

IPRAS Guidelines for Conference and Hotel Infrastructure

A) Social and Cultural Events

- a) A brief historical and cultural description of the host city (maximum 4 pages).
- b) Basic characteristics of the city's residents which include the local cuisine, night life and the locals' proficiency in foreign languages especially in English (maximum 3 pages).
- c) Propose and describe optional excursions and site seeing (maximum 4 pages).
- d) Describe with realism the security level of the host city mentioning any terrorist threats and petty-theft crime.
- e) Venues for social events, gala and faculty dinners.

B) Accessibility and Transportation

- a) The host city must have an international airport with direct flights from at least 30 countries.
- b) The distance between the airport and the hotels - conference centre must not exceed 50km.
- c) Availability of regular connections to and from the airport and the hotels/conference centre area with public transportation.
- d) Description of means of transportation for the participants to and from the hotels' area and the conference centre.
- e) Cost per Kilometer by taxi to and from the hotels and the conference centre.

C) Weather Conditions

- a) Describe the weather conditions that prevail during May, June, July, August and September including average temperature, sunshine and humidity levels.
- b) Mention any possible, even rare occurring, extreme weather conditions.

D) Availability of at least one conference centre inside or outside a hotel complex that meet the following conditions:

- a) Conference hall sitting 800-1000 persons in theatre style.
- b) At least four (4) conference halls sitting 250-300 persons in theatre style.
- c) At least five (5) rooms with minimum surface of 150sq.m and sitting 150 persons each designated for master classes and satellite symposia.
- d) Posters area of at least 300sq.m and exhibition area of minimum surface area 2000sq.m, ideally adjoining the conference hall.
- e) Area for coffee breaks, light meals for at least 1500 persons within or adjoining the exhibition area.
- f) One Preview room with a surface area of 70%sq.m.
- g) Internet Corner with 6-7 pcs on a 50sq.m area
- h) Room for the organizing Committee 50-70sq.m
- i) Storage facility for the exhibitors nears the exhibitors' area 250-300sq.m.
- j) Three, 4, 5 stars hotel infrastructure in a distance no longer than 5km from the conference centre totaling more than 4.500 rooms (double the actual needs of an average IPRAS congress).

E) Economic Criteria

- a) Indicate the cost per hotel category and the minimum and maximum prevailing rate for the year that the conference takes place.
- b) The precise cost for renting the conference centre and also the prices for the coffee breaks and light lunches .The previously mentioned rates must be precise, expressed in Euros, and cannot be raised more than 5%. Prices are confirmed by tendering the offer and are not subject to change and are valid for the duration of the conference.
- c) Price for audiovisual equipment which must include the following :
 - 1) microphonic installations in 8 rooms.
 - 2) Screen and Data projectors in 8 rooms, wireless microphones for 8 speakers, microphones for Q and A sessions in at least 5 rooms,10 personal computers for the conference's secretariat.Prices for the above mention audiovisual package must be precise and are valid for the duration of the conference. Specifics for the AV equipment can be found in the annex.
- d) Prices for the construction of stands per square meter on its basic form and the exhibitor's logo on the front side of the stand.

F) Support and Auspices of Governmental and Non-Governmental Bodies

- a) Letters of Support from prominent government officials like the Head of State, Prime Minister and or the Minister for Health.
- b) Support and or hospice from professional associates relevant to the medical profession and in particular plastic surgery.
- c) Financial support from the public and/ or the private sector of the candidate country for the IPRAS conference.

Annex

Table for PA-VA equipment for IPRAS conferences

A1. Equipment for the 800-1000 pax room

A1-1. PA and AV equipment

Qty	Item
	PA system
5-8	Digital microphones for the panel
2	Podium microphones
1	Microphone console
4	Wireless handheld microphones with stands for questions
2	Wireless tie (lavaliere) microphones for the speakers
2	Wireless microphones distributors
2	Wireless microphones omni directional antennas
1	CD player
1	PA console 16-24ch
2	PA amplifiers 4000 W
2	2 X 31 bands equalizer with antifeed
6-8	Full range loud speakers with stands
2-4	Subwoofers

4	Floor monitors (front fill)
1-2	Delay controllers
	AV equipment
1	Data video projector 10.000 ANSI LUMENS to project the speakers' presentations
1	Wide throw lens
1	Screen 4X3 back projection for the presentations
1	Data video projector 4.500 ANSI LUMENS, to project the speakers, their name and the count down timer
1	Screen 3X2 back for the projection of the speakers, their name, count down timer
2	Projection scaffolds
1	TFT monitor with stand for the podium (countdown timer)
1	Plasma monitor for the podium (comfort monitor)
1	Plasma monitor for the panel (comfort monitor)
1	Laser Pointer
1	Wireless keyboard to remotely change the presentations' slides
1	Laptop Sony Vaio Core 2 Duo 2GB RAM with Windows 7 Pro & MS Office 2007 for the speakers presentations
3	VGA Splitters
1	Laptop with the countdown timer software installed
1	Laptop with the moving message software installed
1	Camera for the projection of the speakers
1	Preview monitor for the camera
1	Scaler switcher with PiP feature (Picture In Picture - presentations, speakers, countdown timer, names)
8	Stage Bars to light the scenic wall
3-4	Monitors for Electronic Posters
	Lights
2	Profile spots for the podium
3	Profile spots for the panel

