



# International Society of Surgery (ISS) Soci t  Internationale de Chirurgie (SIC)

Integrated Societies: IAES, IATSIC, IASMEN, BSI, ISDS, ASAP

## CRITERIA FOR THE INVITATION TO HOST A FUTURE INTERNATIONAL SURGICAL WEEK ISW

Invitations to host the International Surgical Week (ISW) **can only be made by the National Delegate** of the inviting National Chapter in countries of the 3 alternatively assigned regions of interest as given below. The assurance of strong support by the National Surgical Society and authorities of the host country will be most essential.

It has to be taken into account that the organization and control of the scientific program will be done by the ISS/SIC Program Committee in conjunction with the Integrated and Participating Societies and with the input of the Local Organizing Committee at the Scientific Secretariat in Switzerland. **ISS/SIC has assigned an agency as its Core PCO (Professional Congress Organizer)** for the organization of a future International Surgical Week (ISW).

### The following steps will apply

1. The Council of the Society of the International Society of Surgery (ISS) / Soci t  Internationale de Chirurgie (SIC) will **determine the region of interest** for a future International Surgical Week.

They are classified as follows:

- Europe, Middle East and Africa (EMEA)
- North-, Central- and South America including the Caribbean
- Asia and Pacific Basin

In special cases the Council of the Society will decide the appropriate classification of a venue. A regular change of the region is recommended but is not mandatory.

**Note:** In regard to the congress venue in the **year 2026 which is the next open date, the official turn will be to North-, Central- and South America including the Caribbean** (2007 Montreal, Canada; 2009 Adelaide, Australia; 2011



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Yokohama, Japan; 2013 Helsinki, Finland; 2015 Bangkok, Thailand; 2017 Basel, Switzerland; 2019 Cracow, Poland; 2022 Kuala Lumpur, Malaysia).

The Council of the Society may also accept invitation bids from other important National Chapters that are of interest (strong and increasing National Chapter etc.). Invitation Bids will have to be addressed to the ISS/SIC Office.

2. According to the determination of the region of interest, the Council of the **Society of ISS/SIC will invite selected active National Chapters** to submit proposals for hosting the International Surgical Week.

The **criteria for an invitation** to host the International Surgical Week are specified in a list which will be provided to the National Chapters for completion and submission with the regular bid-documents. This list of criteria is available at the ISS/SIC Administrative Office.

### The list of criteria includes:

Availability of needed meeting facilities.

- a) **Explanation of primary budget items**, such as for the infrastructure (meeting rooms), technical equipment, social events, transportation, labor for various work etc. The availability of financial support or sponsoring by the local authorities is an important aspect.
- b) Agreement about the attainable profit for ISS/SIC at given rates for registration fees and other requirements by ISS/SIC.
- c) The budget prepared by the ISS/SIC Administrative Office and the PCO (Professional Congress Organizer) should assure a profit after reimbursement of all congress related items.
- d) Details of **travel aspects and visa requirements**. Only places with direct access from most continents (daily intercontinental flights) and no visa restrictions can be considered.



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- e) The **personal safety in the host city**, and also in the host country, must be evaluated and solicited according to international standards by an independent auditing organization. The host city also has to comply with the prescribed requirements for ample hotel rooms in various categories.
  - f) The **size and activities of the National Chapter** within ISS/SIC is considered as being a very important criterion. Larger Chapters will be given priority.
3. After receipt of applications at ISS/SIC with the completed list of criteria and a preliminary budget, the various invitations will be compared. At the request of ISS/SIC a detailed site inspection will be made by the ISS/SIC Administrative Office. According to the parameters worked out after the site inspection, the various invitations will be solicited and pre-selected.
  4. The General Assembly receives the recommendations of selected invitations which are approved by the ISS/SIC Council of the Society. The votes by the members present at the ISS/SIC General Assembly are only to provide guidance to the Council of the Society.
  5. **The final decision will be made by the ISS/SIC Council of the Society after contract negotiations between ISS/SIC, the PCO (Professional Congress Organizer) and the local organizers** resulting in a cooperation contract giving the ISS/SIC the right to say in a matter of important questions regarding the success of the congress (for instance: scientific program, finances, social program, industrial exhibit and general sponsoring). This contract proposal is to be made by the PCO (Professional Congress Organizer).
  6. Information about the final decision by the Council of the Society will be given to the Membership at least four years before the planned congress year.