



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

INTERNATIONAL SURGICAL WEEK (ISW) – THE WORLD’S CONGRESS OF SURGERY INVITATION REQUIREMENTS AND PROCEDURE

Foreword

The International Society of Surgery (ISS/SIC) with its 6 Integrated Societies (IAES, IATSIC, IASMEN, BSI, ISDS, ASAP) is organizing its biennial world congresses of surgery, [the International Surgical Week \(ISW\) - the World’s Congress of Surgery](#).

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 Council has assigned a Core PCO (Professional Congress Organizer) for the organization of the congress.

It is planned to change the place and continent of the biennial International Surgical Week (ISW) according to an approved schedule (see Criteria to host ISW). ISW 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 ISW 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.

History

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



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

Year	Congress	City	Country	Number of Delegates	Number of Acc. Persons	Exhibition Space
1981	29th	Montreux	Switzerland	900	350	550 m ²
1983	30th	Hamburg	Germany	1'200	350	1'200 m ²
1985	31st	Paris	France	1'500	500	700 m ²
1987	32nd	Sydney	Australia	1'650	400	600 m ²
1989	33rd	Toronto	Canada	1'800	500	700 m ²
1991	34th	Stockholm	Sweden	2'100	500	1'200 m ²
1993	35th	Hong Kong	Hong Kong	2'050	550	550 m ²
1995	36th	Lisbon	Portugal	2'010	430	350 m ²
1997	37th	Acapulco	Mexico	2'282	376	662 m ²
1999	38th	Vienna	Austria	1'857	352	455 m ²
2001	Centennial	Brussels	Belgium	1'711	250	432 m ²
2003	40 th	Bangkok	Thailand	cancelled	---	---
2005	41 st	Durban	South Africa	1'850	450	920 m ²
2007	42 nd	Montr�al	Canada	1'285	375	450 m ²
2009	43 rd	Adelaide	Australia	1'387	113	360 m ²
2011	44 th	Yokohama	Japan	1'657	136	250 m ²
2013	45 th	Helsinki	Finland	2'050	400	550 m ²
2015	46 th	Bangkok	Thailand	2'500	500	700 m ²
2017	47 th	Basel	Switzerland	2'500	300	600 m ²

ISS/SIC has selected a Core PCO as a permanent PCO for future congresses.

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.



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

Confirmed Future Congresses and expected Numbers

Year	Congress	City	Country	Number of Delegates	Number of Acc. Persons	Exhibition Space
2019	48 th	Krakow	Poland	2300	400	600 m ²
2021	49 th	Kuala Lumpur	Malaysia			

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 the PCO in collaboration with the International Society of Surgery (ISS/SIC).

The biennial International Surgical Week 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 time-slots 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:

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.



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

Monday morning is reserved for the Opening Lecture given by the Congress and Society President as well as for the distinguished Martin Allg wer 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 m² respectively Euro 2'700 to 4'500 per booth (9.0 m²) space for 800 - 1'000 m² (net) of exhibition or 90 to 120 booths should be available.



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

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 self-supporting 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 Council of the Society 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 ISW”). 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 Integrated and Participating societies and with the input of the Local Organizing Committee and/or National Surgical Society.

The Council of the Society of International Society of Surgery (ISS) / Soci t  Internationale de Chirurgie (SIC) will determine the region of interest for a future International Surgical Week (ISW).

These are classified as follows:



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

- 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 Council of the Society of ISS/SIC will invite selected active National Chapters to submit proposals for hosting International Surgical Week. Invitation bids will have to be addressed to the ISS/SIC Administrative Office.

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. The PCO (Professional Congress Organizer) will be responsible for the coordination of invitations received and to provide a comparison report including all invitations.

[The comparison list to be set up by the PCO includes:](#)

Availability of 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 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.



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

CATEGORY	Before January 31	Before April 30	After April 30	Two-Day Congress Registration <i>will be possible at a special rate for local surgeons only and will not include any social function</i>
ISS/SIC MEMBERS ONLY	EUR 600.-	EUR 700.-	EUR 800.-	
GENERAL REGISTRATION	N/A	EUR 800.-	EUR 900.-	
TRAINEES * (Below age 40)	N/A	EUR 350.-	EUR 400.-	
ACCOMPANYING PERSON **	N/A	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 Council of the Society 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 the ISS/SIC Administrative Office with the completed list of criteria and a preliminary budget, the various invitations will be compared. At the request of the Council of the Society a detailed site inspection will be made by the Society Officers and the PCO 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 Council of the Society and a summary of the relevant items together with explanation for its recommendations one month prior to the General Assembly at International Surgical Week (ISW)



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

A vote for priorities by the ISS/SIC members present at the General Assembly will provide guidance to the Council of the Society which are not binding. Based on these recommendations the Council of the Society shall advise the Core PCO 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 Council of the Society 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 the ISS/SIC Administrative Office with the 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 Council of the Society should be given to the Membership at least four years before the planned congress year.

Mike Iliopoulos, Administrative Director

Chris Storz, Scientific Director

Address: Administrative Office ISS/SIC
International Society of Surgery
Seefeldstrasse 88
CH-8008 Zurich, Switzerland

Phone: + 41 44 533 76 50
Fax: + 41 44 533 76 59
E-Mail: surgery@iss-sic.com
Homepage: www.iss-sic.com

HOW TO

We kindly invite you to put forward your proposal as follows.

The following documents are to complete:

1. Venue Details: Please propose 2 alternative possible congress dates for the requested year taking into consideration the expressed needs
2. Hotel rooms availability chart: Please indicate available rooms and current average rates for the categories and locations detailed in the document
3. 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
4. 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



International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

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