

IPNA CONGRESS BIDDING GUIDELINES

INTRODUCTION

IPNA CONGRESS PRESENTATION

The International Pediatric Nephrology Association (IPNA) **holds a triennial international Congress**. The destination should be selected 4 years ahead of the Congress by a vote of the Council at large, upon presentation at a Council meeting by potential local organizers.

IPNA congresses are the largest international conferences on pediatric nephrology. They cover all areas of pediatric nephrology, and are held once every three years in a different region of the world **usually in the month of September-October**.

The first IPNA Congress took place in Guadalajara, Mexico, in 1968. **The full list of IPNA Congress destinations can be viewed on the IPNA Past Congresses section on the IPNA website at <https://ipna-online.org/>**

The 2019 IPNA Congress will be held in Venice: <http://ipna2019.org/>

IPNA considers the organization of the Congress as one of its core activities. The destination should therefore take into consideration cost, safety and access.

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PREPARING A BID

GENERAL GUIDANCE

An IPNA Congress should reflect **the latest developments** in pediatric nephrology worldwide at the time it takes place, as well as point to the future of pediatric nephrology. The invited speakers are carefully selected by an outstanding international scientific committee. These speakers are of the highest quality and in each case, present current trends in research related to all aspects of pediatric nephrology.

The Congress President should be an IPNA member and coopted by the IPNA Council.

The Chair of the scientific committee should be an IPNA member and a citizen from a different country than the location of the Congress; he/she should be also be coopted by the IPNA Council.

A General Assembly should be planned to be held during each Congress.

Applicants should be aware that an **association management company manages IPNA's activities which include the Congress organization, the scientific program, registration, announcements, insurance, international sponsoring as well as the financial handling and overall guarantee of the financial expectation of IPNA.**

However, cooperative involvement of a local PCO (Professional Congress Organiser) is desirable with responsibilities ranging from local sponsoring of the congress, local logistics, social programme, communication with the local authorities, and destination subventions.

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The applicant will:

- 1) Prepare the congress proposal for presentation to the IPNA Council with a comprehensive project overview**
- 2) Provide IPNA and IPNA PCO with local information related to the destination and local medical situation**

The Host's role and responsibilities will include the following :

- Logistics in cooperation with the IPNA PCO: Venue management, safety and security, audiovisual and new technology including App, printed matters and shipping if appropriate, poster management**
- Destination management: Accommodation, ground transportation, pre and post tours, social programme and dinners**
- Local Sponsoring: Exhibition management, partnerships' programme**
- Local Promotion: Representation, marketing, communication and digital activities**
- Liaison office: Local official bodies, lobbying**
- Miscellaneous: legal aspects or tax issues**

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BID PROPOSAL

The Congress proposal document must include the following information

1 – Organizing

- Which Societies and Associations applicants belong to
- Which Societies and Associations are supporting or endorsing the proposal

2 – Scientific infrastructure

- Chair and co-chair(s) of the Scientific Committee

3 – Components of venue

- Auditorium for the plenary lectures (*minimum 1,300 seats*)
- Rooms for parallel sessions (*minimum 3 rooms, minimum 300 seats in each*)
- Preview room (Speakers' ready room) (*minimum 35-50 sqm*)
- Internet corner/availability of WiFi **and indication of bandwidth**
- Registration space (*400 sqm of total booth surface*)
- Exhibition space (*40 desks*)
- Poster area (*700 posters in 1 or 2 sessions*)
- Catering areas for coffee breaks/light lunches (nearby exhibition and posters)
- Meeting rooms and offices

4 – Accommodation

- Variety of local accommodation facilities

from inexpensive student residences to high-class international hotels approximately 1,000 rooms.

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BID PROPOSAL

The Proposal must include information on the following:

5 – Transportation

- City/country accessibility
- Distance to metro/bus/train stations from the venue
- Existing means of transportation from hotels to venue, if any

6 – Destination

- Security of participants in and around the venue
- Safety
- Climate
- Cultural and recreational attractions

7 – Visa restriction

- Nationalities requiring a visa
- Average cost and delay for visa delivery

8 – Social events

- Welcome reception for approx. 800-1,000 participants
- Gala dinner / banquet for approx. 800-1,000 participants

9 – Pre-Congress or Post-Congress Workshops

- 4 to 8 small meeting rooms are required, included in registration

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BID PROPOSAL

The proposal document must include information on the following:

10 – Local taxes

- Local taxes applying to a US non-profit corporation as well as to a European one, if appropriate
- Additional taxes applied when money will be transferred to a US bank and/or to a European bank

11 – Financial structure

EXPENDITURE

- Venue
- Technical equipment & services
- Signage/Decoration/Furniture
- Printed materials & shipping costs
- Staff (support staff, security, cleaning...)
- Catering
- Social events
- Marketing/Communication

INCOME

- Support from local sponsorship from Pharma/MedTech companies
- Destination subventions

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- **Awards***

Awardees are proposed by IPNA members to the designated committee, and the final selection is determined by a vote of the IPNA Council. Awards are given at the time of each IPNA triennial Congress and are presented at a plenary session with a short presentation made by a close collaborator of each awardee. The specific awards are as follows:

IPNA Award for Educational Activity (max. 2)

The IPNA Award for Educational Activities recognizes individuals who have provided outstanding educational contributions to pediatric nephrology. Awardees are presented with free registration to the next IPNA Congress.

Ira Greifer Award (max. 2)

The Ira Greifer Award recognizes individuals who have exemplified IPNA's mission and goals, have demonstrated local and/or national leadership to that end, and have made significant contributions to IPNA. Candidates should be proposed to the Council, which will make the final decision. Awardees are presented with free registration at the next IPNA Congress, along with free airfare and hotel fees for themselves and their spouses.

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Life Time Achievement Award (max. 2)

The Lifetime Achievement Award recognizes individuals who have dedicated his/her career to the development of pediatric nephrology. Candidates should be proposed by the Regional Society to the IPNA Council, which will make the final decision. Awardees will be presented with free registration to the next IPNA Congress.

Renée Habib Young Investigator Award (max. 2)

The Renée Habib Award recognizes young investigators (less than 40 years of age at the time of receiving the award) with an outstanding track record of achievement and creativity in basic, patient-oriented or health services research in Pediatric Nephrology. Awardees will be presented with free registration to the next IPNA Congress.

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BID PROPOSAL

COMPULSORY: The proposal document must include the following Table with related answers:

Click [here](#) to download the table

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SUMMARY SELECTION PROCEDURE	Bid Proposal	Bid Presentation	Decision	IPNA Congress
	<p>SUBMISSION DEADLINE: July 15, 2018</p> <p>PRE-SELECTION RESULT: September 15, 2018</p>	<p>PLACE: IPNA Council Meeting, San Diego, USA</p> <p>DATE: October 23-24, 2018</p> <p>DURATION: 30 minutes max</p> <ul style="list-style-type: none"> • 20' for presentation • 10' for questions 	<p>PLACE: IPNA Council Meeting, San Diego, USA</p> <p>DATE: October 23-24, 2018</p> <p>METHOD: Vote of all Council members</p>	<p>DATE: September, 2022</p> <p>*if not in conflict with:</p> <ul style="list-style-type: none"> - events/holidays in the region - IPA meetings - ISN meetings