



INTERNATIONAL SOCIETY OF SURGERY ISS

SOCIÉTÉ INTERNATIONALE DE CHIRURGIE SIC

Integrated Societies: IATSIC | IASMEN | BSI | ISDS

CRITERIA TO HOST AN INTERNATIONAL SURGICAL WEEK ISW

Invitations to host the International Surgical Week (ISW) [can only be made by the National Delegate](#) of the inviting National Chapter in countries of the three alternatively assigned regions of interest as given below. The assurance of solid support by the National Surgical Society and host country authorities will be essential.

It must be considered that the ISS/SIC Program Committee will organize and control the scientific program in conjunction with the Integrated and Participating Societies and with the input of the Local Organizing Committee at the Scientific Secretariat in Switzerland. [ISS/SIC seeks to work with a PCO \(Professional Congress Organizer\)](#).

The following steps will apply.

1. The Council of the Society of the International Society of Surgery (ISS) / Société Internationale de Chirurgie (SIC) will [determine the region of interest](#) for a future International Surgical Week.

They are classified as follows:

- Europe, Middle East and Africa (EMEA)
- North-, Central- and South America, including the Caribbean
- Asia and Pacific Basin

The Council of the Society will decide the appropriate venue classification in exceptional cases. A regular change of the region is recommended but is not mandatory.

The Council of the Society may also accept invitation bids from other important national chapters of interest (strong and increasing national chapters, etc.). Invitation Bids will have to be addressed to the ISS/SIC Office.

2. 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 the International Surgical Week.



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The list of criteria includes:

Availability of needed meeting facilities.

- a) **Explanation of primary budget items** - based on ISS/SIC provided budget template - such as infrastructure (meeting rooms), technical equipment, social events, transportation, labor for various work, etc. The availability of financial support or sponsorship by the local authorities is an important aspect.
 - b) Agreement about the organizational cost structure of ISS/SIC and its Integrated Societies with the given rates. ISS/SIC at given rates for registration fees and other requirements by ISS/SIC.
 - c) The budget prepared by the ISS/SIC Administrative Office and a possible PCO (Professional Congress Organizer) should ensure a profit after reimbursement of all congress-related items.
 - d) 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.
 - e) Personal safety in the host city and in the host country must be evaluated and solicited according to international standards. The host city must also comply with the prescribed requirements for ample hotel rooms in various categories.
 - f) The **size and activities of the National Chapter** within ISS/SIC are considered fundamental criteria.
3. After receipt of applications at ISS/SIC with the completed list of criteria and a preliminary budget, the various invitations will be compared. At the request of ISS/SIC a detailed site inspection will be made by the ISS/SIC Administrative Office. The multiple invitations will be solicited and pre-selected according to the parameters worked out after the site inspection.



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4. The final decision will be made by the ISS/SIC Council of the Society after contract negotiations between ISS/SIC, the PCO (Professional Congress Organizer), and the local organizers.
5. The ISS/SIC members will ratify the decision regarding the destination for the upcoming International Surgical Week ISW at the General Assembly.

About ISW

The International Society of Surgery (ISS/SIC), with its four Integrated Societies (IATSIC, IASMEN, BSI and ISDS), is organizing its biennial International Surgical Week ISW, formerly named World Congress of Surgery (WCS). 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 the contract, the International Society of Surgery (ISS/SIC) shall be responsible for the entire organization and the finances of the congress.

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 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 is 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 may even participate in the profit sharing upon mutual and contractual agreement.



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Congress History – past congresses

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
2005	41 st	Durban	South Africa	1'850	450	920 m ²
2007	42 nd	Montréal	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	2'200	150	250 m ²
2019	48 th	Krakow	Poland	2'150	120	550 m ²
2021	---	Virtual	Meeting	---	---	---
2022	49 th	Vienna	Austria	888	80	0 m ²
2024	50 th	Kuala Lumpur	Malaysia	1'588	200	200m ²

In addition to the four Integrated Societies, the number of Participating Societies has increased continuously but remained stable at about 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
2026	51 st	Mexico	Mexico	3'000	400	800 m ²
2028	52 nd	Cape Town	South Africa	3'000	400	800 m ²

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



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The biennial International Surgical Weeks of the International Society of Surgery (ISS/SIC) are scheduled for the last two weeks of August or in April. This timing is ideal since it is separate from other important international or national events and public holidays.

Requirements - infrastructure

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

1. Duration of the Congress (4 days)

The Congress will officially start on Monday with the Opening Ceremony followed by invited lectures in the morning. Various Committee Meetings and Workshops will take place on Sunday. The Scientific Program will last 3 ½ days, starting Monday afternoon and ending Thursday late afternoon.

The structure of sessions during all four days must include four (4) 90-minute time slots daily, with a two (2) hour luncheon break and a 30-minute coffee break between the sessions in the morning and the afternoon.

2. Sunday Opening Ceremony in the late afternoon

One room holding at least 1'500 seats or up to 1'800 is required. From experience, about 80% of all registered delegates and accompanying persons will attend the opening ceremony. The opening ceremony must last less than 90 minutes but does not necessarily have to be at the Congress Center. To reduce local transportation costs, 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)

- One meeting room holding 1'500 to 1'800 seats for the Opening Ceremony, Plenary Sessions, and Presidential address only.
- 2 - 4 meeting rooms holding 400 to 500 seats For Symposia, Lectures, and Plenary Sessions.



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- 3 - 4 meeting rooms holding at least 80 to 150 seats for Free Paper and Poster Sessions
- 1 room for AV and PowerPoint presentations preview (authors check-in)

3. Space for Trade Exhibition

Space is needed to accommodate up to 80 exhibition booths, including the electronic poster exhibition with up to 15 poster panels. The income from the Trade Exhibition is expected to generate enough funds to cover a large part of the infrastructure costs at the Convention Center.

It is a „must“ that the only place Coffee and Tea is served is in the Trade Exhibition Area. This also includes space for the electronic boards.

4. Social Event

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

Any social events other than the opening ceremony and reception must be self-supporting and charged separately.

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