

**GUIDELINES FOR APPLICATIONS
TO
HOST THE ISPPD CONGRESS
2020**

I. INTRODUCTION

1. The International Symposium on Pneumococci and Pneumococcal Diseases (ISPPD) holds its congress every two years late in Q1 or in Q2 of the year.
 - 1.1 Location – The International Symposium on Pneumococci and Pneumococcal Diseases is held in different geographical regions of the world. Previous ISPPD congresses have taken place in the following locations:

ISPPD 1996 – Helsingor, Denmark
ISPPD 2000 – Sun City, South Africa
ISPPD 2004 – Helsinki, Finland
ISPPD 2006 – Alice Springs, Australia
ISPPD 2008 – Reykjavik, Iceland
ISPPD 2010 – Tel Aviv, Israel
ISPPD 2012 – Iguazu Falls, Brazil
ISPPD 2014 – Hyderabad, India
ISPPD 2016 – Glasgow, Scotland
ISPPD 2018 – Melbourne, Australia
 - 1.2 Season: ISPPD usually takes place between the months of March to June, but the decision is left to the discretion of the congress chairs of the symposium that year, considering climate, logistics, price and overlap with other congress(es) or meeting(s).
2. The ISPPD Board receives proposals and selects an awardee to host the Congress. The proposals and a decision (see IId and IV below) are made 3 to 4 years in advance of the meeting.
3. Proposals are submitted to the ISPPD Administrative Office,
c/o Kenes International, 7, Rue François-Versonnex, C.P. 6053, 1211 Geneva 6,
Switzerland
– Email: isppd@kenes.com
4. In selecting a venue for the ISPPD, please note the following important factors:
Expected number of participants: 1,200
Exhibition: around 120 sqm. (net).
Posters: Approx. 600 poster faces (these can if needed be divided into sessions)

II. TIMETABLE FOR PROPOSALS

- a. A **letter of intent** should be received by midnight Geneva local time **August 1, 2016**.
- b. A **detailed proposal** including the completed "**Information Sheet**", should be received by midnight Geneva local time **October 1, 2016**.
- c. **Site Inspection** (if necessary): During 2017.
- d. **Presentation of proposals** to the ISPPD Board by conference call **December 2016**

III. GENERAL

Suggested Timetable of ISPPD Symposium:

Saturday

Set up of the exhibition, posters and halls

Sunday

Evening: Registration Opens
Regional Symposium optional
Welcome Reception

Monday

Morning: Scientific Sessions 1 & 2
Afternoon: Poster Session
Scientific Session 3
Late Afternoon: Satellite Symposium 1
Social Event Sputum Cup Soccer Match or Faculty Dinner

Tuesday

Early Morning: Satellite Symposium 2
Morning: Scientific Sessions 4 & 5
Afternoon: Poster Session II
Special Lecture
Late Afternoon: Satellite Symposium 3
Social Event Sputum Cup Soccer Match or Faculty Dinner

Wednesday

Early Morning: Satellite Symposium 4
Morning: Scientific Sessions 6
Afternoon: Poster Session III
Special Lecture
Social Event: Networking Dinner

Thursday

Morning: Scientific Sessions 7 & 8
Afternoon: Poster Session IV
Late Afternoon: Scientific Sessions 8
Closing

Halls and Facilities Required for ISPPD Symposium:

- Plenary Hall for 800 – 1,200 pax
- 3 Parallel Halls for 300 pax (Poster Presentation+ Meet the Expert)
- 6-8 Break-out halls for 90-120 pax (Meet the Expert)
- Registration area
- Poster + Exhibition + Catering area – 2,000 – 3,000 sqm gross (net exhibition is 120 sqm, posters are 600 faces)
- Speakers Ready Room – 50 sqm
- Executive Lounge
- ISPPD Meeting room (for ISPPD Board meetings)
- 4-5 Meeting Rooms Up to 50 pax for ISPPD attendees use
- Kenes (PCO) Office
- Storage – 60 sqm

Social Events (The following social events are usually held at each ISPPD. However, the Sputum Cup may be replaced with another, culturally appropriate, activity. Also the day of the week when the events are held can be adopted to local circumstances):

- Sputum Cup on Monday or Tuesday
- Speaker Dinner on Monday or Tuesday
- Networking Dinner on Wednesday

Hotel Rooms

The proposalding city should have at least 1,000 hotel rooms of various categories easily accessible to the Congress Center. It is preferable to have a large number of rooms in few hotels.

