



Bidding Rules for ISBT Congresses

The ISBT is a society with a wide variety of activities. Many of these activities depend upon the income generated from its congresses. It is therefore essential that at least the International congress can guarantee a reasonable surplus and therefore contribute to the society's funds.

To this end the society needs to ensure that international congresses are held in locations and venues that are suitable and cost effective and will guarantee industry support, and a high number of delegates.

1. Procedure

- A call for expressions of interest to host the ISBT international congress will be made by an National Blood Transfusion Society or National Blood Transfusion Institute approximately three years before the year of the congress.
- Based on the expression of interest findings a short list will be compiled in consultation with the ISBT core PCO.
- Short list candidates will be invited to compile a bid book. If no location is considered suitable, ISBT will commission the core PCO to provide a shortlist of venues.
- The ISBT core PCO will assist in compiling the bid as necessary
- The bid book will be sent to the ISBT Central Office at least two months before the meeting of the Board of Directors, where the decision will be made.
- After receipt of the bid, the Executive Committee will make a pre-selection, if necessary.
- Representatives of the pre-selected bids will be invited to give a short presentation during the meeting of the Board of Directors.
- In the same meeting the Board of Directors will make a final decision on the location.

2. The bid book

The bid book for hosting an ISBT International Congress should contain the following information:

- Names, titles and position of the proposed Chairman and members of the Local Organising Committee and the proposed Chairman of the International Scientific Committee. Prior experience of committee members in the organisation of medical congresses is suggested.
- Specific documentation on the proposed convention centre: number and size of meeting rooms and exhibition area, floor plans, security, location, ownership, public transportation, distance to downtown, distance to various hotels. Information on dates or periods of availability. The congress centre should be able to accommodate up to 3500 participants and at least 2500 square meters net exhibition space. Information on additional meeting facilities (e.g. in hotels) within walking distance is useful.

- Availability of "in-house" services of the congress centre such as: audiovisual, simultaneous translation, business centre, bank, emergency medical facilities, post office, exhibit construction contractors, customs broker, visa regulations, etc. Information on restrictions in choice of the use of such facilities if other than those available "in house" are selected.
- General documentation on the city proposed as venue for the meeting such as: population, climate, safety, air quality, cuisine, infrastructure, attractions, museums, cultural activities, etc.
- General documentation on accessibility of the city by air. Documentation on accessibility by road and rail, if relevant. General documentation on the nature and quality of available communication systems (phone, fax, mail etc.)
- Brief information about the country such as: political structure and stability, economy and inflation rates, cost of living, infrastructure, diplomatic relations, legal requirements for entry, customs regulations, import/export of currency, taxes, tourist information, availability of government, state or city subsidies.
- Documentation on hotels: categories, price ranges, distance to congress centre, total number of rooms within walking distance, total number of rooms within reasonable shuttle bus distance, availability over the proposed congress dates.
- Endorsements by local or national societies, local or national health authorities, scientific institutions, civil authorities, government etc., if any.
- Possible financial support or guarantees from local or national governments.
- List of medical congresses of similar size and duration that have been or will be organised in the same city and/or congress centre. References or recommendation of the organisers of any such former meetings, if available.

3. Organisation of the Society Congresses

- The core PCO of ISBT will be responsible for the organisation of the congresses. After consultation with the Local Organiser, the Core PCO will appoint the Local PCO to provide support in the organisation.
- The Core PCO will prepare a detailed planning in which a division of tasks between the Local Organising Committee, the Core PCO and the Local PCO is included.
- The Core PCO will prepare the budget in close co-operation with the ISBT Treasurer and the Local Organising Committee.
- Six months before the congress, the ISBT Treasurer will fix the budget.
- The International Scientific Committee (ISC) will be responsible for the organisation of the scientific programme. The tasks of the ISC includes:
 - *the organisation and determination of the type and number of sessions;*
 - *the selection of topics covered*
 - *the approval of invited speakers suggested by the Local Organiser*
 - *review of the submitted abstracts*
 - *selection of scientific papers to be presented, either orally or by poster*
 - *publishing of abstracts and proceedings*

The International Scientific Committee is comprised of the Chairman representing the Local Organising Committee, the members of the International Scientific Advisory Committee, appointed members of the ISBT Board of Directors, ISBT, and appropriate persons working within the field of blood transfusion.

The administrative process of the scientific programme will be carried out by the Core PCO.

- Invited speakers of the congress will be offered complimentary registration, hotel accommodation (on a certain number of nights, based on a single room) and a travel allowance. This travel allowance is based on the published fares for an economy class ticket (non flexible) between the city of residence and the city of the congress.

More specific details for the organisation of the congress can be found in the Congress Handbook which will be sent to the Chairman of the Local Organising Committee as soon as the ISBT Board of Directors has made their final decision.

Amsterdam, January 2009