



**MANUAL FOR FUTURE
SITES FOR INTERNATIONAL
CONGRESSES OF PEDIATRICS**

I - INTRODUCTION

1. The International Pediatric Association holds its congresses every three years.
2. Bids to hold the Congress are presented 6 years in advance.
3. Bids should be submitted to IPA Administrative Office,
c/o Kenes International, 1-3 rue de Chantepoulet, PO Box 1726, 1211 Geneva 1,
Switzerland – Email: adminoffice@ipa-world.org.
4. According to the usual rotation of geographic sites, the site for the 2016 Congress must not come from a country in a region in which the two previous congresses have been held (2010 Sub-Saharan Africa, 2013 Asia Pacific).
IPA Regions: 1-USA and Canada, 2-Latin America (including Mexico), 3-Sub-Saharan Africa, 4-Middle-East and North Africa, 5- Central Asia, 6- Europe, 7- Asia-Pacific.
5. The site or the proposed Congress should be a medium to large city serviced by an international airport and having at least sufficient hotel rooms in 4-3 stars categories and lower categories for accommodation of participants with varying financial resources.

II - MAIN STEPS / TIMETABLE FOR THE SITE SELECTION PROCEDURE

Step 1

A **detailed bid** must be received at least 6 months prior to the next scheduled meeting of the Council of Delegates. The bid should include the following details:

- A letter from the President of the bidding IPA Member Society endorsing the bid
- A completed “information sheet” as described in this document
- A letter of endorsement from the government of the bidding society which endorses the bid and assures that members of all IPA Societies will be welcomed to enter the country to attend the Congress
- The proposed Venue (layout, pricing lists and contact details)
- The proposed Hotels (listing, capacities, price range and contact details)
- Any support that will be available from local authorities (including sponsoring of receptions, free air tickets, cards for in-country transportation, etc)
- Contact details of the Convention Bureau in the bidding country (if applicable).

Bidding Societies may enlist the assistance of a convention bureau from their country or city in preparing bids. However, the IPA and its PCO are not committed to use these services should they be too expensive or deemed not to be appropriate.

The IPA Administrative Office will be pleased to provide any needed additional help in preparing the bid document, or answering any questions that arise.

Deadline for receipt of bids for the 28th IPA Congress in 2016: February 4, 2010

Please send bids to:

International Pediatric Association - Administrative Office

To the attention of the Executive Director
1-3, Rue de Chantepoulet, P.O. Box 1726
CH-1211 Geneva 1

Switzerland
E-mail: adminoffice@ipa-world.org

Step 2

The IPA and its PCO will review all bids carefully. The PCO will do a Site Selection Report (SSR) to ensure that the suggested venues are suitable and the IPA Executive Director will submit completed and satisfactory bid applications to the IPA Executive Committee for review and for submission to the Council of Delegates.

Step 3

The IPA Council of Delegates will select the site of the Congress by secret ballot, six years in advance, during the 26th ICP in Johannesburg - August 4-9, 2010.

Date of next Council of Delegates: During the 26th ICP in Johannesburg - August 4-9, 2010.

Each candidate will be given 3 opportunities to promote its project:

- During the Council of Delegates:

A representative of the Member Society is invited to address the Council briefly (approx. 15 minutes) about the proposed Congress site, its facilities, and its attractions.

For this presentation, videos, slides, power point presentations, etc. can be used (please advise in advance).

- During the Congress:

The IPA Member Society can request a promotional stand in the exhibition area during the Congress in Johannesburg (August 4-9, 2010).

- Before the Congress:

The Member Society is allowed to promote its selected venue on the IPA Website 3 months before the Council of Delegates.

Information requested: a one-page document to present the venue (city, congress facilities...) + 2 or 3 pictures.

III – GENERAL INFORMATION ON INTERNATIONAL CONGRESS OF PEDIATRICS

The Congress will follow the standard format of the International Congresses of Pediatrics as described hereafter:

- Congress length: a maximum of five days

- Congress dates: August-September. Dates will be determined by the President of the Congress after consultation with the President of the IPA, the IPA Executive Committee and Standing Committee and the IPA Professional Congress Organizer (PCO), considering climate and conflict with other congress(es) or meeting(s).

