



The International Society
for Diseases of the Esophagus

Request for Proposal (RFP) to host the ISDE 2022 World Congress for the ASIAN / PACIFIC REGION

INTRODUCTION

The International Society for Diseases of the Esophagus (ISDE) is pleased to announce that it is now accepting applications to host the ISDE 2022 World Congress.

ISDE Congresses take place biennially in even-numbered years. Their locations follow a six-year rotation among three global regions: Eastern (Asia/Pacific), Europe, and Western (Pan America). According to this rotation, the 2022 Congress is scheduled to be held in the Eastern region. In accordance with past practice, any convention bureau within the Eastern (Asia/Pacific) region may submit a proposal. An active ISDE member should support the bid as Local Organization Committee (LOC) Chair. Local support from any legally-constituted National or Regional society related to esophagus within the Eastern region is welcome, but not necessary.

Note: At the discretion of the ISDE Executive Committee, the ISDE may consider bid application from other regions as well, if no acceptable bids are submitted from the projected region in accordance within the deadlines herein.

ORGANIZATIONAL BACKGROUND OF THE ISDE

The ISDE is an international, multispecialty society that was founded in 1979 for the study of the esophagus in disease and in health. The aims of the ISDE are to promote the exchange of scientific and medical knowledge among specialists in the field, to maintain interchange with organizations and industries, and to encourage basic and clinical research in fields related to the esophagus. In order to promote the professional and educational development of individuals interested in the esophagus, the ISDE sponsors its own journal, international congresses, and other educational programs. The ISDE is managed under the auspices of International Conferences Service, Ltd.

Based on data from the last meetings, the biannual ISDE congress has approximately 800 participants, 1000 m2 exhibition space requirements and holds various industry workshops. Therefore, the Candidate Team (City + Regional Authority + additionally an ISDE member or local proponent who will actively support the bid and the with local arrangements during the planning phase) must fulfill some basic needs which are listed below.

ORGANIZATIONAL STRUCTURE OF THE ISDE CONGRESS

The President of the ISDE, in conjunction with the Executive Committee and Executive Director, has overall responsibility for the Congress. ISDE has contracted the services of International Conference Services (ICS), an accredited Professional Congress Organizer (PCO), who will be responsible for all congress management related services for the ISDE 2022 World Congress. ICS will work with the LOC on local aspects of the congress such as local attractions, local industry relations, and coordinating with local medical/surgical societies.



The scientific program for the Congress is developed by the Scientific Program Committee.

Industry funding for the Congress is under the oversight of the standing and the ad hoc local Industry Relations Committees. ISDE members who live and work in the local region of the Congress are recruited to join the local Industry Relations Committee and are asked to generate regional interest in the meeting and interact with industry to help encourage industry support of the congress.

World Congresses have been convened in:

1980 Tokyo, Japan	2008 Budapest, Hungary
1983 Rome, Italy	2010 Kagoshima, Japan
1986 Munich, Germany	2012 Venice, Italy
1989 Chicago, USA	2014 Vancouver, Canada
1992 Kyoto, Japan	2016 Singapore
1995 Milan, Italy	2018 Vienna, Austria
1998 Montreal, Canada	2020 Toronto, Canada
2001 San Paulo, Brazil	2022 TBC
2004 Madrid, Spain	
2006 Adelaide, Australia	

TIMELINE FOR APPLICATION PROCESS

May 1, 2018	Letter of intent due
May 15, 2018	Invitation to prepare a full bid proposal
July 1, 2018	Deadline for receipt of bid
July 31, 2018	Review of submitted bids
August 21, 2018	Deadline for revised bids Proposals will be vetted by the ISDE Executive Committee and the PCO and are approved by the Executive Committee.
September 16, 2018	Decision of shortlisted cities
Oct – Nov, 2018	Site Visits to shortlisted cities
May 2019	Final Selection

FREQUENCY AND DATES OF THE ISDE CONGRESS

The ISDE Congress is convened every two years (even years). Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are chosen. Preferred dates are in mid/late September to early October.

International Holidays in September / October 2022:

Rosh Hashanah	September 25 – 27, 2022
Yom Kippur	October 5, 2022
Labour Day	September 5, 2022
Mid-Autumn Festival	September 10, 2022
National Day China	October 1 – 3, 2022

The length of the Congress is 4 days, including 2.5 days of scientific presentations and 1.5 days of ancillary committee



meetings and symposia.

