



**HEALTH TECHNOLOGY ASSESSMENT  
INTERNATIONAL (HTAi)  
2021 ANNUAL MEETING APPLICATION GUIDE**

# HTAi 2021 Annual Meeting Application Guide

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# HTAi 2021 Annual Meeting Application Guide

## Overview

HTAi's mission is to promote the development, understanding and use of HTA around the world as a means of fostering innovation and effective use of resources in health care. The Annual Meeting is an opportunity for HTA users and producers to share knowledge and strengthen networks, and for a host organisation to display its leadership in HTA.

Bringing together key global stakeholders in HTA, from over 65 countries, the Annual Meeting provides a complimentary and unique environment to develop international collaborations and face the challenges posed in our local and global health systems today.

Through continuous growth and expansion, this meeting consistently draws together approximately one-thousand researchers, agencies, policy makers, industry, academia, health service providers and patients/consumers, and welcomes all interested parties, to share information and best practices.

## Strategic Direction for the Annual Meeting

The 2017 Annual Meeting was held in Rome (Italy, Europe) and supported by SiHTA. For 2018, the Annual Meeting will cross the Atlantic and, with the support of the Canadian Agency for Drugs and Technologies in Healthcare, will be hosted in Vancouver, Canada. For 2019, the HTAi Annual Meeting will be in Cologne, Germany with the support of the Institute for Quality and Efficiency in Health Care (IQWiG). Submissions from the Asia-Pacific region are currently being reviewed for hosting the 2020 meeting.

Worldwide applications are accepted for the HTAi 2021 Annual Meeting.



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## 2021 Areas of Focus for HTAi

HTAi's Strategic Plan identifies three Areas of Focus for the Society through to 2020, including to:

- Provide an international HTA discussion forum
- Advance HTA knowledge sharing and information dissemination
- Engage emerging HTA communities

While these areas of focus may be adapted in advance of the Annual Meetings in 2021, the core objectives of the Society - to foster international collaborations, engage existing and new stakeholder groups and supporting new mechanisms for local groups interested in HTA to assemble within their own geographical location and to connect with the broader international HTA community – will remain.

HTAi Strategic Direction [Website Link](#)

## Application Process and Timeline

The application process is conducted in two steps. Once the EoI process is completed, a second Detailed Proposal will be requested from appropriate organisational hosts. All organisational hosts who have completed an EoI will be contacted Mid March.

2021 Annual Meeting – Expressions of Interest: **Deadline February 16, 2018**

2021 Annual Meeting – Detailed Proposal: **Deadline May 4, 2018**



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## Step One: Expression of Interest

### Requirements to be considered before submitting an Expression of Interest

**Meeting date:** The Annual Meeting date should be selected within the month of June (preferably starting the 3rd weekend in June, Saturday to Wednesday inclusive) and important holidays, international celebrations and other conferences/meetings should be considered.

**Capacity of Annual Meeting:** Reflecting previous Annual Meeting attendance, the number of participants should exceed 800 attendees. This should be considered for venue and social event location selection and the venue should be able to accommodate the estimated number of attendees stated in the detailed proposal.

**Requirements for host city:** Proven accessibility for all nationalities (no discrimination of any other country), availability of international airport within a reasonable distance with public transportation.

**Social events calculation:** Reflecting previous Annual Meeting numbers, we recommend to assume that approximately 70% of participants will attend the Welcome Reception and about 40% of participants will attend the Conference Dinner.

**Requirements for Annual Meeting venue:** The rooming capacity should consider the possibilities of a plenary hall (must accommodate all attendees at once), conference rooms for workshops, panels and orals/vignettes (between twenty and one hundred participants in each room), an area for poster presentations, enough break out rooms as well as an exhibition area for approximately 20 booths. The facilities should be in close proximity and not be spread among more than 4 floors/levels to provide easy accessibility for different sessions and topics of the programme. All facilities must be barrier free for participants with disabilities. Technical equipment should be up to date to provide a satisfying audio-visual experience for all speakers and with the potential to support interactive discussions, such as twitter feed boards or live-streaming of sessions.

**Local support:** The HTAi Secretariat, based in Canada, is responsible for working with the host and Local Organising Committee to administer the planning and delivery of the Annual Meeting. To host a successful meeting, the host will need to provide additional on the ground



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support, as requested to support the preparation and execution of the meeting. This may include acting as an in-person representative with venues, if needed, and providing some student or volunteer support during the meeting to ensure the meeting is running smoothly.

## Submission of EoI

Expressions of Interest must be submitted to the HTAi Secretariat [annualmeeting@htai.org](mailto:annualmeeting@htai.org) for presentation to the Annual Meeting Committee and the Board.

2021 Annual Meeting – Expressions of Interest: **Deadline February 16, 2018**

## Content requirement for Expressions of Interest

### Cover letter

EoIs must include a cover letter from the proposed host organisation indicating the following:

- Overview of the proposed host organisation or group
- Motivations for seeking to host the 2021 HTAi Annual Meeting
- Overall benefits and results of hosting the meeting at the proposed location (Country)
- Clear written consent of willingness to host the meeting

### Expression of Interest

EoIs should include a proposal document of approximately 5 pages (not more) including the following elements:

#### I. Introduction

- Overview of proposal
- Factors anticipated to contribute to the meeting's success

#### II. Context and environment

- Description of current state of HTA (capacity, use in decision making, institutional context, etc.) in the proposed host country
- Role of the proposed organisational host in HTA and/or HTA decision making
- Expected contribution that an HTAi Annual Meeting would make to the development or use of HTA in the host jurisdiction and internationally



