



international society of
endocrinology

**Call for proposals and bid guidelines for
ISE Members to host the**

**21st International Congress of
Endocrinology ICE 2024**



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1 - PART 1: INTRODUCTION

The International Society of Endocrinology (ISE) seeks bids from its interested National Endocrinology Societies members for a specific destination to host the 2024 International Congress of Endocrinology.

1.1 Overview

The International Society of Endocrinology (ISE) was established in 1960 to advance the profession and to improve the efficiency and effectiveness of endocrinology information exchange at international level. Its membership currently comprises national endocrine societies from 76 countries, representing over 50,000 endocrinologists worldwide.

The ISE collaborates with member societies and regional partners to hold their International Congress of Endocrinology (ICE). Since 2010 ICE is held every 2 years (previously 4) in rotation between Asia and Oceania, Europe Middle East and Africa and the Americas and the host national Society was assuming a major organisational and financial responsibility for the ICE meetings.

The event lasts up to 3,5 days and showcases the latest in scientific findings related to the field of endocrinology through a varied program including Plenary lectures with internationally renowned speakers, Symposia, Panel discussions, Debates, MTP sessions, etc alongside a lively social program. The average attendance of an ICE meeting is 5,000 delegates.

The event draws leading endocrinologists and associated professionals from across the globe and should attract strong media coverage from local and international press.

ICE offers the local society and destination not only the opportunity to showcase itself to the delegates, but also to generate significant publicity on an international scale.

From 2024 onwards, ISE modifies the management of its ICE meetings and now takes more organisational responsibilities in collaboration with host National Endocrine Society. ISE works with a core professional congress organiser (PCO) to ensure continuity and high standards in all aspects of education and meeting management. Although each event has its own distinctive local flavour, ISE make every effort to ensure consistency and continual improvement from congress to congress.

1.2 Rotation Policy

For 2024, the first of the novel format of its flagship meeting, ICE bids will be open to all regions of the world and we will ensure that all regions of the world are included in future ICE meetings locations.

1.3 Date and Timing

The event is usually held over a 3-3,5 day period from Friday – Monday.

Proposed dates should be specified within the bid.

Dates should not clash with:

- Major public holidays/school holidays/religious holidays
- Major events in the field (minimum of 4 weeks from other major Endocrinology/Diabetes conferences)



- A special attention needs to be placed on the ENDO (March moving to June in 2021) and ECE (May) annual meeting dates.

1.4 Past Events

Event Year	Location	Region	No. of Delegates
ICE 2018	Cape Town, South Africa	Europe/Africa	>2,000
ICE 2016	Beijing, China	Asia/Oceania	>6,000
ICE/ENDO 2014	Chicago, USA	The Americas	>10,000
ICE/ECE 2012	Florence, Italy	Europe/Africa	>5,500
ICE/JES 2010	Kyoto, Japan	Asia/Oceania	>5,370
ICE 2008	Rio, Brazil		
ICE 2004	Lisbon, Portugal		
ICE 2000	Sydney, Australia		
ICE 1996	San Francisco, USA		
ICE 1992	Nice, France		
ICE 1988	Kyoto, Japan		
ICE 1984	Québec, Canada		
ICE 1980	Melbourne, Australia		
ICE 1976	Hamburg, Germany		
ICE 1972	Washington DC, USA		
ICE 1968	Mexico City, Mexico		
ICE 1964	London, UK		
ICE 1960	Copenhagen, Denmark		

1.5 Future Events

ICE 2020	Buenos Aires, Argentina	The Americas
ICE 2022	Singapore, Singapore	Asia/Oceania
ICE 2024	TBC	Open location

2 - PART 2: PROCESS

The ICE Congress is organized centrally by ISE, in close collaboration with one or more member(s) and support of a regional partner. The call for bids to host ICE is made four to five years in advance.

The bidding process will happen in two stages:

- The first stage will focus on collecting **Letters of Intent** from ISE member societies to host the congress in particular cities.
- Following review of the Letters of Intent, an official invitation to prepare a full bid proposal will be issued to a **maximum of 3 cities**.

2.1 The Letter of Intent

Please note that the Letter of Intent is not a bid document. The ISE Professional Congress Organizer will arrange an analysis of the country and perform a risk-analysis of the proposed cities.

