



# ISPD

International  
Society for  
Peritoneal  
Dialysis

## REQUEST FOR PROPOSALS ISPD Congress 2026

**BID DEADLINE FRIDAY 1st September 2023**

### **CONTACT**

All enquiries should be directed to ISPD Secretariat: [admin@ispd.org](mailto:admin@ispd.org)

### **SELECTION PROCESS TIMETABLE**

September 2023	Discussion by Future Meetings Committee Shortlisting of candidates
October 2023	Notification of shortlisted candidates Site visits (if necessary)
November 2023	Presentation of shortlisted bids to ISPD Council.
December 2023	Selection of the venue for ISPD Congress 2026 Announcement

## BACKGROUND

The International Society for Peritoneal Dialysis (ISPD) was founded in 1984. The purpose of the International Society for Peritoneal Dialysis is to increase the global uptake, promote quality practice, and achieve optimal outcomes of peritoneal dialysis through enhanced advocacy, research, and education, in order to improve the health and well-being of people living with end-stage kidney disease or suffering from acute kidney injury.

The Society is organised exclusively for educational and scientific purposes. Previous host cities are shown below. For further information on please visit [www.ispd.org](http://www.ispd.org).

<b>YEAR</b>	<b>DATES</b>	<b>VENUE</b>	<b>#DELEGATES</b>
2024	Thu 26 – Sun 29 September	Dubai (UAE)	---
2022	Thu 11 – Sun 14 August	Singapore (Singapore)	900
2021 Change from 2020 due to COVID	Sun 28 Feb – Tue 02 March	Virtual Conference – originally planned in Glasgow, UK (Joint Meeting with EuroPD)	1,500
2018	Sat 5 May – Tue 8 May	Vancouver (Canada)	1,400
2016	Sat 27 February – Tue 1 March	Melbourne (Australia)	1206
2014	Sun 7 – Wed 10 September	Madrid (Spain)	1700
2012	Sun 9 – Wed 12 September	Kuala Lumpur (Malaysia)	2000
2010	Fri 18 – Mon 21 June	Mexico City (Mexico)	2000
2008	Sat 21 – Tue 24 June	Istanbul (Turkey)	2196
2006	Fri 25 – Tue 29 August	Hong Kong (China)	3000

2004	Sat 28 Aug – Wed 1 Sept	Amsterdam (The Netherlands) Joint with EuroPD	2010
2001	Tue 26 – Fri 29 June	Montreal, Canada	2744
1998	Sun 23 – Wed 26 Aug	Seoul, Korea	1171
1995	Sun 18 – Wed 21 June	Stockholm, Sweden	1434
1992	Thu 1 – Sun 4 October	Thessaloniki, Greece	1225
1990	Sat 21 – Tue 24 July	Kyoto, Japan	937

## **DELEGATE PROFILE**

The ISPD congress is a truly international meeting. Naturally, there tends to be a higher number of delegates (60:40) from the host country/region.

The audience typically consists of nephrologist clinicians, scientists, nurses, and other allied health care professionals.

## **CONGRESS DATES & EXPECTED NUMBERS**

The preferred congress dates are in September, avoiding religious holidays of different faiths; however alternative dates may be considered considering climate and always having into consideration possible conflicts with other major nephrology congress or meetings.

Anticipated attendance is 1,500-2,000 delegates including and up to one hundred exhibitor staff. (Exhibitors do not have access to the Scientific Programme).