A1-2. Voting system

Qty	Item
800	Voting Units
1	Laptop with voting software

A1-3. Scenic

Qty	Item
1	Stage scenery with the logo of the conference

A1-4. Labour per room

Qty	Item
	Personnel
1	Audio engineer
1	Audio assistant
1	Video engineer / switcher
1	Video projectionist
1	Cameraman

A2. Equipment for the 300-400 pax rooms (per room)

A2-1. PA and AV equipment

Qty	Item
	PA system
5	Digital microphones for the panel
2	Podium microphones
1	Microphone console
2	Wireless handheld microphones with stands for questions
2	Wireless tie (lavaliere) microphones for the speakers
1	Wireless microphones distributor
1	Wireless microphones omni directional antenna
1	CD player
1	PA console 12ch
2	PA amplifiers 4000 W
2	2 X 31 bands equalizer with antifeed
6	Full range loud speakers with stands
2	Subwoofers
2	Floor monitors (front fill)
1-2	Delay controllers
	AV equipment
1	Data video projector 8.000 ANSI LUMENS to project the speakers' presentations
1	Wide throw lens
1	Screen 4X3 back projection for the presentations
1	Data video projector 3.500 ANSI LUMENS, to project the speakers, their name and the count down timer
1	Screen 3X2 back for the projection of the speakers, their name, count down timer
2	Projection scaffolds
1	TFT monitor with stand for the podium (countdown timer)
1	Plasma monitor for the podium (comfort monitor)
1	Plasma monitor for the panel (comfort monitor)
1	Laser Pointer
1	Wireless keyboard to remotely change the presentations' slides
1	Laptop Sony Vaio Core 2 Duo 2GB RAM with Windows 7 Pro & MS Office 2007 for the speakers presentations
3	VGA Splitters
1	Laptop with the countdown timer software installed
1	Laptop with the moving message software installed
1	Camera for the projection of the speakers
1	Preview monitor for the camera
1	Scaler switcher with PiP feature (Picture In Picture – presentations, speakers, countdown timer, names)
8	Stage Bars to light the scenic wall
3-4	Monitors for Electronic Posters
	Lights
2	Profile spots for the podium
3	Profile spots for the panel

A2-2. Scenic

Qty	Item
1	Stage scenery with the logo of the conference

A2-3. Labour per room

Qty	Item
	Personnel
1	Audio engineer
1	Audio assistant
1	Video engineer / switcher
1	Video projectionist
1	Cameraman

A3. Equipment for the 150 pax rooms (per room)

A3-1. PA and AV equipment

Qty	Item
	PA system
5	Digital microphones for the panel
2	Podium microphones
1	Microphone console
2	Wireless handheld microphones with stands for questions
2	Wireless tie (lavalier) microphones for the speakers
1	Wireless microphones distributor
1	Wireless microphones omni directional antenna
1	CD player
1	PA console 12ch
2	PA amplifiers 4000 W
2	2 X 31 bands equalizer with antifeed
4	Full range loud speakers with stands
2	Subwoofers
2	Floor monitors (front fill)
1-2	Delay controllers
	AV equipment
1	Data video projector 3.000 ANSI LUMENS, to project the presentations
1	Screen 3X2 back for the presentations
1	Projection scaffold
1	TFT monitor with stand for the podium (countdown timer)
1	TFT monitor for the podium (comfort monitor)
2	TFT monitors for the panel (comfort monitor)
1	Laser Pointer
1	Wireless keyboard to remotely change the presentations' slides
1	Laptop Sony Vaio Core 2 Duo 2GB RAM with Windows 7 Pro & MS Office 2007 for the speakers presentations
1	VGA Splitters
1	Laptop with the countdown timer software installed
1	Moving Message
1	Laptop with the moving message software installed

A3-2. Labour per room

Qty	Item
	Personnel
1	Audio engineer
1	Video engineer / switcher / projectionist

A4. Equipment for the PREVIEW area(s)

A4-1. Presentations' Preview Area (areas)

Qty	Item
20	Laptops ή PC με Windows XP and MS Office 2007
1	Network to connect the preview area (areas) with the session rooms

A5. Equipment for the INTERNET area

A5-1. Internet Area

Qty	Item
20	Laptops ή PC με Windows XP and MS Office 2007
2	B/W Laser printers A4

Internet access must be provided by the venue.

A6. Equipment for the BULLETIN BOARD area

A6-1. Bulleting Board

Qty	Item
1	Plasma screen 50 inch
1	Laptop or PC με Windows 7 and MS Office 2007
1	Scaler switcher with freeze screen feature

A7. Equipment for the CONFERENCE PROGRAM areas

A7-1. Conference Program area per room

Qty	Item
1	Plasma screen 50 inch to project the presentations and speakers outside of the session rooms