



Criteria to host the World Congress on Ultrasound in Obstetrics and Gynecology



The International Society of Ultrasound in Obstetrics and Gynecology

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During the request for proposal (RFP) process ISUOG is looking for a host city, destination, venue, accommodation and other relevant support services for its Annual World Congress.

1. A little bit about ISUOG

ISUOG is a registered charitable company and is a highly respected professional membership organisation with a reach across 140 countries, comprised primarily of clinicians who are ultrasound experts in the field of obstetrics and gynecology. The Society includes obstetricians and gynecologists, trainees, medical doctors, scientists, sonographers, midwives and other health professionals who work to advance women's health and wellbeing globally.

Our mission is to improve women's health through the provision, advancement and dissemination of the highest quality education, scientific information, standards and research in its niche field. The ultimate goals for our community are:

- To be the leading authority in education, science, research and patient centred care;
- To deliver on our charitable aims whilst ensuring financial sustainability through offering comprehensive, innovative science, education and outreach programs;
- To retain and grow more engaged members across all communities;
- To develop strategic partnerships and collaborative ventures;
- To advocate and become the global voice with stakeholders, increase ISUOG's recognition and impact, and to improve patient care;
- To strive for excellence, efficiency, and continuous improvement, and best practice in governance, wellbeing and management.

We achieve our goals in part through our key activities:

- Events: annual World Congress, Regional Symposia and education courses
- Education: online educational resources and Outreach programs
- Journal: leading monthly peer-reviewed journal on imaging "*Ultrasound in Obstetrics and Gynecology*"
- Advocacy: influencing decisions on women's' health in imaging

ISUOG's values are excellence, integrity, respect, inclusiveness and diversity, and passion. Suppliers we work with must demonstrate these in their work methods and style as well as the products and services they supply.

2. ISUOG's Annual World Congress: a quick summary

Our World Congress is the main annual scientific meeting for clinicians who use or research ultrasound in obstetrics (childbirth and midwifery) and gynecology (functions and diseases specific to females). It is the leading annual scientific meeting for clinicians in this speciality.

Pre-2020, the event took place in a top tier city around the world [[Appendix A](#)]. The average audience size is 2500-3000 delegates (mainly doctors or clinicians which make up 80-90%, midwives, sonographers and radiographers) from upwards of 115 countries including approximately 200 world class invited faculty. There are a mix of pre-Congress courses, 3 to 5 large parallel sessions, discussion hubs, exhibition, e-posters, formal lunches, meetings, drinks receptions and a party, throughout the official five days of the conference.

There are a range of delegate fees offered to accommodate different levels of qualification and salary of our international attendees and discounts are applied to fees for members who register. We also offer a discount on fees to researchers who submit scientific abstracts to the meeting, which form part of the Congress program.

Our Congress attracts between 30-40 sponsor and exhibitor companies comprised largely of medical device and genetics, as well as a number of relevant national and regional associations.

The Congress is managed and funded internally, with overall decision making and responsibilities with the ISUOG Trustees and CEO, and program decisions and responsibilities with the Scientific Committee. In addition, a Local Organising Committee (LOC) is appointed and members of this Committee seconded to the Scientific Committee to influence local and regional program priorities. The LOC also provide guidance on sponsorship, the social program, promotion and general planning.

In 2020 due to the coronavirus, ISUOG cancelled its physical Congress in Glasgow delivering the event virtually over a shorter 3-day period and in 2021 delivered its second virtual event. In 2022, we organised a full hybrid Congress with our physical event in London and our deliberately cautious return to in person resulted in a cap of 1,000 onsite attendees with the remainder attending virtually.

In October 2023 ISUOG returns to a full in-person Congress in Seoul, South Korea (<https://www.isuog.org/events/isuog-world-congress-2023.html>).

All Congress activities are co-ordinated by Director of Events and Systems and Senior Events Manager through our London-based Secretariat.

It is important to note that the Congress income forms an essential part of the Society's annual income and therefore budgets are key in decision making.

3. Congress scope and requirements

A. *Dates*

Avoiding national public holidays and Jewish holidays that will impact attendance is critical.

Build starts on a Friday, pre-congress courses on Saturday, first day of Congress a Sunday and the last day is Wednesday. On occasion build may need to start on a Thursday, however this is discussed in detail during the RFP stages.

