



Request for Proposal – Annual Meeting 2020

Note: In keeping with the IUGA Board's newly adopted policy regarding regional rotation of the annual meeting location, IUGA will only be accepting applications for annual meeting locations in Europe for 2020.

Annual Meeting Prospectus

Submit Bids by June 3rd, 2016 to:

**Maureen Hodgson, Associate Executive Director
2030 M Street NW, Suite 701
Washington, DC 20036
Office: 1.202.733.3234 x 115
Fax: 202.733.3365
EMAIL: Maureen@iuga.org**

Association Profile

The International Urogynecological Association (IUGA) is a non-profit international organization dedicated to the advancement of Urogynecological knowledge around the world, through education and the promotion of basic and clinical research on disorders of the female pelvic floor. IUGA members represent urogynecologists, urologists, nurses, physiotherapists and fellows.

Since its inception in 1975, IUGA has organized scientific meetings every year in nearly every corner of the world to promote the exchange of information on urogynecology to thousands of physicians and healthcare providers. To date, IUGA has over 3,000 members from around the world and is continuing to grow each year.

IUGA is governed by an executive board comprised of 5 members and an international advisory board of 6 members. Board members come from all over the world.

Member Profile:

The vast majority of the 3,000 IUGA members are OB-GYN physicians with a sub-speciality in urogynecology, a smaller percentage are urologists and others are nurses and physiotherapists. The largest numbers of members come from Europe. 57% of IUGA members are men and 43% are women with an average age of 45.

Membership Benefits:

Membership in IUGA provides urogynecologists an opportunity to gain knowledge and exchange ideas with likeminded professionals from around the globe and to contribute to the development of the specialty globally and the services it provides to women in need. The primary reasons to join IUGA are:

Professional Development: Members benefit from attending the annual conference at a reduced fee. Each year the annual meeting offers exciting interactive hands on training, state of the art lectures by world renowned doctors, technical exhibits and much more all intended to help keep members up-to-date on the latest advancements in urogynecology. IUGA also conducts two other sorts of educational programs during the year – eXchange Program, which are smaller sessions aimed at countries where urogynecology isn't very well developed; and Regional Symposia, which have attendance of around 150 and are aimed at areas with a higher level of urogynecological knowledge.

IUJ (International Urogynecological Journal): Members are able to submit research on all topics related to urogynecology and female pelvic floor dysfunction. All members receive 12 issues per year and have access to the electronic version.

Networking: Members stay on top of crucial industry changes by establishing and building professional contacts through membership in IUGA. IUGA's bi-monthly e-newsletter (News and Views) and quarterly newsletters, keeps members up-to-date on trends in the specialty and association information.

Annual Meeting Profile:

The purpose of the annual meeting is to provide education and networking opportunities for the members. This is accomplished through 1 ½ day pre-congress meetings and workshops, 2½-day conference that includes, state of the art lectures, podium presentations, an exhibit area with 30 booths (sizes range from 9 square meters to 54 square meters) and three social events. In addition, during the conference, IUGA also conducts its annual business meeting along with 8 committee meetings and one board of directors meeting. Although a spouse or guest accompanies 40% of attendees, the Association does not arrange a formal guest program, at this time.

Attendee Profile:

The Association members make up the majority of conference attendees. In 2015, 1945 attendees participated, representing 71 different countries. On average, 20% of the attendees are partly sponsored by related health care industry firms. Please see below for past history attendance:

- 2011 Lisbon, Portugal 1750 attendees from 65 countries
- 2012 Brisbane, Australia 1286 attendees from 52 countries
- 2013 Dublin, Ireland 1549 attendees from 66 countries
- 2014 Washington, DC 2138 attendees from 59 countries
- 2015 Nice, France 1945 attendees from 71 countries

Site Selection:

The Association prefers a conference centre with easy to reach hotels to include a hotel large enough to accommodate a big block (at least 250 rooms) on peak night. Downtown or resort properties near the centre of cities are desired. Hotels with sufficient meeting space for the conference will also be considered.

