

Call for Expressions of Interest by letter for hosting the ISBT Regional Congresses 2023



Expressions of interest by letter for hosting the two ISBT regional congresses in 2023 are sought.

ISBT will hold a European congress in June 2023 and a non-European congress in November 2023.

ISBT congresses are organized by the ISBT Core Professional Congress Organiser and the ISBT Central Office. The Local Organising committee will have some responsibilities including proposing topics for the scientific programme and making suggestions for the social programme.

The closing date for expressions of interest is Monday January 7, 2019.

The procedure is set out below.

Procedure

1. Expressions of interest by letter to host the ISBT regional congresses in 2023 should be made by a National Transfusion Society or a National Blood Transfusion Institute. **Please note that the expression of interest should only be contained in a letter (maximum of 2 pages of A4).**

1.1 European Congress

The expression of interest must:-

- Name the proposed location city and convention centre
- Give confirmation that the Convention centre has:-
 - ✓ The ability to host up to 4,000 delegates and exhibitors
 - ✓ Rooms that can accommodate at least four or occasionally five congress parallel sessions – two rooms of 500 delegates and three rooms of 350 delegates
 - ✓ A plenary hall able to host at least 2,000 delegates
 - ✓ One large exhibition hall covering:-
 - 6,000m² gross exhibition space
 - 2,000 m² gross catering space
 - 2,000 m² gross poster area space either include or separate from the exhibition area
 - ✓ 20 small meeting rooms which can accommodate 25 – 150 persons
- Give confirmation that there is suitable hotel accommodation providing up to 4000 rooms in a range of prices within close proximity to the convention centre
- Give confirmation that there is a major international airport with excellent connections to flights across the world
- Give the names of the proposed Local Organising Committee and chairperson.

1.2 Non European Congress

The expression of interest must:-

- Name the proposed location city and convention centre
- Give confirmation that the Convention centre has:-
 - ✓ The ability to host up to 800 delegates and exhibitors
 - ✓ Rooms that can accommodate at least two parallel sessions for 250 – 500 persons
 - ✓ A plenary hall able to host up to 1000 delegates
 - ✓ 2,000 – 2,500m² net exhibition space
 - ✓ Small meeting rooms which can accommodate around 25 persons
- Give confirmation that there is suitable hotel accommodation providing up to 700 rooms in a range of prices within close proximity to the convention centre
- Give confirmation that there is a major international airport with excellent connections
- Give the names of the proposed Local Organising Committee and chairperson.

2. Short listing and selection

- 2.1 A representative from the Core Professional Congress Organiser (PCO) and the ISBT Executive Director will assess the expressions of interest and will draw up a short list.
- 2.2 The short listed candidates will be invited to make a presentation to the Board of Directors at the international congress in Basel, 2019. Further information will be given only to the short listed candidates.
- 2.3 The final choice will be made on the following criteria:-
 - i. The suitability and cost of the convention centre and hotel accommodation
 - ii. Accessibility and safety of the host city
 - iii. Availability of a wide range of hotel accommodation
 - iv. Suggestions for topics for inclusion in the scientific programme for consideration by the ISBT Scientific Secretary

The expression of interest letter must be sent by email to the ISBT Central Office office@isbtweb.org with regional congress 2023 and the name of the city in the title by **Monday January 7, 2019**.