



INTERNATIONAL SOCIETY OF SURGERY (ISS)  
SOCIÉTÉ INTERNATIONALE DE CHIRURGIE (SIC)

World Congress of Surgery Bid-Documents

# Application to host WCS

Application  
Explanations



Support  
Documents

Contacts:

ISS, Seefeldstrasse 88, 8008 Zürich, Switzerland  
MCI Geneva, rue du Pré-Bouvier, 1242 Satigny, Geneva, Switzerland

# Foreword

## Application to host WCS

Invitations to host the World Congress of Surgery **can only be made by the National Delegate** of the inviting National Chapter with assurance of strong support by the National Surgical Society and authorities of the host country. (Please refer to the “Criteria to host WCS”).

It has to be taken into account that the organization and control of the scientific program will be done by the ISS/SIC Program Committee in conjunction with the Collective Member Societies and Partner Member Societies and with the input of the Local Organizing Committee at the Scientific Secretariat in Switzerland. The Executive Committee of International Society of Surgery/Société Internationale de Chirurgie will determine the geographical region of interest for a future World Congress of Surgery (WCS).



Foreword

# Criteria for Invitation to host WCS

**Situation per March, 2016 Last Up-date: March 30, 2016**

**ISS/SIC has assigned MCI Geneva as its Core PCO** for the organization of a future WCS after the Bangkok Congress in 2015.



Criteria

## The following steps will apply

1. The Executive Committee of International Society of Surgery/Société Internationale de Chirurgie will **determine the geographical region of interest** for a future World Congress of Surgery. They are classified as follows:
  - a. Europe, Middle East and Africa
  - b. North-, Central- and South America including the Caribbean
  - c. Asia and Pacific Basin

In special cases the Executive Committee will decide the appropriate classification of a venue. A regular change of the region is recommended but is not mandatory.

**Note:** *In regard to the congress venue in the year 2021 which is the next open date, the official turn will be to Asia and Pacific Basin (2007 Montreal,*

*Canada; 2009 Adelaide, Australia; 2011 Yokohama, Japan; 2013 Helsinki, Finland; 2015 Bangkok, Thailand and 2017 Basel, Switzerland, 2019 Cracow, Poland).*

The Executive Committee may also accept invitation bids from other important National Chapters that are of interest (strong and increasing National Chapter etc.). Invitation Bids will have to be addressed to MCI Geneva via the ISS/SIC Office.

2. According to the determination of the region of interest, **the Executive Committee of ISS/SIC will invite selected active National Chapters** to submit proposals for hosting World Congress of Surgery.

**The criteria for an invitation** to host the World Congress of Surgery are specified in a list which will be provided to the National Chapters for completion and submission with the regular bid-documents. This list of criteria is available at the Secretariat of ISS/SIC or from MCI Geneva.

The list of criteria includes:

Availability of needed meeting facilities.

- a. **Explanation of primary budget items**, such as for the infrastructure (meeting rooms), technical equipment, social events, transportation, labor for various work etc. The availability of financial support or sponsoring by the local authorities is an important aspect.
  - b. Agreement about the attainable profit for ISS/SIC at given rates for registration fees and other requirements by ISS/SIC. The budget prepared by MCI should assure a profit after reimbursement of all congress related items.
  - c. Details of **travel aspects and visa requirements**. Only places with direct access from most continents (daily intercontinental flights) and no visa restrictions can be considered.
  - d. The **personal safety in the host city**, and also in the host country, must be evaluated and solicited according to international standards by an independent auditing organization. The host city also has to comply with the prescribed requirements for ample hotel rooms in various categories
  - e. The **size and activities of the National Chapter** within ISS/SIC is considered as being a very important criterion. Larger Chapters will be given priority.
3. After receipt of applications at ISS/SIC or MCI Geneva with the completed list of criteria and a preliminary budget, the various invitations will be compared. At the request of MCI Geneva a detailed site inspection will be made by MCI together with the Administrative Office of ISS/SIC. According

to the parameters worked out after the site inspection, the various invitations will be solicited and pre-selected.

