

## **Standard Operating Procedure (SOP) – Selection of future meeting sites**

**Title:** Selection of future meeting sites and bid guidelines

**Number:** 02

**Date:** 24 September 2013 - *Last review: March 2024*

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### **Statement of purpose:**

To ensure that there is adequate criteria used to determine the allocation of future annual scientific meeting sites.

### **Related issues:**

Appropriate and fair allocation of meeting locations.

### **Context / Committee:**

Executive Board, Ethics & Morals and Bylaws Committees

### **Details:**

The ISPN Bid Guidelines document describes the full process of decision making with regard to Annual Meeting site selection. Copies of the relevant document are available to ISPN members or at request through the ISPN secretariat – An older version of the document is attached on the next pages.

### **Review period:**

Annually



**ISPN**

INTERNATIONAL SOCIETY FOR  
PEDIATRIC NEUROSURGERY

# **ISPN BID GUIDELINES – ISPN 2024**

**for the 52<sup>nd</sup> Annual Meeting of the  
International Society for Pediatric  
Neurosurgery**



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## ISPN Bid guidelines – ISPN 2024

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## 1. INTRODUCTION

The [International Society for Pediatric Neurosurgery](#) (ISPN) seeks to promote the health of children throughout the world by encouraging ethical transmission and exchange of scientific information and techniques related to Pediatric Neurosurgery.

The Annual Meetings of the ISPN are integral to the ethos of the Society. These meetings provide a mechanism for the exchange of scientific information for the betterment of our patients, wherever they are in the world.

The intention is that these meetings should also lead to a more rapid evolution of the art of pediatric neurosurgery, through discussion and dissemination of new surgical techniques and a better understanding of the conditions that we treat.

This document outlines the International Society of Pediatric Neurosurgery (ISPN) bidding requirements to be met by the bidding party in order to host the **52<sup>nd</sup> Annual Meeting of the ISPN in 2024**.

The document also outlines the main objectives for holding the meeting and provides background information.

### 1.1 The Annual Meeting Chair

Hosting an Annual Meeting is one of the greatest honours the ISPN bestows on a pediatric neurosurgeon and the Annual Meeting Chair (AMC) becomes an important figure in the organization. This is an opportunity to make a substantial contribution to international pediatric neurosurgery, nurture the growth of our specialty in your country or region and establish the reputation of your centre among your colleagues.

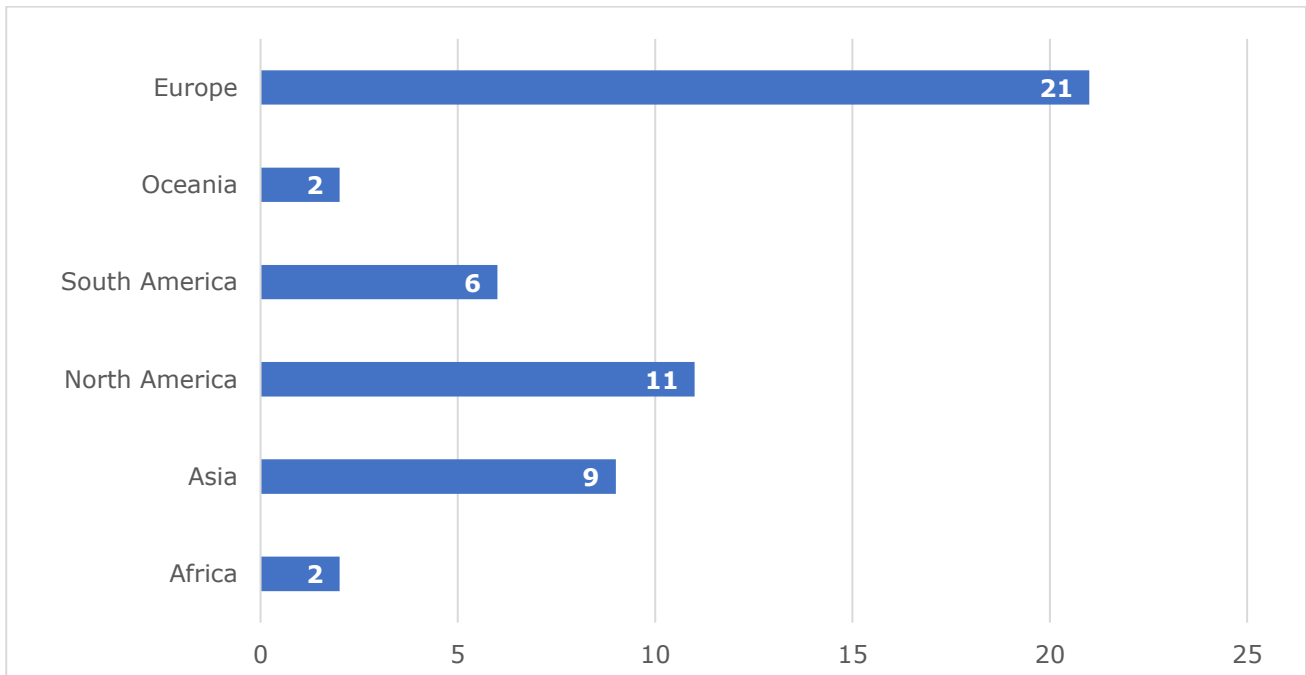
The starting point for hosting an ISPN meeting is for a bid to be presented by a recognized member of the ISPN, who has the necessary standing to serve as the AMC. This is a very responsible position which requires the individual to be familiar with the work of the ISPN and the nature of our meetings. The AMC will usually be included in the Executive Board in the year(s) leading up to the meeting and will serve as an Officer of the Society in the year prior to their Annual Meeting.

