



**Union Internationale  
de Phlébologie**

International Union of Phlebology

# **UIP WORLD CONGRESS of PHLEBOLOGY 2027**

## **BID MANUAL**

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# 1. INTRODUCTION

This Bid Manual outlines the key requirements for hosting an International Union of Phlebology (UIP) World Congress. UIP member societies are eligible to make a bid to host the event. We strongly recommended the applicants to consult and/or jointly prepare the bid document with the Tourist Board or Convention Bureau of their destination city/country and their preferred Congress venue.

## 1.1 About the International Union of Phlebology (UIP)

The aims of the UIP are:

- To strengthen the links between the societies or associations, either existing or to be created, which have a special interest in the study and the therapy of venous and lymphatic disorders.
- To promote education and teaching of phlebology as well as the training and continuing medical education of phlebologists.
- To promote consensus on all aspects of venous and lymphatic disorders; to encourage studies and research on disorders of venous and lymphatic origin.
- To promote joint meetings or international Congresses.
- To encourage the creation and activities of national societies or associations and to encourage them to join the UIP

## 1.2 Eligibility of Bidders

All UIP member societies are encouraged to bid to host the World Congress of Phlebology. There will be a Call for Bids four (4) years before the Congress. Bids to hold the World Congresses may be received only from member societies of UIP.

Bidders must demonstrate the following conditions:

- Be a financial member of the UIP at the time of the bid, having paid all membership dues and remain in good financial standing until time of Congress. Bids will not be accepted from non-financial members of the UIP or societies, organisations or individuals who are not members of the UIP.
- Respond to a Call for Bids with required Bid Application Form and supporting documentation strictly before the bid deadline.
- Proven previous experience in organising regional and/or international events
- Present a letter of support from Tourism Board / Convention Bureau with financial offer to support the Congress
- Propose a Local Organising Committee (LOC)
- Pay the bid application fee

### **1.3 Congress and Scientific Chairs**

The UIP Congress and Events Committee (CEC) in collaboration with the UIP Executive Director ED and the Core Professional Congress Organiser (C-PCO), will oversee the bid process and the organisation of the meetings by the Local Organising Committee (LOC). The LOC shall appoint a Congress Convenor, who will work closely with the UIP President, the UIP CEC, the UIP ED and C-PCO, normally four years in advance of the Congress. The role of UIP CEC and UIP ED is to maintain the blueprint of UIP Congresses and ensure high standards of organisation and scientific content are applied. The Scientific Programme Committee shall be co-chaired by the Congress Convenor and the UIP CSC (Chair of Scientific Committee). The UIP reserves the right to have the final say in any disagreements with the LOC, the Congress Convenor and other third parties.

### **1.4 Core Professional Congress Organiser (C-PCO)**

The UIP has appointed MCI as the C-PCO. MCI will be responsible for organisation, administration and all financial aspects of the Congress including the commercial exhibition and securing sponsorships. Working closely with UIP, MCI will take responsibility for planning, organisation and execution of the congress making every effort for a high calibre congress at reasonable expense. MCI will coordinate bid submissions and ensure complete applications are received by the submission deadline and present a Site Selection Report to the UIP for shortlisting. Once the bid has been won, MCI will work with the UIP and LOC to ensure successful Congress delivery and allocation of roles and responsibilities. MCI has the responsibility for preparing and managing the budget for the Congress, as approved by the UIP.

### **1.5 Distribution of Assignments**

Distribution of assignments amongst the UIP, the LOC, L-PCO and the C-PCO will be defined in the agreements which will be provided to the shortlisted bidders.

## 2. REQUIREMENTS

Received applications must meet all below **main critical criteria** to be eligible to enter the review process:

- Destination should be politically stable/ not in any type of war (internal conflict or civil war). This should remain the same from the time of submitting the bid application up until the congress dates. This criterion will be re-assessed one year prior to the congress.
- Venue should be suitable as per clause 2.2.
- Applicant should be a financial member of the UIP at the time of the bid, having paid all membership dues and remain in good financial standing until time of Congress.

