



Call for Hosting: 16th Biennial Congress of the International Stereotactic Radiosurgery Society, 2023

ABOUT THE ISRS

The International Stereotactic Radiosurgery Society (ISRS) was founded as a worldwide non-profit organization in 1991 and remains the only professional body of its kind.

Created to foster learning and research on radiosurgery, the society is highly dedicated to:

- Promoting technical developments in stereotactic radiosurgery,
- Promoting the highest levels of clinical expertise,
- Convening every two years at the ISRS congresses,
- Fostering and advertising regional courses teaching the basics of radiosurgery.
- Fostering availability of last developments in Radiosurgery in the WEBINAR Format to reach all corners of the world.

Members' Profiles

The ISRS encourages interaction among a diverse international community of neurosurgeons, radiation oncologists, medical physicists and other healthcare professionals dedicated to the advancement of stereotactic radiosurgery. The current membership of the society has an increasingly international flavour and is composed of specialists from all continents.

CONGRESS HISTORY

The Society has, since its first meeting in Stockholm, shifted the Congress' host city around the world. The intention has been to rotate the host city through three main geographical regions: Asia/Pacific, Europe, and America.

By changing the host city's region each time, the ISRS Congress and Exhibition provides not only a global platform for scientific exchange, but also an instrument for establishing sustainable international collaborations between the participants.

Congress History and Future Congresses

-	1991	Foundation	Pittsburgh
-	1993	1 st Congress	Stockholm
-	1995	2 nd Congress	Boston
-	1997	3 rd Congress	Madrid
-	1999	4 th Congress	Sydney
-	2001	5 th Congress	Las Vegas
-	2003	6 th Congress	Kyoto
-	2005	7 th Congress	Brussels
-	2007	8 th Congress	San Francisco
-	2009	9 th Congress	Seoul
-	2011	10 th Congress	Paris
-	2013	11 th Congress	Toronto
-	2015	12 th Congress	Yokohama
-	2017	13 th Congress	Montreux
-	2019	14 th Congress	Rio de Janeiro

SCHEDULE, BIDDING AND SELECTION PROCEDURE

The timeline and selection of the 16th Biennial Congress host city of the ISRS is as follows:

Type	Latest deadline
Call for hosting is announced.	May 2018
Deadline to submit a Notice of Intent. The notice should be written in letter format, addressed to the ISRS President on behalf of the Local Organizing Committee (LOC), and explain the LOC's motivation and reasons for applying. It should also elaborate on its recommendation of that city/country regarding the benefits the location will bring to the Congress.	March 2018
Deadline to submit complete proposals for pre-qualification. Proposals should be addressed to the ISRS and sent to the Headquarter Secretariat.	May 2018
Evaluation and pre-qualification of submitted proposals by the ISRS board members. The ISRS will use a scoring system to rank pre-qualified proposals (see the Proposal Requirements and Selection Criteria).	June 2018
Acceptance notification of the 2 shortlisted proposals. The ISRS may ask candidates to submit additional information and/or documentation to further support their proposal.	October 2018
Final selection of the bid to host ISRS 2023. The ISRS Board Members will review the shortlisted proposals and, if necessary, hold oral presentations with Question & Answer periods. The Board Members will vote on the proposals shortly before ISRS 2019 and announce the official results at the Congress.*	December 2018

*Based in unforeseen situations, such as war time, natural disasters and infectious disease the ISRS Board has the discretion of changing meeting location when appropriate.

ISRS Headquarter Secretariat: MCO Congrès Marseille, France: isrs@myeventonline.net
www.ISRSy.org

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Please note that the ISRS may, at its discretion, modify the above schedule and notify all parties concerned of these schedule changes.

Bidding Procedure

The call for hosting is announced on the ISRS website <http://www.ISRSy.org>.

Notices of Intent and **complete proposals** should be received within the abovementioned deadlines. All information should be submitted electronically to the ISRS Headquarter Secretariat at the following address:

ISRS Headquarter Secretariat
Villa Gaby, 285 Corniche Kennedy
13007 MARSEILLE - France
Phone: + 33 4 95 09 38 00
Fax: + 33 4 95 09 38 01
E-mail: isrs@myeventonline.net
Website: www.ISRSy.org

Acknowledgement of receipt will be sent via e-mail within 10 working days.

Any requests for additional information from the applicant will be made within 40 days of receipt of the application. If it is clear from the initial application that the qualification criteria are not met, the applicant will be informed in June 2018.

If the initial application is satisfactory, the ISRS Headquarter Secretariat may communicate with the applicant and review their application in detail with the goal of voting for the site before the meeting of 2019 in Rio de Janeiro when the site will be announced to the ISRS membership and participants to the Congress.

PROPOSAL REQUIREMENTS AND QUALIFICATION CRITERIA

The proposals must contain the following details and follow the same style/order/structure as outlined below to be considered.