- 🚩 The Thursday build day is optional and we ask the venue to hold the space as part of the option pending final contracts.
- 🚩 We ask for full transparency regarding natural weather concerns during proposed dates

B. *Congress overview*

Day	Activity	Staff operating hours approx.
Thursday	<ul style="list-style-type: none"> • Build if required by industry for complex stand construction. ISUOG would not normally contract this day, however it is important to know if it is available in case our industry partners want to do more. 	TBC
Friday	<ul style="list-style-type: none"> • Exhibition build • Pre-Congress courses/other session hall setup • Registration area build 	09:00-18:00
Saturday	<ul style="list-style-type: none"> • Exhibition build • Registration live • Pre-Congress courses x 3 (150-400 pax each) • Setting up for all other session halls as required • Board meeting (30 pax) • Board and Local Organising Committee dinner 	06:30-00:00
Sunday	<ul style="list-style-type: none"> • 1st day of Congress – keynote speakers, awards and plenary sessions in plenary hall (2200 pax min.) • Option of one to four workshop breakouts run in the early afternoon (450 - 800 pax each) • Late afternoon - Opening ceremony, followed by Welcome reception in the exhibition hall 	06:15-21:30
Monday	2 nd day of Congress – plenary hall and 1-4 (possibly 5) breakouts	06:15-18:30

Tuesday	3 rd day of Congress – plenary hall and 1-4 (possibly 5) breakouts Congress Party	06:15-18:30
Wednesday	Last day of Congress – plenary hall and 1-3 (possibly 4) breakouts. Leaving drinks in an area away from the exhibition, e.g. outside main plenary, and exhibition break down.	06:15-00:00

C. Venue

Sunday to Wednesday are full Congress days with the following requirements:

- Exhibition space requirement - approx. 2500 m2
- Exhibition space must include all catering and refreshment breaks (including welcome reception);
- Flexible venue layouts preferred to allow for changes in ISUOG's scientific program;
- Our scientific sessions include a plenary of minimum 2200 pax with an option to grow to 2500~2700 (flexible meeting space ideal).
- Plenary sessions take place on Sunday and Wednesday afternoon;
- The majority of the Congress works with up to five parallel sessions. Flexible configuration ideal to allow for program development however minimum requirement is four additional rooms (as we assume plenary is the fifth room). Capacity required is 1000 pax x 1 and 600 pax x 3;
- Basic Wi-Fi for attendees (sufficient for all attendees to download and use the event app as well as email/WhatsApp/general browsing) must be complimentary;

Please see [Appendix B](#) for additional room requirements and [Appendix C](#) for a sample program outline.

D. Audio visual

- ISUOG has a long standing relationship with a Technical Producer who we contract with to evaluate, negotiate and manage the audio visual technical requirements;
- Our Technical Producer will manage all tenders for audio visual on ISUOG's behalf;
- ISUOG's AV requirements are complex and where an in-house company is mandatory, they are required to work with our Technical Producer who will oversee quality control in accordance with ISUOG's requirements;
- ISUOG's program is delivered in English, therefore, English speaking technicians are a requirement;

E. Food and beverage

Catering is usually included in the delegate registration fee on the main days of the Congress. If a delegate pays to attend a pre-Congress course, catering for them has also been included.

- Catering must be cost effective, prices competitive, food waste minimised and be set to avoid excessive queuing.
- Catering packages must include
 - Continuous access to tea, coffee and water (there will be a minimum of two refreshment breaks (Mid-morning and afternoon) but delegates should have continuous access)
 - Snacks with refreshments breaks (if possible)
 - Lunch
- Catering is provided at the Opening ceremony and Welcome reception for approx. 1500 delegates;
- Catering is provided for the leaving drinks for approx. 450 delegates.

F. Hotel accommodation

- For hotel venues, ISUOG prefers single hotel contract blocks of approx. 500–700 rooms on peak days.
- Hotel rates must be competitive
- Concessions for staff, speaker and VIP accommodation is expected
- Delegate accommodation is contracted as an allocation / free sale block.

G. Social program

The following is a standard inclusion at the Congress organised by ISUOG.