The IUGA office will review every bid and will compare level of costs to other bids submitted.

The proposed meeting needs to be held in a location with very easy international access i.e. airport/rail links and minimal in-country transfers to reach the conference venue. The various methods of travel to the conference city should be outlined in the bid.

The venue should have a wide range of hotels in the vicinity (headquarter-international class as well as low cost accommodation) not less than 3 – 5 stars.

Conference rooms, exhibition and registration areas should be located in the same building and ideally on the same level. The flow from the meeting rooms to the exhibit area is also an important consideration as the association prefers to keep attendees in the same area.

The venue should have a recorded history of previous successful international association medical meetings and have a current website established for review by the IUGA office. Evidence of the past success with international meetings needs to be included in the bid.

90% of the attendees arrive by air, 10% by car. The first wave of arrivals takes place late afternoon and early evening on the Monday preceding the conference. The second wave of arrivals is on Wednesday. (This is contingent upon flight schedules into the host city.)

Meeting Dates:

Ideal set of dates: End of May to beginning of July. It should not be in competition with other meetings (International Continence Society, American Urogynecologists Association, national meetings) or key holidays.

Duration 4.5 days - Tuesday to Saturday early afternoon (including 2 pre-congress meetings).

Usual participation - 1500 to 2000 participants depending on site accessibility and dates of the meeting with 25 - 35 exhibitors.

Bid Submission:

Request for Proposals (RFP) for an IUGA Annual Meeting Site will be opened 4 years in advance of the annual meeting and posted on the IUGA website:

- The Annual Meeting normally rotates to each region of the world, except for years of joint meetings. The Board of Directors may specifically request bids from a region of the world that has not been represented in recent years.
- Any IUGA Member or Affiliate Society can organize a bid. A destination may bid, but they must work in conjunction with an IUGA member. She/he should propose the following:
 - Local Organizing Committee-LOC (maximum 10 persons- urogynecologists, urologists, gynaecologists/obstetricians, physiotherapists, nurses and other health care professionals).
 - At least 50% of the LOC members must be IUGA members.
 - A meeting chair should be nominated by the LOC. As has been the tradition, an honorary meeting chair may also be recognized where appropriate.

- Identify two members from the LOC to serve on the IUGA Scientific Committee and two to serve on the workshop subcommittee. Members will be responsible for review, scoring and selection of abstracts and workshops to present. All must have fluency in English, be knowledgeable of current urogynecological science, and be willing to spend the necessary time during the abstract review process (approximately 20 hours may be required from each member).
- It is required that the local host works in conjunction with local convention & visitors bureaus (CVB's) and/or tourist boards in order to receive the best pricing at area hotels and conference centres. Final contracts will be negotiated by the IUGA office.
- Proposal must include:
 1. Proposed dates/year.
 2. Letter of support from lead local government official.
 3. Letter of support from local tourist board or Convention & Visitors Bureau.
 4. Details of the City/Region.
 5. Information regarding the stability of the local currency.
 6. A detail of meeting venue, including confirmation that venue is available during the proposed dates and pricing. **Include current rates plus an indication of anticipated increase.**
 7. Details of nearby hotels including distance from venue,-and # of rooms committed for the proposed dates. **The prices submitted with the bid should be guaranteed.**
 8. Proposed members of local organizing committee and identify who will serve on the IUGA Scientific Committee and Workshop Committee (please include their CV and references).
 9. Suggestion of social program.
 10. Details of any national/regional meeting that will be held in conjunction with the IUGA meeting.
 11. Detailed documentation of the not-for-profit or charity organization to which any meeting profit earned by the local host will be paid.
 12. Separate promotional document to be placed on the IUGA website for viewing by the membership when it is time for the membership to vote.
 13. A PowerPoint file may be attached/included, but can be sent at a later time if the proposal is among the finalists selected.
 14. A cover letter, includes a statement that those who are submitting the bid have read and will adhere to the annual meeting guidelines.

