



IPPA

**International
Pediatric
Association**

Every Child • Every Age • Everywhere

**Manual for
Future Sites for
International
Congresses
of Pediatrics**

I – INTRODUCTION

1. The International Pediatric Association holds a Biennial congress.
2. The applicants will be only national societies, not PCO.
3. The national pediatric congress of the national society holding the IPA. Congress should be combined with IPA Congress.
4. Bids should be submitted to:

Dr. Aman Pulungan
Executive Director, IPA

Email: adminoffice@ipa-world.org

5. According to the usual rotation of geographic sites, the site for the 2027 Congress must not come from a country in a region in which the two previous congresses have been held (2023 India and 2025 the United Kingdom).

IPA Regions: 1-USA and Canada, 2-Latin America (including Mexico), 3-Sub-Saharan Africa, 4-Middle-East and North Africa, 5-Central Asia, 6-Europe, 7-Asia Pacific.

6. The site or the proposed Congress should be a medium to large city serviced by an international airport and having at least sufficient hotel rooms in 4-3 stars categories and lower categories for accommodation of participants with varying financial resources.

II - MAIN STEPS/TIME TABLE FOR THE SITE SELECTION PROCEDURE

Step 1

A detailed bid must be received at least 6 months prior to the next scheduled meeting of the Council of Delegates which is usually held in conjunction with the Biennial congress. The bid should include the following details (DEADLINE August 19, 2022).

- A letter from the President of the bidding IPA Member Society endorsing the bid.
- A completed “information sheet” as described in this document.
- A letter of endorsement from the government of the bidding society which endorses the bid and assures that members of all IPA Societies will be welcomed to enter the country to attend the Congress.
- The proposed Venue (layout, pricing lists and contact details).

- The proposed Hotels (listing, capacities, price range and contact details).
- Support that will be available from local authorities (including sponsoring receptions, sponsorship of air travel, support for in-country transportation, etc.)
- Activities that will develop an active exhibit hall.
- Contact details of the Convention Bureau in the bidding country (if applicable).
- Information on public transportation availability (metro, subway, etc.).
- Any additional information you may need is appropriate.

NOTE: We request that the country submitting a bid for ICP Congress includes the sponsoring code of ethics for the country

Bidding Societies may enlist the assistance of a convention bureau from their country or city in preparing bids. However, the IPA is not committed to use these services should they be too expensive or deemed not to be appropriate.

The IPA Administrative Office will be pleased to provide any needed additional help in preparing the bid document or answering any questions that arise.

Please send bids to:

Dr. Aman Pulungan
Executive Director, IPA

Email: adminoffice@ipa-world.org

Step 2

The IPA Secretariat will review all bids carefully. The designated representative by the IPA will do a Site Selection Report (SSR) to ensure that the suggested venues are suitable and the IPA Executive Director will submit completed and satisfactory bid applications to the IPA Executive Committee for review and for submission to the Council of Delegates.

Step 3

The IPA Council of Delegates will select the site of the Congress by secret ballot, ideally four or five years in advance. Each candidate will be given 2 opportunities to promote its project:

- **Before the Congress:**

The Member Society is allowed to promote its selected venue on the IPA Website three months before the Council of Delegates.

Information requested: a one-page document to present the venue (city, congress facilities, etc.) with 2 or 3 pictures.

- **During the Council of Delegates:**

A representative of the Member Society is invited to address the Council briefly (approx.15 minutes) about the proposed Congress site, its facilities, and its attractions.

For this presentation, videos, slides, powerpoint presentations, etc. can be used (please advise in advance).

III – GENERAL INFORMATION ON INTERNATIONAL CONGRESS OF PEDIATRICS

The Congress will follow the standard format of the International Congresses of Pediatrics described hereafter:

- **Congress length:** a maximum of five days
- **Congress dates:** Dates will be determined by the President of the Congress after consultation with the President of the IPA, the IPA Executive Committee and Standing Committee considering climate and conflict with other congress(es) or meeting(s).
- **Congress expected number of participants:** 3,000 to 8,000
- **Congress required halls and facilities:**
 - 1 large plenary hall of 2,500-3,000
 - 1 large plenary hall of 1,000-1,500
 - 2 large halls of 600-800
 - 4 halls 250-450
 - 5 offices: 3 for IPA, 2 for the PCO (office can be a room of 40-70sqm)
 - Poster/exhibition/F&B: Between 10,000m²-14,000m²
 - Poster and exhibition space must be appropriate for topics, for display of as many as 1,000 posters and with ample room for the anticipated audience to view them.
 - Social events: Opening Ceremony and Welcome Reception, Closing Ceremony, and 2 optional evening activities.

- Pre- and post- meetings: IPA Administrative Meetings before, during or after the Congress will be held in the venue or in an adjacent hotel. Room capacity 40, with computer and projection capacity.
- Council of Delegates: 2 meetings during the Congress. Room capacity 150 with computer and projection capacity.

IV - FINANCES AND PROFIT DISTRIBUTION

IPA at present is working on a financial model for future congresses and it should be available and posted on IPA website in a few months.

V- DISTRIBUTION OF ASSIGNMENTS

- Distribution of assignments among IPA, the host society (HS) and (PCO) will be known once the process of IPA’s Strategic Planning is over, Constitutional amendments are in place and after next CoD Council of Delegates meeting, which will take place in Feb 2023.

Enclosures:

- Future Sites for International Congress of Pediatrics - Information Sheet.
- IPA Constitution

FUTURE SITES FOR INTERNATIONAL CONGRESSES OF PEDIATRICS INFORMATION SHEET

(Please fill in this form and return it to IPA Administrative Office)

1. Congress Center

Larger Session Halls

	PLENARY 1	PLENARY 2	HALL A	HALL B	HALL C	HALL D
Size (sqm)						
Pax capacity						
(Theater style) Cost per day						

Smaller Session Halls

	HALL E	HALL F	HALL G	HALL H
Size (sqm)				
Pax capacity (Theater style)				
Cost per day				

Meeting Rooms

	1	2	3	4	5	6
Size (sqm)						
Pax capacity (Board/U-shape)						
Cost per day						

Offices / Secretariat

	1	2	3	4	5	6
Size (sqm)						
Pax capacity						
Cost per day						

Public Space

	EXHIBITION SPACE	POSTERSPACE
Size (sqm)		
Cost per day		
Cost for setup / Dismantling		

2. Accommodation and Travel

Hotels

CATEGORY	NUMBER OF HOTELS	NUMBER OF ROOMS	AVERAGE COST	BREAKFAST INCLUDED	TAXES RATES INCLUDED
4 star				Yes No	Yes No
3 star				Yes No	Yes No
2 star				Yes No	Yes No
Students/cheap Residence				Yes No	Yes No

Average Distance from Congress Center : _____

Public Transportation to Congress Center :

Bus	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Average cost of public transportation: €/ \$	
Metro	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Average cost of public transportation: €/ \$	
Tram	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Average cost of public transportation: €/ \$	

Airport

International Airport : Yes No

Average Distance from City Center : _____

Means of transportation : _____

Average cost airport to city : €/ \$ _____

3. Support from the Hosting City

e.g.: Get-Together reception, Public transportation tickets, entrance to museums:

4. Possible Dates

DATE	COMMENTS

5. References

- Name 3 large scientific / medical events that took place in the city within the last 3 years: (Please include a contact person for each event)

NAME OF EVENTS	CONTACT PERSON

- National society's experience in organizing Congress and number of Pediatricians – members of National Society

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