Bid Process for the 2020 & 2021 ISTH Annual Congress
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1. ABOUT ISTH

1.1. About ISTH

The International Society on Thrombosis and Haemostasis (ISTH) is a global not-for-profit professional medical/scientific membership organization advancing the understanding, prevention, diagnosis and treatment of thrombotic and bleeding disorders.

ISTH was founded in 1969 through the efforts of the members of the International Committee on Thrombosis and Haemostasis (ICTH). The members of the ICTH felt the need for a larger organization to encourage research and education across the many medical and biomedical disciplines concerned with diseases and disorders of thrombosis and abnormal hemostasis. Whereas the ICTH had focused primarily on blood coagulation and hemorrhagic disorders, the new society would expand focus to include the emerging areas of platelet function and regulation, mechanisms of thrombosis, fibrinolysis and thrombolysis and the urgent problems of thromboembolic disorders.

Today, ISTH is an international individual membership organization with over 4,000 members in more than 94 countries around the world. The Society is dedicated to transformative scientific discoveries and clinical practices, the development of young professionals and the education of physicians, scientists and allied health professionals wherever they may live.

At the ISTH, we initiate and promote education and outreach initiatives, research activities, scientific meetings, peer-reviewed publications, expert committees and the development of standards allowing a common language and approach to basic and clinical science all over the world.

1.2. ISTH Strategic Objectives

The following are ISTH’s Strategic Goals (as per the November 2015 Society Strategic Planning):

- **Foster scientific discovery and exchange to drive innovation and progress**
  - Assess and optimize ISTH’s methods of scientific dissemination (e.g. meetings, publishing programs, etc.).
  - Enhance and augment technology platforms to better facilitate clinical and scientific exchange, education and communication.
  - Facilitate the rapid translation and implementation of thrombosis and haemostasis research to improve patient outcomes.

- **Advance the scientific, clinical and professional development of current and prospective ISTH members to sustain their contributions the field**
  - Expand educational offerings and methods that enable scientists and clinicians to increase their knowledge.
  - Engage and support early-career scientists, clinicians and underrepresented groups by developing programs and resources that will enable them to progress in their careers and/or re-enter into the field.
  - Leverage the core curriculum as a framework for the development of specialized medical education in thrombosis and haemostasis.

- **Increase the awareness and visibility of ISTH to increase the Society’s impact on the specialty**
  - Enhance communication efforts to increase public awareness and patient understanding of thrombosis and haemostasis worldwide.
Expand and strengthen collaborations with related scientific, clinical and other relevant organizations to increase the reach and impact of ISTH and its content.

Lead the global effort to educate and inform relevant stakeholders (e.g., policy makers, payers, funders) of the value and importance of thrombosis and haemostasis to yield favorable health outcomes.

Expand organizational capacity to drive peak performance and ensure sustainability

- Grow, cultivate, and support the network of ISTH member volunteers that support the organization’s initiatives.
- Develop, sustain, and nurture avenues for industry participation and engagement with ISTH.

1.3. Annual Congress

In May 2016 the Council of the International Society on Thrombosis and Haemostasis (ISTH) announced the Society’s strategic decision to hold our global congress annually, formally starting in 2020.

Due to the increasingly rapid advances in science as well as laboratory technology and treatment approaches, and the greater need for global collaboration, knowledge exchange and education, holding our congress annually will allow researchers, clinicians and allied health professionals in the bleeding, clotting and related fields to remain on the cutting-edge of science and deliver the best patient care.

The new annual ISTH congresses will fully incorporate highly valued ISTH Scientific and Standardization Committee (SSC) components, recognizing the value of the SSC’s work and its highly important applications, making them more accessible to the wider community.

The congress format will also be shorter and more compact, establishing a contemporary meeting structure. This format aligns with trends in global medical meetings, which indicate that participants and other stakeholders prefer shorter meetings to minimize time away from home and/or work.

To complement the enhanced format, the ISTH will apply innovative evidence-based adult education principles to provide an increased value to participants.

In addition, the ISTH will implement a formal rotation pattern for its annual congresses, creating more frequent and consistent opportunities for engagement of the global community. The ISTH plans to host 38 percent of its congresses in Europe, 38 percent in North America and 24 percent in other regions of the world, which reflects the changing membership distribution and helps ISTH more proactively fulfill its global mandate.

