Bidding Guidelines for Proposals from ISN Affiliated Societies to host the World Congress of Nephrology 2019
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1. Introduction

The International Society of Nephrology (ISN) seeks bids from interested ISN Affiliated Societies to host the World Congress of Nephrology.

The World Congress of Nephrology aims to be an event that:

- Meets the particular scientific needs and demands in the respective geographic areas of the world
- Enhances ISN’s and the partnering society’s name and reputation as leading organizations in nephrology, supporting the mission to advance nephrology worldwide
- Delivers global nephrology according to regional needs, with special attention to emerging countries
- Offers new, innovative and regionally appropriate approaches in terms of learning and interaction
- Creates unique partnerships with all stakeholders reinforcing ISN’s global network
- Has a unique and innovative approach which leans on sustainability, attention to the environment, recycling and in general communicates a high attention to the participants’ wellbeing
- Allows for appropriate participation from emerging countries, by putting in place an affordable registration fee structure and making available a sufficient number of travel grants or other forms of support
- Brings back a financial return to all partners, according to targets specified for each congress, and allowing meaningful re-investments in education and capacity building programs.

Starting with the 2011 congress, the WCN is organized centrally by ISN, in close collaboration with an affiliated national partner society. Proposals are invited from ISN Affiliated Societies to host the World Congress of Nephrology and detailed requirements are outlined below.

1.1. Bidding process

1. The call for bids is sent out by the ISN four years in advance. The present bid is inviting proposals from affiliated societies in Asia, Middle East and OSEA (Oceania and South-East Asia).

2. The call for bids specifies the deadline for the ISN to receive the letter of intent (see Section 1.2 below).

3. Upon review of the letter of intent from interested affiliated societies, an official invitation to prepare a bid will be issued.

4. Full bid proposals should be received by the ISN Headquarters by the deadline stated in Section 1.2. The ISN Executive Committee will pre-select the best proposals. A first site visit by the ISN headquarters will be organized after the pre-selection, while a possible second visit with ISN Executive Committee representatives will be scheduled later.
5. The proposed location(s) will then be reviewed at the ISN Executive Committee, with input from ISN’s Corporate Council Members.

6. Final selection of the destination will be made by transparent vote in the ISN Council meeting, at the minimum three (3) years in advance.

7. Societies only are invited to bid. Bids from venues, or convention bureaus will not be considered.

1.2. Bidding Deadlines

For the WCN 2019 the bid process and deadlines are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 2015</td>
<td>Invitation to bid</td>
</tr>
<tr>
<td>31 May, 2015</td>
<td>Letters of Intent due</td>
</tr>
<tr>
<td>June, 2015</td>
<td>Review letters of intent, short list and invitation to prepare full bid proposal</td>
</tr>
<tr>
<td>31 August, 2015</td>
<td>Bid deadline</td>
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<tr>
<td>Sept - Oct 2015</td>
<td>Optional site visits and inspections</td>
</tr>
<tr>
<td>October, 2015</td>
<td>Analysis of bids and recommendations</td>
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<tr>
<td>November, 2015</td>
<td>Final Selection and notification</td>
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2. Congress Organization

2.1. Responsibilities

International Society of Nephrology
The ISN, through its Global Headquarters office, will take central control of the following aspects of the congress:

- management of scientific program
- management of committees and partner organizations
- branding
- global marketing strategy and execution, in close collaboration with local marketing
- public relations (global)
- congress communications (global)
- industry relations and global fundraising, in close collaboration with local fundraising
- overall budget management
- selection and management of Local PCO for logistics and management
Local Host Society
The Local Host Society will recommend Local Organizing Committee members for approval by the ISN Executive Committee. The Local Organizing Committee will work closely with the ISN in the local organizational aspects of the meeting, including:

- involvement in scientific program
- local/regional fundraising
- local/regional marketing
- social programs (within defined budgets and approved by ISN)
- local/regional Public Days and PR
- other local/regional activities as negotiated and agreed by ISN

3. Congress Details

3.1. The Congress takes place every two years, rotating among various regions of the world.

3.2. The Congress is preferably held at the end of March, two weeks after World Kidney Day. Flexibility is given considering weather and major holidays. Dates are to be recommended by bidding Host Societies but approved by ISN.