If above main critical criteria are not met, the application will be returned to the society to be updated and re-submitted or withdrawn by the society.

### 2.1 Congress Centre

Invitations will be considered only from medium to large cities serviced by an international airport. There should be ease and liberty for all UIP member societies to enter the country and in particular visa requirements. Countries with selective entry restrictions applied to citizens of any UIP member society or restrictions based on race, sex, sexual orientation or religion will not be considered. For a full list of UIP member societies please refer to the website: <http://www.uip-phlebology.org/>

### 2.2 Halls, Facilities and Meeting Rooms

Required Facilities	World Congress
Plenary Session	1500 - 2000 seats theatre style
Concurrent Sessions	8-11 rooms x 200 - 300 seats theatre style
Offices/Secretariat	2
UIP Council General Assembly	150 seats assembly style floorplan
UIP Executive Committee	15-20 Boardroom
VIP / Speakers lounge	2
Exhibition	950 sqm
Posters	100 posters per day

## 2.3 Hotel Rooms

The bidding city should have at least 800 hotel rooms of various categories (3\* to 5\*) easily accessible to the Congress Centre and available to be allocated to the Congress participants.

## 2.4 Social Events

Social events will need to include the following:

- Opening Ceremony (first day)
- Award Ceremony
- Welcome Reception
- Gala Dinner
- Closing Ceremony (last day)

# 3. CONGRESS OVERVIEW TIMETABLE

## 3.1 Congress Meeting History

The UIP has a proud history of international congresses starting back in 1960s.

Date	City	Country
<b>2025</b>	Buenos Aires	Argentina
<b>2023</b>	Miami	USA
<b>2022</b>	Istanbul	Turkey
<b>2019</b>	Krakow	Poland
<b>2018</b>	Melbourne	Australia
<b>2016</b>	Rome	Italy
<b>2015</b>	Seoul	Korea
<b>2013</b>	Boston	USA
<b>2011</b>	Prague	Czech Republic
<b>2009</b>	Monte Carlo	Monaco
<b>2005</b>	Rio de Janeiro	Brazil
<b>2001</b>	Rome	Italy
<b>1998</b>	Sydney	Australia
<b>1995</b>	London	England
<b>1992</b>	Montreal	Canada
<b>1989</b>	Strasbourg	France
<b>1986</b>	Kyoto	Japan
<b>1983</b>	Brussels	Belgium
<b>1980</b>	Copenhagen	Denmark
<b>1977</b>	Buenos Aires	Argentina

<b>1974</b>	Milan	Italy
<b>1971</b>	Lucerne	Switzerland
<b>1968</b>	Amsterdam	Netherlands
<b>1964</b>	Wiesbaden	Germany
<b>1960</b>	Chambery	France

### 3.2 Future Dates

- The specific dates for each World Congress will be at the absolute discretion of the UIP and set out in the Agreement a
- Any dates proposed by the host society should consider climate, regional and national holidays, and conflict with other major venous Congresses or meetings.

Most desirable months are August to October. Dates will be determined by the UIP in consultation with C-PCO and the Host Society considering climate and conflict with other relevant congress(es) or meeting(s).

### 3.3 Congress Daily Overview

<b>Pre-Congress Day -2</b>	Registration Pre-Congress symposia UIP Executive Committee (EC) meeting
<b>Pre-Congress Day -1</b>	Registration Pre-Congress symposia Exhibition Move In UIP General Council Meeting 1 Opening Ceremony Set Up and Rehearsals Welcome Reception
<b>Congress Day 1</b>	Registration Opening Ceremony Scientific Sessions Exhibition, Lunch and Posters Award Ceremony
<b>Congress Day 2</b>	Masterclasses and Breakfast Symposia Registration Scientific Sessions Exhibition, Lunch and Posters

