



International Society of Ultrasound in Obstetrics and Gynecology

World Congress on Ultrasound in Obstetrics and Gynecology



Event Profile

Requirements and background summary

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BACKGROUND INFORMATION

Association profile

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) is a professional membership association and charity that specialises in improving ultrasound healthcare services in the specialism of obstetrics and gynecology. With over 13,000 members in 127 countries, we are the leading international society in this niche medical speciality. Governance of the Society is undertaken by 20 Board members from around the world and administration is managed through the London-based secretariat led by the CEO, Sarah Johnson.

Congress profile

- The World Congress is the main annual scientific meeting for clinicians who use or research ultrasound in obstetrics (childbirth and midwifery) and gynecology (functions and diseases specific to females).
- Our average 2,000 delegates include physicians (80–90%), midwives, sonographers and radiographers
- There is a mixture of one main session, four large sessions, workshops, education courses, formal lunches, meetings and drinks receptions throughout the official five days of the conference.
- There is a range of delegate fees to accommodate the different levels of qualification and salary of our international attendees
- Special delegate fees are offered to members and the price of the Congress includes membership for the following year
- The Congress is managed and funded centrally, with overall decision making and responsibilities with the ISUOG Board, via the Bids and Scientific Committee. Activities are co-ordinated by the CEO and Event Manager through our London-based Secretariat
- A Local Organising Committee is appointed with responsibilities for aspects of scientific program, sponsorship, social program, promotion and general planning
- The Congress income forms an essential part of the Society's annual income and therefore budgets are key in decision making

Date	Location	Approx attendees
1991	London	1,000
1992	Bonn	800
1993	Las Vegas	900
1994	Budapest	1,000
1995	Kyoto	750
1996	Rotterdam	950
1997	Washington	1,000
1998	Edinburgh	1,200
1999	Buenos Aires	900
2000	Zagreb	800
2001	Melbourne	900
2002	New York	1,200
2003	Paris	1,300
2004	Stockholm	1,400
2005	Vancouver	1,250
2006	London	1,800

Date	Location	Approx attendees
2007	Florence	2,000
2008	Chicago	1,500
2009	Hamburg	1,800
2010	Prague	1,950
2011	Los Angeles	1,350
2012	Copenhagen	2,000
2013	Sydney	1,500
2014	Barcelona	2,350
2015	Montreal	1,400
2016	Rome, Italy	2,275
2017	Vienna	
2018	Singapore	
2019	Berlin	
2020		
2021		
2022		

CONGRESS REQUIREMENTS

Date	Activity	Staff operating hours approx.
Friday	<ul style="list-style-type: none"> Setting up for Pre Congress courses Setting up Registration area 	09:00-18:00
Saturday	<ul style="list-style-type: none"> Exhibition build Pre Congress courses x 3 (150-200 pax) Board meeting (30 pax) 	06:30-00:00
Sunday	<ul style="list-style-type: none"> 1st day of Congress – keynote speakers, awards and plenary sessions (2000 pax) Option of one to four workshop breakouts run in the early afternoon (450 - 800 pax each) Late afternoon - Opening ceremony/ Welcome drinks – ideally in exhibition hall 	06:15-21:30
Monday	2 nd day of Congress	06:15-18:30
Tuesday	3 rd day of Congress	06:15-18:30
Wednesday	4 th day of Congress, Leaving drinks and Exhibition break down – ideally area away from exhibition hall/ outside main plenary room	06:15-00:00

- 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.
- Flexible venue layouts are ideal in order to allow for changes in ISUOG’s scientific program

Venue

- Sunday to Wednesday are full Congress days with the following requirements:

- Exhibition: 2500 m² includes around 33 exhibitors, 23 booths, 12 free build (approx. 18-245m²) This space must also include all catering and refreshment breaks.
- Scientific sessions:
 - *Plenary*: 2000 pax with an option to grow to 2500 (flexible meeting space ideal). The plenary sessions take place on the Sunday and Wednesday afternoon.
 - *Main parallel sessions*: Majority of the Congress runs on four main parallel sessions. Flexible configuration is again ideal to allow for program development however minimum requirement is four rooms; 1000 pax x 2 (often same as plenary room) and 600 pax x 2.
- Basic Wi-Fi for attendees must be complimentary.
- Additional room requirements: Please see Appendix 1.

Outline AV requirements

- ISUOG has a long standing relationship with an AV company and where possible would like use them as a sole supplier. In cases where an in-house company is mandatory, we would request that this company act in a consultant capacity.
- PPT projection in each main session room to largest possible screen size and highest resolution quality.
- Full lighting and audio to include lapel and radio mic kits appropriate to rooms' size.
- Comfort monitors.
- Switcher for 2 main session halls to direct video output and / or camera image and back stage for live scan demonstration and set up.
- Basic AVB package in selected rooms

Please see the *ISUOG Congress AV specification* and requirements document for more information.

