

IPNA Congress Bidding Guidelines



Introduction

The International Pediatric Nephrology Association (IPNA) **holds a biennial international congress**. The destination should be selected 3 years ahead of the Congress by a vote of the Council at large, following a presentation at a Council meeting by potential local organizers.

The IPNA congress is the largest international conference on pediatric nephrology. It covers all areas of pediatric nephrology, and is held every two years in a different region of the world, **usually in the month of September-October**.

IPNA considers the organization of the Congress as one of its core activities. The destination should take into consideration cost, safety and access.

.

Preparing a bid – general guidance

An IPNA Congress should reflect **the latest developments** in pediatric nephrology worldwide at the time it takes place, and provide an outlook to the future of pediatric nephrology. The invited speakers are carefully selected by an outstanding international scientific committee. These speakers are of the highest quality and in each case, present current trends in research related to all aspects of pediatric nephrology.

The Congress President should be an IPNA member and co-opted by the IPNA Council.

The Chair of the scientific committee should be an IPNA member and a citizen from a country different than the location of the Congress; he/she should be also be co-opted by the IPNA Council.

A General Assembly should be planned to be held during each Congress.

Activities to be managed in cooperation with the IPNA Office (IPNA's Secretariat and IPNA's PCO) include: **Congress organization, scientific program, registration, announcements, insurance, international sponsoring as well as the financial handling and overall guarantee of the financial expectation of IPNA, local sponsoring, local logistics and social programme, communication with the local authorities, and Destination support and local grant.**

Bid proposal

The applicant will:

1. Prepare the application to host the IPNA congress (it is advised to cooperate with the local convention bureau)
2. Provide IPNA with local information related to the destination and its safety

The Host's role and responsibilities will include the following :

- Logistics: Venue management, safety and security, audiovisual and new technology including App, printed matters and shipping if appropriate, poster management (IPNA's PCO with the host)
- Destination management: Accommodation, ground transportation, pre and post tours, social programme and dinners (IPNA's PCO and the host)
- Registrations (IPNA's PCO)
- Scientific Program (IPNA's PCO in coordination with the host)
- Sponsoring: Exhibition management, partnerships' programme (IPNA's PCO in coordination with the host)
- Promotion: Representation, marketing, communication and digital activities (IPNA's PCO in coordination with the host)
- Liaison office: Official bodies, lobbying (Host)
- Miscellaneous: legal aspects or tax issues (IPNA's PCO)

Bid proposal

The Congress proposal document must include the following information

1 – Organizing

- Which Societies and Associations applicants belong to
- Which Societies and Associations are supporting or endorsing the proposal

2 – Scientific infrastructure

- Chair and co-chair(s) of the Scientific Committee

3 – Components of venue

- Auditorium for the plenary lectures (*minimum 1,300 seats*)
- Rooms for parallel sessions (*minimum 3 rooms, minimum 300 seats in each*)
- Preview room (Speakers' ready room) (*minimum 35-50 sqm*)
- Internet corner/availability of WiFi and indication of bandwidth
- Registration space (*400 sqm of total booth surface*)
- Exhibition space (*40 desks*)
- Poster area (*700 posters in 1 or 2 sessions*)
- Catering areas for coffee breaks/light lunches (nearby exhibition and posters)
- Meeting rooms and offices

4 – Accommodation

- Variety of local accommodation facilities
from inexpensive student residences to high-class international hotels approximately 500 rooms.

Bid proposal

5 – Transportation

- City/country accessibility
- Distance to metro/bus/train stations from the venue
- Existing means of transportation from hotels to venue, if any

6 – Destination

- Security of participants in and around the venue
- Safety
- Climate
- Cultural and recreational attractions

7 – Visa restriction

- Nationalities requiring a visa
- Average cost and delay for visa delivery

8 – Social events

- Welcome reception for approx. 800-1,000 participants
- Gala dinner / banquet for approx. 800-1,000 participants

9 – Pre-Congress or Post-Congress Workshops

- 4 to 8 small meeting rooms are required, workshops are not included in registration

.

Bid proposal

10 – Local taxes

- Local taxes applying to a US non-profit corporation as well as to a European one, if appropriate
- Additional taxes applied when money will be transferred to a US bank and/or to a European bank

11 – Financial structure

Expenditure

- Venue costs
- Technical equipment & services
- Signage/Decoration/Furniture in the venue
- Staff (support staff, security, cleaning...)
- Catering in the venue
- Invited speaker travel and accomodation
- Travel grants for juniors
- Social events – gala dinner and social program.

Income

- Support from the sponsorship from Pharma/MedTech companies
- Destination support and local grant.



Preparing a bid – general guidance

- **Awards***

Awardees are proposed by IPNA members to the designated committee, and the final selection is determined by a vote of the IPNA Council. Awards are given at the time of each IPNA biannual Congress and are presented at a plenary session with a short presentation made by a close collaborator of each awardee. The specific awards are as follows:

IPNA Award for Educational Activity (max. 2)

The IPNA Award for Educational Activities recognizes individuals who have provided outstanding educational contributions to pediatric nephrology. Awardees are presented with free registration to the next IPNA Congress.

Ira Greifer Award (max. 2)

The Ira Greifer Award recognizes individuals who have exemplified IPNA's mission and goals, have demonstrated local and/or national leadership to that end, and have made significant contributions to IPNA. Candidates should be proposed to the Council, which will make the final decision. Awardees are presented with free registration at the next IPNA Congress, along with free airfare and hotel fees for themselves and their spouses.

Life Time Achievement Award (max. 2)

The Lifetime Achievement Award recognizes individuals who have dedicated his/her career to the development of pediatric nephrology. Candidates should be proposed by the Regional Society to the IPNA Council, which will make the final decision. Awardees will be presented with free registration to the next IPNA Congress.

Renée Habib Young Investigator Award (max. 2)

The Renée Habib Award recognizes young investigators (less than 40 years of age at the time of receiving the award) with an outstanding track record of achievement and creativity in basic, patient-oriented or health services research in Pediatric Nephrology. Awardees will be presented with free registration to the next IPNA Congress.

IPNA PREVIOUS CONGRESSES STATS

IPNA Congress
2016

Breakdown: 1164
Registrations

Per Categories:

- IPNA Members: 227
- IPNA Non-Member: 67
 - Developing Countries: 470
 - Allied Health Professional: 7
- Fellow/Trainee: 96
- Covered by IPNA Congress: 130
 - Exhibitors: 103
 - Accompanying person: 44
- Peak night rooms booked: 461

IPNA Congress
2019

Breakdown: 1709
Registrations

Per Categories:

- IPNA Members: 480
- IPNA Non-Member: 339
 - Developing Countries: 535
 - Allied Health Professional: 29
- Student/Trainee: 252
- Former Fellows: 9
- New Fellows: 22
- Complimentary Registrations: 43
- Peak night rooms booked: 500

IPNA Congress
2022

Breakdown: 1373
Attendance
641 in person & 732
virtual

Per Categories:

- IPNA Members: 302
- IPNA Non-Member: 148
 - Developing Countries: 241
- Student/Trainee: 188
- Fellows: 9
- Emeritus: 9
- Honorary: 3
- Complimentary Registrations: 129
- Pre-Congress: 343
- Peak night rooms booked: 350

Preparing a bid – general guidance

COMPULSORY: The proposal document must include the following Table with related answers:

Click [HERE](#) to download the table