Bid Evaluation and Selection Process

Please read the hosting qualifications and proposal requirements carefully by which Congress proposals will be judged for inclusion in the official call for hosting selection. **In case proposals are not received in time, do not follow or do not fit the criteria, requirements or the following schedule, the applicant will be excluded from the tender.**

I. Congress Highlights

The introduction should highlight that the following criteria are taken into account:



- 1) The ISRS international congresses are held every two years;
- 2) Congress period: **May/June** (September/October for the southern hemisphere);
- 3) The Congress begins on a Sunday and ends on a Thursday;
- 4) Preliminary dates are **suggested and confirmed** as available for the meeting;
- 5) The year open to applications is 2023;
- 6) The Congress usually attracts approximately 700-800 scientists;
- 7) Location: Proposals are welcome from prospective hosts in Europe. The proposals should briefly describe the proposed host city;
- 8) Practical and logistical organization: the practical and logistical organization of the Congress is ensured by the ISRS Core PCO in charge of the organization of their congresses;
- 9) The **appeal of the host city** (accessibility via national and international airports; touristic appeal and costs; security and public safety) in relation to the number of Congress attendees it will attract to the host country is also an important factor.

II. Local Organizing Committee Description

The Local Organizing Committee (LOC) - hospital, facility, individual etc. - must demonstrate that they are:

- 1) A party of good standing;
- 2) Legally able to sign a contract with the ISRS for the execution of an ISRS Congress;
- 3) Organizationally able to undertake and successfully manage the Congress locally;
- 4) Members of the ISRS at the time of signing the contract until the closure of the event (it is therefore not necessary to be an ISRS member when submitting a proposal to host the Congress);
- 5) Name and complete address of the bidding party (including the name of the contact person) should be included and the **structure of the LOC** should be described, accompanied by **Curriculum Vitae of each committee member**;
- 6) If the bidding party is a group of persons, a written commitment from the consortium members specifying the **organizational and/or financial support** they propose to provide should be detailed.

The ISRS call for proposals for the site and hosting of the 2023 Congress from those hospitals, facilities, and individuals who have the energy to undertake this task. There is a lot of work involved; however, it ends up being very enjoyable and fruitful.

III. Congress Venue

Following space will have to be allocated at the Congress centre. **Do not submit a proposal unless all space is available on a first-option basis during the dates proposed.**

- 1) Brief description with pictures: the venue must have modern technical capabilities;
- 2) Easily accessible and conveniently located;
- 3) Meeting space: there should be sufficient space to accommodate the following meetings:

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- 1 plenary for 500-600 persons (theatre style – preferably an Auditorium);
 - 3 parallel sessions accommodating 200 persons each (classroom style);
 - 3-4 breakfast seminar rooms accommodating 100-150 persons each (classroom style);
- 4) Exhibition, catering & poster area:
- An exhibition area of at least 1,500 m² (including the catering & poster areas). Please note, that the exhibition area must be located close to the meeting rooms to facilitate visitation of the exhibition and to offer attractive exhibition space to the industry.
 - The catering shall be coffee and tea in the morning and afternoon and finger food/sandwich style buffet with water during lunches on different stations.
 - Time schedule for the exhibition:
Set-up on Thursday evening, Friday and Saturday. The exhibitions will take place from Sunday to Thursday morning included. Dismantling on Thursday afternoon.
- 5) Other areas:
2 or 3 other functional rooms (for offices and a Speaker's room), a Registration and a Welcome area;
- 6) Budget outline:
Provisional prices of venue rental.

IV. Accommodation Facilities

There has to be the possibility to book large number of rooms in or close to the Congress venue in different categories (2* to 4/5* hotels). Low cost accommodation should be proposed as well.

V. Social Events

There are two major social events during the Congress:

- 1) Sunday (first day of the Congress)
Opening Ceremony for approx. 400-500 participants, followed by a reception. The proposal should indicate whether it is possible to hold the Opening Ceremony at the venue. If not, a venue for this event should be proposed in the direct vicinity (walking distance) with estimated rental rates.
- 2) Wednesday
The Congress Party for between 100-200 participants is to be organised as well. A proposal for possible venues for the Congress Party should be included, also with estimated rental rates.

The space for the opening ceremony and get-together shall be blocked at the Congress venue. During the bid procedure no prebookings need to be made for the Congress Party.

VI. Accessibility and Transportation Facilities

- 1) Accessibility of host city for international travellers (number and frequency of flights from major European, Asian and US cities).
- 2) Short description of transportation web (local, national and international).



- 3) Local transportation (Description of metro, taxi and busses network).

VII. Scientific Assets of the City and the LOC

VIII. Potential Financial and Sponsorship Support Opportunities

Description of the potential sources of financial and sponsorship support from the host city as well as private local corporations and institutions. This includes indicating any financial advantages the host city has to offer, such as rent-free venues for events, a scientific museum or hospital run by the LOC, etc.

IX. Site Inspection

It would be appreciated if the proposing party could find potential sources of financial and sponsorship support from the Convention office of the host city or the venue in order to organise one site inspection once the final decision is made (covering flights, hotels, on-site transport, etc.) for the ISRS chairman as well as the appointed Congress project manager.

X. Miscellaneous Information

- 1) Description of official language profile of the host city.
- 2) Availability of mobile phones, high speed internet and wireless internet services in the city and, specifically, in the Congress venue proposed.
- 3) Tourist attractions of potential interest to the ISRS Congress participants.
- 4) Any special considerations relevant to the proposal.

CONTRACTS

The ISRS will ask the facility, hospital, individual etc., chosen to host the ISRS 2023 to sign a preliminary contract that elaborates on the respective commitments of the parties. The final contract will be signed at a later stage.