<b>Congress Day 3</b>	Masterclasses and Breakfast Symposia Registration Scientific Sessions Exhibition, Lunch and Posters UIP General Council Meeting 2 Gala Dinner
<b>Congress Day 4</b>	Masterclasses and Breakfast Symposia Registration Scientific Sessions Exhibition, Lunch and Posters Closing Ceremony Exhibition and Posters Move Out

### 3.4 Congress General Information

Congress expected number of delegates	1200 - 2000
Number of abstracts	1000 - 1500
Number of presentations	800 - 1000
Number of posters	100 per day
Number of exhibitors	50-100



## 4. FINANCES AND PROFIT DISTRIBUTION

### 4.1 Model 1: UIP Managed Event

#### **Executive Responsibility**

UIP together with the C-PCO have full executive responsibility for the financial aspects of the Congress, budget management, solicitation of sponsorship and financial administration.

#### **Financial Arrangements**

Subject to any agreed financing arrangements and reimbursements set out in the Agreement, any profits made by the Congress will go back to the UIP. UIP will distribute 50% of the profit or a negotiated fixed amount back to the local organising society. This amount will be reviewed by the UIP from time to time.

There is no requirement for any financial management to be provided by the host society and strictly no financial authorisations (neither approval of suppliers or expenses, nor acceptance of sponsorship or exhibition fees) are to be made by the LOC or host society.

#### **Budget**

The C-PCO will prepare a budget for the Congress and will be responsible for all financial administration. A comprehensive budget, including adequate contingencies, will be prepared by the C-PCO with projected income and expenses based on the selected venue and destination costs. The C-PCO will receive all income and pay all expenses in line with approved budget allocations. Regular high-level budget updates will be provided as per the timeline to the Steering Committee.

### 4.2 Model 2: Host Society Managed Event

#### **Executive Responsibility**

The Host Society and L-PCO (Local PCO, if appointed) have full executive responsibility for financial aspects of the Congress, budget management, solicitation of sponsorship and financial administration. The UIP and C-PCO will engage with the Host Society and provide high level strategic support for all aspects of the organisation of the meeting but will not take any financial responsibility.

#### **Financial Arrangements**

As consideration for the UIP granting the Host Society the right to hold the Congress, the Host Society must pay a World Congress Fee, as set out in the submission and noted in the contract. The World Congress fee and relevant UIP costs and reimbursements are to be reflected in the Congress Budget.

The Host Society together with UIP will be responsible for maximising the Net Income received by the Organisers in connection with the organisation and hosting of the Congress. UIP will maintain the international Corporate Partner relationships and remit a portion of these funds to

the Congress budget. The Host Society and L-PCO additionally can secure sponsorship and exhibition revenue from these organisations at a local level. UIP and the C-PCO will provide international marketing services to attract participants outside of the Host Society country, for which a budget allowance needs to be allocated to support this marketing activity. The budget allowance will be discussed with the L-PCO and the Host society once the congress budget is drafted.

### **Budget**

The Host Society and the L-PCO will prepare a budget, which shall include a reasonable allowance for all Local Taxes and any other taxes required by relevant authorities, for the Congress and will be responsible for all financial administration in accordance with the terms and conditions of the Agreement. The Host Society will be responsible for all costs and expenses incurred in connection with the organisation and hosting of the Congress.

### **Summary of Financial and Organisations Models**

	<b>Model 1</b>	<b>Model 2</b>
Executive Responsibility	UIP and C-PCO	Host Society and L-PCO
Financial Organisation	UIP and C-PCO	Host Society and L-PCO
Budget Management	UIP and C-PCO	Host Society and L-PCO
Sponsorship (International)	UIP and C-PCO	UIP, C-PCO, Host Society and L-PCO
Sponsorship (Local)	Host Society and L-PCO	Host Society and L-PCO
Financial Arrangement	50:50 profit share between UIP and Host Society	Fixed fee paid by Host Society to UIP
Local Logistics	Host Society and L-PCO	Host Society and L-PCO
Scientific Program	UIP (Congresses and Events Committee) and Host Society	UIP (Congresses and Events Committee) and Host Society
Marketing (International)	UIP and C-PCO	UIP, C-PCO, Host Society and L-PCO
Marketing (Local)	Host Society and L-PCO	Host Society and L-PCO

## 5. BID CONTENTS

### 5.1 Bidding Documents

The bid document should be made jointly by the local host society, the Tourist Board/Convention Bureau of the city/country and the Congress venue selected. The bidding document must contain the following information. Incomplete bid applications will not be considered.

