

## **CALL FOR HOSTING**

18<sup>th</sup> Biennial Congress of the International Stereotactic  
Radiosurgery Society  
**2028**

**As we rotate our presence from continent to continent, we will favor  
proposals from North America and Europe**

### ABOUT THE ISRS

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

## CONGRESS HISTORY

The Society has, since its first meeting in Stockholm in 1993, moved 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 region of the host city 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 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>	16 <sup>th</sup> Congress	<b>New York City</b>
<b>2026</b>	<b>17<sup>th</sup> Congress</b>	<b>Sydney</b>

## SCHEDULE, BIDDING AND SELECTION PROCEDURE

The timeline for the selection of the 18<sup>th</sup> Biennial Congress host city of the ISRS is as follows:

Action	Latest deadline
Call for hosting is announced.	February 2025
<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 the benefits of hosting the congress in that location.	May, 2025
<b>Evaluation of the submissions and selection of shortlist (maximum 3).</b> The ISRS will use a scoring system to rank the submissions (see the Proposal Requirements and Selection Criteria) and select a maximum of 3 candidates to invite for full submission.	June, 2025
<b>Preparation of full proposals from shortlisted destinations.</b> The PCO of ISRS will guide the candidates to prepare their full proposal.	June – October, 2025
<b>Deadline to submit complete proposals.</b> The PCO of ISRS may ask candidates to submit additional information and/or documentation to further support their proposal.	November, 2025
<b>Evaluation of the shortlisted proposals.</b> The PCO will prepare a Site Selection Report in coordination with shortlisted destinations and submit the report to the ISRS Board.	February, 2026
<b>Final selection of the bid to host ISRS 2028 and announcement of the destination and dates.</b> The ISRS Board Members will review the Site Selection Report prepared by its PCO, if necessary, hold oral presentations and/or undertake Question & Answers. The Board Members will vote on the proposals and announce the destination on the ISRS Society and Congress websites (full announcement of the official results of the voting at the 2026 Congress.*)	April, 2026

*\*The ISRS Board has the discretion to change the meeting location when appropriate due to unforeseen situations such as wartime, natural disasters, and infectious diseases.*

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)), social media platforms and with a mailshot to all members.

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 Secretariat

E-mail: [secretariat@isrsy.org](mailto:secretariat@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 2025.

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 2026 in Sydney 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, these criteria will be used to shortlist destinations for full submission. In case proposals are not received in time, do not follow or do not fit the criteria, 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 Congress is 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 **2028**
- 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 North America and Europe.** The proposals should briefly describe the proposed host city

- 8) Practical and logistical organization: the practical and logistical organization of the Congress will be undertaken 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) Legally able to sign a contract with the ISRS for the execution of an ISRS Congress
- 2) Organizationally able to undertake and successfully manage the Congress locally with the support of the PCO.
- 3) Members of the ISRS at the time of submitting the proposal until the closure of the event.
- 4) 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
- 5) 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 2028 Congress must be written by the LOC who has the energy to undertake this task.

## **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 700-750 persons (theatre style – preferably an Auditorium)
  - 2 parallel sessions accommodating 200 persons each (theatre style)
  - 1 additional room for breakfast seminars accommodating 100-150 persons (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:

- 3 offices (PCO office, Speakers Ready Room, Staff Room)
- Registration & welcome area: foyer / area close to session halls; large enough to build a registration desk with 4 counters as well as welcome signages
- Cloakroom

6) Budget outline

- Provisional prices of venue rental

#### **IV. ACCOMMODATION FACILITIES**

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

#### **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, free travel cards 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 the 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 2028 to sign a preliminary contract that elaborates on the respective commitments of the parties. The final contract will be signed at a later stage.