This ISTH Council is confident that this decision highlights the ISTH’s commitment to transformative scientific discoveries and clinical practices, exchanging information to drive innovation and progress in the field. It will allow the Society to serve all regions of the world, providing better and more frequent access to researchers, clinicians and allied health professionals in the field, regardless of where they live.
2. BIDDING PROCESS

With this document, letters of intent for the 2020 and 2021 Congresses are invited from current ISTH members in good standing, who ideally has a track record of active involvement in, and contribution to, the ISTH and the worldwide thrombosis and haemostasis field.

*** Based on the Society’s decision to move to an annual congress the bidding process has changed. Please carefully review this information thoroughly for new processes and timelines as well as roles & responsibilities as detailed in Section (3.) Annual Congress Governance. ***

2.1. Rotation Policy

Letters of intent will only be accepted based on the newly approved rotation pattern as outlined below. Letters of intent will be considered as follows:

- 2020 Annual Congress – Europe
- 2021 Annual Congress – North America

- While preferred, it is not necessary that the Congress President be from the bidding city, but would ideally come from the bidding country.
- With the exception of the United States (for 2021), there should only be one bid per country. Should there be more than one party interested in a particular country they should collaborate and settle on one bid.
- ISTH HQ will help serve and assist those submitting a bid to ensure that their time is used wisely and the best possible bid that meets the Society’s needs is submitted.
- ISTH HQ may propose other venues/cities in a country that could host if the original suggested venue/city is not feasible or willing to negotiate according to ISTH needs.
- The Congress date window is mid-June – mid-July.

<table>
<thead>
<tr>
<th>Rotation Pattern 2020 - 2035</th>
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2.2. Letters of Intent / Bid Highlights Summary (the following information should be included)

- The motivation for submitting the bid
- The proposed Congress President’s short biography highlighting his/her scientific qualifications and involvement in/commitment to field and specifically listing his/her involvement in and contributions to the ISTH
- An (up to) 5-page highlights summary including, but not limited to:
  - Specific anticipated benefits of holding the Congress in relation to the ISTH objectives
  - Identification of the proposed Local Organizing Committee (LOC) members
  - Suggested city and venue
  - Identification of the local, national and regional stakeholders (such as national or regional scientific/medical societies in the field) and how they are expected to collaborate before, during and after the event for maximum success
  - Attractiveness of the host city, ease of access and likelihood of attracting regional and international attendees
  - Likely levels of attendance of T+H professionals and professionals from other related fields from the country and region
  - Information about the destination including political stability, economic situation, safety and security, weather during the Congress window dates of (mid) June – mid (July)
- The top reasons why ISTH should select the bidding President/LOC and destination
- A top-line summary of the main legal and fiscal aspects that will affect ISTH as a US-registered organization operating in the destination as well as the key legal and regulatory aspects pertaining to healthcare/medical meetings (pharma codes).

Letters of Intent / Bid Highlights Summary Deadline
An electronic copy of a Letter of Intent and Highlights for the 2020 or 2021 Congress should reach the ISTH Director of Meetings at the ISTH Office by 15 September 2016 (in PDF format).

2.3. Pre-selection Qualification
The ISTH HQ will pre-qualify those submitted letters of intent based on the official rotation pattern and to ensure that the venue/city can accommodate the congress. All qualified letters of intent will be submitted to the ISTH Executive Committee for review at their meeting in October 2016. The ISTH Executive Committee will short list those letters of intent to 3-4 submissions, based on the highlighted points below and the key decision criteria in Section (5), for each congress year (2020/2021). These short-listed letters of intent will then be invited to submit full bids. Those not moving forward in the bid process will be notified.

- The motivation for hosting the Congress
- Alignment with the Society’s overall strategic direction including compliance with the official rotation pattern**
- The credentials of the proposed President (specific involvement in and contributions to the Society and the field as well as their likely close collaboration with ISTH)
- The expressed vision of the bidding member as to why the ISTH Congress would be successful in the proposed destination
- The suitability of the facilities (venue/hotels that can accommodate the meeting along with the local infrastructure)**
- The attractiveness and accessibility of the destination for international attendees
- Legal and other fiscal implications
2.4. Bid Stage & Site Inspections (short-listed Bids only)

The ISTH HQ will then assist, and work with the bidding Congress Presidents on requirements needed to hold an ISTH Congress based on the newly approved program format for the Annual Congress. ISTH HQ will lead the evaluation and negotiation of the proposed venue & hotels.

The Congress President will have the full responsibility, with assistance and information from the ISTH HQ to ensure the most competitive bid, to compose and submit the final bid to the Society by the designated deadlines.