- **Application-** Fully completed Bid Application Forms
- **President's endorsement-** Letter from the President of the bidding society endorsing the application to bid.
- **LOC Members-** Names, titles, position and a brief resume (curriculum vitae) of the proposed Local Organising Committee members and the Congress Convenor. Prior experience of committee members in the organisation of medical conferences is required.
- **Venue-** General documentation on the city proposed as venue for the meeting such as population, climate, safety, cuisine, infrastructure, attractions, museums, cultural and other activities.
- **Accessibility-** General documentation on accessibility of the city by air, direct flights to and from, frequency, airline company names. Documentation of accessibility by road and rail if relevant.
- **Destination Country-** Brief information about the country such as political structure and stability, economy and inflation rates, cost of living, infrastructure, diplomatic relations, legal requirements for entry, customs regulations, import/export of currency, taxes, tourist information, availability of government, state or city subsidies.
- **Convention Centre-** Specific documentation on the proposed convention centre including 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.
- **In-house Services-** Availability of "in-house" services of the convention centre such as audio-visual, simultaneous translation, business centre, bank, emergency medical facilities, post office, exhibit construction contractors and customs broker. Information on restrictions in choice of the use of such facilities if other than those available "in house" are selected.
- **Hotels-** Documentation on hotels including 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, availability over the proposed Congress dates.
- **Social Functions-** Suggested options for required social functions.
- **Endorsements-** Endorsements by local or national societies, local or national health authorities, scientific institutions, civil authorities, government etc., if any.

- **Delegates-** Details of anticipated number of domestic delegates likely to attend Congress and the source of where they would be coming from (list of hospitals, clinics, research institutes, government departments, local associations etc)
- **Financial Support-** Financial support or guarantees from local or national governments.
- **Concurrent Events-** List of medical conferences of similar size and duration that have been or will be organised in the same city and/or conference centre. References or recommendation of the organisers of any such former meetings, if available.
- **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.

## 5.2 Bid Application Form

This section is a mandatory part of a complete bid. Without the completed 'Bid Application Form' a bid cannot be taken into consideration.

## 5.3 Memorandum of Agreement

All shortlisted bidding destinations will be expected to provide UIP with Memorandum of Agreement signed by the President of the Host Society. Shortlisted bidders will be notified and provided with the necessary agreement. This will be countersigned by UIP once the winning society has been decided and a copy returned to the Host Society on selection of the destination.

## 5.4 Application Fee

A non-refundable application fee of \$250USD needs to be paid at the time of submitting the application to below bank account. National societies in arrears with annual dues payments to UIP are not permitted to submit a bid.

Account name: MCI Australia

Account Number: MCIAUUSD01

Swift Code: NATAAU3303M

Bank Name: National Australia Bank

Bank Address: 322 Moggill Road, Indooroopilly Qld 4068 Australia

## 6. TIMETABLE AND PROCESS FOR BIDS

A complete bid to host the UIP Congress, containing a complete “Bid Application Form” and provision of all the information requested in these guidelines must be received by the C-PCO with copy to the UIP executive director by **the deadline as per [the UIP website](#)**. Bid documents should be submitted via email. If you would like to submit a bid application, please complete [this short online request form](#) and the application form will be emailed to you.

**NB:** The winning application agrees that the official announcement of the bid should be done only with the express permission of UIP and with the confirmation that the venue and hotels are secured.

### 6.1 Site Inspections

If the C-PCO and UIP CEC finds it necessary, site inspections can be set prior to the Congress and will be funded from the Congress budget.

