



**Bidding Guidelines for Proposals
from ISPO Member Societies to host the
19th ISPO World Congress 2023**

International Society for Prosthetics and Orthotics (ISPO)

22-24 Rue du Luxembourg

B-1000 Brussels - Belgium

Tel: +32 (0)2 213.13.79

Fax: +32 (0)2 213.13.13

E-mail: info@ispoint.org

Website: www.ispoint.org

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1. Introduction

The International Society for Prosthetics and Orthotics (ISPO) seeks expressions of interest from interested ISPO Member Societies to host the 19th ISPO World Congress.

Through its meetings, the ISPO aims at stimulating, promoting and disseminating multidisciplinary prosthetic and orthotic science and education.

The ISPO World Congress is an event which serves as a forum for presentations and discussions of advances and findings in clinical, technical and basic research.

It includes invited and free paper presentations, instructional courses, specialist forums, symposia, poster sessions, an industry exhibition and product showcases and permits personal contacts between participants on informal and social occasions.

The industry exhibition represents an important part of the program, displaying new component parts, designs and commercial developments.

Through its World Congresses, ISPO also wishes to bring together and build the international P&O community on a global scale.

The World Congress is held every two years and rotates through different parts of the world.

ISPO works in close collaboration with the hosting Member Society to manage and organize the World Congress.

Expressions of interest are invited from ISPO Member Societies to co-host the World Congress and detailed requirements are outlined below.

1.1 Bidding process

1. The call for bids specifies the deadline for ISPO to receive an Expression of Interest document (see Section 1.2 below). The bidding Member Society is required to use the [Expression of Interest form](#) that has been created for this purpose. The ISPO Executive Board will review Expression of Interest submissions from interested Member Societies.
2. Maximum three countries will be invited to submit a full bid proposal. Only ISPO Member Societies are invited to bid. Bids from venues or convention bureaus will not be considered. ISPO discourages Member Societies from preparing full bids until they receive confirmation that their Expressions of Interest has been accepted.
3. Full bid proposals should be received by the ISPO Head Office by the deadline stated in Section 1.2.
4. If deemed necessary, a visit by ISPO Executive Board representatives and/or ISPO Congress organizing team will be arranged after the pre-selection. All costs for site inspections shall be paid for by the local Member Society and should include the cost for 2 persons, including round-trip economy tickets, hotel accommodation, and meals.
5. The proposed location(s) will then be reviewed at the ISPO Executive Board and preferred candidates will be invited to present their bids in person to the ISPO Executive Board. Bid presentations will take place on the fringes of the ISPO Executive Board face-to-face meeting in the first half of 2019 (*venue still to be confirmed*). Any costs relating to the participation in the bid presentations are responsibility of the applicants.

6. Final selection of the location will be made by transparent vote by the ISPO Executive Board, approximately four years in advance.
7. Board members having a conflict of interest relating to a bid cannot cast votes. In case of a tie in the votes of the Board members that are eligible to vote, the ISPO President has the power to take the final decision, unless the President also has a perceived conflict of interest, in which case the President-Elect shall cast the final vote.
8. When evaluating the World Congress bids, the ISPO Executive Board will consider the Society's financial reserves at the time of selection, as well as the potential of the successful venue to generate sufficient revenue to ensure ongoing financial sustainability of the Society.

1.2 Bidding Deadlines

For the 19th ISPO World Congress 2023 the bid process and deadlines are as follows:

May 2018	Invitation for Expression of Interest
30 September 2018	Expressions of Interest due
October/early November 2018	Review of Expressions of Interest with a consideration at the Executive Board face-to-face meeting in Bangkok
Mid November 2018	Invitation to prepare full bid proposal
February 2019	Full bid deadline
Early 2019	Review of bids
	Site visits and inspections if applicable
First half of 2019	Bid presentations at ISPO Executive Board meeting (<i>venue still to be confirmed</i>)
By max. June 2019	Final decision by Executive Board with subsequent negotiation of contracts with winning bidder
October 2019	Announcement of winner at the World Congress in Kobe, Japan

2. Congress Organization

2.1 Responsibilities

Leipziger Messe GmbH
 Messe-Allee 1, 04356 Leipzig, Germany
 Phone +49 341 678-0
 Email: info@leipziger-messe.de

Leipziger Messe, in collaboration with ISPO will retain central control of the following aspects of the congress:

- overall congress management
- overall budget management
- management of scientific program
- management of industry exhibition and sponsorship
- management of congress committees and partner organizations
- branding
- international marketing strategy and execution
- international congress communications
- industry relations and international fundraising, in close collaboration with local fundraising
- selection and management of local PCO for logistics and management

Host Member Society

A Memorandum of Understanding (MoU) will be signed between ISPO and the Member Society formalizing roles, responsibilities, and financial arrangements.