Activity	Details
Board and Local Organising Committee dinner	<ul style="list-style-type: none">• Date: Saturday evening of event• Time: approx. 19:00- 22:30/23:00• Location: Unique venue showcasing the City, near Congress venue/HQ hotel• Attendance: up to 120, by invitation only• Format: welcome drink, 3 course (usually sit-down served) dinner and drinks package, teas and coffees, entertainment optional.
Welcome reception	<ul style="list-style-type: none">• Date: After the first day of Congress• Time: Approx. 17:00• Location: In exhibition hall• Attendance: 1000 -1500 pax• Format: simple drinks package, snacks/canapés optional
Congress party	<ul style="list-style-type: none">• Date: Tuesday evening• Time: approx. 19:00- 00:00• Location: Outside Congress venue• Attendance: Approx. 800, tickets for purchase by Congress delegates• Format: Buffet or bowl food and drinks package, DJ, band and dancefloor
Leaving drinks	<ul style="list-style-type: none">• Date: At the end of the last day of Congress• Time: Approx. 17:00• Location: Near plenary hall where possible• Attendance: 700 pax

H. Subvention and other financial support

ISUOG expects to attend one site visit during the proposal stage and another once the City has been appointed. As a minimum ISUOG expects the following for three ISUOG representatives:

- Business class flights
- Airport transfers
- 4-5-star accommodation
- Transportation during the site visits
- Financial support offered from City / Convention bureau for bid
- Free venue options for key events

4. Selection criteria

ISUOG will evaluate all invited proposals against the following criteria:

- How closely the proposed venue can accommodate ISUOG's venue requirements;
- Dates availability;
- Flexibility and scalability of venue to accommodate changes to ISUOG's program;
- The perceived popularity of the suggested destination to an international audience, especially from the surrounding regions
- Costs of venue, hotels, catering and other suppliers
- Local tax regulations on Congress income and expenditure.
- The location of immediately previous congresses to ensure a variable market group is targeted;
- How responsive, timely and supportive the relevant bodies (convention bureau, venues, local organisers) have been during the proposals process;
- Quality and detail of the overall proposal and how closely it matches the required information.

APPENDIX A: ISUOG CONGRESSES 1991-2024

Year	Location	Approx. Attendees	Year	Location	Approx. Attendees
1991	London	1,000	2008	Chicago	1,500
1992	Bonn	800	2009	Hamburg	1,800
1993	Las Vegas	900	2010	Prague	1,950
1994	Budapest	1,000	2011	Los Angeles	1,350
1995	Kyoto	750	2012	Copenhagen	2,000
1996	Rotterdam	950	2013	Sydney	1,500
1997	Washington	1,000	2014	Barcelona	2,350
1998	Edinburgh	1,200	2015	Montreal	1,400
1999	Buenos Aires	900	2016	Rome	2,275
2000	Zagreb	800	2017	Vienna	2,500
2001	Melbourne	900	2018	Singapore	2,100
2002	New York	1,200	2019	Berlin	3,000
2003	Paris	1,300	2020	Virtual	3,300
2004	Stockholm	1,400	2021	Virtual	3,100
2005	Vancouver	1,250	2022	Hybrid, London	2,850
2006	London	1,800	2023	Seoul, South Korea	TBC
2007	Florence	2,000	2024	TBC	TBC

APPENDIX B: ISUOG CONGRESS ROOM REQUIREMENTS

i Hospitality suites must be held as an option.

Friday time	Approx. size (m2)	Approx. size (theatre)	Use
06:15 - 21:00			Set up: Registration
06:15 - 00:00	2,500		Set up: Exhibition (hard build)
06:15 - 21:00		200+	Set up: Pre Congress Course 1
06:15 - 21:00		200+	Set up: Pre Congress Course 2
06:15 - 21:00		200+	Set up: Pre Congress Course 3
07:00 - 21:00	200		Congress staff office
07:00 - 21:00	200		Staff catering room
06:15 - 21:00	100		Set up: speaker prep

To note rooms required on option for set-up but precise requirements will be finalised with suppliers as efficiently as possible.

Saturday time	Approx. size (m2)	Approx. size (theatre)	Use
06:15 - 21:00			Registration
06:15 - 00:00	2,500		Set up: Exhibition (soft build)
06:15 - 21:00	200		Congress staff office
	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		2200	Session Hall 1 - Main plenary
06:15 - 21:00		600	Session Hall 2 / pre-Congress course 1
06:15 - 21:00		600	Session Hall 3 / pre-Congress course 2
06:15 - 21:00		1000	Session Hall 4 / pre-Congress course 3
06:15 - 21:00		200+	Pre Congress Course 1*
06:15 - 21:00		200+	Pre Congress Course 2*
06:15 - 21:00		200+	Pre Congress Course 3 / Hands-on training*
06:15 - 18:00			Prayer room**
06:15 - 18:00			Lactation/breastfeeding room**

Sunday time	Approx. size (m2)	Approx. size (theatre)	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Exhibition

