



The International Society for Medical Shockwave Treatment - ISMST

CALL FOR BID AND GUIDELINES FOR HOST COUNTRY
AND VENUE PROPOSAL FOR THE ISMST CONGRESS

PLEASE REFER TO THE WEBPAGE TO FILL
THE ISMST CONGRESS HOST APPLICATION:

www.shockwavetherapy.org/host-ismst-congress-application/



1. INTRODUCTION

About ISMST

When this society was founded, there were no international collaborations between physicians and researchers focused on extracorporeal shockwave therapy (ESWT). While some companies organized user meetings, and groups in various countries attempted to bridge the differences between these company-affiliated user groups to enhance scientific exchange, a more cohesive effort was needed. The founders of this society met at national and international orthopaedic conventions, and as interest in the diverse findings of their colleagues grew, a group of European physicians came together. As a result, on September 12, 1997, following the DGOT Conference in Vienna, Austria, the European Society for Musculoskeletal Shockwave Therapy (ESMST) was established, **which was further developed into ISMST, the International Society for Medical Shockwave Treatment, at the congress in London in 1999.**

Mission

The primary aim of the ISMST is the exchange of experience and knowledge. ESWT has become a widely used treatment for various indications, with numerous devices developed and treatment protocols becoming increasingly complex. The results of many studies were often inconsistent, prompting the ISMST to establish annual meetings to address these challenges. These congresses provided a platform for physicians, physiotherapists, and researchers in ESWT to share knowledge and expertise.

As the field expanded, ISMST members developed a course to provide updates on the latest scientific and technological advancements. Both newcomers and experienced ESWT practitioners highly value the ISMST Certification Course, which is well-regarded wherever it is held.

Hosts

Hosting the ISMST congress offers numerous benefits to local communities. It creates opportunities for international exchange and networking, while also providing a global platform to showcase the quality and diversity of local research. For students in the host community - who may not have the financial means to attend international conferences - it offers a chance to participate in a global event, and potentially gain valuable organizational experience by being involved in the congress's planning and execution.

Hosting the ISMST also elevates the international reputation and recognition of local associations, departments, and research institutions. It allows for a deeper exploration of the connection between local and international policies on ESWT-related issues. Moreover, the congress attracts hundreds of visitors, contributing a significant economic boost to the host community.



2. CALL FOR BID TO HOST ISMST CONGRESS

The International Society for Medical Shockwave Treatment (ISMST) invites its members to submit bids for the organization of a future ISMST Congress. Applications should address all the requirements outlined in this document. Each submission will be reviewed by the ISMST Managing Board, and the candidates will be invited to present during the Managing Board meeting at the current ISMST congress. The winning destination will be officially announced at the Annual General Meeting (AGM) shortly thereafter at the Closing Ceremony for all participants.

The ability to host the Congress will be reconfirmed following a site visit, which will take place no later than three months after the official board announcement. The site visit will be organized by the Professional Congress Organizer (PCO) C-IN, the ISMST's long-term partner in congress organization, in collaboration with the official Local Organizers (LO). If you are interested in hosting an upcoming ISMST Congress, please email:



Lukáš Čáp

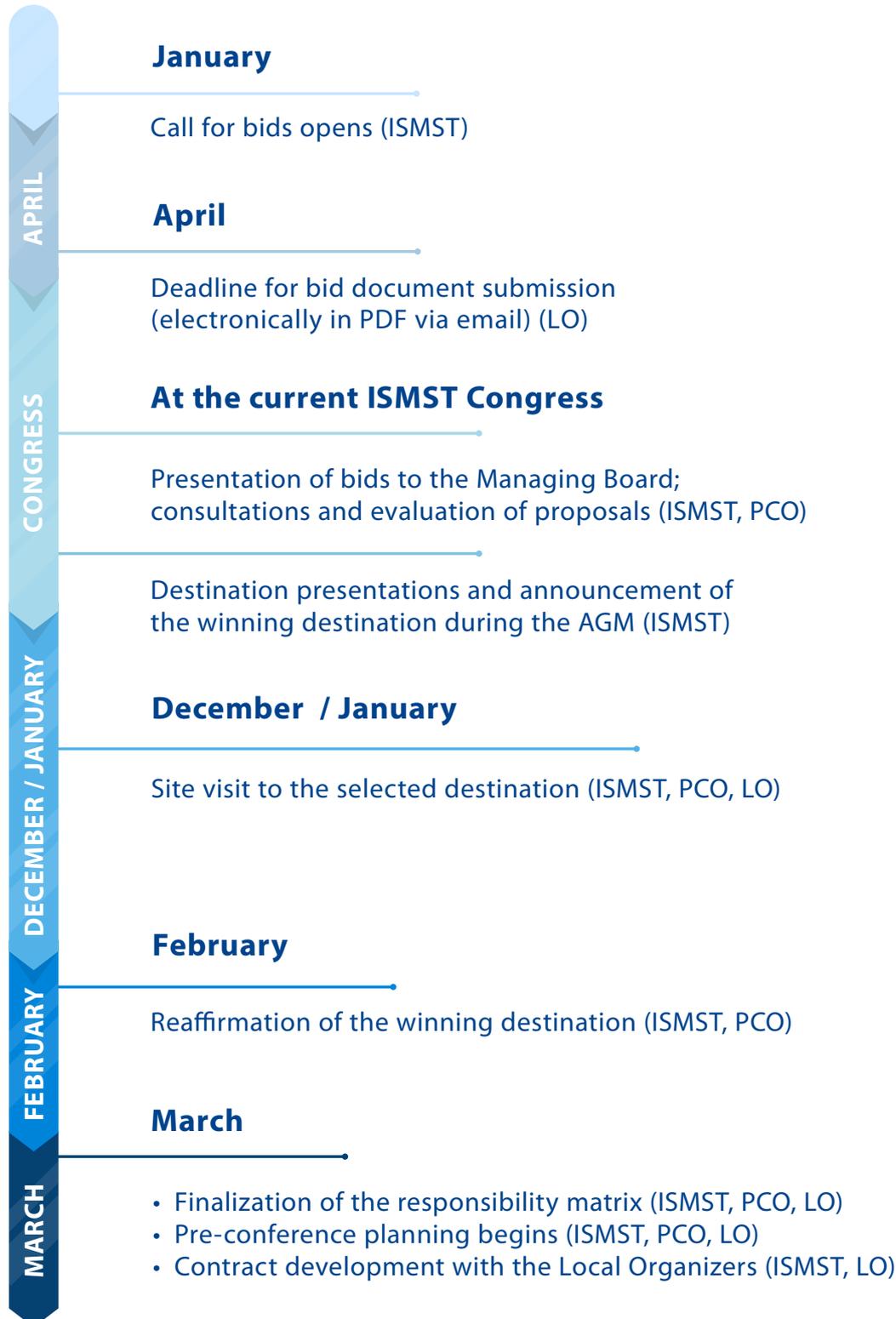
C-IN Project Development Manager

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3. TIMELINE





1. GENERAL RESPONSIBILITY MATRIX

A. ISMST Managing Board

ISMST Managing Board is the main body and final decision maker in planning and organizing ISMST Congresses.

B. PCO C-IN

PCO C-IN is the contracted long-term partner of ISMST for organizing the ISMST Congress. In coordination and under the auspice of the ISMST Managing board, C-IN is responsible for the overall realization of the ISMST Congresses (financial and logistic planning, venue selection, technical solution, online registration and abstract submission, supplier's selection and contracting, sponsorship and exhibition management, catering, accommodation, on-site management etc.). The PCO is responsible for handling VAT registration and managing all related administrative matters.

C. LO

LO is responsible for:

- Liaising with local authorities
- Making suggestions and recommendations for social events
- Promoting and marketing the ISMST Congress locally and regionally
- Advising on local sponsorship opportunities
- Assisting during site visits
- Participating in the Organizing Committee comprised of the Local Organisers, PCO and ISMST President. The Organising Committee works in close collaboration with the Programme Chairs appointed by ISMST
- Securing approximately 5 students assistants before and during the conference



5. FINANCIAL RESPONSIBILITY

ISMST together with C-IN has full responsibility for financial planning and the final financial outcome of ISMST Congresses.