# SCIENTIFIC PROGRAMME

## Day -2

- Exhibitor Build

## Day -1

- Exhibitor Build
- Main auditorium stage set build

## Day 1

- Exhibition Build (completed by 12 noon)
- Pre-congress workshops x 3 from 09.00-15.00 – capacity of 150-300
- Opening Ceremony & Plenary Session (usually late afternoon)
- Welcome Reception in Exhibition & Poster Area from 18.00-20.30

## Day 2

- Exhibition open
- Plenary Lectures, Parallel Sessions x 3 and Poster Presentations
- Free Evening

## Day 3

- Exhibition open
- Plenary Lectures, Parallel Sessions x 3 and Poster Presentations
- Free Evening

## Day 4

- Exhibition open – closes after morning coffee break
- Plenary Lectures, Parallel Sessions x 3 and Poster Presentations
- Congress Closes by lunchtime – no lunch required for delegates

# SOCIAL PROGRAMME

## Day 1

- A Welcome Reception open to all delegates and exhibitors.

## Day 2 or Day 3

- President's Dinner: A private formal dinner (seated) for 75-100 guests. Usually held offsite, at a nearby venue.

# SPACE REQUIREMENTS

Please indicate in your proposal whether our congress would have exclusive or shared access to the venue.

## **PLENARY SPACE**

The plenary space should be able to accommodate a minimum of 1,500 delegates, preferably in a raked theatre auditorium (rather than flat floored). Consideration may be given to auditoria which can accommodate a minimum of 1,200 providing there is a sufficient overflow in an adjacent auditorium.

Normally on Day 2 and Day 3 there is an industry symposium in the main auditorium, and it is imperative that delegates can take lunch bags into the auditorium during these sessions.

## **PARALLEL MEETING ROOMS**

A range of at least three large meeting rooms are required for parallel sessions:

- Parallel Room 1: Plenary room is used as parallel room 1
- Parallel Room 2: Min of 600 seats
- Parallel Room 3: Min of 300 seats

## **REGISTRATION SPACE & OCCASIONAL FURNITURE**

Adequate space for registration and information desks, and additional areas where delegates can have 'quiet space' for rest and networking are required.

Please indicate whether registration and occasional furniture is provided as part of the hire fee.

## **STORAGE SPACE**

An area for storage of exhibitors' materials etc. will be required.

## **ADDITIONAL ROOMS**

A variety of other rooms will be required for the side activities during the congress.

- Committees Meeting Room – Capacity 30 people
- Speaker Preview Room – see details on the section about AV
- Ad hoc/Industry Meetings - At least 4 other rooms which can take 20-100 seats

Any additional space available on the venue will be positively considered.

Please indicate the number of rooms included in the hire fee.

## **EXHIBITION, CATERING & POSTER SPACE**

### **Exhibition**

Ideally all three activities should be contained in the same space to encourage delegate/industry interaction. A minimum of 1,600m<sup>2</sup> is required, with direct access to a loading bay and a clear span roof which allows exhibitors to build to a maximum height of 4m.

If the exhibition space is uncarpeted, it should be stated in your proposal.

### **Posters**

300-350 posters are expected. Physical boards can be used double sided for the presentation of the posters.

### **Catering - Breakfast Meetings**

These are usually offered to ad hoc meetings with in-room service of coffee/cold continental style breakfasts.

Catering for industry sponsored breakfast meetings is at the discretion of the company hosting the meeting and will be ordered and paid for separately from the congress account.

### **Catering - Coffee Breaks**

Teas/coffees/water/snacks are served in the morning and afternoon breaks. There should be sufficient catering stations allocated throughout the exhibition area to avoid queues at peak times and to distribute delegates among all the exhibition space.

Breaks are normally 30 minutes long, so it is imperative that there are multiple places to pick up and drop food and drop leftovers and trash.

### **Catering - Lunches**

Sponsors normally provide Grab and Go lunch bags on two of the days.

Occasional high tables / informal seating areas need to be accommodated within the exhibition area and other spill-out areas.

### **Catering - Welcome Reception**

The Welcome Reception on Day 1 evening takes place in the Exhibition Hall and will include drinks and a hot and cold three course fork buffet.

Entertainment is normally limited to a small group/quartet or strolling musicians.

## **TECHNICAL REQUIREMENTS**

### **SIGNAGE**

Flag poles, plasma screens, and other signage/branding opportunities are required throughout the venue and should be described and included in the proposal.