06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		1000	Session Hall 1 - Main plenary (split?)
06:15 - 21:00		600	Session Hall 2
06:15 - 21:00		600	Session Hall 3
06:15 - 21:00		1000	Session Hall 4
06:15 - 21:00		200+	Hands on workshop
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		200+	Hospitality suite - Sponsor 1
06:15 - 21:00		150+	Hospitality suite - Sponsor 2
06:15 - 21:00		150+	Hospitality suite - Sponsor 3
06:15 - 21:00		150+	Hospitality suite - Sponsor 4
06:15 - 21:00		150+	Hospitality suite - Sponsor 5
06:15 - 21:00		120+	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms***
06:15 - 18:00			Prayer room**
06:15 - 18:00			Lactation/breastfeeding room**

Monday time	Approx. size (m2)	Approx. size (theatre)	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Exhibition
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		1000	Session Hall 1 - Main plenary
06:15 - 21:00		600	Session Hall 2
06:15 - 21:00		600	Session Hall 3
06:15 - 21:00		1000	Session Hall 4
06:15 - 21:00		200+	Hands on workshop
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		200+	Hospitality suite - Sponsor 1
06:15 - 21:00		150+	Hospitality suite - Sponsor 2
06:15 - 21:00		150+	Hospitality suite - Sponsor 3
06:15 - 21:00		150+	Hospitality suite - Sponsor 4
06:15 - 21:00		150+	Hospitality suite - Sponsor 5
06:15 - 21:00		120+	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms***
06:15 - 18:00			Prayer room**
06:15 - 18:00			Lactation/breastfeeding room**

Tuesday time	Approx. size (m2)	Approx. size (theatre)	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Exhibition
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		1000	Session Hall 1 - Main plenary
06:15 - 21:00		600	Session Hall 2
06:15 - 21:00		600	Session Hall 3
06:15 - 21:00		1000	Session Hall 4
06:15 - 21:00		200+	Hands on workshop
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		200+	Hospitality suite - Sponsor 1
06:15 - 21:00		150+	Hospitality suite - Sponsor 2
06:15 - 21:00		150+	Hospitality suite - Sponsor 3
06:15 - 21:00		150+	Hospitality suite - Sponsor 4
06:15 - 21:00		150+	Hospitality suite - Sponsor 5
06:15 - 21:00		120+	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms***
06:15 - 18:00			Prayer room**
06:15 - 18:00			Lactation/breastfeeding room**

Wednesday time	Approx. size (m2)	Approx. size (theatre)	Use
06:15 - 21:00			Registration
06:15 - 21:00	2,500		Exhibition
06:15 - 21:00	200		Congress staff office
06:15 - 18:00	200		Staff catering room
06:15 - 21:00	100		Speaker prep
06:15 - 21:00		60	Board room
06:15 - 21:00		1000	Session Hall 1 - Main plenary
06:15 - 18:00		600	Session Hall 2
06:15 - 18:00		600	Session Hall 3
06:15 - 12:00		1000	Session Hall 4
06:15 - 21:00		200+	Hands on workshop
06:15 - 21:00			Hubs -small informal drop in sessions
06:15 - 21:00		200+	Hospitality suite - Sponsor 1
06:15 - 21:00		150+	Hospitality suite - Sponsor 2
06:15 - 21:00		150+	Hospitality suite - Sponsor 3
06:15 - 21:00		150+	Hospitality suite - Sponsor 4
06:15 - 21:00		150+	Hospitality suite - Sponsor 5
06:15 - 21:00		120+	Hospitality suite - Sponsor 6
06:15 - 21:00		Various	8 small meeting rooms***
06:15 - 18:00			Prayer room**
06:15 - 18:00			Lactation/breastfeeding room**