4. The General Assembly receives the recommendations of selected invitations which are approved by the ISS/SIC Executive Committee. The votes by the members present at the ISS/SIC General Assembly are only to provide guidance to the Executive Committee.
5. **The final decision will be made by the ISS/SIC Executive Committee after contract negotiations between ISS/SIC / MCI and the local organizers** resulting in a cooperation contract giving the ISS/SIC the right to say in a matter of important questions regarding the success of the congress (for instance: scientific program, finances, social program, industrial exhibit and general sponsoring). This contract proposal is to be made by the MCI Geneva as Core PCO.
6. Information about the final decision by the Executive Committee will be given to the Membership at least four years before the planned congress year.

# INVITATION REQUIREMENTS AND PROCEDURE

## Foreword

The International Society of Surgery (ISS/SIC) with its 6 Collective Member Societies (IAES, IATSIC, IASMEN, BSI, ISDS, ASAP) is organizing its biennial world congresses of surgery, the **World Congress of Surgery (WCS)** formerly named International Surgical Week (ISW). It is aimed to include the National Surgical Society of the host country as a partner organization. ISS/SIC serves as the responsible organization for the Congress but highly welcomes local input and responsibilities. Unless otherwise outlined by contract, the International Society of Surgery (ISS/SIC) shall be responsible for the entire organization and the finances of the congress. For this reason, the ISS/SIC Executive Committee has assigned MCI Geneva as its permanent CORE PCO for the organization of the World Congress of Surgery.

It is planned to change the place and continent of the biennial World Congress of Surgery according to an approved schedule (see Criteria to host WCS). WCS asks for systematic Pre-, Intra- and Post-Congress planning. Pre-Congress planning extends over several years (6 to 4) whereas Post-Congress planning only over 4 to 6 months. The tasks and responsibilities of the inviting National Chapter/host Country shall mainly be to present local surgery and the host country, to stimulate local surgeons to participate in WCS and ISS/SIC membership, to contribute to the scientific program of the congress with some sessions (English only), to establish contacts with the local authorities & companies to generate support and sponsorship besides being responsible for the social program of the congress. Unless otherwise agreed in writing, LOC will not have any financial obligations and even may participate in the profit sharing upon mutual and contractual agreement.



Requirements

## Congress History – past congresses

In order to ensure a smooth preparation of the forthcoming congresses a NETPLAN was established by the Headquarters of ISS/SIC which will be amended by MCI requirements in collaboration with ISS/SIC. All dates and figures, based on the experiences in past congresses, are as follows:

Year	Congress	City	Country	Number of Delegates	Number of Acc. Persons	Exhibition Space
1981	29th	Montreux	Switzerland	900	350	550 m <sup>2</sup>
1983	30th	Hamburg	Germany	1'200	350	1'200 m <sup>2</sup>
1985	31st	Paris	France	1'500	500	700 m <sup>2</sup>
1987	32nd	Sydney	Australia	1'650	400	600 m <sup>2</sup>
1989	33rd	Toronto	Canada	1'800	500	700 m <sup>2</sup>
1991	34th	Stockholm	Sweden	2'100	500	1'200 m <sup>2</sup>
1993	35th	Hong Kong	Hong Kong	2'050	550	550 m <sup>2</sup>
1995	36th	Lisbon	Portugal	2'010	430	350 m <sup>2</sup>
1997	37th	Acapulco	Mexico	2'282	376	662 m <sup>2</sup>
1999	38th	Vienna	Austria	1'857	352	455 m <sup>2</sup>
2001	Centennial	Brussels	Belgium	1'711	250	432 m <sup>2</sup>
2003	40 <sup>th</sup>	Bangkok	Thailand	cancelled	---	---
2005	41 <sup>st</sup>	Durban	South Africa	1'850	450	920 m <sup>2</sup>
2007	42 <sup>nd</sup>	Montréal	Canada	1'285	375	450 m <sup>2</sup>
2009	43 <sup>rd</sup>	Adelaide	Australia	1'387	113	360 m <sup>2</sup>
2011	44 <sup>th</sup>	Yokohama	Japan	1'657	136	250 m <sup>2</sup>
2013	45 <sup>th</sup>	Helsinki	Finland	2'050	400	550 m <sup>2</sup>
2015	46 <sup>th</sup>	Bangkok	Thailand	2'500	500	700 m <sup>2</sup>