### 1.2 Previous Annual Meetings

The first Annual Meeting of the ISPN society took place in Tokyo, Japan in 1973.

The 51 meetings held up to 2023 have taken place on the following continents:





The most recent Annual Meetings of the ISPN have been held and are currently scheduled for the following locations:

Year	City	Country
2006: 34	Taipei	Taiwan
2007: 35	Liverpool	United Kingdom
2008: 36	Cape Town	South Africa
2009: 37	Pasadena, CA	USA
2010: 38	Jeju island	South Korea
2011: 39	Goa	India
2012: 40	Sydney	Australia
2013: 41	Mainz	Germany
2014: 42	Rio de Janeiro	Brazil
2015: 43	Izmir	Turkey

Year	City	Country
2016: 44	Kobe	Japan
2017: 45	Denver, CO	USA
2018: 46	Tel Aviv	Israel
2019: 47	Birmingham	United Kingdom
2020: 48	Singapore	Singapore
2021: 49	TBD	Chile
2022: 50	Toronto	Canada
2023: 51	Lyon	France
<b>2024: 52</b>	<b>Open</b>	

### 1.3. Rotation Policy

While there has been no strict rotation policy, the ISPN Annual Meeting typically rotates between the various continents.

Per ISPN's [By-laws](#) a city may not host the ISPN Annual Meeting at intervals of less than 20 years (i.e. no city that has hosted the meeting since 2005 is eligible for 2024).

It is envisaged that greater attention will be paid to a rotation policy *in the near future*, possibly within the following clusters:



- Europe, Middle East & Africa
- Asia & Oceania
- The Americas

Considering the Annual Meeting locations of the last years, for the Annual Meeting in 2024 a destination in the Asia & Oceania region would be preferred.



## 2. ISPN ANNUAL MEETING REQUIREMENTS

### 2.1. Preferred dates

The Annual Meeting can be held on any date between **15 September** and **15 November**.

Meetings should begin with the Presidential Dinner on Saturday night and end with the Closing Ceremony on Thursday.

**The proposed dates must NOT clash with major international meetings within the ISPN field of practice and should respect important religious and public holidays during this period.**

### 2.2. Accessibility

The country hosting the ISPN Annual Meeting **should be accessible to people from all nationalities** desiring to participate in the ISPN Annual Meeting regardless of their nationality.

In the event of unreasonable visa or other entry restrictions are imposed, or accessibility becomes an issue through any other development, the ISPN reserves the right to change to another hosting country/National Society.

The AMC must accept that the ISPN will expect him or her to take every reasonable step to ensure that any member in good standing is able to attend the Annual Meeting. This is particularly important as we develop our membership in Developing Countries, whose citizens often face onerous visa restrictions.

### 2.3. Venue

Locale and access - Bids should be from medium to large cities serviced by an international airport with good accessibility.

Meeting venue – The venue should meet the below minimum criteria, with flexibility to handle growth or other changes:

- Expected number of participants: 500 – 650
- 1 plenary hall with a capacity of at least 400 and ideally 600 delegates in theatre style
- 1 parallel hall with a capacity of 250-300 delegates in theatre style
- 1 boardroom for the Executive Board Meeting and ISPN Society Room with a capacity of 25 people in boardroom style (available Sunday through Thursday)
- 1 speaker-ready room of 50 sqm
- 2-3 break out rooms for committee meetings with capacities of 10-15 each (only required on the Sunday)
- 1 room for PCO office & storage
- 1,000 sqm total available space for exhibition (400 sqm), catering (400 sqm) and poster boards (200 sqm)

Ethical considerations: All bidders must consider the pharmaceutical codes and practice requirements of the EFPIA (European Federation of Pharmaceutical Industries and Associations, [www.efpia.eu](http://www.efpia.eu)) when submitting a bid.

