



Bidding Rules for ISBT Regional Congresses 2013

A major activity of the ISBT is facilitating the sharing of knowledge and expertise on transfusion medicine around the world. This is carried out through its congresses and Academy events. Congresses should be successful scientifically so that knowledge of transfusion medicine is disseminated and financially so that the activities of the ISBT are supported.

The procedure for bidding for a regional congress is set out in sections 1 and 2 below. The conditions of hosting an ISBT congress are set out in section 3 and the organization of the congresses in section 4. The detailed planning is contained in the congress handbook which will be discussed with the Chairman of the Local Organising committee once the outcome of the bidding is known.

Regional Congresses should aim to be financially self-supporting. Sixty percent of any surplus funds generated by the Congresses shall be shared with the ISBT unless circumstances warrant another arrangement. In the latter situation, a resolution from the Board of Directors will be needed.

1. Procedure

- Bids to host ISBT Regional congresses are generally made by a National Blood Transfusion Society or a National Blood Transfusion Institute.
- A bid book is prepared according to the guidelines in section 2.
- The bid book should be sent to the ISBT Central Office by March 27th 2010
- Based on the bids received a short list will be made. A representative from the Core Professional Congress Organiser (PCO) and the ISBT Executive Director will confirm the suitability of the venues.
- Representatives of the pre-selected bids will be invited to give a short presentation during the meeting of the Board of Directors.
- The Board of Directors will make a decision on the venue based on the presentation and advice from the core PCO.

2. The bid book

The bid book for hosting an ISBT Regional 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. At least two dates for hosting the congress; one in June and one in November
- 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 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, infrastructure, 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.
- 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 recommendations from the organisers of any such former meetings, if available.

3. Conditions for hosting ISBT congresses

- The congress centre should be able to accommodate at least 3500 participants and have at least 2500 square meters net exhibition space. Enough rooms of a suitable size for simultaneous symposia and plenary sessions should be available as follows:-
 - Up to 4 meeting rooms with accommodation as follows:
 - 1 x 2,500 persons
 - 3 x 500 persons
 - 1 x 250 persons
 - 6 smaller meeting rooms (20 – 30 persons)
 - 5000m² exhibition space (2,500m² net)
- Space for 250 poster boards (to be used on both sides – approx 2,600m²)

4. Organisation of ISBT congresses

- The core PCO of ISBT will be responsible for the organisation of the congresses. The Core PCO will select a Local PCO to provide support in the organisation of the congress in consultation with the Local Organising Committee
- The Core PCO will prepare a detailed plan 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:
 - Ø *the organisation and determination of the type and number of sessions;*
 - Ø *the selection of topics covered*
 - Ø *the approval of invited speakers suggested by the Local Organiser*
 - Ø *review of the submitted abstracts*

- Ø *selection of scientific papers to be presented, either orally or by poster*
- Ø *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 and appropriate persons working within the field of blood transfusion. The Chairman of the International Scientific Committee works closely with the ISBT Executive Director and Chairman of the ISAC to ensure the success of the scientific programme.

- 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.

Three copies of the bid book should be sent to:

ISBT Central Office
Jan van Goyenkade 11
1075 HP Amsterdam
The Netherlands

Amsterdam, January 2010