## **AV (Audio Visual) Support**

Please provide detailed information on all AV and Technical Staff support which is included in the hire fee (for all meeting rooms, exhibition, and catering areas).

A Speaker Preview/Speaker Ready room will be required from Day 1 through to Day 4, with a minimum of six computers (PC and Mac) and at least 3 technicians.

If a room can be subdivided into two meeting spaces, and subsequently incurs additional AV costs, then this should be marked in the bid document.

Please indicate the normal working hours and the cost per staff for early/late/weekend finishes.

If the cost of AV equipment and technical support is additional to the room hire, then a technical quote is required based on data projection in all meeting auditoria, computers, and sound for a standard medical conference of this nature. Should your bid be one of the shortlisted candidates, then a more detailed technical quote may be requested at this stage.

If you do not allow clients to provide their own technical production company, or if the costs quoted in your bid are conditional on only using in-house AV support and equipment, this should be clearly stated.

## **WIFI**

Complimentary Wi-Fi access should be accessible in all meeting rooms and public areas used by our delegates and exhibitors. Your proposal should indicate what bandwidth is provided as part of your venue hire fees and the cost to enhance this, as well as the cost of wired connections.

## **POWER/AIR CONDITIONING**

Please indicate in your proposal if there is a cost for exhibitor hook up to electrical access and whether that is based on regular or 3 phase supply and per point or per m2 of space taken.

Please advise if air conditioning is included in the venue hire fee or an additional charge.

## **SECURITY/HOSTS**

Please advise what level Security/Hosts are included in the venue hire fee per day.



## **IMAGES/FLOORPLANS**

Your bid should contain clear images and technical floorplans of the proposed spaces to be used.

## **CATERING REQUIREMENTS**

Please indicate whether we have a choice of providers or if there is a sole in-house catering provider.

Sample menus for tea/coffee breaks, lunch bag options and hot and cold fork buffet for the Welcome Reception are welcome as part of your bid. If furniture, plates, cutlery, etc. is additional to the menu prices, this should be stated.

We aim to promote healthy eating during our congresses and providers will be required to demonstrate that they can also cater for special dietary requirements.

## **HOTEL ACCOMMODATION**

Approximately 1,500 bedrooms will be required on the main nights of the congress, and around 100 on the shoulder nights. Most rooms will be of 4\* and 3\* standard and a small number at 4+\* to 5\*.

Based on previous conferences, the following breakdown of hotel bookings has been experienced:

3 Star – 45% 4 Star – 50% 5 Star – 5%

Please provide average cost per night including breakfast across the hotel supply within no more than a 15 min walk from the congress centre.

If the local City Convention Bureau offer a hotel allocation and booking service, please advise of the scope of this service and whether they operate on a split commission basis. Possibility of discounted rates for congress participants is considered positively.

It is imperative to alert us to any major sporting or other large events likely to take place around the same time of the dates proposed, as this may have an impact on flight and hotel costs.

## **FINANCIAL SUPPORT FROM HOST CITY**

If your city offers a subvention funding scheme this should be included in your bid along with an outline of the application criteria and how much subvention could be expected for a conference of this size.

Any other incentives such as discounted delegate travel passes, covering the travel and accommodation expenses of the core Selection Committee for site visits, etc should be included in the bid description.

## **SUPPORT OF THE LOCAL NEPHROLOGY SOCIETY**

Bids are preferably submitted by national/regional nephrology or Peritoneal Dialysis societies with the support of the local convention bureau.

If the bid is submitted by initiative of the convention bureau or a candidate city, a letter of support from a national/regional nephrology or Peritoneal Dialysis society is strictly required when submitting your bid.

The role of the national/regional nephrology society will be to form a Local Organising Committee (LOC) and to get involved in the coordination of the Scientific Committee. The role and responsibilities of this LOC are to oversee the organisation of the event and to provide local/regional input to the meeting.