ISS/SIC has selected MCI Geneva as Core PCO as a permanent PCO for future World Congresses of Surgery. In addition to the 6 Integrated Societies, the number of Participating Societies has increased continuously but remained stable at some 15. However, minor changes may occur from congress to congress, depending on the participation of national societies in the host country.

## Confirmed Future Congresses and expected Numbers

Year	Congress	City	Country	Number of Delegates	Number of Acc. Persons	Exhibition Space
2017	47 <sup>th</sup>	Basel	Switzerland	2100	300	600 m <sup>2</sup>
2019	48 <sup>th</sup>	Cracow	Poland	2300	400	600 m <sup>2</sup>

The various organizational steps for future congresses from the very first planning steps to the closing of the congress accounts are described in the Netplan established by MCI in collaboration with the International Society of Surgery (ISS/SIC).

The biennial World Congresses of Surgery of the International Society of Surgery (ISS/SIC) are scheduled to take place either during the last two weeks of August or within the first two weeks of September in the odd years only. This timing has proved to be ideal since it does not clash with many other important international or national events and public holidays.

The number of participants has steadily increased until 1997 by some 100 to 200 participants for each Congress but since has remained quite stable. The estimated numbers for future congresses are based on the assumption of a continuous marginal increase. Empiric surveillances proof that the attendance in scientific sessions during the specific timeslots never exceeds 70% of all registered participants. This means that a maximum of 2/3 of all registered participants are at the same time at the Congress. This will influence the selection of meeting rooms and the required capacity. However, this statement does not apply for the social events which usually are attended by 80 to 90 % of all registered persons (delegates and accompanying persons).

### Requirements - infrastructure

The actual requirements to comply with the actual structure are as follows:

Contacts:

ISS, Seefeldstrasse 88, 8008 Zürich, Switzerland  
MCI Geneva, rue du Pré-Bouvier, 1242 Satigny, Geneva, Switzerland

## **1. Duration of the Congress (4 ½ days)**

The Congress will start officially on Sunday late afternoon/early evening with the Opening Ceremony followed by a welcome reception which usually will take place in Trade Exhibition Area after the Opening Ceremony. Various Committee Meetings and Workshops will take place during Sunday.

Monday morning is reserved for the Opening Lecture given by the Congress and Society President as well as for the distinguished Martin Allgöwer Lecture. Both are the only protected time slots without any other sessions running in parallel. The Scientific Program will last for four (4) days starting on Monday morning and ending on Thursday late afternoon.

The structure of sessions during all four days must include four (4) 90-minutes time slots daily, with a two (2) hours Luncheon Break and each a 30 minutes coffee break between the sessions the morning and the afternoon.

## **2. Sunday Opening Ceremony in the late afternoon**

One room holding at least 1'500 seats or preferably up to 2'500 is required. From experience it is known that about 80% of all registered delegates and accompanying persons will attend the opening ceremony. The opening ceremony must last less than 90 minutes but not necessarily has to be at the Congress Center. In order to reduce the costs for local transportation, a solution to hold the opening ceremony at the Congress Center is preferred.