Food and beverage

- ISUOG would ask that the Catering department create a package for €30 per person per day. To include:
 - *A minimum of two refreshment breaks (Mid-morning and afternoon)*
 - *Snacks with refreshments breaks (if possible)*
 - *Lunch*
 - *Water (if possible)*
- First afternoon (around 17:00) of the Congress: Opening ceremony and Welcome drinks for approx.1000 delegates. Please also include the addition of canapés.
- Final afternoon (around 17:00) of the Congress: Leaving drinks and canapes for approx.700 delegates. Normally themed for the destination of the next Congress.

Please see the *ISUOG Congress Catering specification* and requirements document for more information.

Hotels

- For hotel venues, ISUOG prefers single hotel contract blocks of approx 400–500 rooms on peak days.
- 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, speaker and VIP accommodation is expected as well as 1 in 40 comp nights
- ISUOG will guarantee the majority of the staff, speaker and VIP accommodation.
- Delegate accommodation should be arranged as an on-call/ free sale block.
- In cities where multiple hotel contracts are required ISUOG may use a DMC for these services.

Please see the *ISUOG Congress Hotel specification* and requirements document for more information.

Social program

Board and Local Organising Committee (LOC) dinner

Date: Saturday or Tuesday evening of event

Time: approx. 19:00- 22:30/23:00

Location: Outside Congress venue

Attendance: 80 – 100, invitation only, no cost to attendees (ISUOG sponsored)

Budget: €65- €70 per person (inclusive of service charges and taxes)

Welcome drinks

Date: After the first day of Congress (normally Sunday afternoon)

Time: Approx. 17:00

Location: In exhibition hall where possible

Attendance: 1000 -1500 pax

Budget: €35,000.00/ €35pp

Congress party

Date: Preferably Tuesday evening

Time: approx. 19:00- 00:00

Location: Outside Congress venue

Attendance: Approx. 800, tickets available for purchase by all Congress delegates

Budget: Tickets should cost under €75 per person (inclusive of service charges taxes) to ensure the event is accessible. Transport tickets (if necessary) can be charged separately.

Leaving drinks

Date: After the first day of Congress (normally Sunday afternoon)

Time: Approx. 17:00

Location: In exhibition hall where possible

Attendance: 700 pax

Budget: €16,500.00/ €24pp

Payments

- 80% before the event, 20% after the event
- A nominal signing fee
- First deposit one year from event
- Second deposit to coincide with abstract deadline (usually April)
- Third deposit to coincide with early booking deadline (2 months prior to event)
- Final balance after event

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:

Four years out

- After the Bids Committee meeting in March - Events team approach potential locations/venues and receives Expressions of interest (this can happen before this time)
- March to August: Location/venue work with ISUOG on Bids Proposal to present to Bids Committee at the World Congress that year
- September/October at World Congress: Bids Committee chooses two potential locations/venues to take forward
- October: Events team confirms which two locations are remaining and asks for standard contracts to be sent.

Three years out

- January - Events team works with final two locations to answer any questions raised by the Bids Committee and explores certain contract points
- March: Events team presents a more detailed proposal on both locations/venues to the Bids Committee and one is chosen.

Two years out

- January - Events team works with chosen location to finalise contract

Expressions of interest

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 and second date option availability according to above requirements
- detail any venue rental costs
- include a confirmation of support from the convention bureau / venue **and/or** a local organiser, who must also be an ISUOG member
- Reflect the specifications above

Bid 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, including all information detailed in the expression of interest and costs
- include an approximate estimation for food and beverage, audio visual, hotel accommodation (ranges for 3-5 star accommodation) based on the overview provided
- 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

Having a confirmed local organiser is not essential for the selection process. If the local organiser is not involved, the Board will nominate a local organiser after the final selection of the venue/location. Please note that the local organiser must be an active ISUOG member.