### 6.2 Submission and Processing of the Bids

The complete bid including the completed ‘Bid Application Form’ should be submitted to the UIP C-PCO before deadlines set by the UIP CEC.

Bid documents should be submitted via email. If you would like to submit a bid application, please complete [this short online request form](#) and the forms will be emailed to you.

**Applications for the UIP 2027 World Congress will be accepted no later than the deadline provided on [UIP website](#). Incomplete applications, applications without funding support, applications not meeting the main critical criteria (clause 2) and applications received after the set deadline will not be considered.**

It is the sole responsibility of the bidding organisations to be aware of the deadline set above, to comply with the deadline and submit a complete bid document.

All bids will be reviewed by the C-PCO for completeness and compliance with the bid requirements. The C-PCO will prepare a Site Selection Report conducted as an analysis of destination and venue suitability of all valid bids. The Site Selection Report will be reviewed by the UIP CEC and C-PCO and a shortlist selected. Shortlisted bids will be informed four months prior to the presentation date and presentations will be made to UIP Council as per [the timeline](#).

### 6.3 Presentation of bid and vote

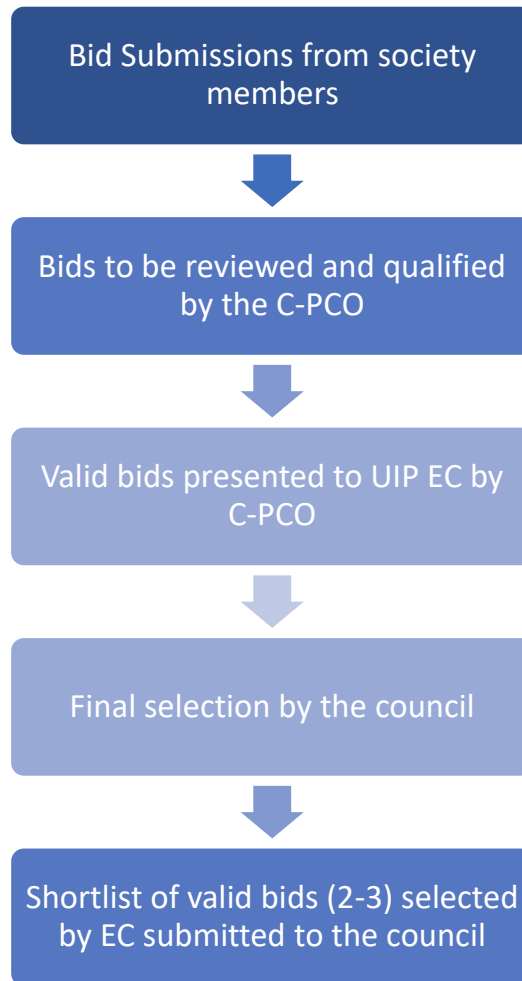
All valid bids will be given the opportunity to give a 5-minute presentation about the highlights of their bid immediately before the intended vote at the UIP Council meeting.

## 6.4 Voting Process

Once a bid has progressed to the UIP Council, voting will be conducted based upon article 19 of the constitution of the UIP, stating:

*“The Councils’ decisions will be taken on an absolute majority; failing a decision, further voting will take place and the decision taken on a relative majority”*

## FIGURE 1- SUMMARY OF THE BIDDING PROCESS



# UIP WORLD CONGRESS

## Steering Committee

1. President of the UIP
2. UIP Chair of Scientific Committee
3. UIP Chair of Events
4. UIP Executive Director
5. C-PCO Event Manager
6. Congress Convenor
7. LOC Chair
8. L-PCO Event Manager

## SOC- Scientific Organising Committee

1. UIP Chair of Scientific Committee
2. Members of the UIP Scientific Committee
3. UIP Chair of Events
4. Congress Convenor