### **Rooms for Scientific Sessions from Monday morning to Thursday afternoon (10 to 12 parallel Sessions)**

- **1 meeting room holding 1'500 to 1'800 seats** for Opening Ceremony and Plenary Sessions and Presidential address only
- **3 - 5 meeting rooms holding 400 to 800 seats** for Symposia, Lectures and Plenary Sessions

- **4 - 6 meeting rooms holding at least 80 -100 seats** for Free Paper and Poster Sessions
- **1 room for AV and power point presentations preview** (authors check-in)

### **3. Space for Trade Exhibition**

In general, space to accommodate some 90 to 150 exhibition booths including Poster Exhibition is needed. It is expected that the income from Trade Exhibition generates enough funds to cover large part of the infrastructure costs at the Convention Center. At the cost of Euro 300 to 500 per m<sup>2</sup> respectively Euro 2'700 to 4'500 per booth (9.0 m<sup>2</sup> ) space for 800 - 1'000 m<sup>2</sup> (net) of exhibition or 90 to 120 booths should be available.

It is a „must“ that the only place where free Coffee is served is located in the Trade Exhibition Area. This also includes space for some 400 to 500 Posters (200-250 boards).

### **4. Social Event**

The Local Organizing Committee is asked to organize a “Local Congress Evening” on Monday or Wednesday of the congress. This event must be self-supporting i.e. a fee is to be charged. It has to be taken into account that Tuesday is reserved for the social gathering of the six Integrated Societies.

Any social Events other than the Opening Ceremony and Reception, must be selfsupporting and must be charged separately.

## 5. Congress Banquet

Congress Banquets in former years were scheduled for Wednesday and have attracted some 300 to 500 participants. Only at special request and after approval by the Executive Committee of ISS/SIC a banquet dinner might be organized. The congress budget must not be affected by this event and all costs must be covered by income from selling tickets.

## 6. Invitation procedure according to the following criteria

Invitations to host the World Congress of Surgery **can only be made by the National Delegate or by the official Representative of the Membership of the inviting National Section.** Most important is a strong support by the National Surgical Society and authorities of the host country. (Please refer to the attached "Criteria to host WCS"). The inclusion of the National Society of Surgery or a similar organization has become a key-issue for the selection process.

It has to be taken into account that the organization and control of the scientific program will be done by the ISS/SIC Program Committee at the Scientific Secretariat in Switzerland in close collaboration with the Collective Member and Participating societies and with the input of the Local Organizing Committee and/or National Surgical Society.

The Executive Committee of International Society of Surgery/ Société Internationale de Chirurgie will determine the region of interest for a future World Congress of Surgery (WCS).

These are classified as follows:

- a. **Europe, Middle East and Africa**
- b. **North-, Central- and South America and the Caribbean**
- c. **Asia and Pacific Basin**

A continuous change of the region is recommended but is not compulsory. According to the determination of the region of interest, the Executive Committee of ISS/SIC will invite selected active National Chapters to submit

proposals for hosting World Congress of Surgery. Invitation bids will have to be addressed to the ISS/SIC Office in Switzerland where they will be forwarded to MCI for further steps.

The criteria for an invitation to host the World Congress of Surgery are specified in the form “Criteria to host a future World Congress of Surgery” which will be provided to the National Chapters for completion and submission with the regular bid-documents. MCI Geneva will be responsible for the coordination of received invitations and to provide a comparison report including all invitations.

**The comparison list to be set up by MCI includes:**

Availability of meeting facilities

- a. Explanation of primary budget items, such as for the infrastructure (meeting rooms), technical equipment, social events, transportation, labour for various work etc. The availability of financial support or sponsoring by the local authorities is an important aspect.
- b. Agreement about the attainable profit for ISS/SIC at given rates for registration fees and other requirements by ISS/SIC.

**The budget should assure a profit of EURO 100'000 in favor of ISS/SIC and pro ratio amount in favor of the national organization as a co-host after reimbursement of all congress related items.**

The structure of Registration Fees for International Delegates should be similar to the ones as of the Bangkok Congress in 2015 with a marginal increase because of inflation. A clear statement about eventual VAT charges, which might be different from country to country has to be provided. Local participants will profit from favorable fees to be agreed upon.

