

Invitation to Bid

Dear ISLS Members,

On behalf of the International Society of Liver Surgeons (ISLS) Council, it is a great honor to invite you to bid to host the 7th Congress of International Advanced HBP Surgery (ISLS 2027).

The Congress of International Advanced HBP Surgery is the representative event of the ISLS society. It aims to disseminate scientific advances in surgery for hepatobiliary and pancreatic diseases and provide continuing education related to the practice of liver surgery.

The call for bids to host the congress is open to all countries around the world, and we are delighted to invite national chapters or ISLS members to submit a bid.

If you are interested, please refer to the below guideline and send the Bid Intention Letter and Bid Document (Proposal) in due dates.

- **Bid Documents(Proposal): Due by April 30, 2025**
- **Host City Selection: May, 2025**

*All documents should be sent electronically to the ISLS Office (isls-liversurgeon@insession.co.kr).

Should you have any queries, please feel free to contact the ISLS Office. Thank you.

Sincerely,

Submitting a Proposal to Host

Congress of International Advanced HBP Surgery

The proposal to host an upcoming Congress of International Advanced HBP Surgery (ISLS biennial congress) must include information that addresses the following items:

1. Requirements for ISLS Congress

1) Scheduling:

State the dates on which you propose to host the ISLS congress. (Note: The ISLS congress usually takes place in early October for three days.) In selecting these dates, be sure to note if these proposed congress dates overlap or conflict with any:

- Religious observances/holidays
- Related society meetings to be held in the same geographic region*

*Ideally, the congress should be scheduled to avoid such overlaps; if not, the related proposal must address how the local organizers plan to address such prospective overlaps.

2) Location (City and Venue):

State the infrastructure within the city and the availability of a congress venue(s) close to the airport as well as the hotel of your choice.

The below meeting space/facilities should be included in the congress venue that you select:

- A large meeting space for lectures and live-demonstration
- A large lobby space for lunch and coffee breaks / industrial and scientific exhibition
- A reception place for a dinner event
- Small rooms for business meetings
- Nearby hotel to accommodate from 300 to 500 participants (hotel information, room type, and cost should be considered)

3) Access/Transportation:

List the options attendees have for travel to the ISLS biennial congress:

- Transportation options
- Time required from airport to the venue

4) Program:

The following programs must be included for hosting the ISLS biennial congress. Please submit a Program at a Glance:

Scientific Program

- Operation of Live Demonstration on Day 1 as a full day program
- Invited Lectures from Day 2
- Abstract Poster Presentation (recommended to be held in the form of an e-poster abstract exhibition)

Business Meetings

- ISLS Council Meeting
- ISLS General Assembly

Industry Exhibition

Social Program

- Gala Dinner on Day 1 or 2

5) Live Demonstration Contents:

- Venue
- Methods of surgery for live demonstration / program

6) Budget:

- Details of income and expenditure
- Plans to secure financial security & stability
- Registration fee policy

*According to the ISLS by-laws, ISLS annual members are eligible for a discount on the registration fee. Member/non-member registration must be distinguished. Please consult with the ISLS office about the registration policy.

7) Other:

The following items are mandatory conditions for hosting the ISLS biennial congress:

- A separate website for the ISLS congress with facilities for on-line registration and abstract submission must be in place before the congress.
- **All scientific sessions must be recorded on video for lecture VOD upload on the ISLS website.**
- **Registration categories and fees must be approved by the ISLS Council.**
- The ISLS name and logo and the ISLS colors shall appear in a conspicuous manner on the website, on all printed materials and publications as well as in the symposium halls. All printed materials must be approved by the ISLS Council.

2. Tasks of the Local Organizers

1) Management Responsibility

The local organizers must provide the coordination and delegation of organizational tasks on behalf of ISLS. The local organizers need to promote the ISLS biennial congress at the national level, and gather sponsors to raise funds from local organizations and national bodies. Cooperation with a professional convention organizer (PCO) and the congress venue for congress management is also required.

2) Finances

① Seed Money

The local organizers accepting to host an ISLS biennial congress may request ISLS for seed money in the amount of \$20,000~\$30,000 in order to assist with the initial expenses prior to the receipt of registration fees. Once income is generated, the total amount of the seed money must be returned to ISLS before the start of the ISLS biennial congress.

② Profit/Losses

The local organizers accepting to host an ISLS congress shall self-support the ISLS biennial congress including all costs arising from the ISLS biennial congress, funds, and sponsorships. The congress has to be insured to prevent any major loss due to unforeseen circumstances. In the event of a surplus at the end of the ISLS congress, it is advised that the profits earned from the ISLS biennial congress be shared at the ratio of 50:50 between ISLS and the local organizers for the future development of ISLS.

③ Transparency

ISLS and the local organizers will continue the harmonious relationship that it has established based on mutual trust and understanding and financial transparency in the organization of the ISLS biennial congress.

3. Past ISLS Congresses

- 1st Congress – ISLS 2017 Ankara
- 2nd Congress – ISLS 2018 Seoul
- 3rd Congress – ISLS 2019 Istanbul
- 4th Congress – ISLS 2021 Busan
- 5th Congress – ISLS 2023 Zurich
- 6th Congress – ISLS 2025 Toronto *upcoming congress

4. Tasks of the ISLS Head Office

The task of the ISLS head office is to support the local organizers and the PCO in the supervision, coordination, and management of the set-up and maintenance of the ISLS biennial congress. Also, the ISLS head office will send out email promotions to all ISLS direct contacts in collaboration with the PCO and the local organizers. During the congress, the ISLS head office will coordinate the ISLS General Assembly / Council Meeting, and operate the future ISLS biennial congress promotional booth.

Contact information:

International Society of Liver Surgeons (ISLS) Head Office

Managing Director: Ms. Soyoung Kim

4Fl., 10, Yeoksam-ro 7-gil, Gangnam-gu, Seoul, 06244, Korea

Tel: +82-2-538-5868 Fax: +82-2-521-8683

E-mail: isls-liversurgeon@insession.co.kr

Web: www.isls-liversurgeon.org

AGREEMENT

We, the undersigned, have read and understood all sections of this document. We accept the guidelines and agree to abide by the principles contained herein.

This agreement shall take effect as of the date of signing and shall continue in effect until the financial accounts have been closed.

The payment of seed money and profits will be paid within 6 months of the closure of the congress.

For Congress LOC:

For ISLS:

Myron Schwartz (President)

Date: _____

Date: _____

Ki-Hun Kim (Secretary General)

Date: _____

Henrik Petrowsky (Treasurer)

Date: _____