



**BID GUIDELINES**

**&**

**SITE SELECTION OF THE**

**ISPPD 2028**

## I. INTRODUCTION

The International Society of Pneumonia and Pneumococcal Diseases (ISPPD) holds its meeting every two years. This Manual outlines the main requirements for interested parties intending to submit a bid to host the ISPPD Meeting. It is strongly recommended to consult and/or jointly prepare your Letter of Intent and if successful subsequently the bid document with the Tourist Board of your city/country and the congress venue selected. Please also consult the appendix at the end of this document to understand the full scope of work for the Local Organising Committee.

**Location of previous ISPPD Meetings** - The International Society of Pneumonia and Pneumococcal Diseases has held its meetings in different geographical regions of the world. There is no fixed geographical rotation; however, a selected location is not normally repeated in subsequent years.

Year	City	Country
1996	Helsingor	Denmark
2000	Sun City	South Africa
2004	Helsinki	Finland
2006	Alice Springs	Australia
2008	Reykjavik	Iceland
2010	Tel Aviv	Israel
2012	Iguazu Falls	Brazil
2014	Hyderabad	India
2016	Glasgow	Scotland
2018	Melbourne	Australia
2022	Toronto	Canada
2024	CapeTown	South Africa
2026	Copenhagen	Denmark
2028	TBC	TBC

**Season** - The 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, taking account of climate, logistics, price and overlap with other congress(es) or meeting(s).

**Important numbers** – Relevant information relating to ISPPD when selecting the venue:

- Expected number of participants: 1200
- Length of meeting: up to 5 days
- Exhibition: around 120-150 sqm (net)
- Posters: E-poster stations and/or space for traditional paper posters

**Timing** - Bids to hold the ISPPD Meeting are presented approximately 4 years in advance.



**The final bid** (Information sheet at the end of this document) to be submitted to the **ISPPD Administrative Office by 28 February, 2024.**

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## II. TIMETABLE FOR BIDS

Submit letter of intent to ISPPD Administrative Office	January 31, 2024
Completed bid document submitted to ISPPD Administrative Office	February 28, 2024
Kenes International to prepare Site Selection Report	10 weeks
ISPPD Board reviews the bids and Site Selection Reports	June 2024
Bid to be verbally presented by the prospective hosts to the ISPPD Board. Vote is taken by the Board.	By conference call

## III. LETTER OF INTENT (LOI)

Interested parties are requested to complete the below LOI template and submit to the ISPPD Administrative Office. ISPPD will acknowledge receipt of the LOI and may contact interested parties to discuss their bid.

### **The Letter of Intent should provide:**

1. A description of the venue and its location
2. Details of the Convention Bureau (if applicable)
3. Names, titles, position and resume (curriculum vitae) of the proposed Local Organizing Committee (LOC) Chair. The LOC Chair and/or Co-Chair must have an extensive track record in the field of pneumococcal research. A full list of LOC members is desirable but not necessary in this phase of the application process. Prior experience of committee members in the organisation of medical conferences is welcome.

4. Confirmation that the proposed Congress Venue has the below required halls and facilities to host the ISPPD Congress:

- Plenary Hall for 800 – 1,200 pax
- 3 Parallel Halls for 300 pax (Poster Oral Presentation + Meet the Expert)
- Registration area
- E- Poster + Exhibition + Catering area – 2,000 – 3,000 sqm gross (net exhibition is 120 sqm)
- Speakers Ready Room – 50 sqm
- Executive Lounge
- ISPPD Meeting room (for ISPPD Board meetings)
- 4-5 Meeting Rooms Up to 50 pax for Sponsors
- Kenes (PCO) Office
- Storage – 60 sqm

5. Hotel Rooms

The bidding city should have at least 1,000 hotel rooms of various prices and quality categories that are easily accessible to the Congress Centre. It is preferable to have a large number of rooms in fewer hotels.

6. Possible dates in 2028

Important note: Please advise all public and religious holidays during or adjacent to the suggested dates. Please confirm availability of the proposed congress venue.

#### **IV. KENES INTERNATIONAL and SITE SELECTION**

Realizing the importance of selecting the optimal venue for the International Meeting, ISPPD has appointed Kenes International to act as Core Professional Congress Organiser for ISPPD-14 and as a consultant in the site selection process.

Bids that are submitted to the ISPPD Administrative Office will be forwarded to Kenes International for a preliminary suitability study of the suggested city and venue. Kenes International will directly contact the bidders for further consultations regarding proposed cities and venues. Bids with venues considered unsuitable may be revised and resubmitted. Kenes International will provide prospective hosts with professional support.

Furthermore, Kenes International will prepare a comparative Site Selection Report. This report will provide the ISPPD Board with a thorough analysis of the suitability and feasibility of the proposed venues and destinations for each bid.