Site inspections to the short-listed host cities will be carried out by the ISTH Headquarter Office during the time period of January –June 2017.

It is requested that the cost for the site inspection should be paid for by the bidding destination (not the bidding member personally). Such funds are generally available through most convention bureaus or from city development budgets and should include the cost for 2 roundtrip tickets (complimentary air tickets may be provided by the national air carrier), hotel accommodation and other local costs (meals). If the destination is more than 5 hours flight from the ISTH Headquarters, business class travel is requested.

In case a destination would not be able to accommodate this request for coverage of expenses, the ISTH Headquarters should be contacted with a request for exemption.

Prior to the site inspections, each short-listed Bidding ISTH Member will receive a detailed feedback document from ISTH Head Office, setting out strengths, weaknesses and possible omissions in the original bid document as well as areas for further clarification. ISTH Headquarters will prepare an agenda for the site visit that will allow review of all areas of importance.

During the site visit, the Bidding ISTH Member, representatives of the convention bureau and the proposed venue and facilities should be available.

Following the site inspection and discussions, Bidding ISTH Members may update their bid documents. This information will be incorporated into an objective report to the ISTH Council, prepared by the ISTH Head Office, evaluating the short-listed bids against the key decision-making criteria. This feedback exercise is designed to ensure that Bidding Members have every opportunity to submit the strongest possible bid and to improve the overall quality of final bids.

Bidders may be requested to present to the Council at the July meeting in Berlin.

2.5. Final Decision (short-listed Bids only)

Bids will be judged on the basis of the pre-set criteria for the Congress, outlined in Section 5. Voting will then take place and agreed upon by the Council at their meeting in Berlin. The successful bid/Congress President will be announced formally following the Council vote at the July 2017 Council meeting in Berlin.

***This revised process will allow the ISTH to negotiate in advance of a selection, saving potentially hundreds of thousands of dollars for the organization, as the leverage for better conditions only exists in the bid phase. ISTH Staff gets involved much earlier to review and negotiate the potential dates/space/rates and provide a final recommendation based on results of above. Most importantly this will help serve and assist those submitting a bid to ensure that their time is used wisely and the best possible bid that meets the Society’s needs is submitted.
2.6. Timeline

The timeline of the bid process is as follows:

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<tr>
<th>Timeline</th>
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<tr>
<td>July 2016</td>
<td>Request for letters of intent announced to ISTH Members</td>
<td>ISTH HQ</td>
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<tr>
<td>15 September 2016 (5:00PM local time at the ISTH HQ)</td>
<td>Letters of intent and highlight summaries due at the ISTH HQ</td>
<td>ISTH Director of Meetings</td>
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<tr>
<td>16-17 October 2016</td>
<td>ISTH Executive Committee to make a decision on shortlist of fully qualified letters of intent. Notice to all submitting Members</td>
<td>ISTH Executive Committee</td>
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<tr>
<td>November 2016 thru January 2017</td>
<td>Full bids developed by submitting bidders and submitted to the ISTH HQ</td>
<td>Shortlisted Bidders</td>
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<tr>
<td>January – June 2017</td>
<td>Site Inspections (including bidding members, ISTH HQ and destination CVB’s)</td>
<td>Shortlisted Bidders, ISTH HQ</td>
</tr>
<tr>
<td>July 2017 Council Meeting in Berlin</td>
<td>ISTH Council vote and selection of winning bid. Notification to all bidders</td>
<td>ISTH Council</td>
</tr>
<tr>
<td>By September 2017</td>
<td>Signing of Contract/Letter of Agreement</td>
<td>Bidder/ISTH HQ</td>
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Letters of Intent / Bid Highlights Summary Deadline

An electronic copy of a Letter of Intent and Highlights for the 2020 or 2021 Congress should reach the ISTH Director of Meetings at the ISTH Office by 15 September 2016 (in PDF format).

Of note:

**ISTH does not accept bids directly from national or regional thrombosis and haemostasis societies, however the support of such societies for the respective bid would be positively considered.**

**Professional Congress Organizers (PCOs) must not be involved at any stage of the bidding process. Any formal involvement or positioning of a PCO will automatically disqualify a bid.**

3. ISTH ANNUAL CONGRESS GOVERNANCE, ORGANIZATIONAL AND FINANCIAL ARRANGEMENTS

Based on the Society’s decision to move to an annual congress, along with the previously approved Strategic Meeting Management Plan (SMMP), the role and responsibility of the Congress President will be considerably different than in prior years. While the Society will assume responsibility for the overall program format as well as the management and oversight of the financials, the Congress President will still be responsible for the scientific content of the Congress, within the program format and aspects determined by the Society.
That being said future Congress Presidents will still be selected not only on the basis of their scientific standing and credibility, but also on their appreciation for the importance of organizational matters, their collaborative approach and with appropriate available time to work closely with ISTH staff within tight deadlines. Facilitating a significantly condensed annual congress timeline will be extremely important.