### 2.4. Hotel rooms



The host city shall have at least 1,000 hotel rooms of various categories (3-5 stars) easily accessible by public transportation to the Meeting venue.

The bid document should include a block of approximately 150-250 hotel rooms in areas within a close proximity to the Meeting venue, meeting the following guidelines:

- It is preferable to have a large number of rooms in a contiguous block within a single hotel that can also be used as the meeting venue. Ideally, a single location should serve as the headquarters for most of the delegates.
- Inexpensive accommodation must be available in close proximity (or transport provided) for delegates with limited financial means.

Hotels should be in line with CME application criteria.

## 2.5. Meeting outline

	morning (AM)	afternoon (PM)	evening
<b>Saturday</b>	Exhibition set-up		
			Presidential dinner <i>(invitation only)</i>
<b>Sunday</b>	Registration & posters set-up	Registration open	
	Committee Meetings		
		Executive Board Meeting	
	(Optional) Pre-meeting Symposia <i>(nature and content at discretion of Meeting Chair)</i>		
	Exhibition set-up		Exhibition open
			Welcome reception
<b>Monday</b>	Exhibition open		
	Scientific program		
<b>Tuesday</b>	Exhibition open		
	Scientific program		





		free time	
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<b>Wednesday</b>	Exhibition open		
	Scientific program		
		ISPN Business Meeting (1 hour - no overlap with other sessions)	
			Poncho Ceremony networking*

<b>Thursday</b>	Scientific program (incl. Farewell & closing)
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\* The Poncho Ceremony networking event must be open/available to all delegates including those on scholarships.

## 2.6. Social Program

To be organized within the predefined budgets and in compliance with CME regulations.

- Presidential dinner (by invitation only)
- Welcome reception (included in registration fee)
- Opening ceremony (this need not be the first event of the morning if an early start is required)
- Optional – Monday evening networking event (typically the scientific program ends late on the first day and Monday is a free evening)
- Optional - Tuesday evening networking event (It is preferable but not mandatory for the Tuesday evening event to be included in the Meeting registration fee, and included in the meeting budget; this is often a casual and inexpensive gathering)
- Poncho Ceremony on Wednesday evening (in line with compliance regulations this cannot be included in registration fee and meeting budget).

## 2.7. Registration Policy and Procedures

Registration policies and procedures, including registration rates, will be determined by the ISPN Executive Board, the Local Organizing Committee and the PCO. Special registration fees must be available for ISPN members, undergraduate students, residents/interns, young researchers and trainees, nurses, exhibitors and participants coming from countries designated as low and lower-middle income by the World Bank (in limited number).

Registration fees should be set in relation to the fees charged for previous ISPN Annual Meetings and in relation to the fees that are applicable for similar Congresses in the region where the Meeting takes place.

Attendance, travel and other costs related to meeting activities by the ISPN President are to be borne by the meeting budget.



### 3. BID SELECTION CRITERIA AND APPLICATION

#### 3.1. Timeline

The total time for the bid cycle is 40 weeks, and follows the below timeline:

Item	No. of weeks before final selection	DD/MM/YY
Prepare & send out Call for Letter of Intent to all ISPN Members	-40 weeks	9 January 2019
<b>Deadline to submit letter of intent</b>	<b>-33 weeks</b>	<b>1 March 2019</b>
Selection of maximum 3-5 destinations by the ISPN EB to proceed to prepare full Bid Book	-29 weeks	1 April 2019
<b>Deadline to submit a full bid in collaboration with PCO</b>	<b>-14 weeks</b>	<b>15 July 2019</b>
<b>Bid presentation &amp; destination selection at ISPN Annual Meeting</b>	<b>0 weeks</b>	<b>20 October 2019</b>

#### 3.2. Criteria

Bids will be accepted from any **active individual ISPN member who has the ability to serve as AMC. If there is a national or regional pediatric neurosurgery society, the bid must be supported by that organization, as well as by the member's national neurosurgical society.**

The final decision will be made during the Executive Board Meeting taking place at the Annual Meeting in Birmingham. At that time, the pre-selected destination bids will be presented by the bidding member(s) and put to vote by the Executive Board, following discussion and recommendations by the PCO.

#### 3.3. Letter of Intent

Interested parties are first asked to submit a Letter of Intent as outlined in [Appendix 1](#).

Based on the Letter of Intent an initial shortlist of up to 3-5 potential destinations will be selected, these parties will be invited to move forward with preparing the full Bid Book.