We advise to involve a PCO (Professional Conference Organiser) from the early stages to provide the necessary support for the organisation of an event of these dimensions, although some big societies may have an events department in-house to take care of it. Please specify in your bid how do you plan to handle the organisation of the event.

A comprehensive draft MOU (Memorandum of Understanding) will be provided to shortlisted cities.

# SELECTION CRITERIA

The selection of the 2026 host city is based on the following criteria:

- The city should not have hosted an international adult nephrology congress in the previous 5 years from the proposed 2026 date.
- A self-contained conference and exhibition space which is of a high standard and offers value for money.
- A range of hotel accommodation, from budget-priced to five-star standard, within walking distance of the conference venue.
- All meeting and public areas must be accessible for those with mobility, hearing, and vision impairments.
- All bidders must consider the pharmaceutical codes of practice when presenting a bid.

## LOCATION REQUIREMENTS

The city should not have held a conference in the field of adult nephrology or peritoneal dialysis (attracting similar or larger numbers of delegates) within the preceding five years of the proposed date of the congress.

### **Air Transportation**

The city must be conveniently accessible by international air travel from all parts of the world. The airport must be convenient to the conference venue and hotels.

### **Local Transportation**

Convenient and affordable local transport including public transport should exist to travel from the airport to the Conference venue and hotels.

### **Restaurants/Culture/Entertainment**

A variety of restaurants (across all budgets) should be close to the hotels and conference centre. A wide variety of entertainment options and cultural events generate interest, attendance and possible extended stays, thereby benefiting the Congress and the host city.

## FINANCIAL INFORMATION

All prices quoted should be shown as net costs along with details of the percentage add-on for any applicable taxes.

# SELECTION PROCESS

Bids should be submitted electronically in PDF format to our ISPD Secretariat: [admin@ispd.org](mailto:admin@ispd.org)

Based on the number of responses to the RFP, a shortlist will be drawn up and those who are not successful will be immediately notified in order that booking dates can be released.

A site visit to the shortlisted cities will be made by the ISPD Secretariat and key members of the ISPD Council at the expense of each bidding city.

## ESSENTIAL BID CONTENT

- Name and location
- Dates for which you have confirmed availability.
- Accurate drawings with dimensions of all meeting, registration, and exhibition space. Include with these drawings, floor plans and photographs where possible.
- Buffet lunch and Tea/Coffee Space – list dimensions/capacity
- Briefly describe the vicinity of the meeting venue, distance from city centre etc.

### **Financial Information**

Detail the full hire costs of the venue and provide a breakdown of how this is calculated in terms of rooms/day. Please indicate where half day rates have been provided and where no charge is made for certain rooms or areas.

- Cost of each meeting space
- Cost of hire of exhibition space/poster board area for build and open days
- Cost of hire exhibition space/poster board area while exhibiting
- Cost of catering space
- Cost of registration space
- Any other Conference Hall expenses e.g., telephones, internet, audio visual, security

### **Security/Steward Personnel**

List any additional costs which could be charged in addition to the venue hire for Stewards/Security personnel or cloakroom staff.

### **Ancillary Services**

Identify any costs associated with access to electricity supply to the exhibition area.

The cost of electricity units and telephone calls should also be provided if not included in the hire charge.

## **POINT OF CONTACT**

Any questions relating to this RFP should only be addressed to the ISPD Secretariat: [admin@ispd.org](mailto:admin@ispd.org)

Answers will be circulated to all bidding cities prior to the submission deadline.

The cost of preparing a proposal, including any related travel, is not reimbursable, nor can it be included as a direct cost of the project.

Shortlisted candidates will be required to give a short presentation and take questions from members of the ISPD Council at their meeting in late October or early November 2023.

Confidentiality: Except for the names and contact information of successful Applicants, all proposals are considered confidential. We shall exercise all reasonable care to prevent the disclosure of information contained in the proposals.