3.1. General Principles

This is an official meeting of the International Society on Thrombosis and Haemostasis for which the ISTH holds the ultimate overall and financial responsibility. As such, the Congress shall represent as much as possible the Society yet at the same time reflect the respective destination and culture in a balanced way.

The ISTH will be responsible for the logistical organization of the Meeting. Other international or local partners (such as a professional congress organizer (PCO), destination management company (DMC)) and/or vendors (as necessary) may be contracted by the ISTH HQ based on need and an assessment of the destination.

3.2. Parties to the Congress, Roles, Responsibilities and Reporting

3.2.1. Congress President

The role of the Congress President is to put together the best possible scientific and educational program – within the program framework decided upon by the Society - and ensure that the Congress has the greatest overall impact in terms of scientific exchange and education. In addition the Congress President plays a critical role in advising on how to best showcase scientific aspects of a region within the international program as well as the culture and hospitality of the host country/city and to bring together the local community. The Congress President should also be an active ambassador for the ISTH and bring together the support of local and regional stakeholders and supporters, in close collaboration with the Society.

He or she will also be requested to work closely with the ISTH HQs in securing industry (and other) financial support (primarily local/regional) for the Congress.

The Congress President, working with an appointed member of the SSC Executive Committee and the ISTH Education Committee to the LOC, will be the liaison to report to the ISTH Council throughout the preparation of the Congress. He/she will be requested to provide regular reports and may be invited to participate in ISTH and SSC leadership meetings.

The Congress President plays an important role in providing advice and guidance as to local customs, partnerships, solutions, etc. that will contribute significantly to making the Congress most successful.

3.2.2 The ISTH Executive Committee and Council

The ISTH Executive Committee and Council will review the overall progress of the Congress and are responsible for policy decisions regarding the Congress. The main responsibility of the Executive Committee and the Council is to ensure that the Congress meets the set objectives and is financially sustainable.

The ISTH Executive Committee and Council also have the final authority to approve budgets, any new programmatic elements or program format, as well as overall policies (i.e. such as level of reimbursement for speakers) of the Congress that are considered to be implemented.
3.2.3 The ISTH HQs Staff

While the Congress President will serve as the local liaison making recommendations and support for the Congress; the following ISTH HQs Staff members and their teams will work in close cooperation with the President and LOC to carry out the following responsibilities:

**Director of Meetings**
- Proper legal and fiscal set up of the congress for risk minimization, working in conjunction with the Society’s Director of Finance.
- Coordination of all meeting related matters/logistics based on the decisions of the Council approved program format, Congress President, and the ISTH Executive Committee
- Overall meeting planning and management supervision
- Budget development and oversight utilizing the best accounting principles
- Vendor RFP and negotiations
- Responsibility for selection of and appropriate technology integration as necessary
- Responsibility for effective and efficient collaboration between the parties
- Decision on and oversight of local vendors and partners
- Reporting line to the ISTH Executive Committee/Council

**Executive Director**
- Overall industry relations, fundraising for sponsorships and corporate support, working closely with the Congress President to maximize industry support internationally and locally.

**Director of Marketing**
- All marketing and promotional activities including meeting website.

**Program and Education Manager**
- Coordination of SSC program and related matters.

- These individuals may delegate responsibilities based on expertise and manpower to other members of the ISTH HQs team or a PCO/DMC.

- Other services will be outsourced to professional partners based on an open Society-driven selection process.

- Services and selection of a PCO/DMC will be decided by ISTH. Input from the Congress President will be sought.

3.3. Legal, Fiscal and Local Taxes

The Society will work with professional legal/fiscal advisers to determine and implement the most appropriate legal/fiscal set up for the congress for the respective destination and to minimize legal/fiscal risk/exposure.

This includes all requirements to do business, consideration of any Value Added Tax, Sales, Corporate or other local taxes will also be taken into account by the ISTH as well any other legal or business aspects that impact holding the congress in the destination as a US-registered, internationally operating organization.

