



# INTERNATIONAL LIVER TRANSPLANTATION SOCIETY

## **Request for Proposals to Host the ILTS Congress in 2024 or 2025**

### **Introduction**

The International Liver Transplantation Society (ILTS) is a young, vibrant growing organization of approximately 1,600 international members belonging to a multidisciplinary cadre of specialists and healthcare providers. The ILTS mission is to promote and disseminate multidisciplinary scientific advances in liver transplantation worldwide.

### History of recent ILTS Congresses:

2009 New York, USA  
2010 Hong Kong, China  
2011 Valencia, Spain  
2012 San Francisco, USA  
2013 Sydney, Australia  
2014 London, UK  
2015 Chicago, USA  
2016 Seoul, South Korea  
2017 Prague, Europe  
2018 Lisbon, Portugal  
2019 Toronto, Canada  
2020 Cancelled  
2021 Virtual  
2022 Istanbul, Turkey  
2023 Rotterdam, Netherlands

The ILTS Congress attracts approximately 1,500 attendees each year.

## **Request for Proposals**

ILTS is requesting proposals to host the **ILTS 2024 and 2025 Congresses**. To ensure geographic rotation of the Congress, please note that the 2024 host city will come from North America and the 2025 host city from Asia. The [United Nations geographic regions](#) classification is used to define which region countries are part of.

## **Procedure and Timeline**

Bids should be submitted by a Local Convenor.

A Local Convenor is a current ILTS Member acting as an ambassador for a city to host the ILTS Congress. Local can be defined as either living in the host city or the host country. The Local Convenor will not be required to make any contractual commitments and will not receive any financial compensation – either personally or for their institution. Their responsibilities include:

- submitting the initial bid
- supporting the generation of exhibition and sponsorship revenue
- securing local/national financial subvention and benefits-in-kind
- supporting local/national attendance promotion
- supporting the Congress Secretariat as required in developing local initiatives and partnerships

K.I.T. Group is the core professional conference organizer and Congress Secretariat for ILTS and will be responsible for analyzing bids, contracting the venue and organizing the Congress.

## **Submission Format**

The proposal should be submitted in the form of a bid book. The book should not exceed 30 pages and should only be sent in electronic format (pdf).

The bid book should include and describe the following:

- Information on the interest and commitment of local respected scientists in supporting the ILTS 2024 or 2024 Congress and of links/relationship between the host city and/or host country and the field of liver transplantation.
- Proposed meeting dates, avoiding if possible any clash with major national or international events in hepatology and organ transplantation (EASL AASLD, TTS, ESOT ATS, etc.), major events taking place in the host city at the same time (e.g. marathon, city festival

etc.), public holidays and major religious holidays (e.g. Passover, Easter, Ramadan). There should be an option on the proposed dates until 12 February 2023.

- A presentation of the proposed destination with information about accessibility, hotel capacity/offering, visa regulations and city.
- A presentation of the proposed venue including the location, contact details of sales representatives, accessibility with public transportation, and details of other international congresses of a similar size that have held their Congresses at the venue
- A presentation of the proposed allocation of space for ILTS 2024 or ILTS 2025 (meeting rooms and exhibition space) indicating how it meets the requested capacity.
- A budget including rental costs, audiovisual costs and mandatory costs.
- A proposal indicating the financial support that can be provided by the venue/city, for example, in the form of direct subvention paid to ILTS, benefits-in-kind including complimentary local transportation, complimentary or subsidized social events, welcome desks at the airport etc.
- The financial success of the Congress is essential to provide funds to support ILTS's wide range of activities. Local Convenors, in collaboration with the K.I.T. Group and Executive Committee, should outline how they would generate a minimum of USD 200,000 in local/national Industry funding, providing details of specific companies, existing relationships and any potential initiatives that could assist in activating Industry support.

## Congress Requirements

What	When	Days	Our Needs	sqm - Gross - approx
			Theatre - approx	
Storage	Monday-Saturday	6		30
Registration set-up	Monday-Tuesday	1.5		100
Registration	Tuesday PM - Saturday am	4.5		100
Organiser Office	Monday-Saturday am	6		50
Exhibition set-up (includes F&B, posters and exhibition)	Monday-Wednesday am	2.5		2,000
Exhibition Event (Breakdown Friday evening)	Wednesday pm - Friday	2.5		2,000
Speaker preview set-up	Monday-Tuesday	2		80
Speaker preview + Lounge	Wednesday-Saturday am	3.5		80
Session Room 1	Wednesday-Saturday am	3.5	1000 Theatre	
Session Room 2	Wednesday-Friday	3	400 Theatre	
Session Room 3	Wednesday-Saturday am	3.5	300 Theatre	
Session Room 4	Wednesday-Friday	3	200 Theatre	
Session Room 5	Wednesday-Friday	3	200 Theatre	
Committee Room 1	Tuesday-Friday	4	20 Boardroom	
Committee Room 2	Wednesday-Friday	3	20 Boardroom	

Committee Room 3	Wednesday-Friday	3	20 Boardroom	
Committee Room 4	Wednesday-Friday	3	20 Boardroom	
Committee Room 5	Wednesday-Friday	3	20 Boardroom	

**Important:** The venue and/or city convention bureau should contact Dermot Ryan, Executive Director of ILTS, for the full specifications: [dryan@kit-group.org](mailto:dryan@kit-group.org). The deadline to submit a bid is **August 31, 2022** at 12:00 CET. Late submissions will not be accepted.

### Decision-making process

The ILTS Executive Committee will shortlist a maximum of three cities in September 2022 from the bids received for both 2024 and 2025.

Selection will be based on:

- ILTS strategic considerations (outreach, membership engagement and growth etc).
- Financial proposal (budget)
- Ability of city/country to attract attendees and exhibitors/sponsors (accessibility, attractiveness etc.)

### Decision:

The proposals of the shortlisted cities will receive a thorough analysis and will ideally include a site visit from the Congress Secretariat. The final decision will be taken at the ILTS Winter Council Meeting in Chennai, India at the **end of January 2023** (date to be confirmed).

Local Convenors are invited to attend the meeting to present their bid in a 10-minute bid presentation to Council, in alphabetical order, followed by a 5-minute Q&A, in individual closed sessions.

Each voting Council member will cast a vote, by secret ballot. A simple majority is needed for the Council decision. In the event no one wins by a simple majority in the first vote, a second ballot will be conducted to select between the two applicants gaining the most votes in the first vote.