International Academy of Pathology

CONGRESS BID CHECKLIST

This document provides a checklist for divisions of the items to include in your bid proposal **in order of appearance in your bid.** Email complete bids to secretary@iapcentral.org.

1. **Divisional Support:** Demonstrated strong local divisional support, with evidence that the division is a well-established organization with adequate financial reserves.

2. **Congress Leadership:** Appointment of a capable Provisional Congress President and an equally qualified alternate. The Provisional President will oversee bid preparation and deliver the formal presentation.

3. **Local Scientific Support:** Availability of sufficient, experienced, and engaged local IAP members to staff the scientific program and key subcommittees (e.g., hospitality, social events).

4. **Congress Venue:** Confirmation of a suitable venue available in September or October, capable of accommodating 1,500 - 3,000 delegates. Requirements include one large plenary hall, 10-12 breakout rooms of varying sizes, high-quality audiovisual facilities, registration and secretariat space, meeting rooms for Executive and Council meetings, microscope and slide preview rooms, hospitality and press rooms, and adequate space for trade exhibitions.

5. **Accommodation:** Availability of accommodation for up to 3,000 participants across a range of price categories. Lodging should be within a 10-minute walk of the venue, or supported by efficient and safe transport with travel times not exceeding 10 minutes.

6. **Safety and Security:** Assurance of appropriate security measures and a generally safe environment for all participants.

7. **Cultural and Social Program:** Access to attractive cultural offerings, tours, and evening entertainment suitable for an international congress.

8. **International Accessibility:** Convenient access to an international airport with extensive global connections.

9. **Visa Accessibility:** No visa restrictions based on nationality; participants from all countries must be able to obtain entry visas.

10. **Communications and Secretariat:** A professionally staffed Congress Secretariat with reliable telephone and email systems, fluent in spoken and written English, capable of responding to inquiries within 24 business hours.

11. **Tourism Support:** Engagement and support from local or national tourism authorities, including advisory services and promotional materials.

12. **Professional Congress Organizer:** Appointment of a qualified Local Professional Congress Organizer, preferably affiliated with a recognized international association of congress organizers. Must have experience in planning medical conference with 1,000+ attendees.

13. **Financial Planning**: Preparation of a draft budget with realistic registration fees comparable to past IAP congresses. All attendees must pay the registration fee; cost-control measures are encouraged to maximize participation.

14. **Digital Access:** Access to high-speed Wifi, internet, and phone capabilities for all attendees is vitally important in this digital age.