The Convention Bureau of a destination is expected to provide maximum support in this aspect.
3.4. Legal, Fiscal and Financial Relationships and Obligations

The ISTH has full legal, fiscal and financial responsibility for the Congress.

Budgets will be drafted by ISTH HQ and agreed upon with input from the Congress President based on the ISTH established rules and regulations for the ISTH Annual Congress. The ISTH Council has ultimate budget approval authority.

The Congress will work on independent budgets and accounts.

ISTH will provide the necessary cash flow to properly prepare the Congress.

3.5. Corporate Relations, Industry Support, Sponsorship and Exhibition

The ISTH Headquarters Office will be the primary lead as regards to all contacts with industry for sponsorship and exhibition. This will include, but is not limited to preparing sales manuals, marketing, collaborating with the industry partners and making sure that all benefits related to the specific support will be delivered.

In addition to international industry support, local sponsorship is a vital part of the budget. The close collaboration of the Congress President and LOC will be critical in identifying and pursuing these additional support opportunities, which may also include local institutions (private, government) or other charities that may support the Congress.

Another critical area of collaboration between the Congress President, the local convention bureau and the ISTH HQ is to understand and navigate any applicable national rules and regulations on exhibition and sponsorship specific to international medical scientific meetings.

Following ISTH’s overall policy related to the engagement with industry and customs of previous Meetings, the ISTH will mandate certain sponsorship and exhibition arrangements. Sponsorship levels and exhibition fees will be set by the ISTH based on historical trends but the Congress President will be consulted to properly take into consideration local customs.

3.6. Branding of Meeting Materials and Promotion

The ISTH is responsible for the overall Congress branding, which shall be in alignment with the overall ISTH Society branding. Appropriate collaboration will be sought with and input solicited from the Congress President and LOC to reflect an appropriate degree the local/national flavor of the host city/country.

3.7. Insurance and Local Taxes

ISTH will take out the appropriate Third Party and Legal Liability insurance coverage as necessary or as specifically requested by the meeting venue, offsite venues, and/or providers of services with an approved insurer which provides appropriate Indemnity Limits. ISTH may purchase other/additional insurance coverage may be as required and necessary. The costs for all insurances will be included in the Congress budget.

3.8. Other

ISTH strives continually to upgrade and improve the content and format of its congresses. In the years between receiving the bid and the Congress taking place, ISTH reserves the right to make changes to the Congress format or set up. The Congress President will be properly informed and consulted as necessary.
4. VENUE AND DESTINATION CONSIDERATIONS

ISTH may consider any proposed host city as long as it is a commonly acceptable business
destination that features the required facilities and infrastructure. Due to laws pertaining to
healthcare professionals and/or regulations related to pharmaceutical industry support for
meetings, ISTH will not consider any proposed destinations that could be considered solely a
leisure/vacation destination.

Easy and affordable international and regional access via several means and/or carriers from most if
not all parts of the world are strongly preferable as ISTH’s membership is global.

The congress center should be centrally located to the airport. as well as from the hotels to the
congress center for easy access for delegates and exhibitors. Highly favored will be those congress
centers that are within 15 minutes walking distance to the hotels and would not require shuttle bus
transportation.

Total expected attendees including speakers and exhibition personnel may be between 6,000 and
9,000 attendees.

4.1. Meeting Rooms & Exhibition Space

The proposed meeting venue must have meeting space that can easily accommodate a minimum of
6,000 attendees.

Plenary Session:
A Plenary Hall (a dedicated hall with a minimum seating capacity of 4,000 theatre style).

Education & other Sessions:
10-15 parallel rooms with a capacity of 400 to 1,000 each theater style, pillar-free and ideally
offering flexibility in combining or separating rooms.

Committee and Ancillary Meetings:
At least 10-15 meeting rooms that can accommodate between 25 and 100 attendees in various set
ups (classroom, theatre, hollow square or U-shape)

Industry and Poster Exhibition (continuous space):
18,000 to 20,000 sqm gross (180,000-200,000 sq feet) contiguous space, preferably pillar-free. This
space needs to accommodate individual industry exhibition booths, poster boards, possible e-poster
stations, and lunch and coffee breaks.

4.2. Technologies and WiFi Capabilities

The proposed venue should have state of the art technologies. Wifi capabilities must be able to
handle a congress of our size and ideally be included as a free service provided by the congress
center.

