

# Request for Proposals (RFP) to host the 2027 ISDE World Congress for Esophageal Diseases

## EUROPEAN REGION

### INTRODUCTION

The International Society for Diseases of the Esophagus (ISDE) is pleased to announce that it is now accepting applications to host the ISDE 2027 World Congress.

ISDE Congresses take place annually and typically rotate among three global regions: Eastern (Asia/Pacific), Europe, and Western (Pan America). The next open bidding year is 2027 in Europe. In accordance with past practice, any convention bureau within the European region may submit a proposal.

### ORGANIZATIONAL BACKGROUND OF THE ISDE

The ISDE is an international, multispecialty society that was founded in 1979 for the study of the esophagus in disease and in health. The aims of the ISDE are to promote the exchange of scientific and medical knowledge among specialists in the field, to maintain interchange with organizations and industries, and to encourage basic and clinical research in fields related to the esophagus. In order to promote the professional and educational development of individuals interested in the esophagus, the ISDE sponsors its own journal, international congresses, and other educational programs. The ISDE is managed under the auspices of International Conferences Service, Ltd.

### ORGANIZATIONAL STRUCTURE OF THE ISDE CONGRESS

The President of the ISDE, in conjunction with the Board of Directors and Executive Director, has overall responsibility for the Congress. ISDE has contracted the services of International Conference Services (ICS), an accredited Professional Congress Organizer (PCO), who will be responsible for all congress management related services for the ISDE 2027 World Congress. ICS will work with a Congress Planning Committee, to be appointed by the ISDE, on aspects of the congress such as providing insights regarding social venues, local industry relations, helping attract local specialists to attend, providing suggestions on local programming to the scientific program committee, and coordination with relevant local societies.

The scientific program for the Congress is developed by the Scientific Program Committee (SPC) whose co-chairs are appointed by ISDE.

ISDE World Congresses have and will be convened in:

1980 Tokyo, Japan  
1983 Rome, Italy  
1986 Munich, Germany  
1989 Chicago, USA  
1992 Kyoto, Japan  
1995 Milan, Italy  
1998 Montreal, Canada  
2001 San Paulo, Brazil  
2004 Madrid, Spain  
2006 Adelaide, Australia  
2008 Budapest, Hungary  
2010 Kagoshima, Japan  
2012 Venice, Italy  
2014 Vancouver, Canada  
2016 Singapore  
2018 Vienna, Austria  
2021 Virtual World Congress  
2022 Virtual World Congress  
2023 Toronto, Canada  
2024 Edinburgh, Scotland  
2025 Brisbane, Australia  
2026 Kyoto, Japan  
2027 Europe

## FREQUENCY AND DATES OF THE ISDE CONGRESS

The ISDE Congress is convened every year. Potential conflicts with other national or international meetings and religious and national holidays should be considered before dates are proposed. **Preferred dates are in mid/late September to early October; there are no preferred days of the week.**

### International Holidays in September / October 2027:

Mawlid	August 14-15, 2027
Labor Day (USA)	September 6, 2027
Rosh Hashanah	October 2, 2027
Yom Kippur	October 11, 2027

## CONGRESS FORMAT

The duration of the Congress is 4 days, including 3 main days of scientific presentations in 3 concurrent tracks, and 1 day of ancillary committee meetings and workshops. Please refer to Appendix B for a space requirement overview.

Based on data from the most recent meetings, the ISDE congress has approximately 600-800 participants, 1000 m2 exhibition space requirements, and holds various industry workshops. Therefore, the Candidate City must fulfill some basic needs which are listed below.

## APPLICATION TIMELINE

By April 30, 2024	Step 1: Letters of intent due from the destinations interested in hosting the ISDE Congress
By May 31, 2024	Step 2: 5-8 shortlisted destinations will be contacted and invited to submit a full bid
By July 1, 2024	Step 3: Full bids due
By July 31, 2024	Step 4: Bids will be assessed by the ISDE Board of Directors; Board to shortlist 3-4 destinations for a site visit. Selected destinations will be informed to assist with site visit arrangements.
October 2024	Step 5: Site visits to shortlisted destinations to be undertaken by the ISDE representatives and PCO (ICS)
By mid-January 2025	Step 6: Announcement of the ISDE 2027 Congress host city.

## STEP 1: LETTER OF INTENT

A letter of intent (maximum 3 pages) is requested to express the city's interest in hosting the ISDE 2027 World Congress. It should include the following, together with the completed **City Questionnaire (APPENDIX A)**:

- Brief overview of the city, its location and accessibility
- Available financial support/subsidies and their terms and conditions
- Name of the proposed Congress venue(s). Please refer to the meeting room requirements listed in Appendix B to suggest a suitable venue.

Letter of intent deadline: April 30, 2024

## STEP 2: FULL BID (IF INVITED)

**Upon invitation** to prepare a full bid for the 2027 ISDE World Congress (please see the application timeline above), please provide the following information:

- A complete **Venue Questionnaire (APPENDIX C)**
- Floor Plans of the proposed venue indicating the nominated spaces for Plenary Hall, session rooms, meeting rooms, speaker preview room and Exhibit Hall as per meeting room requirements (See Appendix B)
- Photos of the proposed venue (outside and inside)
- Any other information you would like to share which is not covered by the Questionnaires.

**NOTE: Please provide all requested materials in 1 (one) document, compressed to make the smallest file size possible.**

The Venue Questionnaire (Appendix C) will be provided by the ISDE Secretariat upon invitation to submit a full congress bid (see timeline for application process).

Full bid deadline: July 1, 2024

## SUBMIT YOUR DOCUMENTS

The letter of intent as well as the full bid documentation (if invited) should be addressed to **Mark Ferguson, Executive Director** and sent by email to:

**Marta Collins**  
Congress Manger  
[isde-congress@isde.net](mailto:isde-congress@isde.net)

ISDE Secretariat:  
International Conference Services

## ADDITIONAL INFORMATION

### CITY REQUIREMENTS

The minimum requirements for the proposed city should include the following:

- Ease of Travel: Excellent flight connections, easy international (direct) access, few or no visa restrictions. Based on past congresses, delegates may come from more than 50 countries.
- Accommodation: Adequate hotel facilities near the venue, including inexpensive properties for delegates on low budgets.
- Details of city convention grants or incentives, marketing support, etc.

### VENUE AND MEETING SPACE REQUIREMENTS

It is preferred that all meeting rooms are on the same level or near each other. Meeting space will need to be blocked for set-up on Day 1 and can be released as of 6pm on Day 4.

Venue price quotes should include:

- Meeting space rental
- Rental price inclusions, i.e., cleaning, security, no extra cost for meeting room build-up
- AV technology included (screens, projectors, sound system)
- F&B rates for coffee breaks, lunch and welcome reception
- Anticipated annual increase/inflation, if applicable
- Wireless internet access for delegates
- All fees and taxes that will be charged in addition to the base cost.

### SOCIAL EVENT

The Social Event normally takes place on Day 3 of the Congress. Please recommend up to 3 proposed venues, listing approximate rental fees and F&B cost for ~250 attendees. The event format is more casual (it is not a sit-down dinner), with networking, entertainment and optional dancing. We encourage nominating interesting spaces, such as museums, galleries or other places with local interest/history. It is preferable that the proposed venue(s) is within walking distance of the Congress venue.