

# IPNA CONGRESS BIDDING GUIDELINES

## INTRODUCTION

### IPNA CONGRESS PRESENTATION

IPNA congresses are the largest international conferences on pediatric nephrology. They cover all areas of pediatric nephrology, and are held once every three years in a different region of the world.

The first IPNA Congress took place in Guadalajara, Mexico, in 1968.

The International Pediatric Nephrology Association (IPNA) considers the organization of the congress as one of its core activities.

An IPNA Congress should reflect what is going on in Pediatric Nephrology in the world at the time when it takes place, present the best work of all Pediatric Nephrology subfields and different regions of the world, and thus point to the future of Pediatric Nephrology. The invited speakers are carefully selected by an outstanding international scientific committee. These speakers are of the highest quality, able to present current trends of research to a broad audience.

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## PREPARING A BID

### **GENERAL GUIDANCE**

Applicants have to be aware that IPNA hired a PCO (Professional Congress Organizer) to assist the host organization with many aspects of the Congress (logistics, promotion, fundraising, guests management, call for abstract management, registration management and general coordination).

The bid should thus focus on the destination aspects and the persons and institutions involved in the project.

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## BID PROPOSAL

### **BID DOCUMENT HAS TO INCLUDE**

#### **1 – Organizing committee**

- Societies and Associations applicants belong to
- Societies and Associations supporting or endorsing the bid

#### **2 – Scientific infrastructure**

- Chair and co-chair(s) of the Scientific Committee

#### **3 – Venue**

- Auditorium for the plenary lectures (*minimum 1,300 seats*)
- Rooms for parallel sessions (*minimum 3 rooms, minimum 300 seats in each*)
- Preview room (Speakers' ready room) (*minimum 35-50 sqm*)
- Internet corner/availability of WiFi
- Registration space (*400 sqm of total booth surface*)
- Exhibition space (*7 desks*)
- Poster area (*700 posters in 1 or 2 sessions*)
- Catering areas for coffee breaks/light lunches (nearby exhibition and posters)
- Meeting rooms and offices

#### **4 – Accommodation**

- Variety of local accommodation facilities

*from inexpensive student residences to high-class international hotels approximately 1,000 rooms.*

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### **BID DOCUMENT HAS TO INCLUDE**

#### **5 – Transportation**

- City/country accessibility
- Closet metro/bus/train stations from the venue
- Transportation from hotels to venue

#### **6 – Destination**

- Security of participants
- Climate
- Cultural and recreational attractions

#### **7 – Visa restriction**

- Nationalities requiring a Visa
- Average cost and delay for visa delivery

#### **8 – Social events**

- Welcome reception for approx. 800-1,000 participants
- Gala dinner / banquet for approx. 900 participants

#### **9 – Pro-congress or Post-congress Workshops**

- At least 4 small meeting rooms are required, no extra cost charged for registration

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### BID DOCUMENT HAS TO INCLUDE

#### 10 – Local taxes

- Local taxes applying to a US non-profit corporation as well as to a European one
- Additional taxes applying when money will be transferred to a US bank as well as to a European one

#### 11 – Financial structure

##### EXPENDITURE

- Venue
- Technical equipment & services
- Sign/Decoration/Furniture's
- Staff (support staff, security, cleaning...)
- Catering
- Social events
- Marketing/Communication
- Invited guests (≈ 50)
- Awards and Grants

##### INCOME

- Local support
- Medical Companies Sponsorship
- Registration (with registration fees)

##### BALANCE

A positive balance of minimum 200,000 USD is expected.

75% of the benefits are for IPNA

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SELECTION PROCEDURE	Letter of intent	Bid presentation	Decision	IPNA Congress
	<p><b>DEADLINE:</b> Dec 30, 2016</p>	<p><b>PLACE:</b> Executive Council Mexico City</p> <p><b>DATE:</b> April 19-20, 2017</p> <p><b>DURATION:</b> 30 minutes max</p> <ul style="list-style-type: none"> <li>• 20' for presentation</li> <li>• 10' for questions</li> </ul>	<p><b>PLACE:</b> Executive Council Mexico City</p> <p><b>DATE:</b> April 19-20, 2017</p> <p><b>METHOD:</b> Vote of all Executive Council members</p>	<p><b>DATE:</b> September 2019*</p> <p>*if not in conflict with: - events/holidays in the region - IPA meetings - ISN meetings</p>