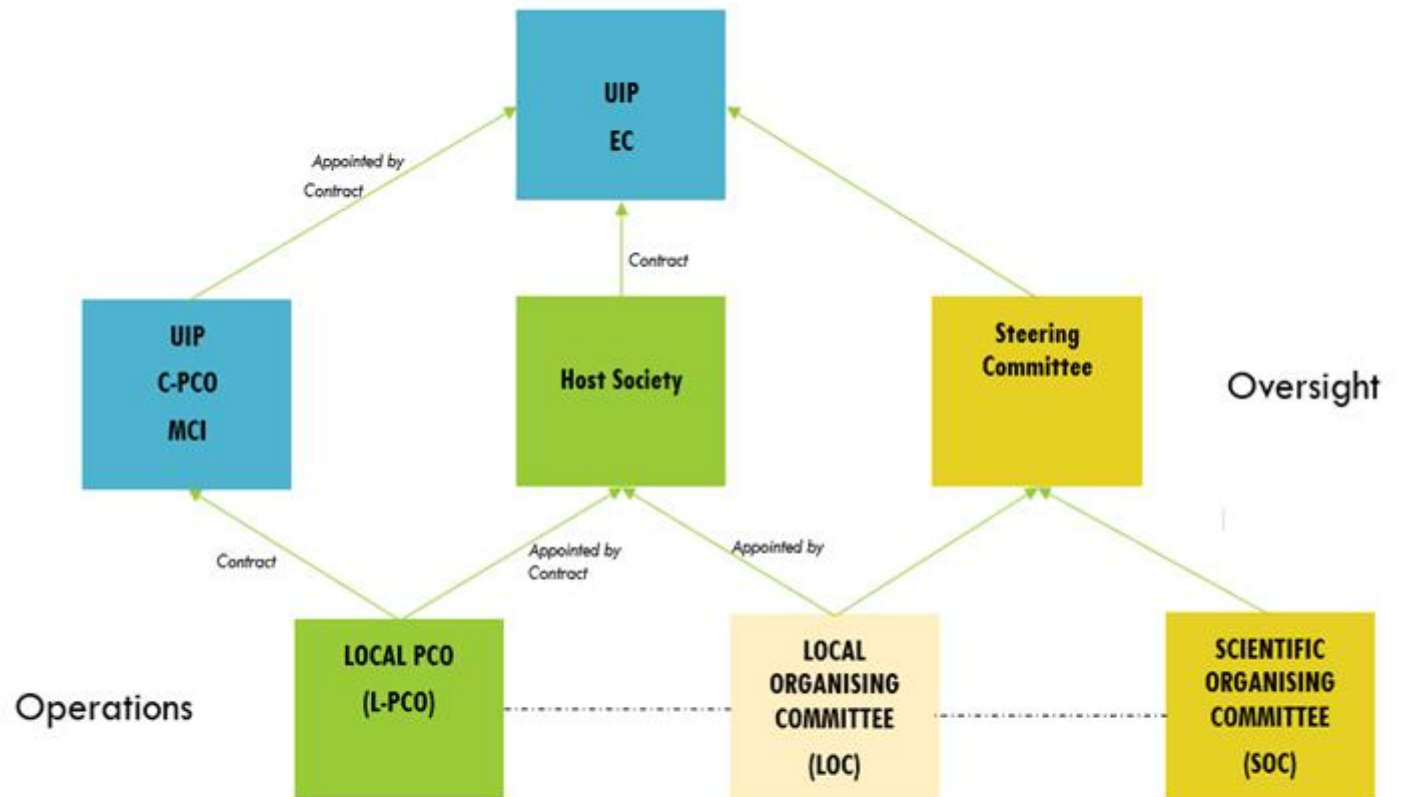
## EC- Executive Committee

C-PCO- Core Professional Congress Organiser

L-PCO- Local Professional Congress Organiser

LOC- Local Organising Committee

Host Society- UIP Member Society Hosting the Event



# ORGANIZATION CHART

← Reports to      ■ Local      ■ Committees      ■ International



## APPENDIX 1: 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"/> Local Organising Committee members (attach resumes)	✓	✓
<input type="checkbox"/> General City Information	✓	✓
<input type="checkbox"/> General Country Information	✓	✓
<input type="checkbox"/> Travel Accessibility	✓	✓
<input type="checkbox"/> Convention Centre Details and Services	✓	✓
<input type="checkbox"/> Convention Centre Floor Plans and Additional Information		✓
<input type="checkbox"/> Hotel Information	✓	
<input type="checkbox"/> Hotel Locations Map		✓
<input type="checkbox"/> Social Function Venues	✓	
<input type="checkbox"/> Social Function Images		✓
<input type="checkbox"/> Endorsement/s on Official Letterhead/s		✓
<input type="checkbox"/> Domestic Delegate Breakdown	✓	
<input type="checkbox"/> Support from Host City	✓	✓
<input type="checkbox"/> Previous Medical Congress History	✓	
<input type="checkbox"/> References from Organisers of Previous Congresses (if applicable)		✓
<input type="checkbox"/> Bidding Country Code of Medical Conduct	✓	✓
<input type="checkbox"/> Memorandum of Agreement Signed	✓	

## **LOCAL ORGANISING COMMITTEE MEMBERS**

Names, titles, position and a brief resume (curriculum vitae) of the proposed Local Organising Committee members. Prior experience of committee members in the organisation of medical conferences is required.

## **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.

## **GENERAL COUNTRY INFORMATION**

Brief information about the country such as: political structure and stability, economy and inflation rates, cost of living, infrastructure, diplomatic relations, legal requirements for entry, customs regulations, import/export of currency, taxes, tourist information, availability of government, state or city subsidies.

## 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\$



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

## **FOOD AND BEVERAGE**

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

## **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.

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

## **SOCIAL FUNCTION VENUES**

Suggested options for gala dinner social function including venue rental, catering costs, room size and capacity.

## **DOMESTIC DELEGATE BREAKDOWN**

Details of anticipated number of domestic delegates likely to attend Congress and the source of where they would be coming from (list of hospitals, clinics, research institutes, government departments, local associations etc)

