

## Call for Expressions of Interest by letter for hosting the ISBT Regional Congresses 2015



Expressions of interest by letter for hosting the ISBT regional congresses in 2015 are now sought.

ISBT will hold a European congress in June or early July 2015 and a non European congress in November 2015. For the non European congress expressions of interest are particularly sought from Blood Transfusion Societies or institutions in Africa, the Eastern Mediterranean and South American regions.

ISBT congresses are supported by the ISBT Core Professional Congress Organiser and the ISBT Central Office. It should be noted that the Local Organising committee has responsibilities and should therefore have the capacity to undertake the associated tasks. Any surplus generated from the congress will be split between ISBT and the local Society or Institute.

The closing date for expressions of interest is February 10, 2012

The procedure is set out below.

### Procedure

1. Expressions of interest by letter to host the ISBT regional congresses in 2015 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 for the European congress 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 (European congress) parallel sessions with numbers ranging from 250 – 750 persons
  - A plenary hall able to host at least 2,500 delegates
  - At least 5,000m<sup>2</sup> net exhibition space
  - 10 - 20 small meeting rooms which can accommodate 25 – 150 persons
- Give confirmation that there is suitable hotel accommodation providing up to 2,500 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 for the Non - European congress the Convention centre has:-
  - The ability to host up to 1,500 delegates and exhibitors
  - Rooms that can accommodate at least three parallel sessions for around 250 – 500 persons
  - A plenary hall able to host at least 1,000 delegates
  - At least 2,000 – 2,500m<sup>2</sup> net exhibition space
  - 5 small meeting rooms which can accommodate 25 – 50 persons
- Give confirmation that there is suitable hotel accommodation providing up to 1000 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.
2. 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.
  3. The short listed candidates will be invited to make a presentation to the Board of Directors at the international congress in Cancun, Mexico in July 2012. Further information will be given to the short listed candidates.
  4. The final choice will be made on the following criteria:-
    - The suitability of the convention centre
    - The composition of the Local Organising Committee
    - Suggestions for the scientific programme for consideration by the ISBT scientific programme committee
    - Availability of a wide range of hotel accommodation
    - Accessibility and safety

The expression of interest letter should be sent to [office@isbtweb.org](mailto:office@isbtweb.org) by **February 10, 2012**