

20th IUPHAR WORLD CONGRESS 2026 PROCEDURES FOR CONSIDERATION OF BIDS

1. A draft written bid, not to exceed five (5) pages in length, must be submitted by an IUPHAR member society for distribution to the IUPHAR Executive Committee. This written bid should be e-mailed to the IUPHAR Administrative Office (c/o Ms. Lynn LeCount at IUPHAR@kumc.edu) as a PDF file no later than **August 31st, 2017**. An outline of topics for inclusion in the written bid is attached.

2. The final written bid, not to exceed five (5) pages in length, must be submitted for distribution to the delegates as an attachment to the 2018 General Assembly agenda. This written bid should be emailed to the IUPHAR Administrative Office (c/o Ms. Lynn LeCount at IUPHAR@kumc.edu) as a PDF file no later than **February 28, 2018**. An outline of topics for inclusion in the written bid is attached.
 - a. Bidding societies may provide an e-mail address to delegates who have any questions in advance of the General Assembly.
 - b. No other material may be distributed to the delegates or to IUPHAR member societies, either in advance or at the meeting of the General Assembly.

3. Each bidding society will make an oral presentation during the 2018 General Assembly.
 - a. Each society will be allocated five (5) minutes for a presentation to the delegates. Only one (1) individual from each bidding society may present a maximum of five (5) slides in PowerPoint format. The PowerPoint slides must be e-mailed to the IUPHAR Administrative Office (c/o Ms. Lynn LeCount at IUPHAR@kumc.edu) by **June 15, 2018** to be previewed prior to the General Assembly. The slides must also be delivered to the Media Center at the Kyoto Convention Center according to the media instructions provided to all speakers. Time limits will be strictly enforced, and there will not be an opportunity for questions from the floor.
 - b. Voting Procedure
 - i. The winning bid will be selected by a maximum of three rounds of votes of the General Assembly.
 - ii. In each round of voting, the two bids receiving the lowest number of votes will be withdrawn.
 - iii. As soon as one bid receives a majority of votes it will be deemed the winner.

OUTLINE FOR BID: IUPHAR WORLD CONGRESS 2026

The following points should be covered in a maximum of five (5) pages for the FINAL version of the bid to be circulation to 2018 General Assembly delegates prior to the meeting. The bid should be emailed to the IUPHAR Administrative Office (c/o Ms. Lynn LeCount at IUPHAR@kumc.edu) as a PDF file no later than **February 28, 2018**. Societies should use a common font such as Arial or Times New Roman with a minimum size of 11 points.

1. Name of Host Society/Societies (at least one must be an IUPHAR member society in good standing)
2. Proposed Congress location
3. Proposed dates and expected weather
4. Capacity to form a local organizing committee
 - a. Past experience
 - b. Strengths and expertise in both basic and clinical pharmacology.
5. Draft program
 - a. Special features
 - b. Integration of basic and clinical pharmacology
6. Congress Center
 - a. Auditorium capacity
 - b. Lecture halls, number and capacity
 - c. Foyer areas, breakout areas, small meeting rooms
 - d. Poster display area: number of posters accommodated
 - e. Trade display area: size and number of booths
 - f. Support services available, including multimedia, internet access and dining
7. Travel arrangements
 - a. Airport(s)
 - b. Trains or other transportation
 - c. Visa requirements and restrictions
 - d. Indicate provisions for security at the conference center, arrival (airport), and for individuals' daily transport
8. Hotels
 - a. Price and quality range
 - b. Number of rooms available
 - c. Proximity and transportation access to the Congress Center
9. Professional Congress Organizer proposed
 - a. Describe experience in organizing large international conferences
10. What arrangements will be made to encourage student participation (budget accommodations, reduced registration fees, bursaries, social events, etc.)?
11. Where would pre- and post-congress satellites be held?
12. Plans for addressing financial security/anticipated budget
13. Any other information relevant to site selection
14. Provide an e-mail address for questions from the General Assembly delegates