## **SUPPORT FROM HOST CITY AND/OR TOURISM/CONVENTION ORGANISATIONS**

Please detail out any support that the UIP Congress can expect in the way of:

- Financial support – cash contribution provided to offset Congress expenses
- Support in kind – complimentary receptions, delegate boosting, transportation, signage, airline tickets, room nights etc.

## **PREVIOUS MEDICAL CONGRESS HISTORY**

List of medical conferences of similar size and duration that have been or will be organised in the same city and/or conference centre. References or recommendation of the organisers of any such former meetings, if available.

## **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 submitted as reference.

## APPENDIX 2: TIMELINE OF OPERATIONS

Category	Activity	Timeline
Logistics	Confirmation of Congress dates	24 months to event
Logistics	Detailed Congress timeline set up and approved	24 months to event
Budget	Budget set up	24 months to event
Logistics	Assessment and engagement of Congress venue	24 months to event
Marketing	Confirmation of marketing plan	24 months to event
Marketing	Congress logo and branding designed and approved	23 months to event
Sales	Sponsorship and exhibition strategy developed, and prospectus drafted	23 months to event
Sales	Exhibition floor plan finalised	22 months to event
Sales	Completion of sponsorship and exhibition prospectus and finalisation of strategy	21 months to event
Sales	Sponsorship and exhibition sales commences	20 months to event
Marketing	Website set up started	19 months to event
Budget	Budget review	18 months to event
Scientific	Congress structure and programme topics, call for abstract requirements finalised	18 months to event
Logistics	Identify suitable official and supporting hotels and negotiate rates	18 months to event
Marketing	Launch of website	18 months to event
Marketing	Save the date flyer text and design approved	14 months to event
Marketing	Save the date flyer distributed	13 months to event
Marketing	Call for abstracts flyer text and design approved	12 months to event
Scientific	List of speakers to be received from LOC	12 months to events
Scientific	List, entitlement and number of speakers to be validated by UIP	12 months to events
Logistics	Confirm and contract hotel room blocks in various categories	12 months to event
Marketing	Call for abstracts flyer distributed	12 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	12 months to event
Scientific	Call for abstracts to be live	11 months to event (4 months submission window)
Marketing	Monthly marketing activities (including but not limited to emails and social media)	11 months to event

