



Bid to Host the 2017 ICS Annual Meeting

Bid Deadline is 1st April 2013

BACKGROUND

The ICS Meetings Committee convenes every year to consider applications to host the ICS Annual Meeting. Following the reviewing process accepted bids are announced at the Annual General Meeting then put to an online ballot of ICS members.

Applications to host the 2017 ICS Annual Meeting should be addressed to the ICS General Secretary (currently Sender Herschorn) and are required to arrive at the ICS office by **1st April 2013**, four years prior to the year of the proposed meeting. Applications should be no longer than three pages (not including the attached sheets).

Please email applications containing the following information to dan@icsoffice.org

1. DURATION

Typically the meeting is held over 6 Days, Sunday to Friday (including three Pre-Congress/Workshop days and 3 Congress Days)

2. USUAL PARTICIPATION

2500-3500 participants with 45-50 exhibitors

3. CONTRACT AND FINANCES

This item is for information only at the proposal/bidding stage. Following the vote of approval by the ICS membership a contract is signed by the following parties: ICS, Annual Meeting Chairman and the ICS Permanent Congress Organiser (PCO). A donation of €50,000 will be made by Conticom - ICS to a charity or other not-for-profit organisation selected by the Annual Meeting Chairman. The selected organisation should have similar aims and objectives to the ICS.

4. BID MARKETING

- Each bid should include an **electronic proposal document** which will be posted on the ICS website for viewing by the membership. The document must not exceed three single pages and should include the following headings:
 - Introduction
 - Proposed dates for annual meeting
 - Chair/Scientific Chair (professions, history of ICS annual meeting attendance)
 - Local Organising Committee (professions, history of ICS annual meeting attendance)
 - Venue (to include venue details and information on transport and accommodation. See attached sheet)
 - Social Event Proposals
- Additional products, including a short video (4 minutes maximum) or a PowerPoint presentation

(5 slides maximum) may be submitted to the ICS office for posting on the ICS website during the voting period. These items should only be submitted if the bid is approved by the ICS Meetings Committee. This final approval normally takes place at the ICS Annual Meeting in the year of bidding, e.g. in 2013 this will take place during ICS 2013, Barcelona.

- The ICS database cannot be used to solicit votes from members by email or by post.
- No additional promotion may be undertaken by the individual bidders other than that specified in this policy. Canvassing of votes through individual or mass email, purchase of booth space or additional advertising at ICS annual meetings are not permitted. Infringement of the canvassing rules will mean the bid is very likely to be disqualified.

Kenes International is currently the ICS Permanent Congress Organiser (PCO) and will manage ICS annual meetings (current contract expires after ICS 2014). They will work with the ICS Office to prepare a formal site selection report of all received bids. They will therefore be in direct contact with the proposed venues after submission and before voting begins to clarify any technical issues as required. Kenes is also available should the bidder require any assistance in preparing the technical side of their bid.

APPLICATION

PROPOSED DATES

August through November – dates should not be in competition with other meetings on similar topics. Recommended dates are between the last week of August and the end of September, taking into account all religious holidays, national holidays in the host country and those of the major ICS membership countries. Dates outside this period may be proposed and will be considered by the Kenes Site Review team and the ICS Meetings Committee. Explanation for dates outside the preferred time range must be provided, and the ICS Meeting Committee reserves the right to request alternate dates within the preferred timeline. Information on expected weather conditions and any cultural/religious events must be indicated. The annual meeting must always be held no later than 15 months from the previous ICS Annual General Meeting.

ANNUAL MEETING CHAIR and the SCIENTIFIC CHAIR

The Annual Meeting Chair will be responsible for selecting a suitable Scientific Chair. Please include the names and professions of the Annual Meeting Chair and the Scientific Chair in your application. For example, if the meeting Chair is a urologist, then the Scientific Chair should be from a complementary discipline (gynaecology, professions allied to medicine, geriatric medicine) and vice-versa.

Next to each name please indicate specialty and history of ICS meeting participation. The ICS Meetings Committee will only consider bids from active members of the ICS who have attended at least three Annual Meetings in the past ten years.

LOCAL ORGANISING COMMITTEE (LOC)

The bid must indicate the names of the individuals who support the application and will be actively involved in the promotion and organisation of the Meeting. The LOC should not number more than 10 persons and should reflect the multidisciplinary nature of the ICS. A maximum of 2-4 members of the LOC may be co-opted to the ICS Scientific Committee during the year immediately preceding your meeting (number dependant on the amount of submitted abstracts).

The specialty and the history of ICS meeting participation for each individual listed in the application should also be indicated, ensuring that the multi-professional nature of the ICS is reflected in the composition of the proposed LOC. All members of the Local Organising Committee must be members of the ICS.

