



About the International Society for Organ Donation and Procurement

The International Society for Organ Donation and Procurement aims to foster, promote and develop all aspects of organ and tissue donation and procurement. The ultimate aim is to increase the supply of high quality organs and tissue to match patients' need and to promote countries increasing performance towards self-sufficiency and improved opportunity for transplantation.

Aims of the Society:

The ISODP is the global organization to foster, promote, and develop organ and tissue donation and procurement through:

- improving professional practice
- enabling information sharing
- strengthening international networking

ISODP Congress History

Every two years, the ISODP Congress brings together clinicians and scientists from all parts of the world in the fields of organ procurement and donation.

For 2023, the ISODP will not be accepting bids from North America.

The next Congress will be hosted in Las Vegas, Nevada on November 2-4, 2021.

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|------|---------------------------|-------------------------|--------------|
| 2021 | 16 th Congress | Las Vegas, Nevada | J. Ferreira |
| 2019 | 15 th Congress | Dubai, UAE | F. Shaheen |
| 2017 | 14 th Congress | Geneva, Switzerland | P. Morel |
| 2015 | 13 th Congress | Seoul, South Korea | J. Ha |
| 2013 | 12 th Congress | Sydney, Australia | J. Chapman |
| 2011 | 11 th Congress | Buenos Aires, Argentina | C. Soratti |
| 2009 | 10 th Congress | Berlin, Germany | G. Kirste |
| 2007 | 9 th Congress | Philadelphia, PA USA | H. M. Nathan |

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|------|--------------------------|-----------------------------|--------------------------------|
| 2005 | 8 th Congress | Gramado, Brazil | V. Duro-Garcia, M. Abbud-Filho |
| 2003 | 7 th Congress | Warsaw, Poland | W. Rowinski |
| 2001 | 6 th Congress | Negoya, Japan | H. Takagi , H. Ameniya |
| 1999 | 5 th Congress | Maastricht, The Netherlands | G. Koostra |
| 1997 | 4 th Congress | Washington, DC, USA | J. Light, C. Callendar |
| 1995 | 3 rd Congress | Paris, France | J. Hors |
| 1993 | 2 nd Congress | Vancouver, BC, Canada | P. Keown |
| 1991 | 1 st Congress | Rome, Italy | R. Cortesini |
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Local Organizing Committee

The Congress is organized by the ISODP Council in partnership with a Local Organizing Committee. The Local Organizing Committee (LOC) is typically composed of professionals involved in the transplantation and/or organ donation community in their respective region or country. Aside from operational and legal responsibilities, the LOC assumes a major role in raising funds for the Congress and must be committed to taking a portion of the financial risk of organizing the Congress.

The Local Organizing Committees must demonstrate that they are:

- Members of ISODP. Specifically, the Chairman of the LOC must be a paid member of ISODP at the time of submitting the proposal until the conclusion of the event;
- Able to undertake and manage key elements of the Congress. Demonstrated previous experience by the Chair in organizing other meetings is required;
- Capable of promoting, organizing and hosting the Congress in a manner consistent with ISODP's profile, including adherence to quality standards of content, organization and additional Association principles with regards to the treatment of sponsors, ethical policy and communication.
- Legally permitted to sign a Memorandum of Understanding (MOU) to host the Congress and carry out all contracts and negotiations. The MOU will underline obligations of all parties involved.

Congress Bid Requirements for the 2023 ISODP Congress

Each city preparing a bid to host will be requested to participate in a 20 minute conference call with the ISODP Council to present the **operational and strategic** details of the bid as outlined below:

- **Brief Description of The Proposed Host City**
The description should include: the size of the city and population, previous conventions of the same or similar nature; access for international delegates; distance from the airport to the city; and sample costs from major capitals.
- **Dates**

Typically, the meeting has been held between April and November (excluding July/August) and usually extends 3 to 3 and a half days, including a half-day pre-symposium session.

- **Venue**

Specifications concerning the following items are recommended to be included in the bid:

- **Meeting Rooms**

- Floor plans and room capacities
 - Photographs of the proposed space

- **Food and Beverage**

- Facility availability and proposed set-up for lunch, coffee breaks and social receptions as well as current estimated costs

- **Equipment**

- Audio-visual packages for the proposed venue
 - Internet/Wi-Fi infrastructure and costing

- **Nearby Conveniences**

- Restaurants and/or other venues for social receptions
 - Access and recommendations of public transportation

- **References**

- Recommendations of social venues for Welcome Reception and Conference Dinner(s) should be described with approximate costs and guest capacities

- **Hotel Accommodations**

A range of accommodations from three to five-star category, availability and pricing should be provided for each proposed hotel. The hotel name and price range should be included in the bid document. Distances from hotels to the venue should be provided.

- **Designation and Description of the Local Organizing Committee**

A general description of the local organization or institution, containing their previous experience, along with local or national transplant society partner(s) that can promote and support the Congress should be comprised in the bid.

The Chairman and key contact person, along with other members of the national transplant community and proposed members of Scientific Program Committee (SPC), entrusted with the content of the Program, should be listed.

- **Preliminary Budget for the Congress**

All items listed in the attached budget template must be completed in order to be considered. Other items such as communications, promotion and local contract costs may be estimated but will not be factored into the final analysis.

- **Congress Promotion**

The host organization will begin the promotion of this meeting on its website with the signing of the Congress MOU. All publications and print-based promotional materials to members and inquirers, who are unable to access electronic information, must be provided. Invitations for abstracts will be sent to all members and posted on the Congress and ISODP websites. Registration and abstract submission tools, linked to the Congress website should be developed and organized by a Professional Conference Organizer (PCO).

Ongoing website maintenance and promotional material updates should be completed by the Congress PCO.

Bidding Procedure and Deadlines

| ACTION | DEADLINE |
|--|--------------------------|
| Deadline for Letter of Intent to host the 17 th Congress of the ISODP in 2023. Your Letter of Intent should be sent to the ISODP President, Faissal Shaheen at the ISODP Secretariat address sections@tts.org. | December 15, 2020 |
| Deadline to submit your complete proposal. Proposals should be sent to the attention of the ISODP President, Faissal Shaheen at the ISODP Secretariat address sections@tts.org. The ISODP Council may request additional information and/or documentation in support of host city's proposal. | March 15, 2021 |
| Presentations of the complete proposal to the ISODP Council Executive team via Teleconference | April 2021 |
| Final selection of the bid to host 2023 Congress. | June 2021 |

All proposals should contain the following information **along with all aforementioned requirements** mentioned in this document:

- Contact information and brief description of host organization
- Full contact list of proposed committee members and Local Organizing Committee