



Guidelines for the 21ST International Symposium on Atherosclerosis in 2027

IAS Policy Concerning the ISA

IAS' Executive Board in March of 2023 adopted a new policy concerning the International Symposium on Atherosclerosis (ISA). This policy reflects the collaborative nature of meeting planning IAS will engage in with the host society. Refer to the complete policy for additional information about the host society, joint production agreement, and planning committee.

Bidding Process and Timeline

March 2024: IAS invites member societies to submit a letter of intent to bid on hosting ISA 2027. Letters of intent should be emailed to Michelle Winokur, DrPH, IAS' Executive Director at michelle.winokur@athero.org no later than May 17, 2024.

June 2024: IAS will invite selected societies to submit a formal bid proposal. Bids should be emailed to Michelle Winokur, DrPH, IAS' Executive Director at michelle.winokur@athero.org due no later than September 6, 2024.

September-November 2024: Virtual bid presentations and site visits, if required, by IAS selection committee.

If selected for a site visit, the bidding society will be responsible for the following expenses for a site selection committee of 2-4 persons: Business class airfare, ground transportation, hotel accommodations, and meals for up to three days. Reimbursement for expenses will be paid to the IAS directly. The site selection committee will expect to meet with representatives of the host society, organizing committee, proposed meeting planner, and key partners in addition to touring proposed facilities.

December 2024: The announcement of the location and host society of ISA 2027 will be revealed during ISA 2024 Oman.

Letter of Intent to Bid

IAS invites all interested members societies in good standing to submit a letter of intent to bid for the 21st International Symposium on Atherosclerosis, which shall be held in 2027.

Letters should meet the following criteria:

- The letter shall not exceed three pages and must address the following items:
 - Interest and rationale for hosting ISA 2027
 - Organizational experience in hosting international meetings
 - Congress facilities, accommodations and transportation capacity

- Assessment of fundraising ability, including unique funding opportunities and in-kind support
- Demonstration of support from local and national officials.
- All information must be provided in English with all financial information in U.S. dollars.
- The letter shall be signed and submitted by the president of the constituent society of the country proposing to host the symposium.

Following review of the letters, IAS will invite selected societies to submit a formal bid proposal.

Formal Bid Criteria

Selected societies will be invited to submit a formal bid, which shall contain the following sections and information.

1. Host Society, Organizing Committee and Meeting Planner

- Introduce members of the organizing committee and their roles within the host society.
- An outline of meeting planning experience by individual members of the organizing committee and the society, providing specifics including the meeting size, budget and audience demographics.
- A summary of experience related to the development of high-quality scientific programs, including international experts.
- A proposed timeline for planning.
- Proposed professional conference organizer with expertise working in the region and with the member society.

2. Location

- Information about the main location, including international airport accessibility and reasonableness of transportation costs, particularly for international travelers, noting any geographic advantages or observances of cultural significance during the proposed meeting timeframe.
- Any satellite meeting locations and accessibility from the main location.
- Host city information, including availability of hotels within walking distance or rapid transit and an overview of average room costs during the proposed meeting month/season; restaurant and local transportation options; availability of social and recreational activities; and venue options for the gala dinner.
- Visa requirements and ease of access for foreign travelers.
- An overview of the political and economic climate and safety for visitors.

3. Conference Facilities

Information about the proposed congress facility, noting it must accommodate:

- Up to 3,000 participants
- Plenary session hall for up to 2,000 participants
- Halls for 6-8 concurrent sessions for up to 350 participants

- Space for an exhibition hall, electronic poster viewing, and food/beverage service
- Adequate audio/visual and technical capacity to operate a concurrent virtual meeting.

4. Financial Management Plan

The anticipated expense budget for ISA 2027 is \$1,750,000.00 USD. The host society and IAS will each provide seed funding into a joint congress account to pay for expenses relative to planning the congress. This amount is estimated to be \$100,000 USD/year for the two calendar years preceding the congress. After paying all congress expenses and repaying the initial seed loans, the host society and IAS will split any remaining profit. With this in mind, provide:

- An overview of fundraising, including committed and anticipated cash and in-kind contributions, pharmaceutical and non-pharmaceutical support, and other potential funders and partners along with their contributions.
- A draft meeting budget, noting major expense and income categories.
- Information about fundraising or restrictions on fundraising for special awards, including travel stipends for participants.
- Rules and procedures relative to taxation and VAT, including necessary registrations and current rates.

5. Letters of Support

Letters of support from relevant stakeholders, including but not limited to:

- city/municipal leadership
- state/federal officials
- local partners
- representatives from convention facilities, tourism bureaus or others with an interest in the congress.