6. MANDATORY REQUIREMENTS / CRITERIA TO HOST ISMST CONGRESS

The below-stated requirements represent the key criteria against which all bids to host the Congress will be evaluated. Please concisely address each of these criteria in your bid document.

a. Capacity to organize the Congress

1. Candidacy must be submitted and represented by a person with an active ISMST membership. This person will also represent and will be responsible for forming and leading the LO team.
2. Preferred venues for the congress are conference venues/hotels, ideally located in the city centre to increase attractiveness for delegates and to maximize the experience of the local atmosphere. The venue must have the capacity to accommodate 300 delegates (at the same time).
3. The overall financial affordability for congress delegates is also one of the considered aspects in the evaluation process. Especially budget-friendly options for students (accommodation, food, travel expenses etc.) are important.
4. The easy accessibility of the venue from foreign countries is also considered.
5. Capacity to secure student volunteers for the congress (5 students).
6. All logistical, technical, financial and other organizational aspects of the congress are under the responsibility of PCO and are supervised by the ISMST Governing-Managing Board together with the Organizing Committee.



b. Venue

Offices

- 1 meeting room with a minimum capacity of 230 people for the Managing Board (usually 1 day before the congress, minimum capacity) and Industry Meeting (usually the last congress day)
- 1 office to be used by ISMST personnel for the duration of the event with internet access, a telephone and copying facilities
- 1 room for PCO
- Speakers ready room

Plenary Room

- Auditorium (approx. 300 or, ideally, slightly higher capacity) for the plenary sessions
- 2 rooms for the ICC Courses with a minimum capacity of 50 people each (usually on the first day of the Congress starting in the morning and finishing by the late afternoon) and 1 room for a practical part with sufficient area to use ESWT devices instruments provided by the congress exhibitors (up to 3 instruments)

Registration/ exhibition area

- to be in a central location, easily accessible, close to refreshments or otherwise guaranteeing good footfall
- to be able to accommodate approximately 3 registration desks, 1 information desk and a maximum of 20 stands with an average area of the booth with a minimum size of 3x3 meters, while some of the booths for sponsors are about 15m²

Technical Equipment and Software

- Venue shall provide necessary AV Equipment and computer facilities in a plenary room, ICC Courses and Managing Board meeting. The possibility of direct presentation upload from the Speaker's ready room to the Plenary Hall is preferred.

Additional Facilities

- Catering area (ideally connected to the exhibition)
- Poster area for 20 poster desks or e-posters (ideally connected to the exhibition)



c. Social Events

- Managing Board Dinner: preferably close to the venue or in the venue, Dinner for about 40 participants (Board Members, their companies and some invited guests)
- Welcome Cocktail – standing for prox. 300 people – 1st day of the Congress, usually held in the congress venue.
- Networking dinner – venue for prox. 200 participants seated. The event is held on the 2nd day of the congress. An outside venue with no/low rental cost is preferred.
- Get Together Evening – venue/restaurant for approximately 200 people. This event is held on the last day of the Congress and has a more informal atmosphere.

All venues should be preferably located within walking distance from the congress venue.

d. General Matters

- The Congress is usually held in June or September and lasts 3 days. It is expected to attract up to 300 participants (preferably outside the main season and, if possible, not in conjunction with any other medical congresses). On the day before the congress is planned for the Managing Board Meeting
- On the first or the last day of the Congress, the related ICC Courses are held with about 100 participants (physician & physiotherapist groups separately).
- Set up times for registration / exhibition/information desks will begin 1st day in the morning of the event (during ICC Courses).
- Registration starts on 1st day of the congress at least 1 hour before the ICC Courses and continues throughout the Congress.
- The opening of the exhibition is usually before the Welcome Cocktail, the first day of the Congress. The breakdown starts after the Closing Ceremony.
- Please provide us with possible terms of the congress and general costs for rentals, AV, catering or any other related costs.
- Please provide us with information about potential public support for the congress – to which ISMST is obliged to apply.



e. Preferred ISMST Congress structure

June / September

- Wednesday or Thursday
ISMST Managing Board
Managing Board Dinner
- Thursday or Sunday
ICC Courses
Exhibition Opening
Welcome Cocktail
- Friday
Opening Ceremony
Plenary Sessions
Networking Dinner
- Saturday
Plenary Sessions
Industry Meeting
Closing Ceremony
Networking Dinner

7. CONTACT DETAILS

Please address all questions and bid documents directly to the email address below:



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