Scientific	All invited and keynote speakers confirmed and invited	11 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	10 months to event
Budget	Budget review	10 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	9 months to event
Logistics	Registration site set up and tested	8 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	8 months to event
Budget	Budget review	7 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	7 months to event
Marketing	Delegate registration opens	7 months to event
Scientific	Abstract submission deadline	7 months to event
Scientific	Review of abstracts and scheduling LOC and UIP Board/Committee members to be reviewers	7 months to event (6 weeks review period)
Logistics	Delegate bag and lanyard sourced	6 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	6 months to event
Scientific	Abstract acceptance notification sent	5 months to event
Scientific	Appointing chairpersons for sessions	5 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	5 months to event
Scientific	Authors' registration deadline	4 months to event
Marketing	Early bird registration closes	4 months to event
Budget	Budget review	4 months to event
Logistics	Exhibition manual sent to exhibitors	4 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	4 months to event
Logistics	Confirmation of F&B arrangements	4 months to event
Logistics	Development of the Congress app	4 months to event
Logistics	Confirmation of Welcome Reception and Gala Dinner proceedings	4 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	3 months to event
Logistics	Book of abstracts text completed and sent to journals	3 months to event
Logistics	Confirmation of Opening and Closing Ceremony programme, to be developed with and approved by UIP (protocols)	3 months to event
Logistics	Confirmation of on-site registration requirements and manpower	3 months to event



Logistics	Confirmation of AV requirements	3 months to event
Logistics	Confirmation of signage plan	3 months to event
Logistics	Confirmation of stage set and signage design	3 months to event
Logistics	Confirmation of badge designs, categories and quantity (categories to follow past Congresses standard)	3 months to event
Logistics	Confirmation of delegate bag and lanyard design and quantity	3 months to event
Logistics	Confirmation of social events arrangements (entertainment, styling etc)	3 months to event
Logistics	Confirmation of cleaning and security arrangements	3 months to event
Logistics	Confirmation of transport arrangements (shuttle, airport transfer)	3 months to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	2 months to event
Logistics	Congress materials text finalised	2 months to event
Logistics	Audio-Visual requirements all confirmed	2 months to event
Scientific	Scientific program finalised and published	2 months to event
Sales	Close of exhibitors' promotion	1 month to event
Marketing	Start of onsite registration rates	1 month to event
Budget	Budget review	1 month to event
Logistics	Congress materials design finalised (program book, name badge, pocket program etc.)	1 month to event
Marketing	Monthly marketing activities (including but not limited to emails and social media)	1 month to event
Logistics	Congress materials printed (program book, pocket program etc.)	3 weeks to event
Logistics	All event sheets finalised	2 weeks to event
Logistics	Final briefings sent to all suppliers and stakeholders	2 weeks to event
Logistics	Final catering numbers and dietary requirements provided to venue	2 weeks to event
Logistics	Satchel bags packed (if bags are required)	1 week to event
Logistics	Final delegate letter sent	1 week to event
Logistics	Final chair briefs and speaker letters sent	1 week to event
Logistics	Congress app launched	1 week to event
Logistics	Final delegate list sent to sponsors and exhibitors	1 week to event
Logistics	Congress and exhibition set up	2-1 days to event

Event	Pre-Congress workshops and meetings	
Event	Main Congress	
Logistics	Thank you letters and evaluation survey sent	1-2 weeks after the event
Logistics	Post event debrief with client	1 months after the event
Logistics	Draft of final report provided to UIP	4 months after the event
Logistics	Budget reconciliation and finalisation	5 months after the event