3.3. The conference is held over 3 - 3 ½ days, adjusted to the part of the world where the meeting would be held in order to accord with flying to and from of international attendees (i.e. ½ day - 2 full days and ½ day or three full days, etc.)

3.4. The congress is held between Friday PM and Monday PM with time reserved on the Tuesday for post congress business meetings

3.5. The congress aims to attract 5,000 to 6,000 participants, as a minimum.

4. Minimum destination and venue requirements

The bidding destination should satisfy the following minimum requirements:

4.1. Destination and hotels

- An international airport within easy reach of the city
- 4,500 hotel bedrooms within easy reach of the venue in a range of categories, including budget hotels. If the distance between hotels and the congress venue is significant, it is a requirement that the city/venue subsidizes the cost of shuttles. However, destinations that do not require supplemental transportation will have an advantage
- Sufficient availability of direct flights from other regions of the world
- Ease of immigration (visa requirements) and customs procedures
- Professional infrastructure for congresses (availability of convention bureau, sufficient pool of suppliers, trained professionals, etc.)
- Track record in the organization of international congresses of similar size and scope (references will be sought)
4.2. Venue
- Availability of an appropriate meeting venue for 6 days, 2 days of which are required for set up of meeting infrastructure and exhibition.
- A plenary hall with a capacity of 3,000 participants minimum, theatre style.
- Five parallel meeting rooms with capacities of at least 650, 650, 350 and 350 respectively, theatre style
- Three course parallel rooms with capacities of 200/150/150 respectively theatre style
- Smaller U style meeting rooms for committee meetings – 10 minimum (U style for 10 to 35)
- A speakers’ preview room, which is networked to the conference halls.
- Registration area of 200m² plus back office space of 40m²
- Commercial exhibition space of 8000m² incl. poster and catering space
- Space for 1000 posters to be displayed in the exhibition area (+/- 500 - 550 boards)

4.3. Social Program
- Following the opening lecture on the first congress day (Friday), the welcome reception must take place in the exhibition and poster area
- A congress celebration should take place on one of the congress evenings. This celebration should aim to attract 700-800 participants, be affordable to participants from emerging countries (max $60 per person) and have a strong local flavor. Tickets for this celebration may or may not be included in the registration fee
- ISN Presidents dinner for an anticipated 225 guests.
- One evening minimum should be kept free to allow entertaining by corporate partners
- An attractive and original social program should be suggested for accompanying persons, with four different half- or full-day tours. This is a responsibility of a local PCO.

5. Financial arrangements
All financial arrangements and contracts will be undertaken by the ISN. The congress budget will be officially agreed upon by the partnering organizations. Any deviation of more than 10% on congress expenses will have to be officially agreed upon by all partnering organizations. The partner society will receive a share of the surplus as follows:

75 % of congress profits will be for the ISN
25 % of congress profits will be for the partner societies, including regional partners

6. Details for bid documents
6.1. Letter of intent
The letter of intent should inform the ISN that the Affiliated Society wishes to host the WCN in the year in question and include an explanation of why.

It should contain confirmation that the national society will not hold its own meeting in that year, or incorporate its meeting into the WCN, and that the hosting of the meeting is fully supported by the national society. The name of a proposed city and venue should also be included, with available dates. Upon review of the letter of intent, the partner society may be invited to submit a full bid proposal.

The letter of intent should also include a confirmation that the appropriate regional nephrology society will also work in coordination with the host society to support the event, and will not hold its own meeting that year.
6.2. Full bid proposal
The full proposal should include the information outlined below. ISN will evaluate and compare bids based on all parameters, with special attention to points 4, 6, 8, 9 and 17 below.

1. The national meeting of the host society and any potentially conflicting regional meetings should not be held the year of WCN
This should be confirmed in the bid document.

2. Meeting Dates
The proposed meeting dates available at the suggested venue should be clearly stated. They should have been provisionally booked by the national society or Convention Bureau (CVB) but the contract will be negotiated and signed by the ISN.

3. A brief description of the status of Nephrology in the host country
Information concerning the size and history of the national society should be given, with particular reference to the involvement in global (not just regional) nephrology.

