

Scandiatransplant Congress (STC Congress) — Bid Manual

Send applications to:
Scandiatransplant Office
STC Congress

About This Manual

This Bid Manual provides guidance for hospitals wishing to host the **Scandiatransplant Congress (STC Congress)**.

It includes:

- General information about the Congress
- Financial, logistical, and operational requirements
- Roles and responsibilities of all involved parties
- The bidding process and selection criteria

Venues are selected **two years in advance** (one Congress cycle). The same process applies to all future selections.

Eligibility: All Scandiatransplant member hospitals may apply. Applications must be submitted through the hospital's representative in the **Scandiatransplant Council**.

General Information

- The STC Congress is held **every two years preferably in May**.
 - The host city rotates among member hospitals.
 - The location is chosen through a **formal bidding process**.
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Roles and Responsibilities

Scandiatransplant

Scandiatransplant has **overall responsibility** for the organisation of the Congress.

Scandiatransplant Office

The Office manages:

- Project management and branding
- Finances
- Participant administration
- Exhibition and sponsorship management

- Abstract handling and registration
- On-site logistics

The Office also coordinates with the Committees involved in planning.

Congress Organising Committee (COC)

The **COC** defines the **format and content** of the Congress and ensures a sustainable long-term strategy.

Key tasks:

- Evaluate past Congresses
- Provide advice on programme development and promotion
- Support innovation and social event planning

Membership:

- One Scandiarttransplant Board member
- One Scandiarttransplant Office member
- One member from the host hospital

The Board member will be appointed by the Board. The member from the Scandiarttransplant Office will be appointed by the Medical Director. One member selected by the local hospital will also be member of this committee for a two-year term, starting at the Council meeting held in conjunction with the STSC.

The **COC** will invite further members of the committee, primarily from the local hospital and one member from the hospital hosting the previous congress.

Scientific Programme Committee (SPC)

The **SPC** develops the **scientific content** of the Congress.

Responsibilities:

- Identify programme themes
- Select abstracts and sessions
- Appoint reviewers and additional **SPC** member

Chairs:

- The **Chairman of the Scandiarttransplant Board** (Congress Co-Chair)
- A representative from the **host hospital** (Co-Chair)

The chairs will invite further members of the **SPC** and reviewers, primarily from the other member hospitals in Scandiarttransplant.

Bidding Process & Criteria

Selection Criteria

Venue & Destination

- Congress centre and HQ hotel suitability
- Accessibility (international and local transport)
- City attractiveness and ambience

Financial & Political Factors

- Project feasibility
- Business environment (laws, taxation)
- Delegate affordability (travel, accommodation, living costs)
- Potential for membership growth

Bidding Process

1. **Open Call** — Scandiatransplant invites bids from member hospitals.
2. **Deadline** — Applications must be submitted to the Scandiatransplant Office by March 1st at least two years before the Congress year.
3. **Evaluation** — Bids are assessed across five categories:
 - Logistical and organisational parameters
 - Financial and economic feasibility
 - Destination appeal (safety, accessibility, attractiveness)
 - Local convention bureau support
 - Professional perception
4. **Each applicant makes an oral presentation at the following Scandiatransplant council meeting**
5. **Decision** — The **Scandiatransplant Council votes** to select the host city.