

## CALL FOR HOSTING

17<sup>th</sup> Biennial Congress of the International Stereotactic  
Radiosurgery Society  
**2026**

**As we rotate our presence from continent to continent, we will favor  
proposals from locations outside Europe and the Americas**

### ABOUT THE ISRS

ISRS is the leading interprofessional community dedicated to building a global network of learning, sharing and growth to advance Stereotactic Radiosurgery (SRS), Stereotactic Body Radiation Therapy (SBRT) and other focal therapies.

Founded as a global non-profit organization in 1991, we catalyze innovation through multidisciplinary and inclusive education and knowledge-sharing, collaborative research and the definition and communication of highest quality clinical guidelines, leading to improved patient outcomes and cutting-edge standards of care.

ISRS connects you to a global community of experts in neurosurgery, radiation oncology, medical physics and other healthcare professions who share your passion for SRS, SBRT and other focal therapies. We provide you with continuous opportunities to share your knowledge and discover new ways to improve outcomes for your patients.

## CONGRESS HISTORY

The Society has, since its first meeting in Stockholm, shifted the Congress' host city around the world. The intention has been to rotate the host city through the following main geographical regions: Asia/Pacific, Europe, and the Americas.

By changing the host city's region each time, the ISRS Congress and Exhibition provides not only a global platform for clinical and scientific exchange, but also an instrument for establishing sustainable international collaborations between the participants.

| <b>Congress History and Future Congresses</b> |                                 |                       |
|---|---------------------------------|-----------------------|
| <b>1991</b>                                   | Foundation                      | <b>Pittsburgh</b>     |
| <b>1993</b>                                   | 1 <sup>st</sup> Congress        | <b>Stockholm</b>      |
| <b>1995</b>                                   | 2 <sup>nd</sup> Congress        | <b>Boston</b>         |
| <b>1997</b>                                   | 3 <sup>rd</sup> Congress        | <b>Madrid</b>         |
| <b>1999</b>                                   | 4 <sup>th</sup> Congress        | <b>Sydney</b>         |
| <b>2001</b>                                   | 5 <sup>th</sup> Congress        | <b>Las Vegas</b>      |
| <b>2003</b>                                   | 6 <sup>th</sup> Congress        | <b>Kyoto</b>          |
| <b>2005</b>                                   | 7 <sup>th</sup> Congress        | <b>Brussels</b>       |
| <b>2007</b>                                   | 8 <sup>th</sup> Congress        | <b>San Francisco</b>  |
| <b>2009</b>                                   | 9 <sup>th</sup> Congress        | <b>Seoul</b>          |
| <b>2011</b>                                   | 10 <sup>th</sup> Congress       | <b>Paris</b>          |
| <b>2013</b>                                   | 11 <sup>th</sup> Congress       | <b>Toronto</b>        |
| <b>2015</b>                                   | 12 <sup>th</sup> Congress       | <b>Yokohama</b>       |
| <b>2017</b>                                   | 13 <sup>th</sup> Congress       | <b>Montreux</b>       |
| <b>2019</b>                                   | 14 <sup>th</sup> Congress       | <b>Rio de Janeiro</b> |
| <b>2022</b>                                   | 15 <sup>th</sup> Congress       | <b>Milan</b>          |
| <b>2024</b>                                   | <b>16<sup>th</sup> Congress</b> | <b>New York City</b>  |

## SCHEDULE, BIDDING AND SELECTION PROCEDURE

The timeline and selection of the 17<sup>th</sup> Biennial Congress host city of the ISRS is as follows:

| Action   | Latest deadline   |
|--|-------------------|
| Call for hosting is announced.   | July 2023         |
| <b>Deadline to submit a Notice of Intent.</b> The notice should be written in letter format, addressed to the ISRS President on behalf of the Local Organizing Committee (LOC), and explain the LOC's motivation and reasons for applying. It should also elaborate on its recommendation of that city/country regarding the benefits the location will bring to the Congress. | 30 October, 2023  |
| <b>Deadline to submit complete proposals for pre-qualification.</b> Proposals should be addressed to the ISRS and sent to the Headquarter Secretariat.   | 22 December, 2023 |
| <b>Evaluation and pre-qualification of submitted proposals by the ISRS board members.</b> The ISRS will use a scoring system to rank pre-qualified proposals (see the Proposal Requirements and Selection Criteria).   | 9 February, 2024  |
| <b>Acceptance notification of the 2 shortlisted proposals.</b> The ISRS may ask candidates to submit additional information and/or documentation to further support their proposal.  | 15 March, 2024    |
| <b>Final selection of the bid to host ISRS 2026.</b> The ISRS Board Members will review the shortlisted proposals and, if necessary, hold oral presentations with Question & Answer periods. The Board Members will vote on the proposals shortly before ISRS 2024 and announce the official results at the Congress.*   | May 2024          |

*\*Based on unforeseen situations, such as war time, natural disasters and infectious diseases the ISRS Board has the discretion of changing meeting location when appropriate.*

Please note that the ISRS may, at its discretion, modify the above schedule and notify all parties concerned of these schedule changes.

### Bidding Procedure

The call for hosting is announced on the ISRS website: [www.isrsy.org](http://www.isrsy.org)  
Notices of intent and complete proposals should be received within the above mentioned deadlines. All information should be submitted electronically to the ISRS Headquarter Secretariat at the following address:

ISRS Headquarter Secretariat  
Villa Gaby, 285 Corniche JF Kennedy  
13007 Marseille – France  
Phone : +33 4 95 09 38 00  
E-mail: [secretariat@isrsy.org](mailto:secretariat@isrsy.org) Website: <http://www.isrsy.org>

Acknowledgment of receipt will be sent via e-mail within 10 days.  
Any request for additional information from the applicant will be made within 20 days of receipt of the application. If it is clear from the initial application that the qualification criteria are not met, the applicant will be informed in June 2024.  
If the initial application is satisfactory, the ISRS Secretariat may communicate with the applicant and review their application in detail with the goal of voting for the site before the meeting of 2024 in New York City when the site will be announced to the ISRS membership and participants to the congress.

## PROPOSAL REQUIREMENTS AND QUALIFICATION CRITERIA

The proposals must contain the following details and follow the same style/order/structure as outlined below to be considered.

### Bid Evaluation and Selection Process

Please read the hosting qualifications and proposal requirements carefully by which Congress proposals will be judged for inclusion in the official call for hosting selection. In case proposals are not received in time, do not follow or do not fit the criteria, requirements or the following schedule, the applicant will be excluded from the tender.

#### I. CONGRESS HIGHLIGHTS

The introduction should highlight that the following criteria are taken into account:

- 1) The ISRS International Congresses are held every two years
- 2) Congress period: May/June
- 3) The Congress begins on a Sunday and ends on a Wednesday
- 4) Preliminary dates are suggested and confirmed as available for the meeting
- 5) The year open to applications is **2026**
- 6) The Congress usually attracts approximately 700-1000 scientists
- 7) **Location: As we rotate our presence from continent to continent, we will favor proposals from locations outside Europe and the Americas.** The proposals should briefly describe the proposed host city

- 8) Practical and logistical organization: the practical and logistical organization of the Congress is ensured by the ISRS Core PCO
- 9) The appeal of the host city (accessibility via national and international airports; touristic appeal and costs; security and public safety) in relation to the number of Congress attendees it will attract to the host country is also an important factor

## **II) LOCAL ORGANIZING COMMITTEE DESCRIPTION**

The Local Organizing Committee (LOC) - hospital, facility, individual etc. - must demonstrate that they are:

- 1) A party of good standing
- 2) Legally able to sign a contract with the ISRS for the execution of an ISRS Congress
- 3) Organizationally able to undertake and successfully manage the Congress locally
- 4) Members of the ISRS at the time of signing the contract until the closure of the event (it is therefore not necessary to be an ISRS member when submitting a proposal to host the Congress)
- 5) Name and complete address of the bidding party (including the name of the contact person) should be included and the structure of the LOC should be described, accompanied by Curriculum Vitae of each committee member
- 6) If the bidding party is a group of persons, a written commitment from the consortium members specifying the organizational and/or financial support they propose to provide should be detailed

The ISRS call for proposals for the site and hosting of the 2026 Congress must be written by the LOC who has the energy to undertake this task. There is a lot of work involved; however, it ends up being very enjoyable and fruitful.

