



Bid to Host a Joint Annual Meeting of the ICS and IUGA Bid Deadline is 1st April 2011

BACKGROUND

The Joint Meetings Committee will convene every 5th year, agreed by both organizations, to consider applications for the Joint Annual Meeting four years in advance. Applications that are accepted are announced at the Annual General/Business Meetings of each organization, then put to an on-line ballot of ICS and IUGA members.

1. DURATION

4.5 Days Tuesday to Saturday noon (including two Pre-Congress/Workshop days + 2.5 Congress Days)

2. USUAL PARTICIPATION

2500-3500 participants with 45-50 exhibitors

3. CONTRACT AND FINANCES

A contract is signed by the following parties: IUGA, ICS, LOC and PCO. Meeting profit will be determined by the resulting difference between total revenues minus expenses, including IUGA and ICS office expenses and any taxes owed. Of said revenues the Local Organizing Committee will receive 25% of net profits up to a maximum of €100,000. The remainder will be divided between IUGA and ICS.

4. BID MARKETING

- Each proposal should include an **electronic proposal document** which will be posted on the IUGA and ICS websites for viewing by the membership. Additional products, including a short video or other media, may be submitted to the IUGA office for access by IUGA members through the IUGA website.
- Bids may provide a one-page (maximum A4 size) insert for the annual meeting delegate bag in the year immediately prior to the vote
- Bids will each be given 7 minutes to present a short video or other media at the annual meeting before that year's vote
- Bids may not utilize the IUGA database to solicit votes from members by email or post
- No additional promotion may be undertaken by the individual bids other than that specified in this policy (ie, canvassing of votes through individual or mass email, purchase of booth space or additional advertising at the annual meetings are not permitted).
- All materials provided for marketing of meeting site bids must be approved by the IUGA and ICS offices.

Kenes International will work with the IUGA and ICS Offices to prepare a summary of all bids and formal site selection report, and will therefore be in direct contact with the proposed venues to clarify any technical issues as required.

Applications to host the 2015 ICS-IUGA Joint Annual Meeting should be addressed to the Secretary-Treasurer and are required to **arrive at the IUGA office by 1st April 2011**.

Applications should be no longer than three pages (not including the attached sheets). Please email applications containing the following information to kristin@iuga.org.

APPLICATION

PROPOSED DATES

June through September – should not be in competition with other meetings on similar topics. Dates outside this period may be proposed and will be considered by the Site Review Committees. However, explanation for dates outside the preferred time range must be provided, and the 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.

COMMITTEES

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 Meetings Committee will only consider bids from active members of the IUGA and/or ICS who have attended at least three Annual Meetings. Next to each name please indicate specialty and history of IUGA and/or ICS meeting participation:

- Meeting Chairman – Co- Chairman (If the meeting chair is a urologist, the co- chair must be a gynaecologist, and vice versa) – Local Committee Members (limit to 10 persons who are members of IUGA or ICS, including a maximum of 2 local members of the Joint Scientific Committee)

PROPOSED VENUE

Applications need to 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.

SOCIAL PROGRAM

- **Welcome Reception** (open to registered delegates, approximately 60-75% attend)- Wednesday PM
- **President's Dinner** (by invitation, approximately 200 pp)- Thursday PM
- **Gala Dinner** (cost per ticket should not exceed \$100, approximately 800pp)- Friday PM
- A program 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.)

PLEASE NOTE ALL ANNUAL MEETINGS MUST FOLLOW THE JOINT ANNUAL MEETING GUIDELINES AVAILABLE AT THE IUGA AND ICS WEBSITES.

JOINT ANNUAL MEETING HALL SPECIFICATIONS

Proposed venue:

Hall	Seating Capacity (theatre style)	Cost per day	Comments
Plenary			
Parallel Hall			
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 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			
Committee Room 7			

PUBLIC SPACE

	Available Space	Cost per day
Exhibition Space		
Poster space		

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.