4. Letters of support
The proposal should contain a letter of support from local Affiliated Societies as well as from other national, regional- and/or local authorities that wish to support the meeting. Details of expected support from the city should be provided, including availability of scientific grants, civic hospitality, marketing support etc.

5. A brief description of the proposed host city
The description should include size and population and previous experience with handling conventions, and any other background, that would be of interest.

6. Environment and Social Responsibility programs
The World Congress of Nephrology will aim to reduce damage to the environment to a minimum. Cities and/or venues with an infrastructure or programs which support this aim will have an advantage. Details on such infrastructure or programs are requested.

7. References
An overview should be provided of international meetings and congresses of similar size and scope, organized in the city, including references and contact details.

8. Access and visa requirements
Details of access for international travelers (i.e. airlines servicing the city, distance of airport from city, frequency of flights from major destinations) should be described with sample flight costs from major international capitals. Please provide information if any airlines might be prepared to be appointed as the official carrier of the congress, and what advantages can be offered to international travelers, with special attention to participants from emerging countries. A list of countries NOT requiring an entry visa should be provided, as well as a commitment to allow entry to visitors from any world country with restrictions beyond the standard visa application process.
9. Transport
Information with regard to public transportation between the hotels, the airport and the conference venue should be provided, including expected transfer times at peak hours.

10. Name and description of the specific venue proposed, including
   - location
   - contact details
   - costing
   - number and size of meeting rooms
   - floor plans & capacity table of all meeting rooms
   - floor plan of proposed exhibition area
   - facilities for lunch, breaks, and welcome reception
   - details of the in house services provided (audiovisual, stand builder, network, catering, …)

Experience of the designated site in running major international meetings should be outlined. Details should be provided of the age of the building and any refurbishment and expansion plans and timelines. Works planned during the Congress times should be outlined clearly to be able to take this into consideration.

11. Description of the hotel accommodation in or adjoining the convention site
Indicative pricing should be provided for each hotel based on current rates, including breakfast, WiFi access and all taxes. The numbers of rooms available at each hotel should be provided and the category (star rating). A range of accommodation should be available from 2 to 5 stars and availability of budget accommodation (university dorms, shared apartment etc.) should also be described. The names, price ranges and contact details of suggested hotels and or housing agents should be included in the bid document. Distances from the hotels to the venue should be provided with a map showing the locations.

12. Social program
Social venues available for the congress event and President’s dinner should be described, as well as their approximate cost and the number of guests that can be accommodated.

13. Designation and description of the proposed Local Organizing Committee
Information should be given outlining the interest of the future LOC members in nephrology and their experience in conducting similar meetings in the past. As at the time of application the full list of LOC members is usually incomplete and will be completed after gaining the nomination, information and signatures will be requested only for the chairperson and one or two persons who will be committed to assist with the local arrangements.

14. Scientific Program Committee (SPC)
There should be note made in the proposal that the Host Society accepts that the Scientific Program Committee will be separate from the Local Organizing Committee, and will be formed by the ISN to be wide ranging both in interests and geography. One or more member(s) of the LOC will be invited to be on the SPC.
15. Health Care Regulations
An overview should be provided of any existing or future health care regulations specific for the region, which may impact the congress and its funding (sponsorship and exhibition), such as the need for special vaccinations, etc..

16. Local partners
An overview of possible local Professional Congress Organizers should be provided. No commitments may be made with a local PCO before consulting with ISN headquarters staff.

17. Support for participants from emerging countries
Considering ISN Mission and the increasing need to allow participation into WCN for delegates from emerging countries, ISN will give preference to bids including detailed and generous provisions for travel grants or other arrangements which will make it possible to host a substantial delegation of young participants from emerging countries. Provisions should be detailed to support an approximate group of 400 - 500 delegates from emerging countries. Beyond travel grants (which should be committed and supported by the hosting City), we suggest to consider one or more of other forms of support, such as: subsidized modest accommodation, discounts with preferred airline(s), matching program with local nephrologists to provide board and accommodation to selected participants, a young fellows 'village' which will provide the opportunity for networking and cost sharing among participants, and any other creative ideas depending on local opportunities.

7. Notes

7.1. Support
It is recommended that partnering societies request the assistance of the Convention Bureau to prepare and fulfill the bid. Convention Bureaus alone cannot bid directly.