- The Letter must be submitted by the ISE Member Society, with the support of a regional affiliate if relevant and appropriate;
- The Member Society will hold sessions within ICE, and will NOT hold its major national/regional meeting that year;
- The Member Society will cooperate with ISE to attract local participants and local industry support;
- Letters of Intent will only be accepted from Active ISE Member Societies in good financial standing.

The Letter of Intent should include:

- Suggested city and suggested dates
- Destination safety and accessibility
- Congress Venue (based on 5,000 delegates)
- Recommended focus themes and regional focus
- Support potentially available from specialty societies, institutions, hospitals, etc.
- Any resources available for a successful congress in terms of organization and scientific program, marketing, sponsorship
- Expected projected attendance of delegates; past annual meeting attendance
- A statement why your team is proposing to collaboratively work with us on ICE 2024

Deadline to submit the Letter of Intent: September 30, 2019

2.2 The Bidding

After selection of 3 cities in the run for 2024, full bidding documents will be requested. The bid should demonstrate and include the following:

- **Benefits** of the bidding destination;
- **City Accessibility & Capacity:**
 - *Medium to large cities serviced by an international airport*
 - *At least 6,000 hotel rooms in 3 and 4 stars categories*



- *Suitable venue at maximum cost of US\$300,000 (including services)*
- Maximum **local** and/or **national** government **support**;
- Strong **local community** (HCPs and research hub);
- Clear arguments for **why** the local ISE Member Society believes it should serve as host to ICE;
- Indication of a **lasting legacy** post-meeting and how the Member Society will support this;
- Ideally partnering with an affiliated Regional Endocrine network
- Details of how this congress will help to **promote the field of Endocrinology** both locally, regionally and internationally.

The full bidding requirements will be sent to the 3 selected destinations only.

3 - PART 3: DECISION-MAKING

3.1 Timelines

<u>What?</u>	<u>Who?</u>	<u>When?</u>
Invitation to submit a Letter of Intent	ISE	July 2019
Deadline to submit Letter of Intent	Member Society	September 30 2019
Pre-selection of 3 destinations	ISE	October 30 2019
PCO to compile all bids for ISE in collaboration with Member	PCO & Member	early January
Review of bids received and selection	ISE Executive Committee	end January
Site Visit (optional)	ISE	February- March 2020
Further Negotiations	PCO	April 2020
Announcement of Decision	ISE	June 2020
Letter of Agreement	ISE & Member Society	Immediately after decision
Final Contract	ISE & Member Society	Minimum of 2 years prior to Congress

The winning bid will be selected via an internal decision-making process within the ISE Executive Committee. This decision is final and there is no appeal process.

A letter of agreement between ISE and the Local Host ISE Member Society will immediately follow the decision and a final contract will be signed at least two years prior to the meeting date.

3.2 Criteria

ISE Member Societies should address each of the key issues and needs as outlined in section 2.2. In addition, it should be noted that the ISE Member Society involved in making the bid should be in good financial standing with ISE and should this not be the case a bid may be rejected for this reason.

ISE will rate all submitted bids according to the below criteria:

Expenses	40%
Venue Rental	
Other Services (AV + Telecom + Basic services)	
Taxation	
Catering	
<i>Local and/or national government support (subventions, transportation, etc.)</i>	
Suitability & Quality	30%
Suitability of convention center (<i>including flow of delegates</i>)	
Capacity to attract delegates/destination appeal	
Growth flexibility	
Transport links to the Venue	
Presence of International Airport	
Sufficient rooms near the venue (within 5 km)	
Creative ideas with local flavour	
Venue Location in the city	
Social responsibility	
Member Society	30%
National community (endocrinologists and other HCPs)	
Potential local participation and industry support	
Lasting legacy post congress & member society support	
Geopolitics	
Contributing/advancing the field of Endocrinology	
Attracting Early Career endocrinologists from the region	
Partnering with an affiliated Regional Endocrine network and Opportunities to recruit member societies in the region	
TOTAL DESTINATION SCORE	100%

Should the appointed member society not comply with the requirements, distribution of tasks or timelines for the congress, ISE reserves the right to reverse its decision on venue and opt for the runner up to host the congress.

4 - PART 4: DIVISION OF RESPONSIBILITIES

ISE has the full and final responsibility for all aspects of the ICE congress, including the organization, planning, coordination, the scientific program, logistics, financial aspects, and appointment of a PCO.