The hosting Member Society is responsible for creating and managing all logistics related to a Local Organizing Committee (LOC) composed of professionals representing multiple disciplines that originate from the hosting country, or have otherwise close professional links in the region.

The hosting Member Society will recommend two local representatives for membership in the World Congress Committee, as approved by the ISPO Executive Board. One of these people will be the LOC Chair, who will report regularly on LOC activities to the World Congress Committee.

The LOC will work independently but in close consultation with the World Congress Committee. Any decision that will have budgetary impact requires formal approval by the World Congress Committee.

The main role of the LOC is to ensure that all elements of the ISPO World Congress are regionally relevant and correctly represent local or regional culture, values, and customs, as well as local needs for education and learning. The LOC aims to get maximum regional participation and representation in the congress. Its responsibilities are in particular:

- Ensure participation through identification of regional or local marketing opportunities and promotion of the congress
- Ensure regional relevance in the scientific programme by encouraging session and abstract submissions, identification of relevant topics and needs
- Engage in local/regional fundraising efforts
- Recommend social programme venues and concepts
- Recommend tour programme activities
- Recommend opening and closing ceremony entertainment and concepts
- Identify and invite local officials (government representatives, VIPs, etc.)
- Identify media opportunities (invite journalists, etc.)
- Organize and fund the International Committee reception

3. Congress Details

3.1 The ISPO World Congress takes place every two years. In order to ensure a large geographical presence while bearing in mind the financial implications, ISPO will hold congresses in different regions, providing that the Member Society countries provide a financially successful offer.

3.2 Dates are to be recommended by bidding Member Societies but approved by ISPO Executive Board. Preference is given to the periods March/April/May and September/October (special circumstances to propose different dates can be discussed). Climate and weather conditions should be taken into consideration. When suggesting dates, care should be taken not to clash with major public, religious or school holidays, and major P&O related international events such as:

- American Orthotic and Prosthetic Association (AOPA) conference
- Annual Meeting of the American Academy of Prosthetists and Orthotists (AAOP)
- World Congress of the International Society of Physical and Rehabilitation Medicine (ISPRM)
- European Congress of Physical and Rehabilitation Medicine (ESPRM)
- APOSM
- IVO Congress
- Local/regional events that could distract from the World Congress

3.3 The Congress is held over **4 days**, with the start date adjusted to facilitate travel by international attendees to the part of the world where the meeting would be held.

3.4 The Congress is normally held between Monday AM and Thursday PM, but flexibility is given considering local specifications. The overall format of the Congress and ancillary meetings is the following:

Friday: ISPO Board and Committee Meetings

Saturday: ISPO Board and Committee Meetings
Exhibition Build Up

Sunday: International Committee Meeting and Dinner
Registration
Exhibition Build Up

Monday: Registration
Opening Session
Congress Programme
Poster Exhibition
Industry exhibition
Welcome Reception

Tuesday: Registration
Congress Programme
Poster Exhibition
Exhibition
President's Reception

Wednesday: Registration
Congress Programme
ISPO General Assembly
Poster Exhibition
Exhibition
Main Social Event

Thursday: Registration
Congress Programme
Poster Exhibition
Exhibition
Exhibition Tear Down (as of mid-afternoon)
Closing Ceremony

3.5 Leipziger Messe as the agent of ISPO is responsible for organizing the industry exhibition and the acquisition of international exhibitors and sponsors.

3.6 The Congress aims to attract 2,000 paying delegates as a minimum.

3.7 The Congress should have maximum local, national and regional support of the following stakeholders:

- ISPO Member Society
- Other P&O and rehabilitation associations
- P&O and rehabilitation institutions and professionals

- Organizations in P&O related fields (rehabilitation, orthopedics, disability associations, etc.)
- P&O and rehabilitation industry partners
- Governments and other institutions
- Suppliers (congress venue, convention bureau, city hall/mayor, etc.).

This support should be documented by letters indicating the support, pledging greatest collaboration and support.

3.8 The Congress should contribute to further the profession, and increase membership, outreach and impact of the Member Society and neighbouring countries.