Timeline:

Call for Proposals: April 29 – June 3rd, 2016

Deadline: June 3, 2016 Bids WILL NOT BE ACCEPTED AFTER THIS TIME

All bids should be sent electronically. Bids will be reviewed and verified by the IUGA office, and the bidders should be ready to submit additional information if required.

After the IUGA office reviews the bids, the bids will be reviewed by the IUGA Annual Site Selection Committee in accordance with the IUGA Bylaws section 12.13. The committee may select one, two or more submissions for the ballot of the membership.

Bidders must be prepared to present their submission in person to the Site Selection committee on **Thursday, August 4th**, during the annual meeting in Cape Town, South Africa.

If an online vote is required, voting will start sometime in the Fall (Autumn) and will be available for 6 weeks, through the IUGA website: www.iuga.org. Only IUGA members are allowed to vote. All members will be encouraged to select one city to host, majority wins.

The hosts will give a maximum of a 3-minute presentation during the Annual Meeting one year before their meeting. The time and location of the presentations will be communicated from the IUGA office to the meeting host prior to the Annual Meeting.

Bid Marketing:

For those destinations selected to present to the membership, each proposal should include an electronic document which will be posted on the IUGA website for viewing by the membership. If using powerpoint, maximum of 5 slides should be used. Additional products, including a short video no more than 2 minutes, may be submitted to the IUGA office for access by IUGA members through the IUGA website.

The IUGA office will periodically notify the membership by email of the placement of these materials for viewing.

Bids may not utilize the IUGA database to solicit votes from members by email or post.

No additional promotion may be undertaken by the individual bids other than that specified in this policy (i.e., canvassing of votes through individual or mass email, purchase of booth space or additional advertising at the annual meeting are not permitted).

All materials provided for marketing of meeting site bids must be approved by the IUGA office.

Space Required:

Registration area with minimum of 150 square meters to include:

- Information desk
- Pre-registered participants desk

- On-site registration desk
- Social events desk
- Exhibitor's desk

Conference rooms

- 1 tiered auditorium or flat room with stage podium for use as the plenary session with more than 1800 seats, set Theatre Style (Thurs-Sat)
- 2 rooms for parallel sessions (poster, video) with more than 500 seats (Thurs-Sat), set Theatre Style.
- 12 rooms for parallel workshops – 100/200 seats (Tues-Wed), set Theatre Style/Classroom.
- 1 speaker-ready room (Tuesday – Saturday)
- 1 boardroom with laptop, projector, screen, printer, internet access for IUGA Board meetings (Monday – Saturday), set conference style, maximum capacity 20 people
- 2 rooms for Staff, LOC meetings (Monday – Saturday), maximum capacity 20 people each.

Exhibition area

- Exhibit space of at least 5000 net sq. m. for up to 50 booths various sizes
- 7 screens for ePoster Presentations and Video Salon
- 100 scientific posters (posters are displayed during conference Wednesday - Friday) size of poster panels 1.2m x 2.4 m high.
- Coffee breaks/lunch should be served in exhibition area
- Plus aisle space, lounge/seating area, internet area 12m x 9 m and F& B set up 27m x 21m.
- Set-up: 1.5 days – Exhibition: 2.5 days – Dismantling: 0.5 day

Food & Beverage:

- Tuesday – Wednesday: Coffee/tea breaks in the morning and afternoon (biscuits/pastries)
- Wednesday – cocktail reception in the exhibition hall
- Thursday – Saturday: coffee/tea in the mornings and afternoons with lunch on Thursday/Friday. All should be served in the exhibition buffet style.
- Friday – Breakfast buffet for up to 200 people (meet the experts)

Social program:

- Welcome Reception (included in delegates and accompanying person's registration fees) to be held either at venue or off site location.
- A President's Reception (by invitation, approx. 300 people)
- Gala Dinner (cost per ticket should not exceed \$125.00, approx. 500 people)
- A program of pre/post congress tours should be proposed
- An accompanying person's daytime activity program is not required, but would be welcomed

Hotel Information:**2011 Lisbon, Portugal – actual numbers:**

	Sunday, June 26	Monday, June 27	Tuesday, June 28	Wednesday, June 29	Thursday, June 30	Friday, July 1	Saturday, July 2
5 star	38	115	187	219	218	188	64
4 star	85	261	431	467	448	364	78
TOTAL	123	376	618	686	666	552	142

2012 Brisbane, Australia – actual numbers:

	Sunday, Sept. 2	Monday, Sept. 3	Tuesday, Sept. 4	Wednesday, Sept. 5	Thursday, Sept. 6	Friday, Sept. 7	Saturday, Sept.8
<u>3 star</u>	6	10	11	15	15	14	1
<u>4 star</u>	53	146	207	262	269	242	56
<u>5 star</u>	0	7	9	19	19	16	5
<u>TOTAL</u>	59	163	227	296	303	272	62

2013 Dublin, Ireland – actual numbers:

	Sunday, May 26	Monday, May 27	Tuesday May 28	Wednesday, May 29	Thursday, May 30	Friday, May 31
3 star	8	50	61	77	78	54
4 star	65	197	373	433	419	337
5 star	2	7	8	9	8	7
TOTAL	75	254	442	519	505	398

2014 Washington, DC – actual numbers: (Joint meeting)

	Monday, July 21	Tuesday, July 22	Wednesday, July 24	Thursday, July 25	Friday, July 26	Saturday, July 27
4 Star TOTAL	351	565	781	758	531	72

2015 Nice, France – actual numbers:

	Saturday, June 6	Sunday, June 7	Monday, June 8	Tuesday, June 9	Wednesday, June 10	Thursday, June 12	Friday, June 13
3 star		205	205	205	205	205	0
4 star	30	149	430	508	495	468	46
Total	30	354	635	713	700	673	46

Required destination (host city) support:

- Annual room rate percentage increase not to exceed 3.0% per year or host country official inflation increase, whichever is lower.
- Discounted pricing at the convention centre
- 10 staff sleeping rooms at 50% off the conference rate
- Room quantity to be counted on a cumulative bases when determining number of Complimentary rooms
- Complimentary one-bedroom suite for the president
- Complimentary upgrades to concierge level for association executive board members (6) and executive director
- A 14 day housing cut off (prior to the Monday of conference without cancellation fee)
- Menu prices established 12 months out
- Final block review date scheduled 21 days prior to arrival
- 1:25 complimentary room ratio if pick-up reaches 90%
- No parking fees for attendees if hotel owns the garage
- Free access to fitness centre/health club for attendees
- Free internet access for conference registrants
- Complimentary accommodations for IUGA staff during site visits

Wish List:

- Free touristic information material
- Complimentary Signage in public transport and airport stations
- Information desk from the city at the centre for the duration of the conference.
- Support/sponsorship of welcome reception or dinner
- Reduced public transport tickets, etc.

Anticipated Function Space Requirements

Day	Function	# of People	Room Set up
Monday - Saturday	IUGA board room	1 room up to 25	Conference
Monday - Saturday	1 small room to accommodate: IUGA Staff Office		
Monday - Saturday	Registration Area		
Monday – Friday	LOC meetings (small room)	15	Conference
Tuesday - Wednesday	Workshop rooms (12)	Between 50 – 300	T/S and C/R
Tuesday - Wednesday	3 meeting rooms (using the same rooms as workshops) for the Pan Asian, Ibero American	Up to 100 pax	Theatre Style
Tuesday - Saturday	Speaker Ready Room		
Wednesday – Friday	Exhibition space to include 600 posters and 50 exhibits plus am/pm breaks, lunches	1800	
Thursday – Saturday	1 Plenary Session	Minimum 1,800	Theatre Style
Thursday – Saturday	2 Parallel Sessions	Up to 500 pax each	Theatre Style
Thursday – Friday	1 large room – Symposia's	Up to 300 pax	Rounds
Thursday – Saturday	2 smaller rooms	Up to 30 pax	