#### **V. DECISION MAKING PROCESS**

Each proposal will have 15 minutes for presentation during a conference call with the Board in June 2024. Following completion of all proposal presentations, the ISPPD Board will vote for the selected venue.

## VI. GENERAL

### Suggested Timetable of an ISPPD Symposium

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>Morning</b>	Set up of the exhibition, posters and halls	Registration Opens  Local sessions / workshops (optional)	Scientific Sessions 1 & 2	Satellite Symposium 2  Scientific Sessions 4 & 5	Satellite Symposium 4  Scientific Sessions 6	Scientific Sessions 7 & 8
<b>Afternoon</b>		Local sessions / workshops (optional)	Poster Session 1  Scientific Session 3  Satellite Symposium 1	Poster Session 2  Special Lecture  Satellite Symposium 3	Poster Session 3  Special Lecture	Poster Session 4  Scientific Sessions 8  Closing
<b>Evening</b>		Opening Session & Welcome Reception	Social Event - Sputum Cup or Faculty Dinner	Social Event - Sputum Cup or Faculty Dinner	Banquet Dinner	

### Social Events

The following social events are usually held at each ISPPD; however, the Sputum Cup may be replaced with another culturally appropriate activity if so desired. The day of the week when the events are held can be adapted to local circumstances:

- Welcome reception on Sunday after opening session
- Sputum Cup on Monday or Tuesday
- Faculty Dinner on Monday or Tuesday
- Early Careers Networking Reception, held on same day as Faculty Dinner
- Banquet Dinner on Wednesday

## VII. BID CONTENTS

### PLEASE RETURN THIS CHECKLIST WITH YOUR COMPLETED INFORMATION SHEET

#### Information required in Bidding Document:

The bid document should be made jointly by the local host organisation, the Tourist Board of the city/country and the selected congress venue.

In order to be considered, the bidding document must contain the following information:

1. Names, titles, position and curriculum vitae of each proposed Local Organising Committee member. Prior experience of committee members in the organisation of medical conferences is welcome.
2. General documentation on the proposed city location, e.g. population, climate, safety, cuisine, infrastructure, attractions, museums, cultural activities, etc.
3. General documentation on the ease of transport to the city, e.g. frequency of direct flights to and from the city, names of airline companies that service that city, rail transport options, and accessibility by road if relevant.
4. Brief information about the potential host country, e.g. political structure and stability, economy and inflation rates, cost of living, infrastructure, diplomatic relations, legal requirements for entry, customs regulations, import/export of currency, taxes, tourist information, availability of government, state or city subsidies.

5. Specific documentation on the proposed convention centre: number and size of meeting rooms and exhibition area, floor plans, security, location, public transportation to and from conference centre, distance to downtown, distance to various hotels. Information on dates or periods of availability. The conference centre should be able to accommodate up to 1,400 participants. Information on additional meeting facilities (e.g. in hotels) within walking distance is useful.
6. Availability of "in-house" services of the convention centre such as: audio-visual equipment, simultaneous translation services, business centre, bank, emergency medical facilities, post office, contractors for exhibit construction, customs broker, etc. Information on restrictions if the choice of services and facilities is made that are outside of those available "in house" are selected eg. independent audio-visual provider
7. Documentation on hotels: categories, price ranges, distance to conference centre, total number of sleeping rooms within walking distance of the conference venue and within a reasonable distance via shuttle bus or public transport, availability of rooms over the proposed congress dates.
8. Details about any endorsements by local or national societies and/or health authorities, scientific institutions, civil authorities, government, etc.
9. Information regarding possible financial support or guarantees from local or national governments.
10. List of medical conferences of similar size and duration that have been or will be organised in the same city and/or conference centre. References or recommendations from the organisers of any such former meetings, if available.



## APPLICATION TO HOST ISPPD SYMPOSIUM INFORMATION SHEET

**Please include the following contact information:**

**Venue name and address**

Click or tap here to enter text.

**Convention Bureau (where applicable)**

Click or tap here to enter text.

**Support from the host city**

*Example: Subvention, reception, public transportation, entrance to attractions*

Click or tap here to enter text.