CATEGORY	Before January 31	Before April 30	After April 30	One-Day Congress Registration
ISS/SIC MEMBERS ONLY	EUR 600.-	EUR 700.-	EUR 800.-	<i>will be possible at a special day rate for local surgeons only but can only be made by registering on-site and will not include any social function</i>
GENERAL REGISTRATION	EUR 700.-	EUR 800.-	EUR 900.-	
TRAINEES * (Below age 40)	EUR 300.-	EUR 350.-	EUR 400.-	
ACCOMPANYING PERSON **	EUR 100.-	EUR 100.-	EUR 150.-	

- c. Details of travel aspects and visa requirements. Only places with good international access from most continents can be considered. Invitations from countries with visa restrictions (refusals to provide a visa for entry) or on which a UN embargo exists, cannot be considered and will be rejected by the Executive Committee of the ISS/SIC.
- d. The personal safety in the host city, and also in the host country, must be evaluated and solicited according to international standards by an independent auditing organization. The host city also has to comply with the prescribed requirements for ample hotel rooms in various categories.
- e. The size of the National Chapter of ISS/SIC in the host country is an important criterion. Large and strong National Chapters might be given priority.

**After receipt of all applications by MCI Geneva (via ISS/SIC Office) with the completed list of criteria and a preliminary budget, the various invitations will be compared. At the request of the Executive Committee a detailed site inspection will be made by the Society Officers and MCI representatives. According to the parameters worked out after the site inspection, the various invitations will be solicited and preselected.**

The members of ISS/SIC will receive the recommendations of selected invitations by the Executive Committee and a summary of the relevant

items together with explanation for its recommendations one month prior to the General Assembly at World Congress of Surgery (WCS).

A vote for priorities by the ISS/SIC members present at the General Assembly will provide guidance to the Executive Committee which are not binding. Based on these recommendations the Executive Committee shall advise the Core PCO, MCI Geneva, to work out a contract and a budget with the first ranked and preferred future congress place.

The final decision will not be made by the ISS/SIC Executive Committee unless contract negotiations between the Core PCO and the National Chapter and service providers result in a contract that complies with the guidelines. The contract proposal and budget is to be worked out by MCI Geneva as the ISS/SIC permanent Core PCO. In case the assured services cannot be provided by the selected place/country, the society shall keep the right to withdraw from its decision and focus on the second ranked place.

Information about the final decision by the Executive Committee should be given to the Membership at least four years before the planned congress year.

Mike Iliopoulos, Administrative Director

Chris Storz, Scientific Director

E-Mail: [surgery@iss-sic.com](mailto:surgery@iss-sic.com)

Homepage: [www.iss-sic.com](http://www.iss-sic.com)

# HOW TO

We kindly invite you to put forward your proposal as follows

The documents to complete are as follows:

- Venue Details: Please propose 2 alternative possible congress dates for the requested year taking into consideration the expressed needs
- Hotel rooms availability chart: Please indicate available rooms and 2015 average rates for the categories and locations detailed in the document
- Venue spaces and rooms attribution: Please indicate the rooms and/or areas you propose including any details you would like to bring our attention to
- Goods & Services pricing: This chapter is the opportunity for the bidding venue to express its interest with numbers. Rates, taxes, discounts, gratuities and financial support will be taken into consideration for a fair comparison. In order to enable us to duly evaluate your offer, please quote for all the below listed services and clearly indicate:
  - Applicable taxes (VAT/GST and others)
  - Discounts (if any)
  - Gratuities (if any)
  - Gross price
  - Net final price
  - Your financial support / financial support from city
  - Any other services proposed to congress organizer or as a benefit to attending delegates

We will evaluate your responses on the following criteria:

- Compliance to the request
- Completion of the reply forms

- Financial package (venue, hotels and city rates, offers, discounts, financial support, etc.)
- Proposed hotel block bookings

**Important note:**

**When submitting your financial package, please take into consideration the high local and national financial impact of such a major event.**

## ENCLOSURES

- Venue Details
- Hotel Accommodation
- Rooms & Spaces
- Goods Services Pricing