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# **Call for Applications to Host IFBLS World Congress and GAD**

# **2024**

IFBLS World Congress and GAD is held bi-annually (even years). The Congress is usually held in June or September.

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| Please refer to the following documents for details about the FBLS Congress: * Hosting Guidelines for the IFBLS Congress
* Appendix: Planning Guidelines for the IFBLS Congress
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The members at the GAD, as stated in the IFBLS Bylaws, section 4.4, must vote on location for the IFBLS GAD and Alternate Gad, if outside Canada:

*4.4. Place of Meetings – A GAD shall be held on such day and at such time as the Board may by resolution determine at (i) any place within Canada as the Board may determine, or (ii) such place outside of Canada as may be agreed to by every Member entitled to vote at such GAD. At each GAD, a vote shall be taken on any proposed place outside of Canada for the next following GAD and unanimous approval thereof shall constitute a binding agreement of the Members on which the Board may act.*

IFBLS member countries are invited to put forward an application to host the IFBLS Congress 2024, by filling out the application form attached.

Applications to host the IFBLS Congress can be sent to the IFBLS Office communications@ifbls.org at any time and for any future congress that is not yet decided upon.

Several IFBLS member associations, either in one country or in neighboring countries may co-host the Congress. A collaboration plan outlining the sharing of responsibilities must then be attached.

IFBLS will review all applications received and will communicate with the bidder to clarify details.

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| The following criteria will be used for selection of the IFBLS Congress host and location:* Safety for delegates
* Visa issues
* Previous experiences in organizing/hosting scientific congresses
* Plan for delivering an excellent scientific program
* PCO’s experiences in organizing similar congresses
* Contacts in industry/exhibitors
* Easy access by plane from all over the world
* No. of expected participants from own and neighboring countries (based on the association’s previous experiences and membership numbers)
* Location of previous congresses (aim for global distribution)
* Costs and financial security
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**Application – hosting of IFBLS Congress and GAD 2024**

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| **Host association details** |
| Country/Countries |  |
| Association or associations |  |
| Suggested location (city and country) |  |
| Contact person in the association(s) |  |
| Suggested dates |  |
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| **Airport and immigration** |
| Closest international airport (please indicate name and describe access from international destinations) |  |
| Visa requirements |  |
| Safety issues |  |
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| **Congress venue** |
| Name and location  |  |
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| **Hotels**  |  |
| Access from airport |  |
| Prices of alternative hotel accommodation (in US Dollars or Euro)Access from hotels to Congress venue |  |
| Alternative hotel accommodation in down - town |  |
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| **Social events** |
| Please describe one or a few alternative social events and estimate costs of the events. | . |
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| **Professional and political interests and outcome**  |
| Please describe if there are any particular reasons why this congress should be held in your country |  |
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| **Congress Bid Questions** |
| 1. How will the Congress be promoted?
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| 1. What are your relationships and history within the industry/exhibitors in your country?
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| 1. What are your contingency plans if there is a lack of sponsorship?
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| 1. How robust is your association to take on this event?
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| 1. How do you propose to manage the Chairs and Committees? How will their work be monitored?
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| 1. How would you ensure you can deliver an excellent Scientific Program?
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| 1. What are the advantages of having the Congress in your location?
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| 1. (a) How many other Conferences/Congresses have your association(s) done, and when (in recent years)?
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| 1. (b) Did you make money or break even?
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| 1. How many local delegates are likely to attend?
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| 1. How do you plan to secure enough volunteers?
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| 1. Will you use a PCO? What are their references?
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| 1. How will Biomedical Laboratory Scientists participate in the Scientific Program?
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| 1. Do you have a Congress theme planned?
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| 1. How will you keep IFBLS updated and involved in the progress of Congress planning?
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| 1. Any other relevant information?
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| Date and place |  | Name(s) and position(s) /relationship with host association(s) |  |