**Local Organizing Committee (LOC) – Chair and Co-Chair/s (if applicable)**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Position: Click or tap here to enter text. (curriculum vitae to be attached)

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Position: Click or tap here to enter text. (curriculum vitae to be attached)

**Proposed Congress Venue Hall Allocation**

Required Space	Required Capacity	Proposed Hall Name	Proposed Capacity
Plenary Hall	800-1200 Theatre		
Parallel 1	300 Theatre		
Parallel 2	300 Theatre		
Parallel 3	300 Theatre		
Exhibition/Posters/ePosters	2,000–3,000 sqm gross		
Speakers' Ready Room	50 sqm		
Executive Lounge			
ISPPD Boardroom	20 Boardroom		
Industry Meeting Rooms (4-5)	50 Boardroom		
Kenes PCO Office	100 sqm		
Storage	60 sqm		

**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

### **Transportation**

International airport:  Yes  No

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

[Click or tap here to enter text.](#)

Distance from airport to city centre: [Click or tap here to enter text.](#)

Public transportation from airport to city centre: [Click or tap here to enter text.](#)

Average cost from airport to city: [Click or tap here to enter text.](#)

### **Visa Regulations and Restrictions**

- Which Countries require Visas: [Click or tap here to enter text.](#)
- Estimated time to obtain Visa: [Click or tap here to enter text.](#)
- Support Applications/websites to assist Visa applications: [Click or tap here to enter text.](#)

### **Proposed dates in 2028**

DATE	OPTIONS HELD UNTIL	COMMENTS
National Holidays near event dates		

Please consider all public and religious holidays during or adjacent to the suggested dates

Please confirm availability with venue.

### **References**

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

1. Event Name: [Click or tap here to enter text.](#)  
Date: [Click or tap here to enter text.](#)  
Contact person: [Click or tap here to enter text.](#)
2. Event Name: [Click or tap here to enter text.](#)  
Date: [Click or tap here to enter text.](#)  
Contact person: [Click or tap here to enter text.](#)
3. Event Name: [Click or tap here to enter text.](#)  
Date: [Click or tap here to enter text.](#)  
Contact person: [Click or tap here to enter text.](#)



## APPENDIX

ISPPD Board	Kenes International	LOC
<p><b><u>Scientific</u></b></p> <ul style="list-style-type: none"> <li>Approve Scientific Programme: topics, invited speakers, review and scheduling of abstracts (together with Kenes International)</li> </ul> <p><b><u>Marketing</u></b></p> <ul style="list-style-type: none"> <li>Assistance in the marketing</li> <li>Approval of the Promotional Announcements / Materials and printed Final Programme (with Kenes International)</li> </ul> <p><b><u>Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>Sponsorship Solicitation</li> </ul>	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>Negotiate and sign contract with the congress venue, catering, AV supplier, technical supplier, stand builder, etc.</li> <li>Finance and Budget Management</li> <li>Selection of Local DMC, signing contract with the DMC (in full coordination and approval of the LOC)</li> <li>On Site Management, Staff (using also local staff hired via the DMC as necessary).</li> </ul> <p><b><u>Marketing</u></b></p> <ul style="list-style-type: none"> <li>Creative - Graphic Design (overall graphic concept of the Meeting, logo, stationery, etc.)</li> <li>Printing of the First and Second Announcements, Preliminary and/or Final Program</li> <li>Setting up a marketing plan to include promotion in various channels</li> <li>Website promotion, email campaigns</li> </ul> <p><b><u>Registration</u></b></p> <ul style="list-style-type: none"> <li>Set up of registration forms on the website</li> <li>Registration Processing</li> </ul> <p><b><u>Scientific</u></b></p> <ul style="list-style-type: none"> <li>Abstract Processing and Technical Assistance in Creating the Scientific Program (with the Committee)</li> <li>Assistance in Business and Scientific Meetings (with Committee)</li> <li>Administration of Satellite Symposia, Scientific Sessions and all Technical Arrangements</li> <li>Final Program and Abstracts book or CD-Rom or coordinating with Journal – as required</li> </ul> <p><b><u>Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>Sponsorship Solicitation (assisting ISPPD Board)</li> </ul> <p><b><u>Social Events</u></b></p> <ul style="list-style-type: none"> <li>Social Events: coordination, organization and operation on site (with the LOC and DMC, ISPPD to approve the budget)</li> </ul> <p><b><u>Accommodation and Tours</u></b></p> <ul style="list-style-type: none"> <li>Offer Accommodation for the participants and optional Tours (including the negotiations with the DMC)</li> </ul> <p><b><u>Exhibition</u></b></p> <ul style="list-style-type: none"> <li>Exhibition Sales and Management</li> </ul>	<p><b><u>Scientific</u></b></p> <ul style="list-style-type: none"> <li>Scientific Programme: topics, invited speakers, review and scheduling of abstracts (together with Kenes International)</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>Assistance to Kenes International in recruiting volunteers (English speaking)</li> <li>Assistance in the local promotion</li> </ul> <p><b><u>Sponsorship</u></b></p> <ul style="list-style-type: none"> <li>Sponsorship solicitation</li> </ul> <p><b><u>Social Events</u></b></p> <ul style="list-style-type: none"> <li>Recommending and choosing the venues, giving the “local flavour” (with Kenes International)</li> </ul>