

CALL FOR HOSTING 16th Biennial Congress of the International Stereotactic Radiosurgery Society, 2024

ABOUT 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 amongst 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 flavor and is composed of specialists from all continents.

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

-	2019	14th Congress	Rio de Janeiro
-	2022	15th Congress	Milan

Timeline and selection of the 16th Biennial Congress host city

Type	Latest deadline
Call for hosting is announced	March 2022
<p>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. All submitted locations will be announced during the ISRS 2022 congress</p>	15 June 2022
<p>Deadline to submit complete proposals for pre-qualification Proposals should be addressed to the ISRS and sent to the Headquarter Secretariat</p>	30 July 2022
<p>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)</p>	30 August 2022
<p>Acceptance notification of the 2 shortlisted proposals The ISRS may ask candidates to submit additional information and/or documentation to further support their proposal and may hold oral presentations with Question & Answer periods.</p>	15 September 2022
<p>Final selection of the bid to host ISRS 2024 The ISRS Board Members will vote on the proposals and announce the official results *</p>	1 October 2022

**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*

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 above-mentioned deadlines.

All information should be submitted **electronically** to the ISRS Headquarter Secretariat at the following address:

ISRS Headquarter Secretariat
secretariat@isrsy.org

Acknowledgement of receipt will be sent via email within 5 working days.

If it is clear from the initial application that the qualification criteria are not met, the applicant will be informed by 1 June 2022.

If the initial application meets the ISRS requirements, 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 2022 in Milan when the site will be announced to the ISRS membership and participants to the Congress.

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.

1. Application specifications

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

- a. Notice of Intent due by 15 June 2022
- b. The year open to applications is 2024
- c. Location: Proposals are welcome from prospective hosts in the USA. This should briefly describe the proposed host city
- d. The ISRS international congress is held every two years
- e. Congress period: May/June; taking into account major religious holidays and avoiding any overlaps with other prescheduled international/regional event of same/similar specialty
- f. The Congress begins on a Sunday and ends on a Thursday
- g. Preliminary dates are confirmed as available for the meeting

- h. The Congress usually attracts approximately 500-750 scientists
- i. Practical and logistical organization: The practical and logistical organization of the Congress is provided by the ISRS Core PCO in charge of the organization of their congresses (MCO)
- j. 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 is also an important factor

2. Local Organizing Committee Description

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

- a. A party of good standing
- b. Legally able to sign a contract with the ISRS for the execution of an ISRS Congress
- c. Organizationally able to undertake and successfully manage the Congress locally
- d. 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)
- e. 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
- f. 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 hosting the 2024 Congress needs to involve people coming from hospitals, facilities, and/or 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.

3. Congress Venue

The following spaces will have to be allocated at the Congress centre. Do not submit a proposal unless all spaces are available on a first-option basis during the proposed dates.

- a. Brief description with pictures: the venue must have modern technical capabilities
- b. Easily accessible and conveniently located
- c. Meeting space: there should be sufficient space to accommodate the following:
 - o 1 plenary for 500-700 persons (theatre style – preferably an Auditorium)

- 3 parallel sessions accommodating 200 persons each (theatre style) and suitable for breakfast seminar sessions
- Exhibition, catering & poster area:
 - an exhibition area of at least 1,500sqm (including the catering & e-poster areas). Please note, that the exhibition area must be located close to the meeting rooms to encourage the visit of the exhibition and 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 Saturday and Sunday. The exhibition will be open from Sunday evening to Thursday morning included. Dismantling on Thursday afternoon.
- Other areas: 2 or 3 other rooms (for offices and a Speakers preview room), a Registration and a Welcome area

4. 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* hotels). Low cost accommodation should be proposed as well.

5. Social Events

There are 3 major satellite events during the Congress:

- a. Sunday (first day of the Congress): Opening Ceremony for approx. 400-500 participants, followed by a cocktail reception in the exhibition hall
- b. Monday: The President dinner for approx. 60 persons
- c. Wednesday: the Congress dinner for approx. 100-200 participants

The space for the opening ceremony and get-together event shall be booked at the Congress venue. During the bid procedure no pre-bookings need to be made for the president dinner or the congress dinner.

6. Accessibility and Transportation Facilities

- a. Accessibility of host city for international travelers (number and frequency of flights from major European, Asian and other US cities)
- b. Short description of transportation network (local, national and international)

7. Scientific Assets of the City and the LOC

8. Potential Financial and Sponsorship Support Opportunities

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

9. 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 organize 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

10. Miscellaneous information

- a. Availability of high speed internet and wireless internet services in the city and, specifically, in the Congress venue proposed
- b. Tourist attractions of potential interest to the ISRS Congress participants
- c. Any special considerations relevant to the proposal

CONTRACTS

The ISRS will ask the facility, hospital, individual etc., chosen to host the ISRS 2024 to sign a preliminary contract that elaborates on the respective commitments of the parties. The final contract will be signed at a later stage.