#### 3.4. Bid Book

The bidding society/person is to submit a Bid Book that includes the following sections:

1. Letter(s) of Invitation addressed to: The International Society of Pediatric Neurosurgery, Professor Wolfgang Wagner
2. Recommended venue
3. Venue information, including:
  - a. Proposed dates available
  - b. Hall allocation suggestions
  - c. Venue rental proposal
  - d. Floor plans and capacities (or links to online information)



- e. Contact information for venue
- f. Information about exclusive suppliers, if any (AV, Catering, etc.)
4. Hotel(s) information, including:
  - a. General information about number and types of hotels
  - b. General pricing information
  - c. Preliminary room block of 150-250+ rooms
5. Information about city/national support for meeting (possibilities of Welcome Reception by the city, subvention on venue rental, and/or any other support that may be available)
6. Possible local sponsorships that your professional society could procure
7. Draft budget of the Annual Meeting
8. Contact details of the potential Convention Bureau (if applicable)

The following documents are to be submitted with the bid:

- Letter(s) of support from the most senior person within the host organization(s)
- Letter(s) of support from national & regional organizations actively involved in neurosurgery or pediatric neurosurgery

The below documents are recommended to be submitted with the bid:

- Letter(s) of support from national University
- Letter(s) of support from relevant local Government authorities related to the area (if applicable)
- List of local companies related to the area which are potential sponsors
- Letter of support from the city convention bureau

All other information as well as a professional evaluation of the submitted information will be prepared as a site survey report by Kenes Group, ISPN's selected Professional Congress Organizer (PCO).

The PCO will offer their assistance in preparing the bid book on parts that are relevant to the PCO.

Local organizing committees are under no financial obligation for the meeting. Nevertheless, ISPN and Kenes Group are under no obligations to use the services of any local agent for the meeting.

### **3.5. Bid Submission**

Bids should be submitted electronically by **15 July 2019** to the ISPN office:

ISPN, International Society for Pediatric Neurosurgery

E-mail: [ispnoffice@kenes.com](mailto:ispnoffice@kenes.com)

A confirmation of receipt will be sent upon receiving the Bid Book.



## **APPENDIX 1 – Letter of Intent Form**

Thank you for considering a bid to host the 52nd Annual Meeting of the ISPN. The ISPN invites you to submit a Letter of Intent expressing your wish to host this meeting, and let us know why we should choose your city!

Please complete the form below and submit it electronically to the ISPN Office [ispnoffice@kenes.com](mailto:ispnoffice@kenes.com) before **1 March 2019**.

In addition, please feel free to submit a 1-2 page letter outlining why you would like to host the 52nd Annual Meeting of the ISPN.

We look forward to receiving your Letter of Intent!

**Wolfgang Wagner**

***ISPN President 2018-2019***





## 52nd Annual Meeting of International Society for Pediatric Neurosurgery (ISPN 2024)

### LETTER OF INTENT

#### 1. Personal Details

Title Name Surname : \_\_\_\_\_

Organization : \_\_\_\_\_

Organization Address : \_\_\_\_\_

\_\_\_\_\_

E-mail: : \_\_\_\_\_

Phone: : \_\_\_\_\_

#### 2. Indicate the preferred destination(s) where you wish to host ISPN.

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#### 3. Indicate the venue/hotel name (if you have a preference). Please leave the below space empty if you don't have any suggestion.

\_\_\_\_\_

#### 4. Why should the 52<sup>nd</sup> Annual Meeting of the ISPN be held in your city/ country? (may be covered in an accompanying letter)

\_\_\_\_\_

\_\_\_\_\_

#### 5. Please name relevant supporting organizations in your country (e.g. local pediatric/ neurosurgical society, CVB, government entity?)

\_\_\_\_\_

\_\_\_\_\_

#### 6. Please let us know if there will be any support in cash or in-kind towards the Meeting by local authorities (e.g. Welcome reception hosted by the Mayor, cash or in- kind support by Tourism board, grants provided by local institutions, anything else you deem important for us to know).

\_\_\_\_\_

\_\_\_\_\_



**7.** Please indicate other **added value of your destination** for ISPN.

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**8.** Please let us know if a national or regional **pediatric neurosurgical organisation** exists in your country and if so, what is the name of this society

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**9.** If a national pediatric neurosurgical society exists, please provide us with the number of members and if they organize a local congress.

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**10.** Hosting the Annual Meeting is a unique opportunity to grow pediatric neurosurgery in your country. Please indicate the **expected delegate participation from your country**, and what steps you will take to encourage this.

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**11.** Please note the level of **expected local sponsorship** for the meeting budget. A rough estimate based on your best knowledge and where this money could come from (*Any global company should not be included in this estimate*)

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**12.** Please let us know the **VISA policy of your country** and specify if you have special arrangements to ensure/ease the entry of all ISPN registered delegates to your country.

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**13.** List any country whose citizens are **prohibited** from entering your country:

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All applications will be reviewed by the ISPN Executive Board and will be short listed. After that point our PCO will contact you to guide you through the rest of the bidding process.

Date

Signature

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