If a local agent or congress organizer is used for this task, the ISN is not committed to use the services of the local agent for the congress. The ISN is not able to pay any costs associated with preparing a bid.

7.2. Assistance
Should you require any assistance in preparing the bid or if you have any questions on this document please contact either:

Mr. Matthieu van der Straten  
Meetings & Events Director  
ISN Global Operations  
mvanderstraten@theisn.org  
Phone: +322 8087 181  
Fax: +322 8084 454

Mr. Luca Segantini  
Executive Director  
ISN Global Operations  
lsegantini@theisn.org  
Phone: +322 8080 420  
Fax: +322 8084 454

7.3. Submission address
The letter of intent should be sent by email in PDF format, for the attention of the ISN Secretary General, Professor Robyn Langham, to lsegantini@theisn.org (+ copy mvanderstraten@theisn.org).
Full bid documentation should be sent electronically to the attention of the ISN Executive Director, Luca Segantini, to lsegantini@theisn.org (+copy mvanderstraten@theisn.org). To limit production and mailing costs no full hard copy bid books are required. For those wishing to provide with hard copies in addition to electronic (required) files, bid documents may be sent to the following mailing address.

ISN Executive Director
ISN Global Operations
Rue des Fabriques 1
B-1000 Brussels, Belgium
8. Past World Congresses

An overview of past World Congresses, including attendance information is as follows:

1st International Congress
Geneva & Evian/Switzerland  
1600 (September 1-4)  
400 Participants

2nd International Congress
Prague/Czech Republic  
1963 (September 26-30)  
900 Participants

3rd International Congress
Washington, DC/USA  
1966 (September 25-30)  
2,500 Participants

4th International Congress
Stockholm/Sweden  
1969 (June 22-27)  
1,900 Participants

5th International Congress
Mexico City/Mexico  
1972 (October 8-13)  
2,650 Participants

6th International Congress
Florence/Italy  
1975 (June 8-12)  
2,735 Participants

7th International Congress
Montreal/Canada  
1978 (June 23-28)  
3,700 Participants

8th International Congress
Athens/Greece  
1981 (June 7-12)  
3,000 Participants

9th International Congress
Los Angeles, CA/USA  
1984 (June 11-16)  
2,780 Participants

10th International Congress
London/UK  
1987 (July 26-31)  
3,150 Participants

11th International Congress
Tokyo/Japan  
1990 (July 15-20)  
3,500 Participants

12th International Congress
Jerusalem/Israel  
1993 (June 13-18)  
3,120 Participants

13th International Congress
Madrid/Spain  
1995 (July 2-6)  
5,146 Participants

14th International Congress
Sydney/Australia  
1997 (May 25-29)  
4,500 Participants

15th International Congress
Buenos Aires/Argentina  
1999  
5,230 Participants

16th International) 1st World Congress  
of Nephrology (with the ASN)  
San Francisco, CA/USA  
2001 (October 12-17)  
7,365 Participants

17th International) 2nd World Congress  
of Nephrology (with ERA/EDTA)  
Berlin/Germany  
2003 (June 8-12)  
8,600 Participants

18th International) 3rd World Congress  
of Nephrology (with APSN and SSN)  
Singapore  
2005 (June 26-30)  
4,000 Participants

19th International) 4th World Congress  
of Nephrology (with SLANH and SBN)  
Rio de Janeiro, Brazil  
2007 (April 21-25)  
6,200 Participants

20th International) 5th World Congress  
2009 (May 22-26)
of Nephrology) with ERA/EDTA)  
Milan, Italy  
11,000 Participants

(21st International) 6th World Congress of Nephrology) with CSN  
Vancouver, Canada  
2011 (Apr 8-12)  
5,500 Participants

(22nd International) 7th World Congress of Nephrology) with HKSNN and the support of APSN  
Hong Kong, China  
2013 (May 31 – June 4)  
5,900 Participants

(23rd International) 8th World Congress of Nephrology) with South African Renal Society  
Cape Town, South Africa  
2015 (13-17 March)  
3,600 Participants

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<th>9. Future World Congresses</th>
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<tbody>
<tr>
<td>(24th International) 9th World Congress of Nephrology) with SLANH</td>
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<tr>
<td>Mexico City, Mexico</td>
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<td>2017 (April 21-25)</td>
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