



International Society for Burn Injuries **Guidelines for bidding to host an ISBI Congress**

General guidelines for qualifying host country / city

1. Host city must have an international airport with direct flights from many countries and there should be adequate transport facilities within the city.
2. There should be no visa restrictions for any nationality.
3. English language must be at least second language for the host country.
4. The host country / city should have no legal / social restrictions for alcohol, meat, any religion etc.
5. The venue, if possible, should be rotated between continents

General guidelines for qualifying venue

1. Congress should be planned for approximately 1000 delegates.
2. Venue must have 1 hall / auditorium to seat 1000 delegates. There should be another 3 halls to seat 200 delegates each for concurrent sessions. 2-3 committee rooms to seat about 20 persons should be available for business meetings.
3. Venue should have broadband internet facilities.
4. There should be adequate space for Industry Exhibits (about 40 booth spaces including 4-5 island spaces for the larger booths).

General guidelines for applications

Complete applications must be made to the ISBI Secretary and Executive Director at least 5 years before the proposed year of Congress. This may be negotiable based on unforeseen circumstances.

1. Application must be made on behalf of a National Burn Society or jointly by a team of ISBI members. Endorsements from allied societies, if any, should be included in the application.
2. The application must include:
 - a. Year of proposed Congress
 - b. Possible dates (with weather conditions).
 - c. City
 - d. Venue and its facilities (must fulfill the requirement of number and capacity of the rooms and auditorium etc.)
 - e. Key individuals responsible for the Congress organization.
 - i. President / Co President / Chairman etc.
 - ii. Organizing Secretary
 - iii. Chairman, Scientific Committee
 - iv. Treasurer
 - v. Editor, Transactions
3. Accommodations available at venue and in the city.
 - a. Names of hotels (with star rating) within reasonable distance from the congress venue
 - b. Numbers of Rooms available for Congress at each hotel
 - c. Indicative price (single, double occupancy etc.)



4. Proposed Registration fee structure
 - a. ISBI members-High income / low-income countries
 - b. Non ISBI members- High income / low-income countries
 - c. Accompanied persons
 - d. MD, Allied Health
 - e. Students
5. Proposed budget-Income & expenditure account.

General guidelines for processing of applications

1. After the initial scrutiny of the application, the secretary shall invite the President / Chairman / Org secretary to present the bid in person at one of the Executive meetings. The presentation will be in power point / video. The presenter will be expected to answer all queries of the Executive members. ISBI will not bear any costs towards this presentation.
2. The executive committee shall short list the accepted bid(s) for presentation to the General Assembly, and the ISBI Secretary will intimate the result to the bidding nation / individuals.
3. The short listed bid(s) will have to be presented at the General Assembly meeting held 4 years before the proposed dates of the Congress under consideration (i.e. in 2008 for Congress in 2012). If there are more than one bid at the General Assembly, then the members will vote by a show of hands.

General guidelines for accepted bids

The ISBI President, Treasurer, Secretary and Executive Director along with Local Organizing Committee Chairman, Secretary shall agree to jointly produce the following:

1. Agreement as to the sharing of profit or loss from the congress based on the financial commitment by the Local Organizing Authority and the ISBI. Percentages of profit or loss will be assigned at the budget development stage in the planning process.
2. An undertaking to state that ISBI will not be solely responsible in the event of revenue loss from hosting the Congress.
3. An undertaking stating that both the Local Organizing Authority and the ISBI will be subject to an audit of all finances related to the ISBI Congress up to 9 months from the conclusion of the Congress.