf of their organization.**

Organization Name & Location:

Full Name:

Job title:

Email address:

Phone number:

**Please complete information if there is another member of your team who will serve as a project manager/alternate POC to support the annual meeting:**

Full name:

Job title:

Email address:

Phone number:

**HOST DETAILS**

**Preferred "Hosting" Year:** Please select the preferred year(s) you would like to host the annual meeting? You may select multiple options if you are flexible with the year if your organization is selected as a host site.

2025 ☐

2026 ☐

2027 ☐

**Proposed Dates:** Are you able to commit to hosting the event between September 15 and October 5? If not, please provide 1-2 alternative dates and the reasons for proposing them.

**EVENT FORMAT AND VENUE REQUIREMENTS**

*Please see the overview of the event format and space requirements below.*

1. **Event Format**

   - Day 1: ½ day programming with USCIPP welcome remarks starting after 2 PM, 1-2 general sessions, and ending with the Welcome Reception.

   - Day 2: Full-day programming with an optional off-site group dinner.

   - Day 3: ½ day programming, ending by Noon.

   - Preferred Meeting Days: Wednesday to Friday

2. **Event Venue Requirements**

   - Expected attendees: 200-250 (including sponsors and speakers).

   - General Session Room: Capacity for 250 people.

   - Breakout Rooms: 2-3 rooms for 80-100 attendees each (general session room may double as a breakout room).

   - Large area with space for:

     - 10-15 tables for sponsors and corporate member exhibitor booths.

     - 2 tables for NCHL to set up attendee check-in and event signage display.

     - Snack/coffee service (ideally near sponsor tables to encourage attendee interaction).

   - Meal Area: Banquet-style seating for 150-200 attendees (breakfast/lunch buffet).

   - A/V Services: Includes but not limited to microphones, speakers, screens, projectors, clickers, and tables with computer/cable connections.

   - Office/Storage space for NCHL staff/host conference items.

**Proposed Venue(s):** Please provide information about 1-3 potential venues, including name, location, and website (if available). Please indicate whether the annual meeting would be hosted on campus or off campus.

For on-campus proposals, include the meeting room/building name(s) and as much detail as possible about the proximity of spaces next to each other.

If the venue does not have overnight accommodations for attendees, **please include recommendations for nearby hotel options where NCHL could secure a room block.**

Optional: If you have recommendations for a venue that NCHL can reach out to for the USCIPP networking dinner (on the evening of day 2), please include those as well.

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**Availability and Pricing:** Have you reached out to venues and/or hotels to inquire about availability and pricing, including room rentals, food and beverage minimums, A/V services, and other associated costs?

Please share any relationships you have with vendors that might be able to leverage discounts or access to special pricing for the event and related needs.

**If available:** Please upload materials about the meeting space/venue (e.g., floor plans, pricing information, catering menus). Accepted formats include PDF, DOCX, or JPG, with a maximum file size of 5MB per file.

Drop files or click here to upload

**CAMPUS TOUR OPPORTUNITY**

One of the highlights of the USCIPP Annual Meeting is the opportunity for attendees to experience a guided tour of the host organization's medical campus or facilities. This provides a unique chance to showcase your institution's capabilities, innovations, and leadership in international healthcare.

**Is your organization able to accommodate a group campus tour for 100+ attendees on one of the days of the event? Please share details about your ability to accommodate such a tour**, including the potential facilities, departments, or features that could be included. If this may pose challenges, please explain any considerations or alternative arrangements you could propose.

**Hosting Vision and Value:** Why would your organization like to host the annual meeting? How would your location, partnerships, or innovative ideas enhance the experience for attendees? What sets your organization apart as the ideal host?  What is your vision for the event?

[ ]

**Additional Information:** Is there any additional information, comments, or feedback you would like to include in this proposal for the NCHL team to consider or be aware of related to your expression of interest to host the USCIPP annual meeting? If so, please include this below.

[ ]

## ACKNOWLEDGEMENT OF HOST RESPONSIBILITIES

Hosting organizations are expected to take on key responsibilities, including logistical and financial support, to help maintain accessible pricing for members and ensure the annual meeting remains a standalone, high value event.

**Please read the Host responsibilities below:**

*Logistical Support*

- *Assign at least one senior staff member to serve as the event project manager, who will be the primary point of contact with NCHL and participate on planning calls with NCHL staff regularly prior to the event.*
- *Assign a senior staff member to participate in the USCIPP Education & Conference Subcommittee calls. This person will participate in the speaker selection process and advise on the programming, including advising on session topics and speakers.*
- *Work with NCHL to reserve required spaces and meeting rooms for event (if hosted on campus).*
- *Provide points of contact for proposed event venue(s) (if not hosted on campus).*
- *Provide venue recommendations for the USCIPP dinner event.*
- *Provide recommendations for nearby hotel options for NCHL to contract with for overnight room blocks.*
- *Provide support for venue site visits and other local logisitical needs.*
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*Financial Support*

- *Cover costs for Welcome Reception on day 1.*
- *Cover cost of A/V services during the event.*
- *Cover cost of meeting room & event space rental.*
- *Provide photographer or cover costs of photography services during the event.*

## Agenda Partnership & Thought Leadership

- *Provide Welcome Address (10-15 minutes) on day 1.*

- *Organize and host the Welcome Reception on day 1.*

- *Organize and lead the keynote session (45-60 minutes) on day 1 or day 2.*

- *Organize a tour of the medical campus for approximately 100 attendees on day 3.*

**Submitting a proposal indicates that you acknowledge these responsibilities.**