- Congress expected number of participants: 5,000 to 10,000

- Congress required halls and facilities:

- 1 large plenary hall of 2500-3000
- 1 large plenary hall of 1000-1500
- 2 large halls of 600-800
- 4 halls 250-450
- 5 offices: 3 for IPA, 2 for the PCO (office can be a room of 40-70sqm)
- Poster / exhibition / F&B: Between 10,000m² - 14,000m²

- Poster and exhibition space must be appropriate for topics, for display of as many as 1,000 posters and with ample room for the anticipated audience to view them.
- Social events: Opening Ceremony and Welcome Reception, Closing Ceremony, and 2 optional evening activities
- Pre- and post- meetings: 2 days of IPA Administrative Meetings before the Congress and up to 2 days IPA Administrative Meetings after the Congress. Should be held in an adjacent hotel. Room capacity 40, with computer and projection capacity.
- Council of Delegates: 2 meetings during the Congress: Room capacity 300 with computer and projection capacity

IV - DISTRIBUTION OF ASSIGNMENTS

Distribution of assignments among IPA, the host society (HS) and Kenes (the core PCO) is attached.

V - FINANCES AND PROFIT DISTRIBUTION

Kenes will prepare a budget for the Congress and will be responsible for all funds administration.

Any profits made by the Congress will be distributed as follows:

90% to IPA

10% to the hosting National Society

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CH-1211 Geneva 1
Switzerland
E-mail: adminoffice@ipa-world.org

Enclosures:

- Policies and Procedures for hosting IPA International Congresses
- IPA Constitution

FUTURE SITES FOR INTERNATIONAL CONGRESSES OF PEDIATRICS

INFORMATION SHEET

(Please fill in this form and return it to IPA Administrative Office)

1- CONGRESS CENTER

Larger Session Halls

	PLENARY	HALL A	HALL B	HALL C	HALL D	HALL E
Size (sqm)						
Pax capacity (Theater style)						
Cost per day						

Smaller Session Halls

	HALL F	HALL G	HALL H	HALL I
Size (sqm)				
Pax capacity (Theater style)				
Cost per day				

Meeting rooms

	1	2	3	4	5	6
Size (sqm)						
Pax capacity (Board / U- shape)						
Cost per day						

Offices / Secretariat

	1	2	3	4	5	6
Size (sqm)						
Pax capacity						
Cost per day						

Public Space

	EXHIBITION SPACE	POSTER SPACE
Size (sqm)		
Cost per day		
Cost for set up / dismantling		

2- ACCOMMODATION AND TRAVEL

Hotels

CATEGORY	NUMBER OF HOTELS	NUMBER OF ROOMS	AVERAGE COST	BREAKFAST INCLUDED		TAXES RATES INCLUDED	
4 star				Yes	No	Yes	No
3 star				Yes	No	Yes	No
2 star				Yes	No	Yes	No
Students/cheap residence				Yes	No	Yes	No

Average distance from Congress Center: _____

Public Transportation to Congress center:

Bus yes no Average cost of public transportation: € _____
 Metro yes no Average cost of public transportation: € _____
 Tram yes no Average cost of public transportation: € _____

Airport

International airport: yes no

Average distance from City Center: _____

Means of transportation: _____

Average cost airport to city: € / \$ _____

3- SUPPORT FROM THE HOSTING CITY

Ex.: Get-Together reception, Public transportation tickets, entrance to museums:

4- POSSIBLE DATES IN 2013

DATE	COMMENTS

5- REFERENCES

Name 3 large scientific/medical events that took place in the city within the last 3 years:
 (Please include a contact person for each event)

27TH International Congress of Pediatrics

DISTRIBUTION OF ASSIGNMENTS

IPA	HOST SOCIETY (HS)	KENES INTERNATIONAL
<ul style="list-style-type: none"> ▪ 50% of the Scientific Program ▪ Business and Scientific Meetings (with Kenes International) ▪ Approval of the First Announcement, Preliminary Program, Final Program (with the HS and Kenes International) 	<ul style="list-style-type: none"> ▪ Local Promotion ▪ 50% of the Scientific Program ▪ Social Events (with Kenes International) ▪ Local Exhibition (with Kenes International) ▪ Local Auspices ▪ Approval of the First Announcement, Preliminary Program, Final Program (with IPA and Kenes International) ▪ Administration of Satellite Symposia (with Kenes International) 	<ul style="list-style-type: none"> ▪ Promotion ▪ Graphic Design (overall graphic concept of the Meeting, logo, stationery, etc.) ▪ Printing of the First Announcement, Preliminary Program, Final Program ▪ Registration Processing ▪ Abstract Processing and Technical Assistance in Building the Scientific Program (with IPA and HS) ▪ Sponsorship Solicitation (with HS) ▪ Finance and Budget Management ▪ Selection of Local DMC (in full coordination and approval of the HS) ▪ Social Events (with the HS) ▪ Exhibition management ▪ Administration of Satellite Symposia (with HS) ▪ Technical Arrangements ▪ Negotiations with Local Airline ▪ Accommodation and Tours ▪ On Site Management, Staff