



IPPA

**International
Pediatric
Association**

Every Child · Every Age · Everywhere

Manual for Future Sites for International Congresses of Pediatrics

I – INTRODUCTION

1. The International Pediatric Association holds a Biennial congress.
2. The applicants will be only national societies, not PCOs.
3. The national pediatric congress of the National Society holds the IPA Congress should be combined with the IPA Congress.
4. The Nomination Files for IPA President-Elect, Executive Officers, and IPA Congress 2029 Bid should be directly sent to the IPA Executive Director at the IPA Admin Office (adminoffice@ipa-world.org) with a copy mark to IPA President Office (naveenthacker.office@gmail.com).
5. According to the usual rotation of geographic sites, the site for the 2029 Congress must not come from a country in a region in which the two previous congresses have been held (2025 Mexico and 2027 Rwanda).

IPA Regions: 1-USA and Canada, 2-Latin America (including Mexico), 3-Sub-Saharan Africa, 4-Middle-East and North Africa, 5-Central Asia, 6-Europe, 7-Asia Pacific.

6. The site or the proposed Congress should be a medium to large city serviced by an international airport and have at least sufficient hotel rooms in 4-3 star categories and lower categories for accommodating participants with varying financial resources.

II - MAIN STEPS/TIME TABLE FOR THE SITE SELECTION PROCEDURE

Step 1

A detailed bid must be received at least 6 months prior to the next scheduled meeting of the Council of Delegates which is usually held in conjunction with the biennial congress. The bid should include the following details (DEADLINE November 9th, 2024 at 11.59 PM Jakarta Time/ 4.59 PM UTC (Coordinated Universal Time)/ 4.59 PM GMT (Greenwich Mean Time)).

- A letter from the President of the bidding IPA Member Society endorsing the bid.
- A completed “information sheet” as described in this document.
- A letter of endorsement from the government of the bidding society which endorses the bid and assures that members of all IPA Societies will be welcomed to enter the country to attend the Congress.
- The proposed Venue (layout, pricing lists, and contact details).

- The proposed Hotels (listing, capacities, price range, and contact details).
- Support that will be available from local authorities (including sponsoring receptions, sponsorship of air travel, support for in-country transportation, etc.)
- Activities that will develop an active exhibit hall.
- Contact details of the Convention Bureau in the bidding country (if applicable).
- Information on public transportation availability (metro, subway, etc.).
- Any additional information you may need is appropriate.

NOTE: We request that the country submitting a bid for IPA Congress includes the sponsoring code of ethics for the country.

Bidding Societies may enlist the assistance of a convention bureau from their country or city in preparing bids. However, the IPA is not committed to using these services should they be too expensive or deemed not to be appropriate.

The IPA Administrative Office will be pleased to provide any needed additional help in preparing the bid document or answering any questions that arise.

Please send bids to:

IPA Executive Director

Email: adminoffice@ipa-world.org

Step 2

The IPA Secretariat will review all bids carefully. The designated representative by the IPA will do a Site Selection Report (SSR) to ensure that the suggested venues are suitable and the IPA Executive Director will submit completed and satisfactory bid applications to the IPA Executive Committee for review and submission to the Council of Delegates.

Step 3

The IPA Council of Delegates will select the site of the Congress by secret ballot, four years in advance during its meeting in IPA Congress. Each candidate will be given 2 opportunities to promote their project:

- **Before the Congress:**

The Member Society is allowed to promote its selected venue on the IPA Website three months before the Council of Delegates.

Information requested: a one-page document to present the venue (city, congress facilities, etc.) with 2 or 3 pictures.

- **During the Council of Delegates:**

A representative of the Member Society is invited to address the Council briefly (approx.15 minutes) about the proposed congress site, its facilities, and its attractions.

For this presentation, videos, slides, powerpoint presentations, etc. can be used (please advise in advance).

