



**Union Internationale
de Phlébologie**

International Union of Phlebology

UIP WORLD CONGRESS of PHLEBOLOGY 2027

BID APPLICATION FORM

Date of Release: October 2022

MATERIAL REQUIRED FOR BID APPLICATION FORM

Below is a list of required documents at the time of submitting an application form. Complete the checklist below to ensure all bidding requirements have been met, by completing the bid application form.

	Form	Attached
<input type="checkbox"/> Letter from President of Host Society	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local Organising Committee members (attach resumes)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> General City Information	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> General Country Information	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Travel Accessibility	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Convention Centre Details and Services	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Convention Centre Floor Plans and Additional Information	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hotel Information	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hotel Locations Map	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Social Function Venues	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Social Function Images	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Endorsement/s on Official Letterhead/s	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Domestic Delegate Breakdown	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Support from Host City	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Previous Medical Congress History	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> References from Organisers of Previous Congresses (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Bidding Country Code of Medical Conduct	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Financial Model	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Memorandum of Agreement Signed	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL CITY INFORMATION

General documentation on the city proposed as venue for the meeting such as: population, climate, safety, cuisine, infrastructure, attractions, museums, cultural activities, etc.

TRAVEL ACCESSIBILITY

General documentation on accessibility of the city by air: direct international flights to and from, frequency, airline company names, distance from airport to city, public transportation to congress centre, average cost from airport to city etc. Documentation of accessibility by road and rail if relevant.

Airport			
International Airport	Yes / No		
Distance from Airport to City			
Average Cost from Airport to City	Taxi \$	Train \$	Bus \$

Public Transportation to Congress Centre			
Bus	Yes / No	Average cost	\$
Metro	Yes / No	Average cost	\$
Train	Yes / No	Average cost	\$
Other		Average cost	\$

Other Travel Accessibility Information (or attach further details)

CONVENTION CENTRE DETAILS AND SERVICES

Specific documentation on the proposed convention centre: number and size of meeting rooms and exhibition area, floor plans, security, location, public transportation to and from, distance to downtown, distance to various hotels. Information on dates or periods of availability.

All rates to be quoted in USD according to the day of calculation, prior to negotiation and excluding sales taxes (e.g. VAT/GST)

Usage	Set up & capacity required	Space Venue to complete	Maximum capacity for required set up Venue to complete	Room Cost Day -2 Saturday	Room Cost Day -1 Sunday	Room Cost Day 1	Room Cost Day 2	Room Cost Day 3	Room Cost Day 4
Pre-Congress Symposia 1	Classroom TBA			US\$	US\$				
Pre-Congress Symposia 2	Classroom TBA			US\$	US\$				
UIP Executive Committee Meeting	Boardroom 15-20 pax			US\$					
UIP General Council Meetings	Assembly 150 pax				US\$			US\$	
Registration	~1,000 sqm			US\$	US\$	US\$	US\$	US\$	US\$
Welcome Reception Set Up	n/a				US\$				
Welcome Reception	Cocktail ~1,500 pax				US\$				
Plenary / Opening Set Up	n/a				US\$				
Plenary Sessions	Theatre ~1,500 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 1	Theatre 150-300 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 2	Theatre 150-300 pax					US\$	US\$	US\$	US\$



Concurrent Sessions 3	Theatre 150-300 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 4	Theatre 150-300 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 5	Theatre 150-300 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 6	Theatre 150-300 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 7	Theatre 50-150 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 8	Theatre 50-150 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 9	Theatre 50-150 pax					US\$	US\$	US\$	US\$
Concurrent Sessions 10	Theatre 50-150 pax					US\$	US\$	US\$	US\$
Exhibition and Posters Move In	~3,000sqm					US\$			
Exhibition, Catering and Posters	~3,000sqm 60 (3m x 3m) Booths 1,200 Delegates Catering 150 Posters						US\$	US\$	US\$
Exhibition and Posters Move Out	~3,000sqm								
VIP Room	Custom					US\$	US\$	US\$	US\$
Speakers Lounge	Custom					US\$	US\$	US\$	US\$
Secretariat Office 1	Custom				US\$	US\$	US\$	US\$	US\$
Secretariat Office 2	Custom				US\$	US\$	US\$	US\$	US\$



CONFERENCE DATES

Please recommend three date options for the Congress. Most desirable months are August to October. Dates will be determined by the UIP Council in consultation with C-PCO, UIP CEC and the Host Society considering climate and conflict with other congress(es) or meeting(s).

Suggested Dates (to be approved by UIP CEC and C-PCO)	
Core Meeting Dates (Day 1-4)	Comments
Option 1:	
Option 2:	
Option 3:	

FOOD AND BEVERAGE

Food and beverage cost should be provided per delegate for each coffee break, buffet lunch, boxed lunch and the welcome reception.

FOOD & BEVERAGE	Coffee break	Buffet Lunch	Boxed Lunch	Welcome Reception
Cost per delegate per day				

HOTEL INFORMATION

Documentation on hotels: categories, price ranges, distance to conference centre, total number of sleeping rooms within walking distance, total number of sleeping rooms within reasonable shuttle bus distance, breakfast price availability over the proposed Congress dates.

Category	Number of Hotels	Number of Rooms	Average Cost	Breakfast Included	Tax Rates Included
5*			US\$	Y/N	Y/N
4*			US\$	Y/N	Y/N
3*			US\$	Y/N	Y/N

Please provide a map showing hotels and proximately to the Congress Centre



BIDDING COUNTRY MEDICAL CODE OF CONDUCT

Details of bidding country medical code of conduct (if applicable) as it would relate to any industry sponsorship and exhibition considerations.

Please provide relevant extract from Medical Code of Conduct as it relates to conferences and exhibitions. The complete code of conduct can also be attached as reference.

Preferred financial model

(Refer to page 9 of the manual for selection of future UIP congress sites for more information)

- Model 1: UIP Managed Event
- Model 2: Host Society Managed Event