## **III) CONGRESS VENUE**

Space will have to be allocated at the Congress centre. Do not submit a proposal unless all space is available on a first-option basis during the dates proposed.

- 1) Brief description with pictures: the venue must have modern technical capabilities
- 2) Easily accessible and conveniently located
- 3) Meeting space: there should be sufficient space to accommodate the following meetings
  - 1 plenary for 700-900 persons (theatre style – preferably an Auditorium)
  - 3 parallel sessions accommodating 200 persons each (theatre style)
  - 3-4 breakfast seminar rooms accommodating 100-150 persons each (theatre style)

4) Exhibition, catering & poster area:

- An exhibition area of at least 1,500sqm (including the catering & e-poster areas). Please note that the exhibition area must be located close to the meeting rooms to facilitate visitation of the exhibition and to offer attractive exhibition space to industry
- The catering shall be coffee and tea in the morning and afternoon and finger food/sandwich style buffet with water during lunches on different stations
- Time schedule for the exhibition:
  - Set up on Saturday and Sunday. The exhibition will be open from Sunday evening to Wednesday afternoon included.
  - Dismantling on Wednesday afternoon

5) Other areas:

- 2 or 3 other functional rooms (offices and speakers preview room), a registration & welcome area

6) Budget outline

- Provisional prices of venue rental

#### IV. ACCOMMODATION FACILITIES

There has to be the possibility to book large number of rooms in or close to the Congress venue in different categories (2\* to 4\* hotels). Low cost accommodation should be proposed as well.

#### V. SOCIAL EVENTS

There are two major social events during the Congress:

1) Sunday (first day of the congress)

- Opening ceremony for approx. 500-700 participants, followed by a cocktail reception in the exhibition hall

2) Monday

- The President's dinner for approx. 100 persons

3) Wednesday

- The Congress dinner for approx. 200-300 participants
- The space for the opening ceremony and get-together event shall be booked at the Congress venue. During the bid procedure no pre-bookings need to be made for the President's dinner or the Congress dinner.

## **VI. ACCESSIBILITY AND TRANSPORTATION FACILITIES**

- 1) Accessibility of host city for International travelers (number and frequency of flights from major European, Asian and other US cities)
- 2) Short description of transportation web (local, national and international)

## **VII. SCIENTIFIC ASSETS OF THE CITY AND THE LOC**

## **VIII. POTENTIAL FINANCIAL AND SPONSORSHIP SUPPORT OPPORTUNITIES**

Description of the potential sources of financial and sponsorship support from the host city as well as private local corporations and institutions. This includes indicating any financial advantages the host city has to offer, such as rent-free venues for events, a scientific museum or hospital run by the LOC, etc.

## **IX. SITE INSPECTION**

It would be appreciated if the proposing party could organize potential sources of financial and sponsorship support from the Convention office of the host city or the venue in order to organize one site inspection once the final decision is made (covering flights, hotels, onsite transport, etc.) for the ISRS chairman as well as the appointed congress project managers.

## **X. MISCELLANEOUS INFORMATION**

- 1) Description of official language profile of the host city
- 2) Availability of high-speed internet and wireless internet services in the city and, specifically, in the congress venue proposed
- 3) Tourist attractions of potential interest to the ISRS congress participants
- 4) Any special considerations relevant to the proposal

## **CONTRACTS**

- 1) The ISRS will ask the facility, hospital, individual etc, chosen to host the ISRS 2026 to sign a preliminary contract that elaborates on the respective commitments of the parties. The final contract will be signed at a later stage.