



Bid to Host the 2023 ICS Annual Meeting

Bid Deadline is 1st April 2019

“Bids to host ICS 2023 will only be accepted for cities within North America. Bids must be financially viable and result in an estimated surplus for the ICS”

INTRODUCTION

Applications to host the 2023 ICS Annual Meeting should be addressed to the ICS General Secretary (Sherif Mourad) and are required to arrive in final form at the ICS office by **1st April 2019**, four years prior to the year of the proposed meeting. Applications should be no longer than three pages (not including the attached sheets).

All bidders should announce their intention to bid by completing the short expression of interest form attached to these guidelines as Appendix A. The form should be sent to ICS Executive Director (Dan Snowdon) by **1st February 2019**. Please note that a delay in meeting this deadline does not exclude your bid from being submitted by the official deadline of 1st April 2019.

The ICS Meetings Committee is composed of the 9 trustees that form the ICS-Conticom Board. The committee convenes every year to consider and evaluate applications to host the ICS Annual Meeting. Full details of annual meeting bids shall be considered to determine the suitability of the bids prior to presentation to the membership at the next Annual General Meeting (AGM). Following a successful review, the accepted bids are announced at the AGM then put to an online vote of ICS members with simple majority determining the winning bid. Please note that, in accordance with the ICS Articles and Bylaws, the membership vote on the meeting chair rather than the destination. The destination would always be clearly stated alongside the main voting brochure.

Please email expressions of interest and final submissions to Daniel Snowdon, Executive Director at dan@ics.org

All bids should contain the following information. Please contact the Executive Director with any questions at all or for an open, confidential discussion:

- 1. DURATION**

Typically the meeting is held over 4 Days, Tuesday to Friday (including one pre-workshop day and three congress days with integrated workshops held throughout the meeting)

- 2. USUAL PARTICIPATION**

1,800 - 2,500 participants with 35-45 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). In accordance with the meeting contract and a financially successful meeting, a donation of up to €40,000 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/Local Scientific Programme 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
- Supporting documents may be sent with the bid such as a covering letter, letters of support, additional information on the city, hotels, and so forth. It is still important that the key components of the bid are summarised concisely in the official 3-page bid document.
- 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. **N.B.** 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 2019 this will take place during ICS 2019 in Gothenburg (3-6 September).
- 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.
- The ICS database cannot be used to solicit votes from members by email or by post.

Kenes International is currently the ICS Permanent Congress Organiser (PCO) and will manage ICS annual meetings. The PCO will work with the ICS Office to prepare a formal site selection report of all bids received. 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

September and October are optimal months for an ICS annual meeting. Dates should not be in competition with other meetings on similar topics, whether nationally or internationally. Recommended dates are between the first week of September and the end of October, considering 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. Local and applicable national meetings should be noted, and an effort made to avoid them taking place within 3-6 months of the ICS meeting.

ANNUAL MEETING CHAIR and the LOCAL SCIENTIFIC PROGRAMME 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 Local Scientific Programme Chair in your application. For example, if the meeting Chair is a urologist, then the Local Scientific Programme Chair should be from a complementary discipline (gynaecology, professions allied to medicine, geriatric medicine) and vice-versa. It is preferred to have *one* annual meeting chair and *one* scientific programme chair. If joint annual meeting chairs are proposed, then a rationale should be given for doing so. If joint chairs are accepted, please note that the formal membership vote can be on one chair only. The reference to co-chairs may remain within the three page bid document.

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 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 abstracts expected and current ICS policy).

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 LOC 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 13. in the annual meeting guidelines)

- **Chairman's Reception** (by invitation, approximately 220pp) - usually Wednesday evening. Budget of €55 per person.
- **Welcome Reception** (open to registered delegates, approximately 60-75% attend) - usually Tuesday evening in the exhibition area. Budget of €45-55 per person.
- **Annual Dinner** - Usually Thursday evening. Budget of €100 person. Approximately 300-400 attendees
- 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 encouraged.

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.

BID REVIEW PROCESS

Bids received by 1st April will be reviewed by the permanent congress organiser and the Meetings Committee who will, on behalf of the ICS, conduct an analysis of the suitability and commercial viability of the proposed venue. Bidders may pose questions or options to the Meetings Committees before 1st April. An open dialogue is encouraged.

Shortlisted bid teams will be invited to present to the Meetings Committee at the next annual meeting. For 2019 this will be in Gothenburg, Sweden over 3 – 6 September. Each bid candidate will be allocated 10-15 minutes to present their application and to answer questions from the Meetings Committee members. Applicants are not recommended to show lengthy tourist promotional videos and should not present gifts at this presentation. If the Meeting Committee approves the bid, then the final stage is a vote by the ICS membership.

The approved list of candidate bids will be announced at the ICS AGM and put to the vote of the membership on the ICS website. Voting is open for four weeks via secure server.

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

ICS ANNUAL MEETING, HALL SPECIFICATIONS

(Please refer to the [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 900 – 1,200 participants is required.			See annual meeting guidelines for full details. Needed for meeting days 2-4

Parallel Halls - Eight halls with seating in lecture theatre style.			See annual meeting guidelines for full details. Needed for meeting days 2-4
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			See annual meeting guidelines for full details. Needed for meeting day 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			

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 Ready Room			
Registration Area (approx. 700 sqm)			
Office/Storage area			

PUBLIC SPACE

	Available Space	Cost per day
Exhibition Space - Gross area of 3,500 – 4,000 sqm for an exhibition of 2,000 sqm with all coffee and lunch breaks served in this area. The exhibition area is open from the afternoon of day 1 until the afternoon of day 3 (typically Tues-Thurs). Occasionally the exhibition may extend into day 4.		
E-Poster space - In one area or close to the main exhibition area. Space required is included in the above estimation. NOTE: The Exhibition and E-poster Areas should be available for set up on Monday and Tuesday.		

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 walking distance or a short commute 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 and Bid to Host document have been read carefully	
Bid document does not exceed three pages (not including specification sheets). 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 Local Scientific Programme Chair 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):



APPENDIX A

EXPRESSION OF INTEREST TO BID TO HOST AN ICS ANNUAL MEETING

Please submit to Dan@ics.org by or before *1st February 2019* (or as soon as possible thereafter)

Host city for the bid	
Proposed convention centre	
Annual Meeting Chairperson	
Local Scientific Programme Chair	
Proposed date options	
Any other specific points to note?	