LETTER OF INTENT

A letter of intent (maximum 3 pages) is requested upon application for the ISDE 2022 World Congress. It shall include the following:

- Potential ISDE members supporting the bid (if more information on active ISDE members is required please contact the ISDE secretariat at info@isde.net).
- Brief overview of the city, its location and accessibility
- Proposed congress venue
- A brief description of relevant and tangible benefits foreseen to the ISDE and its key stakeholders in the geographical area hosting the congress
- Potential sources of financial support

In addition, a checklist (**APPENDIX A**) needs to be completed and submitted together with the letter of intent no later than May 1, 2018.

REQUIRED INFORMATION

Upon invitation to prepare a full bid for the 2022 ISDE World Congress, please provide a detailed proposal to include, but not limited to, the following:

- A complete CITY and VENUE Questionnaire (**APPENDIX B**)
- A sample budget in USD\$. (**APPENDIX C**)
- Floor Plans of proposed venue indicating the proposed rooms for Plenary Hall, Session Rooms, Offices, Speaker Preview Center and Exhibition as per meeting room requirements
- Picture of proposed venue
- Any other information you would like to share and is not covered by the CITY and VENUE Questionnaire

NOTE: Please provide all requested material in 1 (ONE) document, compressed to make the smallest file size as possible.

The questionnaire and the sample budget will be provided by the ISDE Secretariat upon receipt of the Letter of Intent (see timeline for application process). Both documents can be requested beforehand by contacting the ISDE Secretariat at info@isde.net.

> CITY REQUIREMENTS

The minimum requirements for the proposed city should include the following (detailed listing can be found in the CITY and VENUE questionnaire)

- Ease of Travel:
 - Excellent flight connections, easy international (direct) access. Based on past congresses, delegates may come from in excess of 50 countries. Freedom from requiring travel visas, etc.
- Accommodation:
 - Adequate hotel facilities in close proximity to the venue, including inexpensive properties for delegates on low budgets. A number of hotels located in the direct vicinity of the congress venue.
- Details of **city convention grants or incentives, marketing support, etc.**
- Information on regional destinations for Pre- and Post Congress Tours and local venues of interest for attendees and accompanying persons.



> MEETING SPACE REQUIREMENTS

It is preferred that all meeting space is on one level or in close proximity, including all offices, scientific and general sessions and exhibit/poster areas.

The general schedule for the meeting has been as follows:

Congress Day 1	Ancillary meetings, Opening Ceremonies & Evening welcome reception incl. opening of exhibit hall
Congress Day 2	Morning and afternoon scientific sessions
Congress Day 3	Morning and afternoon scientific sessions Congress Dinner
Congress Day 4	Morning scientific sessions, potential Symposia or Hands-on courses (not necessarily at the conference venue)

Meeting space will need to be blocked for set up on Day 1 and can be released as of 5:00 pm on Day 4. Small meetings rooms will need to be available on Day 1 for committee meetings and the Executive Committee meeting.

Venue price quotes should include (to be listed in the

- One full day move in day for the exhibitors and one half day move out (Typically these days are complimentary or at a discounted rate)
- Anticipated annual increase
- Rental price inclusions, i.e., cleaning, security, no extra cost for meeting room build-up
- Any F&B rebates offered based on consumption
- Air-conditioning / Heating

Additional Quotes that should be provided:

- F&B rates for coffee breaks, lunch and welcome reception
- Standard Audio-Visual Requirements for the plenary hall and the session/breakout rooms:
 - Sound system and microphones
 - Video recording in the plenary hall
 - LCD projector and screen, Computer
 - Internet connection
 - Remote control and laser pointer
 - Technical assistance
- A networked speaker presentation system (incl. equipment for the speaker preview center (6 computers) and Wi-Fi connection if not included in the meeting room rental costs)
- Wi-Fi cost (if not included in the venue rental fee)

CONGRESS DINNER

The Congress Dinner on congress day 3 can, but does not need to take place at the congress venue. If it is a different venue, please provide a detailed offer for rental fees and F&B for 200 PAX.

CONTACT DETAILS



The letter of intent as well as the full bid documentation should be sent by email to:

ISDE Secretariat
Suite 300, 1201 West Pender Street
Vancouver, BC
Canada V6E 2V2
info@isde.net