Anticipated Food & Beverage:

Day/Function	# of people	Time	F & B
Saturday – Saturday; IUGA board meetings	15	All day each day	Am/pm breaks and lunches
Monday - Saturday Staff	30 people	All day	Breakfast/lunch/am, pm breaks
Tuesday/Wednesday Workshop Sessions	800	1 hour morning/afternoon	Am/pm breaks
Wednesday	1500	Evening	Cocktail reception in exhibition hall
Thursday - Friday	1500	1 hour morning/afternoon	Am/pm breaks and lunch
Thursday – Presidents Reception	300 pax	6:00 – 8:00 pm	Heavy hors d'oeuvres, open bar
Friday – Meet the Experts Breakfast	200 pax	1 hour	Breakfast
Friday – Gala dinner	500 pax	7:00 – Midnight	Cocktail reception; seated dinner and dancing

Local Scientific Meeting/Program

- If a local/regional urogynecology association (LUA) meeting is held in conjunction with the IUGA meeting, it can be held immediately before or after the IUGA meeting.
- LUA logistics (speakers, symposia, workshops, etc.) will be planned and organized in conjunction with IUGA office.
- No competing or simultaneous activities, including those by industry firms, may be planned without IUGA office approval.
- LUA registration may be held along with the IUGA Annual Meeting registration at a reduced combined fee. LUA profits (LUA meeting revenues from registration and local exhibitors minus all incurred costs) will be distributed to the LUA upon completion of the final budget by the IUGA office.
- The LOC/Host should designate and provide documentation for a not-for-profit entity (preferably the LUA) for receipt of meeting profits. This entity should have as its mission, enhancement of urogynecologic education, research, indigent care services, patient education, or other worthwhile purpose. Funds will not be disbursed to a name of the LOC/Host.

Contract and financial arrangements

- An agreement is signed between IUGA and the LOC detailing responsibilities and dates.
- Meeting profits will be determined once all of the expenses of the congress are paid, including the \$150,000 administrative fees for IUGA, the meeting profit will be determined by the resulting difference between total revenues minus expenses, including IUGA office expenses and any taxes owed. Said revenues will be distributed according to the following formula:
 1. International Urogynecological Association- 75%
 2. Local Host organization - 25% of net profits up to a maximum of US\$30,000.00
- The local host organization must use the profit share for educational purposes through an existing charity or foundation and documentation of this organization must be presented with the site proposal. In the event the profits are not used within one year, monies will be returned to IUGA. The Executive Board will then undertake to fund charitable work in the same field.

Role sharing

The roles in relations to the planning, administration and management of the event itself and related to logistics are as follows:

- Overall management: IUGA office
- General Administration: IUGA office
- Website: IUGA
- Communication: IUGA +LOC/ Marketing and promotion: IUGA
- On-site logistics: IUGA
- Registrations: pre- registration, online and on-site -registrations are coordinated by IUGA,
- Accommodation (Hotels taking reservations): IUGA
- Exhibition and sponsoring: IUGA + LOC (local to help solicit local support)

- SOA, Roundtable and Debate speakers: IUGA within input from LOC
- Workshops: Workshop subcommittee + IUGA
- Abstract review/ Scientific Program: IUGA
- Social Program: LOC + IUGA office
- Pre/post Congress Tours: LOC + IUGA Office
- Finances: IUGA. Overall financial control will reside with the IUGA office.

For more information about IUGA guidelines, please [click here](#).