4. Minimum destination and venue requirements

The bidding destination should satisfy the following minimum requirements:

4.1 Destination and hotels:

- An international airport within easy reach of the city
- 3,000 hotel bedrooms within easy reach of the venue in a range of categories, including budget hotels and student residences. The Congress may consider providing transport to the venue, but destinations that will not require supplemental transportation will have an advantage
- A number of hotels located in the direct vicinity of the congress venue
- Sufficient availability of direct flights from other regions of the world
- Ease of immigration (visa requirements) and customs procedures
- Professional infrastructure for congresses (availability of convention bureau, sufficient pool of suppliers, trained professionals, etc.)
- Track record in the organization of international congresses of similar size and scope (references will be sought)

4.2 Venue:

- Availability and option placed on an appropriate meeting venue for 7 days, 2 days of which are required for set up of meeting infrastructure and exhibition with the best possible rates for the venue already negotiated by the Member Society
- A plenary hall with a capacity of 1,500 participants minimum, theatre style
- 8-10 parallel meeting rooms with capacities from 150 to 300, theatre style
- Smaller meeting rooms (e.g. Board and Committee meetings)
- A speakers' preview room, which is networked to the conference halls
- Registration area of 200m² plus back office space of 40m²
- Commercial exhibition space of at least 4,000m² plus poster and catering space
- Space for at least 200 posters to be displayed
- Compliance with accessibility requirements for individuals with reduced mobility

4.3 Social Program

- Following the opening on the first congress day, the welcome reception must take place in the exhibition area
- A congress celebration should take place on one of the congress evenings. This celebration should aim to attract at least 1,000 participants and have a strong local flavor. Tickets for this celebration will not be included in the registration fee
- ISPO President's reception in a distinguished venue for an anticipated 150 guests

5. Financial arrangements

All financial arrangements and contracts will be undertaken by ISPO. The congress budget will be officially agreed upon by the partnering organizations. Any deviation of more than 5% on congress expenses must be officially agreed upon by the ISPO Executive Board.

Although officially an event of ISPO, the World Congress is also a vehicle for promoting local membership and understanding of the ISPO philosophy through highly committed volunteers. In order to maintain and further develop the geographical region hosting the event, ISPO will contribute 10% of the first EUR 60,000 profit and 15% of the profit exceeding that amount to an endowment fund to be administrated by the local Member Society.

6. Details for bid documents

6.1 Expression of Interest

All bidding Member Societies are required to use the Expression of Interest template document.

6.2 Full bid proposal

The full proposal should include the information outlined below:

1. National Meeting

The national meeting of the Member Society should not be held in the six months preceding or succeeding the World Congress. This should be confirmed in the bid document.

2. Meeting Dates

The meeting dates available at the suggested venue should be clearly stated. They should have been provisionally booked by the Member Society (or Convention Bureau) but the contract will be negotiated and signed by ISPO.

A list of the dates of local/regional events that could be leveraged to promote the World Congress should be provided.

3. A brief description of the status of P&O in the host country

Information concerning the size and history of the Member Society should be given, as well as status of the profession, demographics and situation of individuals requiring P&O in the region.

4. Letters of support

The proposal should contain letters of support from other national, regional- and/or local authorities that wish to support the meeting. Details of expected support from the city should be provided, civic hospitality, marketing support etc.

5. Financial information

An estimation of expected number of participants and level of support from regional sponsors/exhibitors, and any other financial information that the Member Society believes is important for ISPO's consideration, to demonstrate that the congress will be a financial success. The full bid proposal should also provide a budgetary outline of costs including venue hire, average pricing for catering services, audiovisual and other

major expenses. Additionally, any confirmed donations (in kind or financial) or discounts and/or commissions from suppliers and third parties, should also be included at this time.

6. A brief description of the proposed host city

The description should include size, population and previous experience with handling conventions, access for persons with reduced mobility and any other background that would be of interest.

7. Environment and Social Responsibility programs

The World Congress aims to be environmentally friendly. Cities and/or venues with an infrastructure or programs which support this aim will have an advantage. Details on such infrastructure or programs are requested.

8. References

An overview should be provided of international meetings and congresses of similar size and scope, organized in the city, including references and contact details.

9. Access

Details of access for international travelers (i.e. airlines servicing the city, distance of airport from city, frequency of flights from major destinations) should be described with sample flight costs from major international capitals. Please provide information if any airlines might be prepared to be appointed as the official carrier of the congress.

10. Transport

Information with regard to public transportation between the hotels and the conference venue should be provided.

11. Name and description of the specific venue proposed, including:

- location
- contact details
- costing
- number and size of meeting rooms
- floor plans of all meeting rooms
- floor plan of proposed exhibition area
- facilities for lunch, breaks, and welcome reception
- details of the audio-visual services
- access for individuals with limited mobility

Experience of the designated site in running major international meetings should be outlined. The Member Society must also guarantee that the venue proposed offers facilities aligned with the quality and standards of ISPO International's World Congress and that capacity and state of the art features are in accordance with previous World Congress venues.