Selection criteria as follows, in priority order:

1. How closely the proposed venue can accommodate ISUOG's current venue requirements
2. Dates availability
3. Flexibility of venue to accommodate changes to ISUOG's program
4. The perceived popularity of the suggested destination to an international audience (taking into consideration historical data and published conference analyses)
5. Costs of venue, hotels, catering and other suppliers. Costs must be considered in relation to location, anticipated attendance and the local market as well as in relation to other proposals.
6. The location of immediately previous congresses to ensure a variable market group is targeted
7. How well the named local organiser knows ISUOG's Congress and is known to ISUOG
8. How responsive, timely and supportive the relevant bodies (convention bureau, venues, local organisers) have been during the bids process
9. Quality and detail of the overall proposal and how closely it matches the required information

Appendix 1

Friday Time	Approx Size m2	Approx Size TS	Use
07:00 - 21:00			Registration
06:15 - 21:00		150	Pre Congress Course 1
06:15 - 21:00		150	Pre Congress Course 2
06:15 - 21:00		150	Pre Congress Course 3
07:00 - 21:00	200		Congress staff office

Saturday Time	Approx Size m2	Approx Size TS	Use
06:15 - 21:00			Registration
06:15 - 00:00	2,500		Exhibition build
06:15 - 21:00	200		Congress staff office
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		2000	Session Hall 1 - Main plenary
06:15 - 21:00		600	Session Hall 2
06:15 - 21:00		600	Session Hall 3
06:15 - 21:00		200	Pre Congress Course 1
06:15 - 21:00		200	Pre Congress Course 2
06:15 - 21:00		200	Basic Training course

Sunday Time	Approx Size m2	Approx Size TS	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Set up exhibition - Soft build
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		1000	Session Hall 1 - Main plenary (split?)
06:15 - 21:00		600	Session Hall 2
06:15 - 21:00		600	Session Hall 3
06:15 - 21:00		1000	Session Hall 4
06:15 - 21:00		200	Basic Training simulation workshop
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		15	CFEF Hands on training - Poster room
06:15 - 21:00		15	CFEF Hands on training - Room 1
06:15 - 21:00		15	CFEF Hands on training - Room 2

Sunday Time	Approx Size m2	Approx Size TS	Use
06:15 - 21:00		15	CFEF Hands on training - Room 3
06:15 - 21:00		15	CFEF Hands on training - Room 4
06:15 - 21:00		15	CFEF Hands on training - Room 5
06:15 - 21:00		15	CFEF Hands on training - Room 6
06:15 - 21:00		15	CFEF Hands on training - Room 7
06:15 - 21:00		200	Hospitality suite - Sponsor 1
06:15 - 21:00		150	Hospitality suite - Sponsor 2
06:15 - 21:00		150	Hospitality suite - Sponsor 3
06:15 - 21:00		150	Hospitality suite - Sponsor 4
06:15 - 21:00		150	Hospitality suite - Sponsor 5
06:15 - 21:00		120	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms

Monday Time	Approx Size m2	Approx Size TS	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Set up exhibition - Soft build
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		1000	Session Hall 1 - Main plenary
06:15 - 21:00		600	Session Hall 2
06:15 - 21:00		600	Session Hall 3
06:15 - 21:00		1000	Session Hall 4
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		200	Needle guided workshop
06:15 - 21:00		200	Hospitality suite - Sponsor 1
06:15 - 21:00		150	Hospitality suite - Sponsor 2
06:15 - 21:00		150	Hospitality suite - Sponsor 3
06:15 - 21:00		150	Hospitality suite - Sponsor 4
06:15 - 21:00		150	Hospitality suite - Sponsor 5
06:15 - 21:00		120	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms

Tuesday Time	Approx Size m2	Approx Size TS	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Set up exhibition - Soft build
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep

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Profile for World Congress on Ultrasound in Obstetrics and Gynecology*

06:15 - 21:00	60	Board room
06:15 - 21:00	1000	Session Hall 1 - Main plenary
06:15 - 21:00	600	Session Hall 2
06:15 - 21:00	600	Session Hall 3
06:15 - 21:00	1000	Session Hall 4
06:15 - 21:00		Hubs -small informal drop in sessions
06:15 - 21:00	200	Hospitality suite - Sponsor 1
06:15 - 21:00	150	Hospitality suite - Sponsor 2
06:15 - 21:00	150	Hospitality suite - Sponsor 3
06:15 - 21:00	150	Hospitality suite - Sponsor 4
06:15 - 21:00	150	Hospitality suite - Sponsor 5
06:15 - 21:00	120	Hospitality suite - Sponsor 6
06:15 - 21:00	Various	8 small meeting rooms

Wednesday Time	Approx Size m2	Approx Size TS	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Set up exhibition - Soft build
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		700	Session Hall 1 - Main plenary
06:15 - 18:00		600	Session Hall 2
06:15 - 18:00		600	Session Hall 3
06:15 - 12:00		1000	Session Hall 4
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		200	Hospitality suite - Sponsor 1
06:15 - 21:00		150	Hospitality suite - Sponsor 2
06:15 - 21:00		150	Hospitality suite - Sponsor 3
06:15 - 21:00		150	Hospitality suite - Sponsor 4
06:15 - 21:00		150	Hospitality suite - Sponsor 5
06:15 - 21:00		120	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms

Please note that hospitality suites should be made as an option.