

**Bid Package Guidelines and Requirements**  
**International Society of Developmental Origins of**  
**Health and Disease (DOHaD)**  
**World Congress**



## Overview

This document is intended to provide relevant information and guidelines for International DOHaD Society members that are interested in hosting a future DOHaD World Congress.

Applicants must effectively and comprehensively address all of the requirements listed in this bid package. The Society Council will review all submissions and respond to proposals. Our goal is to select conference venues four years in advance, although the Society recognizes that this timing may fluctuate.

Before submitting a bid, please read the **WORLD CONGRESS GUIDEBOOK** found on the DOHaD Society website ([Guidebook](#)). Expressions of Interest (EoIs) for Congresses to be held in the next cycle will be received and will be considered by the DOHaD Society Secretariat in consultation with Scientific Program subcommittee. EoIs for hosting a World Congress are due to the Society Administrator at [dohad@mrc.soton.ac.uk](mailto:dohad@mrc.soton.ac.uk) **on September 01 four years in advance of the meeting (ie for 2023 submit by 2019).**

### Expressions of Interest should include:

- details of the hosting city and venue
- draft composition of the Local Organizing Committee and Congress Chair(s)
- proposed dates

Successful EoIs will be notified within one week of the deadline and invited to submit a full application by the **end of 2019 four years in advance of the meeting (ie for 2023 submit by 2019).**

Expressions of Interest, and subsequent Full Bid Applications, should be submitted to the Society Administrator at [dohad@mrc.soton.ac.uk](mailto:dohad@mrc.soton.ac.uk)

### Full Bid Applications should include:

#### 1. Proposed Congress Chair(s) and Local Organizing Committee

The success of the World Congress relies on the Congress Chair(s) and the Local Organizing committee. These individuals must be members of the Society and have experience with organizing major meetings and conferences. Often but not always, local volunteers are also needed to assist in the organization and implementation of the Congress.

*The bid must identify, highlight and list:*

- A Congress Chair or Co-Chairs that is a DOHaD Society member and provide a supporting (short) CV(s) and list of any and all experiences these individuals may have had in organizing similar conferences,
- A list of members of the Local Organizing committee and a breakdown of their roles and responsibilities,
- Any local professional society volunteers that will be involved, and
- Any other local organizations that will provide volunteer support

#### 2. Proposed Congress Venue:

The venue should accommodate at least 1000 delegates and have adequate facilities for plenary sessions, break out rooms for up to 6 parallel sessions (each room seating at least 200), a poster and

exhibition hall. Additional rooms are needed for ancillary meetings (see **GUIDEBOOK [Guidebook](#)**) that can accommodate 35-100 delegates. Exhibitor and poster session space should be in a common area to accommodate morning and afternoon breaks, sponsor booths, and at least 250 poster presentations.

*The bid application must provide:*

- estimated costs for meeting and banquet space,
- available audio/visual specifications and rates,
- a list of any applicable and required government permits/restrictions and taxes,
- proposed conference dates including dates that accommodate special interest group meetings and Satellite sessions (see **GUIDEBOOK [Guidebook](#)**)
- details of any security needs and arrangements. *Note that the personal safety of participants is an important consideration in the venue selection process.*

## **2. Proposed Budget**

All bid applications are to outline projected revenue and expenses for the conference, including fees for any Commercial Conference organizing company.

## **3. Potential Financial Support**

The success of DOHAD World Congresses depends entirely on the solicitation of funds by the Congress Chair and Local Organizing Committee. The Society does not fund the World Congress. It is expected that the Congress Chair and the Local Organizing Committee find underwriting for the Congress, and will solicit all funds that will pay for the Congress. When soliciting sponsorship (especially from industry) the Congress Chair(s) and Local Organizing Committee must adhere to the Society's Guidelines on Sponsorship ([Sponsorship](#)) and consult with the Society's Scientific Program subcommittee.

*The bid application must provide:*

- a proposed Institution willing to underwrite the Congress and a support letter confirming this relationship\*\*
- a list of any expected support from government or NGO grants or academic institutions, and
- prospects for support from industry sponsors (whilst adhering to the Society's Guidelines on Sponsorship ([Sponsorship](#)))

## **4. International Air Access & Local Transportation**

Convenient access for international travelers is an important factor in venue selection.

*Therefore, the bid must provide information about:*

- list of international air carriers that service nearby airports,
- information about entry visa requirements, and
- an informative summary of the local public transportation facilities and schedules.

## **5. Hotel Accommodation**

Up to 1500 delegates, their partners and families may need to be accommodated in the hosting city.

*The bid application must provide:*

- a list of hotels, the number of available rooms for each, their distance and accessibility from the conference venue and from restaurants and shopping districts,
- estimated reduced room rates for delegates

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- details regarding available transportation modes and schedules between the conference venue and recommended hotels, and

\*\* NB. low-income country institutions wishing to host a World Congress, that find difficulty in gaining institutional commitment to under-write the Congress, may submit an alternative plan which must be agreed by Council.

- verification that the hotel can provide high-speed WiFi service, and the cost (if any).

### **6. Social Program and Nearby Attractions**

The World Congress must offer a social program for conference participants and their guests, namely; a welcome reception, trainee social event and a Congress banquet.

*The bid application must include a list of:*

- potential banquet venues and options,
  - options for trainee social event
- potential local tours, including any specially-arranged tours for participant partners and guests, and
- pre- and post-conference full-day tours of nearby attractions.