12. Description of the hotel accommodation in or adjoining the convention site

Indicative pricing should be provided for each hotel based on current rates, including breakfast and taxes. The numbers of rooms available at each hotel should be provided and the category (star rating). A range of accommodation should be available from 3 to 5 stars and availability of budget accommodation and student residences should also be described. The names, price ranges and contact details of suggested hotels should be included in the bid document. Distances from the hotels to the venue should be provided with a map showing the locations. Details of any refurbishment plans and timelines for any hotels should be provided.

13. Social program

Social venues available for the congress celebration and President's reception should be described, as well as their approximate cost and the number of guests that can be accommodated. Entertainment for Opening Ceremonies may also be proposed.

14. Touristic program

An attractive touristic program should be suggested with different half- and full day tours pre- and post-event, as well as for accompanying persons.

15. ISPO business and congress meetings

Provision should be made during, before, and after the Congress for meetings of the Executive Board, of the committees and of special interest groups. So far as possible, these should be timed to avoid interference with the scientific sessions. Provision must also normally be made for the holding of the ISPO World Assembly.

16. Local Organizing Committee (LOC)

Information should be given outlining the interest of the future Local Organizing Committee members in P&O and their experience in conducting similar meetings in the past. Furthermore, it should be indicated which individuals would be proposed to represent the LOC in the World Congress Committee (WCC).

17. Scientific Program Committee (SPC)

There should be a mention in the proposal that the Member Society accepts that the Scientific Program Committee will be separate from the World Congress Committee, and will be formed by ISPO with a view to be wide ranging both in interests and geography. One or more member(s) of the local ISPO Member Society will be invited to sit on the SPC. The SPC is responsible for the scientific program and publications.

18. Simultaneous translation

Indication of whether simultaneous translation would be desired including format (e.g. only for the keynote lectures, only in one specific room, etc.). The details in this regards, including funding of simultaneous translation, would be discussed and decided upon by the World Congress Committee.

19. Health Care Regulations

An overview should be provided of any existing or future health care regulations specific for the region, which may impact the congress.

20. Local partners

An overview of possible local Professional Congress Organizers should be provided.

Please note that the priority of criterion (location, experience, previous meetings, finance, etc.) used to award the bid are dependent on the needs of ISPO and circumstances at the time of review.

7. Notes

7.1 Support

It is recommended that Member Societies request the assistance of the local Convention Bureau to prepare and fulfill the bid. Convention Bureaus cannot bid directly. If a local agent or congress organizer is used for this task, ISPO is not committed to use the services of the local agent for the congress. ISPO is not able to pay any costs associated with preparing a bid.

7.2 Contact

Should you require any assistance in preparing the bid document please contact:

Birgit Krausse

Head of Operations

ISPO Head Office

22-24 Rue du Luxembourg

B-1000 Brussels - Belgium

Tel: +32 (0)2 213.13.79, Fax: +32 (0)2 213.13.63

E-mail: birgit@ispoint.org

7.3 Mailing address

The completed Expression of Interest document should be sent by email in PDF format to Birgit Krausse birgit@ispoint.org and ISPO Head Office ispo@ispoint.org.

Full bid documentation should be sent by postal mail and email as PDF to the ISPO Head Office:

International Society for Prosthetics and Orthotics (ISPO)

22-24 Rue du Luxembourg

B-1000 Brussels

Belgium

8. Past World Congresses

An overview of past World Congresses, including attendance information (when available) is as follows:

1974		Montreux, Switzerland	
1977		New York, USA	
1980	28 September-4 October	Bologna, Italy	
1983	5-9 September	London, UK	
1986	29 June-4 July	Copenhagen, Denmark	
1989	12-17 November	Kobe, Japan	
1992	28 June-3 July	Chicago, USA	
1995	2-7 April	Melbourne, Australia	
1998	28 June-3 July	Amsterdam, The Netherlands	2,016 participants
2001	1-5 July	Glasgow, UK	1,559 participants
2004	1-6 August	Hong Kong, China	1,815 participants
2007	28 July-3 August	Vancouver, Canada	1,715 participants
2010	10-15 May	Leipzig, Germany	2,438 participants
2013	4-7 February	Hyderabad, India	1,879 participants
2015	22-25 June	Lyon, France	4,480 participants
2017	8-11 May	Cape Town, South Africa	2,002 participants

9. Future World Congresses

2019	5-8 October	Kobe, Japan
2021	29-31 March	Guadalajara, Mexico