



HOSTING THE ISDE INTERNATIONAL CONGRESS

CONGRESS GUIDELINES AND REQUIRED CHARACTERISTICS FOR THE CANDIDATE TEAM

1. Introduction

The ISDE is an international, multispecialty society devoted to the study of the esophagus in disease and in health that was founded in 1979. The aims of the ISDE are to promote the exchange of scientific and medical knowledge among specialists in the field, to maintain interchange with organizations and industries, and to encourage basic and clinical research in fields related to the esophagus. In order to promote the professional and educational development of individuals interested in the esophagus, the ISDE sponsors its own journal, international congresses, and other educational programs. The ISDE is managed under the auspices of International Conferences Service, Ltd.

Based on data from the last meetings, the biannual ISDE congress has approximately 800 participants, 1000 m² exhibition space requirements and holds various industry workshops. Therefore, the Candidate Team (Local Host + City + Venue) must fulfill some basic needs which are listed below.

2. Organizational structure of the ISDE CONGRESS

The President of the ISDE, in conjunction with the Executive Committee and Executive Director, has overall responsibility for the Congress. Daily oversight is the responsibility of the Executive Director and International Conference Services LTD. The Professional Conference Organizer (PCO), ICS has responsibility for the overall coordination, the organization and the logistics of the Congress. Local partners will be selected for specific tasks linked to their local knowledge.

The **scientific program** for the Congress is developed by the Program Committee, which is named by the ISDE President.

Industry funding for the Congress is under the oversight of the standing and the ad hoc local Industry Relations Committees. ISDE members who live and work in the local region of the Congress are recruited to join the local Industry Relations Committee and are asked to generate regional interest in the meeting and interact with industry to help encourage industry support of the congress.



3. Frequency and dates of the ISDE CONGRESS

The ISDE Congress is convened every two years (even years). Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are chosen. Preferred dates are in mid/late September to early October.

The length of the Congress is 4 days, including 2.5 days of scientific presentations and 1.5 days of ancillary committee meetings and symposia.

4. Decision on the location and venue for the ISDE Congress

A “Request for Proposal” is issued by the ISDE four years ahead of potential hosts.

Upon review of and acceptance of the Letter of Intent, an official invitation to prepare a bid will be issued.

Full bid proposals should be received by the ISDE Secretariat by the given deadline for discussion by the ISDE Board. A first site visit by the ISDE Executive Director and ISDE Secretariat will be organized thereafter.

Proposals will be vetted by the ISDE Executive Committee and the PCO and are approved by the Executive Committee for final ratification. The final decision is anticipated in September 2017.

In addition to the bid requirements below, applications must also include:

- A complete summary evaluation form
- A sample budget in USD\$.

Specific templates will be provided by the ISDE Secretariat upon receipt of the Letter of Intent (see below bidding deadlines).

If you require further information, please contact the ISDE Secretariat at info@isde.net.



5. Bidding Deadlines

The deadline for the submission of proposals for the **2020 congress** is **March 1, 2017**.

Bidding Deadlines:

For the ISDE 2020 Congress, process and deadlines are as follows:

Letters of intent due:	January 13, 2017
Invitation to prepare full bid proposal:	January 20, 2017
Bid deadline:	March 1, 2017
Review of bids:	March 31, 2017
Bid deadline (revised bids)	April 21, 2017
Site visits and inspections	June – July 2017
Final Selection	September 2017

6. Location of the ISDE Congress

The present approach is to rotate the meetings through major geographical areas: Europe, the Americas (North and South America) and the Asia/Pacific Region. The 2020 Congress ideally would be located in North or South America, but ISDE is not restricted from considering bids from other continents.

World Congresses have been convened in:

1980 Tokyo, Japan	2006 Adelaide, Australia
1983 Rome, Italy	2008 Budapest, Hungary
1986 Munich, Germany	2010 Kagoshima, Japan
1989 Chicago, USA	2012 Venice, Italy
1992 Kyoto, Japan	2014 Vancouver, Canada
1995 Milan, Italy	2016 Singapore
1998 Montreal, Canada	2018 Vienna, Austria
2001 San Paulo, Brazil	2020 - TBD
2004 Madrid, Spain	



7. City Requirements

The minimum requirements for the proposed location should include the following:

- Travel considerations:
 - Excellent flight connections, easy international (direct) access. Based on past congresses, delegates may come from in excess of 50 countries. Freedom from requiring travel visas, etc.
- Accommodation:
 - Adequate hotel facilities in close proximity to the venue, including inexpensive properties for delegates on low budgets. A number of hotels located in the direct vicinity of the congress venue.
- Details of **city convention grants or incentives, marketing support, etc.**
- Information on regional destinations for Pre- and Post Congress Tours and local venues of interest for attendees and accompanying persons

8. Social events

The proposal should provide suggestions for locations for the following event:

- Following the Opening Ceremony on the first congress day, the Welcome Reception must take place in the exhibition and poster area.
- Congress Dinner for 200 PAX

9. Meeting space requirements

It is preferred that all meeting space is under one roof, including all offices, scientific and general sessions and exhibit/poster areas.

The general schedule for the meeting has been as follows:

Day 1	Ancillary meetings Opening Ceremonies & Evening welcome reception incl. opening of exhibit hall
Day 2	Morning scientific sessions Afternoon scientific sessions
Day 3	Morning scientific sessions Afternoon scientific sessions Congress banquet
Day 4	Morning scientific sessions Symposia Hands-on courses (not necessarily at the conference venue)

Meeting Space:

Meeting space will need to be blocked for set up on Day 1 and can be released as of 5:00 pm on Day 4. Small meetings rooms will need to be available on Day 1 for committee meetings and the Executive Committee meeting.

Room Use	Set-up	Capacity
Plenary Session	Theatre	700 + Audio Visual
Exhibit Hall	10' x 10' exhibit booths Poster Boards (double sided) Break stations	Min. 1,000 sqm in total 20 booths 250 - 300 poster boards For coffee and lunch breaks
Breakout Room #1	Theatre	200
Breakout Room #2	Theatre	150
Breakout Room #3	Theatre	150
Registration Area	Spacious and exclusive	
Speaker Ready Room		Small meeting room
General Meeting Room 1	Hollow Square for 20	20
General Meeting Room 2	Hollow Square for 20	20
General Meeting Room 3	U-Shape for 30	30
PCO Office <i>*required 2 days prior to meeting for storage and delegate bag stuffing</i>		Small Meeting room
Gala Dinner	Rounds	200

Venue price quotes should include:

- One full day move in day for the exhibitors and one half day move out (Typically these days are complimentary or at a discounted rate)
- Anticipated annual increase
- Rental price inclusions, i.e., cleaning, security, no extra cost for meeting room build-up
- Any F&B rebates offered based on consumption
- Air-conditioning / Heating

Additional Quotes that should be provided:

- F&B rates for coffee breaks
- Standard Audio-Visual Requirements for the plenary hall and the breakout rooms:
 - Sound system and microphones
 - Video recording in the plenary hall



- LCD projector and screen
- Computer
- Internet connection
- Remote control and laser pointer
- Technical assistance
- A networked speaker presentation system
incl. equipment for the speaker ready room (6 computers) and Wi-Fi connection if not included in the meeting room rental costs
- Wi-Fi cost (if not included in the venue rental fee)

10. Contact Details

The letter of intent as well as the full bid documentation should be sent by email to:

ISDE Secretariat

Suite 300, 1201 West Pender Street
Vancouver, BC
Canada V6E 2V2

info@isde.net