III – GENERAL INFORMATION ON THE INTERNATIONAL CONGRESS OF PEDIATRICS

The Congress will follow the standard format of the International Congresses of Pediatrics described hereafter:

- **Congress length:** a maximum of four days
- **Congress dates:** Dates will be determined by the President of the Congress after consultation with the President of the IPA, the IPA Executive Committee and the Standing Committee considering climate and conflict with other congress(es) or meeting(s).
- **Congress expected the number of participants:** 3,000 to 8,000
- **Congress required halls and facilities:**
 - 1 large plenary hall of 2,500-3,000
 - 1 large plenary hall of 1,000-1,500
 - 2 large halls of 600-800
 - 4 halls 250-450
 - 5 offices: 3 for IPA, 2 for the PCO (office can be a room of 40-70sqm)
 - Poster/exhibition/F&B: Between 10,000m²-14,000m²
 - Poster and exhibition space must be appropriate for topics, for display of as many as 1,000 posters, and with ample room for the anticipated audience to view them.

- Social events: Opening Ceremony and Welcome Reception, Closing Ceremony, and 2 optional evening activities.
- Pre- and post-meetings: IPA Administrative Meetings before, during, or after the Congress will be held in the venue or in an adjacent hotel. Room capacity 40, with computer and projection capacity.
- Council of Delegates: 2 meetings during the Congress. Room capacity of 150 people with computer and projection capacity.

IV- FINANCES AND PROFIT DISTRIBUTION

The allocation of profit sharing between the International Pediatric Association (IPA) and the host society will adhere to a distribution of 70% to the International Pediatric Association and 30% to the host society.

V- DISTRIBUTION OF ASSIGNMENTS

- Distribution of assignments among IPA, the host society (HS), and (the PCO) will be coordinated by the IPA, the IPA PCO (if any), and the President of the Congress, with all details dictated by the specific contractual arrangements developed. The ultimate responsibility for the Congress and its organization resides with the IPA.

Enclosures:

- Future Sites for International Congress of Pediatrics - Information Sheet.
- IPA Constitution

FUTURE SITES FOR INTERNATIONAL CONGRESSES OF PEDIATRICS INFORMATION SHEET

(Please fill in this form and return it to the IPA Administrative Office)

1. Congress Center

Larger Session Halls

	PLENARY 1	PLENARY 2	HALL A	HALL B	HALL C	HALL D
Size (sqm)						
Pax capacity						
(Theater style) Cost per day						

Smaller Session Halls

	HALL E	HALL F	HALL G	HALL H
Size (sqm)				
Pax capacity (Theater style)				
Cost per day				

Meeting Rooms

	1	2	3	4	5	6
Size (sqm)						
Pax capacity (Board/U-shape)						
Cost per day						

Offices / Secretariat

	1	2	3	4	5	6
Size (sqm)						
Pax capacity						
Cost per day						

Public Space

	EXHIBITION SPACE	POSTER SPACE
Size (sqm)		
Cost per day		
Cost for setup / Dismantling		

CATEGORY	NUMBER OF HOTELS	NUMBER OF ROOMS	AVERAGE COST	BREAKFAST INCLUDED	TAXES RATES INCLUDED
4 star				Yes No	Yes No
3 star				Yes No	Yes No
2 star				Yes No	Yes No
Students/cheap Residence				Yes No	Yes No

2. Accommodation and Travel Hotels

Average Distance from Congress Center : _____

Public Transportation to Congress Center :

Bus	Yes	No	Average cost of public transportation: €/ \$	
Metro	Yes	No	Average cost of public transportation: €/ \$	
Tram	Yes	No	Average cost of public transportation: €/ \$	

Airport

International Airport : Yes No

Average Distance from City Center : _____

Means of transportation : _____

Average cost airport to city : €/ \$

3. Support from the Hosting City

e.g.: Get-Together reception, Public transportation tickets, entrance to museums:

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4. Possible Dates

DATE	COMMENTS

5. References

- Name 3 large scientific/medical events that took place in the city within the last 3 years: (Please include a contact person for each event)

NAME OF EVENTS	CONTACT PERSON

- National society's experience in organizing Congress and the number of Pediatricians – members of the National Society

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