APPENDIX C: ISUOG SAMPLE PROGRAM OUTLINE

Main program grid															
Saturday	Sun-day timings	Sunday	Mon-Tues timings	Monday	Tuesday	Wed-timings	Wednesday								
REGISTRATION	07:00 onwards	REGISTRATION	07:30-08:10	Prenatal presentation from ultrasound to obstetrics	Maternal and foetal development, is a possible to reach an etiological diagnosis? [certificate]	How to evaluate a patient presenting with infertility with single scan	Ultrasound and cDNA: a heavy manager	Acquired prenatal results of the brain [certificate]	Management and delivery in fetal growth restriction	Managing early pregnancy complications	Abnormal heart rhythm: how to diagnose and how to manage	07:30-08:10	Fetal trimester fetal anatomy scan: the basics and beyond	Recognising different types of ovarian tumours: scan the basics and beyond	All you need to know about multiple pregnancy
	08:30-09:50	Keynote lectures	08:15-09:35	cDNA in our daily practice: what should we expect?	Coronellum and posterior fossa [LIVE-SCAN] [certificate]	Classifying and managing rare masses	Ultrasound in the labour ward	Corpus callosum et al [certificate]	Fetal growth: the larger picture [LIVE-SCAN]	Managing complications in early pregnancy	Cardiac function and complications in congenital heart defects	08:15-09:35	Improvements in the diagnosis of congenital heart defects [LIVE-SCAN]	Assessing women with urinary incontinence: what ultrasound	Hypertension in pregnancy and maternal haemodynamics
	09:50-10:25	ISUOG achievements 2018 incorporating the AGM	09:40-10:20	Novel imaging methods: AI and more	Multimodal management of fetal anomalies	Classifying and managing rare masses	Ultrasound in the labour ward	Neuroimaging [certificate]	IUGR: basic science	Current thinking on Caesarean section scars & EMV	Evaluation of the intrinsic function of the fetal heart	09:40-10:20	IUGR: clinical studies	Evaluating myometrial pathologies and fibroids	Fetal surgery
	10:25-11:00	COFFEE AND ELECTRONIC POSTER VIEWING	10:15-10:45	COFFEE AND ELECTRONIC POSTER VIEWING											
	11:00-12:15	Award lectures and top abstracts	10:45-12:05	New genetic technologies: how can they help?	The challenge of ventriculo-megaly [certificate]	Investigating women with abnormal bleeding	Prediction of pregnancy complications	Fetal surgery	Growth: insights into assessment	Using ultrasound to evaluate women with pelvic pain and possible endometriosis	Molecular techniques and MRI in the diagnosis of congenital heart defects	10:45-12:05	Using ultrasound in reproductive medicine: the diagnosis of PCO and ovarian abnormalities	Placenta accreta spectrum	Fetal anomalies: lungs and infections
	12:15-13:45	LUNCH, ELECTRONIC POSTER VIEWING AND SATELLITE SYMPOSIUM (Satellite Symposia 12:30-13:30)	12:10-12:50	Issues in prenatal genetic testing	Fetal renal abnormalities	Investigating causes of abnormal uterine bleeding	Prediction of pregnancy complications	Multiple pregnancy	Fetal anomalies: effects	Using ultrasound to evaluate women with pelvic pain and possible endometriosis	Screening for and diagnosis of congenital heart defects	12:10-12:50	Ultrasound in early pregnancy and reproductive medicine [LIVE-SCAN] (Sat 12:10-13:00)	Placenta accreta spectrum	Diagnosis of fetal anomalies
	13:45-15:15	COFFEE AND ELECTRONIC POSTER VIEWING	14:15-15:35	Novel developments in our field	Fetal anomalies: head and spine [LIVE-SCAN] [certificate]	Ultrasound to help manage the oncology patient	Fetal interventions in monochorionic twins	Monochorionic twins	Fetal anomalies in the second trimester [LIVE-SCAN]	Ultrasound, fertility and fertility preservation	Hereditary conditions from fetus to mother	14:15-15:45	Abnormally missing placenta [LIVE-SCAN] (Sat)	Case discussions: using ultrasound to manage oncology patients	Late FGR and stillbirth
	15:15-15:45	COFFEE AND ELECTRONIC POSTER VIEWING	15:35-16:00	COFFEE AND ELECTRONIC POSTER VIEWING											
	15:45-17:30	Awards and plenaries	16:00-17:30	How isolated is "isolated" corpus callosum agenesis? [certificate]	Abnormalities of the ventral system [LIVE-SCAN]	Classifying ovarian masses using OCTA in meningioma: risks and models	Assessing early fetal growth restriction	3D US of the fetal head	Outcome of intrafetal anomalies [certificate]	Ultrasound in the labour ward: why and how [LIVE-SCAN]	Ultrasound: fertility preservation and fertility saving surgery	Updates on infections during pregnancy	16:50-17:30	Leaving drinks and Welcome to Glasgow 2020!	
	Even	Opening ceremony and Welcome drinks	17:30-18:00	Key messages of the day for Trainees (in Italian)				Key messages of the day for Trainees (in Italian)				Congress party			
<p>KEY: PCC Primary Obs OC CP [certificate = Certificate of fetal brain imaging]</p> <p>Masterclass Workshops Gynae OC Special</p>															

This is the preliminary program and is subject to change