



International Society of Ultrasound in Obstetrics and Gynecology

World Congress on Ultrasound in Obstetrics and Gynecology

Profile

and bid requirements summary

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BACKGROUND INFORMATION

Association profile

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a professional membership organisation for practitioners in ultrasound in Obstetrics and Gynecology. The Society is a UK company and registered charity with the aim of furthering education, training, research and development in the field of ultrasound in Obstetrics and Gynecology. Our official peer review journal is published monthly with circulation of over 4,000 copies world wide. One World Congress and around 20 local Educational meetings and development projects are held annually and a Regional Scientific Meeting is held every one or two years in addition.

Governance of the Society is by a Board of 20 Directors in 12 different countries, meeting twice a year, with seven Officers, and a variety of sub committees, taking responsibility for everyday management of activities. Administration is through the London-based Secretariat managed by the Executive Director with the assistance of five full-time staff. There are currently nearly 4,000 members and 7,000 users of our services based in 100 different countries worldwide.

World Congress profile

- The World Congress is the main annual scientific meeting of the Society and is open to all professionals practising in the field.
- Delegates include physicians (80–90%), midwives, sonographers and radiographers.
- Special delegate fees are offered to members. Delegate fee also includes membership for the following year.
- The Congress is managed and funded centrally, with overall decision making and responsibilities with the ISUOG's Board, via the Meeting Planning Committee. Activities are co-ordinated by the Executive Director through our London-based Secretariat.
- A Local Organising Committee is appointed with responsibilities for aspects of scientific program, sponsorship, local venue and hotel liaison, social program, marketing and general planning.
- The Meeting Planning Committee will decide whether to appoint PCO/DMC for management of registration / accommodation bookings / abstracts as appropriate.
- **The Congress income forms an essential part of the Society's annual income and therefore budgets are key in decision making.**

<u>History</u>	<u>Approx delegates</u>				
1991	London	1000	2005	Vancouver	1250
1992	Bonn	800	2006	London	1800
1993	Las Vegas	900	2007	Florence	2000
1994	Budapest	1000	2008	Chicago	1500
1995	Kyoto	750	2009	Hamburg	1800
1996	Rotterdam	950	2010	Prague	1950
1997	Washington	1000			
1998	Edinburgh	1200		<u>Future</u>	
1999	Buenos Aires	900	2011	Los Angeles	
2000	Zagreb	800	2012	Copenhagen	
2001	Melbourne	900	2013	Sydney - contract pending	
2002	New York	1200	2014	Barcelona - contract pending	
2003	Paris	1300	2015	Montreal, Canada - contract pending	
2004	Stockholm	1400	2016	Open	

CONGRESS REQUIREMENTS

- Dates: third or fourth weekend of September ideally, options of two weeks on either side may be considered. Must avoid Jewish and regional holidays that may occur in that period.
- Total 6 days occupation running from Saturday to Thursday
- Flexible venue layouts are ideal in order to allow for changes in ISUOG's scientific program (around basic requirements detailed below)

Venue

- Saturday includes a Board meeting (30 pax), exhibit build depending on venue and option for up to three full day pre congress courses (100 to 250 pax – flexibility ideal)
- Sunday includes option of three to five courses (100 to 250 pax), remaining exhibit build and venue set up and afternoon opening and plenary sessions.
- An opening ceremony and welcome reception takes place on Sunday evening in the plenary hall and exhibition area
- Monday to Thursday are full Congress days with the following requirements:
- Exhibition: 2000 + sq metres gross (includes approx 600 sq metres net exhibition space and must also include all catering and refreshment breaks).
- Scientific sessions:
 - *Plenary*: 1500 pax (option to grow to 2000 and / or a flexible meeting space ideal). Congress incorporates limited plenary sessions (usually only opening sessions or for one short session at the beginning of each day).
 - *Breakouts*: Majority of the Congress runs on two (or three) breakouts. Flexible configuration is again ideal to allow for program development however minimum requirement is two rooms; one for 1200 pax or more (often same as plenary room) and a second for around 800 pax. Option for a third breakout is also ideal (around 500 pax) as it may also be considered.
- Additional room requirements:
 - Four parallel workshop rooms are required for one session per day - breakout rooms used for the main scientific sessions (above) may be used plus one room for 300–500 pax for two sessions per day.
 - * Five to six oral poster rooms (200–500 pax each, flexible room partitioning is ideal) – can use all above rooms except main large plenary / breakout room
 - Permanent ISUOG Board room (max 35 pax Board style)
 - Two permanent smaller meeting rooms (10–20 pax each Board style)
 - Four hospitality suites (varying 80 to 400 sq. metres for sponsor activities)
 - Organisers' offices (two rooms, around 30 sq metres each)
 - Speaker preparation facility (one room, around 50 sq metres)
 - One room with close proximity to washroom for live scan models (around 30–40 sq metres)

*Oral posters: PowerPoint format only. Presented to plasma / LCD screens per session halls.

Outline AV requirements

- Single PPT projection in each main session room (and dual projection if recommended for live scan set up on discussion)
- Full lighting and audio to include lapel and radio mike kits appropriate to rooms size
- Comfort monitors
- Plenary to allow for dual switcher to direct video output and / or camera image and space back stage for live scan demonstrations
- PC and plasma screen plus basic audio kit (single mike and speaker) for all oral poster rooms

Food and beverage

- Minimum two refreshment breaks per day included in delegate fees
- Lunch to be provided and included in fee where possible within budget

Hotels

- For hotel venues, ISUOG prefers single hotel contract blocks of approx 400–500 rooms on peak
- 75% of hotel rates offered should be under €200 per room per night, and at least 50% under €150 per room per night and sufficient lower cost accommodation
- Concessions for staff accommodation and VIPs plus one in 40 comp nights expected
- In cities where multiple hotel contracts are required ISUOG uses a DMC for these services

Hospitality provisions

- ISUOG covers accommodation requirements for Board and speakers. Board x 20 pax at +/- six nights
- Invited speakers x 60–80 pax at +/- three nights, all four star hotels. One main speakers' hotel required
- One speakers' dinner (day before pre-Congress courses): 50–100 pax, variable location

Social program

- One opening ceremony and welcome reception included in delegate fees – onsite at venue during the evening after pre-Congress courses. Welcome reception in exhibition area where possible.
- One Congress party - variable: themed evening / supper depending on budget, usually offsite. Delegates pay so costs are critical - aim to be within €75 per head max.
- Pre- and post-Congress tours offered variable on location

BIDS PROCESS

ISUOG Secretariat will approach preferred destinations for a two stage bids process. Destinations may also put themselves forward for consideration at the first stage provided the expression of interest is accompanied by support from a known and active ISUOG member:

Expressions of interest should:

- be provided electronically and only in hard copy if requested
- be a maximum of three pages long
- confirm and name a recommended venue with appropriate space availability
- confirm first option dates availability for at least one of the next three available dates and according to above requirements
- detail any venue rental costs
- include a confirmation of support from the convention bureau / venue and a local organiser, who must also be an ISUOG member

Full proposals

Will be considered if provided at the request of the ISUOG Secretariat and should:

- be provided electronically and in hard copy on request (10 copies)
- be a maximum of 20 pages long
- include detailed venue proposal and costs
- include approximate food and beverages costings
- include approximate Audio Visual costings
- include an overview of hotel accommodation and pricings (ranges for two to five star accommodation)
- destination profile and any historical data to support likely levels of attendance
- include any letters of support from the city and details of any civic hospitality if available
- include any letters of support from local associations / academic institutions if relevant