IV. PRESENTATION OF PROPOSAL AND VOTE

Each proposal will have 15 minutes for presentation. Following completion of all proposal presentations, the International Board of Directors of ISPPD will vote for the selected venue. The vote takes place by conference call in December 2016

V. PROPOSAL CONTENTS

The proposal should be prepared in collaboration with Kenes International, the Professional Congress Organizer that is contracted by the ISPPD Board.

The applicant should provide in the proposal the following details.

- Names and CV's of proposed host and local organizing committee members addressing pneumococcal research track record
- Letters of Invitation/support (letter from local society supporting the ISPPD proposal is mandatory. Other letters of invitation are optional).
- Suggested Congress Venue (layout, price list and contact details).
- Suggested venues for the various social activities (e.g. faculty dinner, networking dinner, sputum cup etc.)
- Suggested Hotels (list, capacities, price range and contact details).
- Support from Local Government or other Organizations, such as pediatric societies. (e.g. travel cards, reception, venues etc), and National Bodies (e.g. free air tickets).
- Contact details of the Convention Bureau (if applicable).

It is recommended to request the assistance of the local Convention Bureau to fulfill these requirements. It is possible to use a local agent for these tasks. Nevertheless, ISPPD and Kenes International are under no obligation to use the services of any local agent for the congress.

Kenes International is prepared to provide assistance in preparing the proposal document and presentation materials. For this or for any other query, please contact ISPPD Administrative Office isppd@kenes.com

Kenes International, will provide to the ISPPD Board additional information including a comparative analysis of all proposals.

ISPPD Administrative Office

c/o Kenes International

7, rue François-Versonnex, P.O. Box 6053

1211 Geneva Switzerland

Tel : +41 22 908 04 88

Fax : +41 22 906 91 40

Email : isppd@kenes.com

APPLICATION TO HOST ISPPD CONGRESS

INFORMATION SHEET

Please include the following contact information:

Venue:

Convention Bureau (where applicable):

1. Accommodation Information

- Please focus on hotels that are within 15 – 20 minutes walking distance from the venue if possible

Category	Number of Hotels	Total Number of Rooms	Rooms in Block	Average Cost Range	Breakfast Included	Taxes Included	Distance to venue
5 star							
4 star							
3 star							
2 star							

Additional information to include if possible –

- Information on hotels within walking distance
- Hotel Map relative to venue
- Public transportation information between hotels and venues

2. Transportation

- Airport

International airport: yes no

If no, what is nearest International airport (please add information about connections to city): _____

Distance from City centre: _____

Public transportation from Airport to city center _____

Average cost from airport to city: _____

3. Visa Regulations and Restrictions

4. Support from The Hosting City

Example: Subvention, Reception, Public transportation, entrance to attractions:

5. Proposed Dates In 2018

DATE	OPTIONS HELD UNTIL	COMMENTS
National Holidays near event dates		

Please advise all public and religious holidays during or adjacent to the suggested dates
Please confirm availability with venue

6. References

Name 2 large scientific/medical events that took place in the city within the last 3 years and 1 large scientific/medical events scheduled to take place in the city in the coming 2 years (Please include a contact person for each event):

1. Event Name: _____
 - Date: _____ Contact person: _____
2. Event Name: _____
 - Date: _____ Contact person: _____
3. Event Name: _____
 - Date: _____ Contact person: _____

7. Venue

Please include a full venue proposal based on the meeting room and exhibition space requirements

Venue Name: _____

Contact Person: _____ Phone number: _____ Email address: _____

Purpose	Pax/Size	Hall Name (fill in by venue)	Days in Use					
			Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Plenary	800 to 1,200		Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	300			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	300			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	90 – 120			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	90 – 120			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	90 – 120			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	90 – 120			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	90 – 120			Set up	Congress	Congress	Congress	Congress/Dismantle
Parallel Hall	90 – 120			Set up	Congress	Congress	Congress	Congress/Dismantle
2 - 3 Meeting Rooms	Up to 50 pax		Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
Speaker Ready Room	50 sqm		Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
ISPPD Office			Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
Organizers' Office			Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
Storage	60 sqm		Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
Registration			Set up	Congress	Congress	Congress	Congress	Congress/Dismantle
Exhibition + F&B 120 sqm net exhibition	2,000 – 3,000 sqm		Set up	Set up / Opening	Congress	Congress	Congress	Congress/Dismantle
Poster Area 700 faces			Set up	Set up	Congress	Congress	Congress	Congress/Dismantle