PROPOSED VENUE for ASM

Applications must include details on international access (i.e. airport and rail links) and the methods of travel available to the conference city. Please complete the attached form outlining the specifications of the meeting facilities available at the proposed venue and accommodation availability in the host city. A map of the venue marked with the surrounding hotels should be attached.

Proposed venues for SOCIAL PROGRAMME (see item 14 in the annual meeting guidelines)

- **Chairman's Dinner** (by invitation, approximately 150-200pp) - Usually Monday evening. Budget of €100-120 per person (as at 2010).
- **Welcome Reception** (open to registered delegates, approximately 60-75% attend) - Usually Tuesday evening. Budget of €45-60 per person (as at 2010).
- **Annual Dinner** (cost per ticket should not exceed \$100, approximately 800pp) - Usually Thursday evening. Budget of €100-120 per person (as at 2010).
- A programme of pre and post congress tours should be proposed

LOCAL SUPPORT

Please indicate if the municipality, local government or other public institutions will offer any support to the Meeting (i.e. free travel on public transportation for participants during the Meeting dates, entrance to museums, welcome reception etc.). Support of this kind is welcomed.

CANVASSING

Canvassing the ICS membership and/or advertising of applications is not permitted and will result in disqualification from the membership vote. However, all approved bid applications will be accompanied by a short statement from each lead applicant regarding the suitability of their bid for the ASM and will be published on the ICS website.

PLEASE NOTE ALL ANNUAL MEETINGS MUST FOLLOW THE ICS ANNUAL MEETING GUIDELINES AVAILABLE ON THE [ICS WEBSITE](#) , OR VIA THE ICS OFFICE (info@icsoffice.org).

IT IS ESSENTIAL THAT YOU READ THE ICS ANNUAL MEETING GUIDELINES BEFORE SUBMITTING YOUR APPLICATION.

[Direct link to ICS Annual Meeting Guidelines](#)

ICS ANNUAL MEETING, HALL SPECIFICATIONS

(Please refer to [Annual Meeting guidelines](#) for further information, specifically 3.5 – 3.12 for venue requirements)

Proposed venue:

Hall	Seating Capacity (theatre style)	Cost per day	Comments
Plenary - An auditorium with tiered seating capacity for a minimum of 2,000 participants is required.			
Parallel Hall - Four halls with seating in lecture theatre style. See 3.3 of the meeting guidelines			
For more information on Workshop/Course Hall and general venue requirements please see 3.5 – 3.12 of the Annual Meeting Guidelines			
Workshop/Course Hall 1			
Workshop/Course Hall 2			
Workshop/Course Hall 3			
Workshop/Course Hall 4			
Workshop/Course Hall 5			
Workshop/Course Hall 6			
Workshop/Course Hall 7			
Workshop/Course Hall 8			
Workshop/Course Hall 9			
Workshop/Course Hall 10			
Workshop/Course Hall 11			
Workshop/Course Hall 12			

Workshop/Course Hall 13			
Workshop/Course Hall 14			
Workshop/Course Hall 15			
Workshop/Course Hall 16			

COMMITTEE/OTHER ROOMS

Room	Seating capacity (Board room style)	Cost per day	Comments
Committee Room 1			
Committee Room 2			
Committee Room 3			
Committee Room 4			
Committee Room 5			
Committee Room 6			
Speaker's Ready Room			
Registration Area			
Office/Storage area			

PUBLIC SPACE

	Available Space	Cost per day
Exhibition Space - Gross area of 4,000 sqm for an exhibition of 2,000 sqm with all coffee and lunch breaks served in this area.		
Poster space - It is estimated that 2500 square metres will be required.		

ACCOMMODATION

Category	Number of hotels	Number of rooms	Average cost	Breakfast included?	Taxes included?
5 star					
4 star					
3 star					

It is recommended that hotels should be within **20** minutes travel time (public transport) from the Meeting venue. A map of the proposed conference venue marked with the surrounding hotels, their class and number of beds is required. There should be an outline of the accommodation available, including proximity to conference site and the current costs per night given in the local currency.

SUBMISSION CHECKLIST

TASK	DONE?
Annual Meeting Guidelines have been read carefully	
Bid document does not exceed three pages (not including specification sheets) and suggested headings have been included	
Dates proposed meet ICS criteria and checks have been made to ensure no overlap with major holidays or similar events	
Annual Meeting Chairman and Scientific Chairman are active ICS members	
The Local Organising Committee does not exceed 10, and all are members of the ICS. The LOC is multidisciplinary.	
A map is included of the proposed conference venue marked with the surrounding hotels, their class and number of beds	

Signed (by Chairman):