4.3. Hotel Capacity

The destination as a whole should be able to comfortably accommodate the size of an ISTH Annual
Congress in terms of quantity of accommodations for the delegates within a reasonable distance
from the venue. The ISTH will be looking for lodging options available over a wide range of
categories and prices, including appropriate budget accommodation. Total hotel rooms need is
roughly 4,200-4,500 peak (each) night.
5. DECISION-MAKING CRITERIA

ISTH has developed a set of criteria which the ISTH Executive Committee and Council will use to compare and judge competing bids.

Members of the ISTH Executive Committee and Council may still exercise their individual judgment, and may have different views on how relatively important each criterion is, so the criteria will only inform an overall ranking.

Bidding Members should refer to the key criteria during all stages of the bidding process (at varying levels of detail depending on the stage of the bid).

The order in which the Key Evaluation Criteria are listed should not be regarded as implying any order of relative importance.

5.1. Key Evaluation Criteria

5.1.1. Strength of letter of motivation and expression of vision
The strength of the expression of “why” a Bidding ISTH member wants to bring the congress to the recommended host city; how he/she will assist in aligning the meeting with ISTH’s overall objectives.

5.1.2. Reputation of the Bidding Member, likely strength of collaboration with ISTH HQ
How active and prominent has the Bidding ISTH member been in past involvement in and support of the ISTH; what contributions to ISTH and the global T+H community have the Bidding Member made; how much time will he/she be able to commit to this and how responsive will he/she be. How likely will he/she work closely with the ISTH HQ to execute his/her duties in alignment with the overall ISTH objectives and make it successful.

5.1.3. Level of local, national and regional support
It is vital that the bid is not reliant on one individual, and that there is strong support from other ISTH members throughout the country and the region as well as support from related organizations, governments, key partners, etc. Successful bids inevitably address how they will ensure to get this strongest overall support for the meeting in place. Letters of support pledging greatest collaboration from relevant stakeholders will provide additional strength to the bid.

5.1.4. Destination appeal and suitability, international and local accessibility
This relates to the attractiveness of the proposed destination and particularly the suitability, capacity and quality of the local infrastructure. The proposed destination will be examined for the touristic and business (related to T+H) benefits of the destination, its ease and inexpensive accessibility for the largest number of possible attendees, but also describe safety and security; health aspects; political situation; local transportation.

Destination (city/region) support and their ability to contribute in terms of subvention or in-kind.

Hotel infrastructure that can accommodate the meeting (sleeping rooms and hotel standards) in addition to availability of good hotels in different categories and their proximity to the hotel venue.
Objective data on air and ground transportation access from worldwide and regional destinations; experiences of other comparable size events hosted recently; transfer times on the ground & distance between key locations in host destination; expected transportation costs during the proposed time of the event.

5.1.5. **Suitability/capacity/quality of meeting & trade show venue**
Location, floor plans; capacities; state of the art technologies, track record; accessibility; cost (and type of costing).

Green/sustainable or other noteworthy credentials or services of the facility will be strongly favored.

5.1.6. **Business climate/culture, legal requirements, rules and regulations**
This includes ease of doing business; ease of obtaining permits, etc.; common business customs; import/export restrictions; tax situation; expatriation of funds; laws and legal requirements related to the event; liabilities particularly pertaining to international medical/scientific association meetings and a US entity - organization operating in the jurisdiction.

Critically important and others factors that the ISTH will consider are the legal and other fiscal aspects that may have an impact on the Congress (but not be limited to):

- Setting up of bank accounts
- Consumption taxes
- Taxability of surpluses
- Handling of what could be considered as unrelated business income
- The ability to move money in and/or out of the country (expatriation)

5.1.7. **Key Budget/Financial considerations (on the Congress and delegates)**
ISTH will assess the likely expense profile for the meeting, delegates, exhibitors, and sponsors in the respective host destinations. In addition the Value Added Tax or other local taxes will be taken into consideration by ISTH.

ISTH will also assess the cost implications for delegates i.e. airfares; hotel rates, local transportation, daily expenses for food (cost of living), visa costs, etc.

While each criterion will be reviewed by the ISTH Council and bids compared based on these criteria, the decision on the winning bid will be based on an overall ranking, as each Council member will have an individual perception of the relative importance of each key issue.

The criteria are an aid to objectively compare bids and to decision-making only, and Council members' voting decisions are entirely at their own discretion.
6. CONTACT

Please contact the ISTH Director of Meetings at the ISTH Office for any inquiries or clarifications.

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