4.1 Roles and Responsibilities

	ISE	PCO	MEMBER SOCIETY/ REGIONAL PARTNER (LOC)	POC (program organizing committee)
OVERALL	Full and final responsibility for all aspects of the ISE congress	Dedicated team led by a Senior Account Manager	Partner in the success of the Congress. Form and manage a Local Organizing Committee (LOC)	
FINANCE, BUDGET & REPORTING	Overall Approval, sign off on significant adjustments, review financial progress	Budget Management and Project Reporting		
SCIENTIFIC/ EDUCATION (POC = Program Organizing Committee)	Final approval of POC members and Chairs Appointment of international faculty members Attendance POC meetings (Chairperson & Executive Director) Final approval of Scientific Programme &	Management and support in development of Scientific Programme Delegate and Speaker Management Assistance in scheduling POC Meetings Printing programme book and all publications	Appoint national host society/ regional partner to the POC and co-chair	COMMITTEE: Equal representation representatives nominated by the LOC and ISE to be part of the POC Develop sessions and tracks within the scientific programme, according to ISE guidelines.

	invited speakers Review & approval printed program book			
		Abstract and Poster Management Online Abstract submission system, managing review process, notifications to all submitters Scheduling of orals, posters/e-posters		Review and scheduling of abstracts
	Identify opportunities to develop online education materials from programme (together with Education & Endorsement Working Group)	Organise process and necessary recordings for development of online materials		Identify opportunities to develop online education materials from programme
VENUE	Final approval of Venue Participate in site visits (Executive Director)	Pre-Financing, Negotiation and contracting, overall management	Recommend appropriate venue, assist and participate in Site visits.	

SOCIAL EVENTS	Final approvals	Negotiation, contracting and overall logistical management of all social events.	Recommend venues and locations for dinners, receptions and excursions, giving the "local flavour". Collaborate with PCO on the organization of all social events during the congress – according to ISE guidelines and in line with budget.	
MARKETING	Approval of congress branding and marketing plan ISE will acknowledge the Member Society on all printed materials.	Develop and implement International Marketing plan, building ISE/ICE brand - including website design, email campaigns, social media, printing and distribution of promotional materials, etc.	Promote the congress locally to members, potential participants and within the region at relevant local events. Assistance and input into marketing plan, especially to domestic market Word of mouth promotion and ambassadors of congress	
SPONSORSHIP & EXHIBITION	Approval of prospectus, pricing and any special requests from companies	Sponsorship & Exhibition sales and management - including preparation of prospectus, promotion at competing events, negotiations, contracting and payment collection.	Attract local/regional industry support-through sponsorship, exhibition and/or grants from national/regional companies. (All in coordination with PCO)	Allocate & approve industry sessions slots

REGISTRATION	Final approval of registration fees	Propose registration fees (with LOC input) Set up and processing of all Registration, incl. faculty /VIPs	Attract local participation*- individual participants, industry supported delegate groups, invite local government/ministry of health/municipal representatives in coordination with ISE	
ACCOMMODATION	Final Approval	Hotels purchasing and sales	Recommend best hotels surrounding the Congress Venue	
GRANTS	ISE will contribute through fellowship support grants to bring young endocrinologists to the ICE meeting (mainly from LMIC)	Research and apply for industry grants – educational and participation grants	Apply for local and national grants	
ONSITE		Venue and Suppliers - contracting, management and logistics All Technical Arrangements and logistics, on-site management of all logistics as well as personnel		

* All Member Society members will be eligible for the members registration rate.

5 - PART 5: FINANCIAL ARRANGEMENTS

ISE will enter into an agreement with member societies involved to share any profit resulting of the congress. The member society will not bear any financial risks and will be remunerated based on mutual success.

All financial arrangements and contracts with the PCO will be undertaken by the ISE. The congress budget will be officially agreed upon by the partnering organizations. Any deviation of more than 10% on congress expenses will be officially communicated and agreed upon by all partnering organizations.

The ISE and the member society will agree that the net profit from all revenue and/or liabilities generated and/or incurred by ICE 2024 shall be paid to or payable by the parties stated below in the following shares:

- 80 % of congress profit will be for ISE
- 20 % of congress profit will be for the member societies

In the event of a loss, the contracted PCO will bear all risks.

As an incentive, the member societies could have their share increased from 20% to a maximum of 30% based on a list of Key Performance Indicators to be mutually agreed upon (i.e. regional sponsorships secured, number of delegates from the region, extent of local financial and in-kind support, ...).

6 - FOR FURTHER INFORMATION

Please contact ISE Executive Director should you need additional explanation on any point in this manual:

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