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- Strategic benefits to HTAi of holding a meeting in the proposed location
- Identification of any challenges or risks posed by the host environment

## III. Location

- Overview of the proposed host city and region
- Overview of local/regional partnerships (convention bureau, tourism bureau, etc.)
- Overview of official regulations (e.g. general/basic information on officially required permissions, applications, tax or legal regulations to be aware of as a foreign conference organiser)

## IV. Committees

- Local Organising Committee: proposed co-chairs
- International Scientific Planning Committee: proposed co-chairs

## V. Stakeholder involvement

- Strategies for supporting HTAi in engaging participation in the meeting (organisation and attendance) from various stakeholder groups which, depending on the meeting location may include: public agencies, clinical groups, patients, other government, industry and others.

## Evaluation Criteria for Expressions of Interest

Expressions of Interest are evaluated by the HTAi Annual Meeting Committee, who will provide recommendations to the HTAi Board based on the following criteria:

- Relevance of proposed host location to HTAi's strategic priorities;
- Expected contribution of the Annual Meeting to HTA development in the host country or region;
- Extent and quality of local, national, and regional support, including strategies to attract delegates and sponsors;
- Motivation and ability of the host to organise a meeting in conjunction with HTAi;
- Locations of recent HTAi Annual Meetings and other HTAi initiatives.



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## Step Two: Request for Detailed Proposal

### Submission of Detailed Proposal

Supplemental to the information provided in Step One of the application process, please provide a Detailed Proposal that includes the below requirements. Where relevant information has already been outlined within your original EoI, we ask that you re-express it within the Detailed Proposal so that the review panel need only refer to the final document when considering all aspects of your application.

Please add the requested information for the Detailed Proposal to your Expression of Interest document and resubmit the final version to [annualmeeting@htai.org](mailto:annualmeeting@htai.org).

All requested information must be provided in the proposal. Any missing information will be considered non-responsive to that evaluation criteria and therefore may reduce the proposals final scoring and overall assessment.

All organisational hosts who have completed an EoI will be contacted mid-March

2021 Annual Meeting – Detailed Proposal: **Deadline May 4, 2018**

### Content requirement for Detailed Proposal

#### I. Introduction

- Identification of any official partners (including letters of support where available)

#### II. Context and environment

- All required information for this section should already have been outlined within the Expression of Interest (Step I). No additional information is requested for the Detailed Proposal.

#### III. Location

- Identification of any accessibility or travel barriers (e.g., visas, geographical proximity to majority of members, average/typical travel prices to major locations, etc.)
- Risks (e.g. regional stability factors, possible weather conditions at the proposed dates, etc.)



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- Detailed overview of mandatory regulations (e.g. general/basic information on officially required permissions, applications, tax or legal regulations to be aware of as a foreign conference organiser)
- Any relevant regional infrastructure support/success factors (e.g. local transportation, etc.)

## IV. Committees

- **Local Organising Committee (LOC):** Proposed members
- **International Scientific Programme Committee (ISPC):** Proposed members

## V. Stakeholder involvement

- Estimate of potential meeting attendance (provide estimation methods and assumptions; also, cite attendance at similar recent meetings if available)
- Engagement strategy for high level government officials at the local, national and regional levels, international organisations (e.g. WHO, UNICEF, etc.) and significant industry leads
- Summary of support to be provided to HTAi for financial and in-kind support from government (different levels)/academia/industry sponsors, including anticipated sources and levels

## VI. Theme

- Proposed Annual Meeting theme that reflects a balance of local and regional interests: Your expression should describe and justify the main theme for the Annual Meeting, taking into account past themes and HTAi's role as an international membership society.

## VII. Meeting structure, format

- Proposed meeting dates  
The Annual Meeting takes place every June (preferably starting the 3rd weekend in June) and considers Saturday and Sunday as pre-conference workshop and meeting days and Monday to Wednesday as core conference days
- Although the scientific programme is developed by the International Scientific Programme Committee, submissions are encouraged to identify any suggested programme innovations, satellite meetings, opportunities for building HTA capacity or special sessions beyond those noted in the Annual Meeting Guidelines

## VIII. Meeting venues



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- Identification of potential venues (a minimum of two available venues for the proposed meeting dates, including rough cost estimates for the venue space in USD)
- Ideas for the concept and location of the Welcome Reception, Sponsors Reception and Conference Dinner (proposal of locations including rough cost estimates in USD)
- Description of available accommodations (including list of hotels and approx. number of room allocations)

Selection of proposed venues for the Annual Meeting, hotels and locations for social events should consider the non-profit status of the Society and the range of budgetary constraints of the Society's members.

Additional questions that are not outlined in the sections may also be requested.

### Evaluation Criteria for Detailed Proposal

Detailed Proposals are evaluated by the HTAi Annual Meeting Committee, who will provide recommendations to the HTAi Board based on the following criteria:

- **Meeting theme:** reflects balance of local and regional interests, relevance to HTAi strategic direction, trends and state-of-the-art of HTA
- **Composition of committees**
- **Extent and quality of local, national, regional support:** strategies for acquiring, and estimated extent of, sponsorship and delegate attendance
- **Proposed meeting location:** accessibility, relevance to HTAi's strategic priorities and other success factors
- **Meeting venue:** suitability of meeting and special event spaces and access
- **Meeting format:** content, innovative ideas and opportunities for building capacity

### Contact Information

HTAi Secretariat

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