



## Call for Expressions of Interest by letter for hosting the ISBT International congress 2024

Expressions of interest are sought by letter for hosting the international congress of the ISBT in 2024. ISBT is committed to holding its congresses around the globe. Recent international congresses have been held in the Seoul, Dubai, Toronto and in 2020 in Barcelona.

ISBT congresses are organised by the ISBT Central Office, ISBT Professional Congress Organiser and the ISBT Scientific Secretary. 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 27, 2020.**

### Procedure

1. Expressions of interest by letter to host the ISBT international congress in 2024 should be made by a National Transfusion Society or a National Blood Transfusion Institute. **The expression of interest should be contained in a letter (maximum of 2 pages of A4). Any expressions of interest outside of this specification will be excluded.**

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
  - ✓ A plenary hall able to host 2,000 delegates
  - ✓ Break-out rooms that can accommodate up to six parallel sessions; two rooms of 500 delegates and four rooms of 350 delegates (theatre style)
  - ✓ 20 small meeting rooms which can accommodate 25 – 150 persons
  - ✓ A dedicated registration area
  - ✓ One large exhibition hall 8,000 m<sup>2</sup> gross exhibition & catering space
  - ✓ 2,000 m<sup>2</sup> gross poster area space separate from the exhibition area
  - ✓ Proposed date of congress – preferably in June
    - Build-up: Friday-Saturday
    - Congress: Sunday-Wednesday
    - Breakdown: Thursday
  - ✓ Include written confirmation from the convention centre of the above.
- Confirm that there is suitable hotel accommodation providing up to 2,000 rooms in a range of prices within close proximity to the convention centre
- Confirm that there is a major international airport with excellent connections to flights across the world
- Name the proposed Local Organising Committee and chairperson.

The ISBT Executive Director and a representative from the ISBT Professional Congress Organiser will assess the expressions of interest and will draw up a short list.

2. The short listed candidates will be invited to make a presentation to the ISBT Board of Directors at the regional congress in Barcelona in June 2020. Further information on the format of the presentation will only be given to the short listed candidates.

3. The final choice will be made on the following criteria:
  - The cost of hiring rooms in the convention centre and of associated services and the conditions of the contract
  - The suitability of the convention centre
  - Availability of a wide range of hotel accommodation
  - Accessibility and safety

The expression of interest should be sent by email to the ISBT Central Office, [office@isbtweb.org](mailto:office@isbtweb.org) with International congress 2024 and the name of the city in the title **by Monday January 27, 2020**