INTERNATIONAL LIVER TRANSPLANTATION SOCIETY

Invitation to Bid - The ILTS 2029 Annual Congress

Issued by:
International Liver Transplantation Society (ILTS)
c/o ILTS Secretariat Office
Email: partnerships@iltsociety.org

Timeline:
RFP Issued: Oct 16, 2026
Expression of Interest due: Nov 13, 2026
Bid submission due: Dec 15, 2026
Shortlist notification: Feb 12, 2027
Shortlisted destination presentations in Montreal: May 4, 2027

Submission Format: PDF proposals emailed to: partnerships@iltsociety.org

Request for Proposals

ILTS is requesting proposals to host the **ILTS 2029 Annual Congress**. Bids should be submitted by a Local Convenor who is an ILTS member in good standing. (more information below).

About ILTS and the Annual Congress

The International Liver Transplantation Society (ILTS) is a leading global association of approximately 1,600 international members dedicated to advancing the science and practice of liver transplantation. The ILTS mission is to promote and disseminate multidisciplinary scientific advances in liver transplantation worldwide. ILTS membership includes a multidisciplinary community of transplant surgeons, hepatologists, anesthesiologists, intensivists, researchers, and allied health professionals.

The ILTS Annual Congress is the world's premier event in liver transplantation, attracting

approximately 1,500 attendees each year, including 1,100 delegates and attendees representing 30+ corporate sponsors. The Congress rotates internationally, with recent events held in Houston (2024), Singapore (2025), Geneva (2026), In 2027, the ILTS Congress will take place in Montreal.

History of recent ILTS Congresses:

2009	New York, USA
2010	Hong Kong, China
2011	Valencia, Spain
2012	San Francisco, USA
2013	Sydney, Australia
2014	London, UK
2015	Chicago, USA
2016	Seoul, South Korea
2017	Prague, Europe
2018	Lisbon, Portugal
2019	Toronto, Canada
2021	Virtual
2022	Istanbul, Turkey
2023	Rotterdam, Netherlands
2024	Houston, USA
2025	Singapore, Singapore
2026	Geneva, Switzerland
2027	Montreal, Canada

Congress Overview

Preferred Dates:

- 1st Option: May 23 – 26, 2029
- 2nd Option: May 30 – June 2, 2029
- Will also consider 1 week earlier or 1 week later

Duration: 4 days (Wednesday–Saturday), including:

- Pre-Congress workshops
- Meet-the-Expert sessions
- Plenary and breakout scientific sessions
- Hands-on training e.g., anesthesia, perfusion, ultrasound
- Industry symposia
- Leadership and closing receptions

Host Destination Criteria

ILTS seeks host destinations that demonstrate the following:

Venue Information and Requirements

- (1) Plenary room for 1,000+ attendees
- (4) Concurrent session halls for 200 - 300 each
- (1) Exhibition Hall - (40) x 10 x 10 booths, (4) x 20 x 20 custom build spaces

- (10) breakout rooms, 12 – 40 each
- Dedicated workshop space / center for wet-lab or simulation-based training.
    - Typically held at a academic / medical institution within proximity to the main venue.
- Speaker ready room, working lounges, and staff office
- Onsite catering services and ample networking areas

FUNCTION	DAYS	CAPACITY	REMARKS
Storage	Monday-Saturday		AV, exhibitors, crates
Registration set-up	Tuesday		
Registration	Tuesday - Saturday		
PCO Office	Tuesday - Saturday	8	boardroom
ILTS Council Meeting & Office	Wednesday – Saturday	14	boardroom
Exhibition set-up	Tuesday		F&B, eposters, 50 booths
Exhibition	Wednesday - Friday		
Exhibition tear down	Saturday		
Workshops	Tuesday – Wednesday	100	Organ profusion, anesthesia, simulation
Speaker ready room & lounge	Tuesday - Saturday		10 workstations
Plenary Hall 1	Tuesday – Saturday	1000	T/S
Session Room 2	Tuesday – Saturday	300	T/S
Session Room 3	Tuesday – Saturday	300	T/S
Session Room 4	Wednesday – Friday	250	Crescent Rounds
Session Room 5	Wednesday - Friday	250	Crescent Rounds
Committee Room 1	Tuesday – Saturday	50	T/S
Committee Room 2	Wednesday – Friday	50	T/S
Committee Room 3	Tuesday – Saturday	50	Classroom
Committee Room 4	Wednesday – Friday	24	Boardroom
Committee Room 5	Wednesday – Saturday	16	Boardroom
Committee Room 6	Wednesday – Friday	16	Boardroom
Committee Room 7	Wednesday – Friday	16	Boardroom
Presidential Dinner	Thursday	160	Rounds
Congress Gala Dinner	Friday	400	Rounds

Important: The venue and/or city convention bureau should contact partnerships@iltsociety.org for more information.

Location Attributes

- International airport with direct connections to major global hubs
- Walkable and/or shuttle-accessible hotels (1,000+ room nights across multiple categories)

- Proven success in hosting international medical/scientific meetings
- Multilingual service support
- Strong infrastructure for accessibility, safety, and sustainability

Local Support & Partnerships

- Incentives for international congresses (e.g., in-kind support, grants, discounts)
- Access to local medical universities or liver transplant centers
- Potential for collaboration with regional or national medical societies

Sustainability & Legacy Commitment

- Commitment to sustainable event practices (venue certification, zero-waste goals)
- Willingness to co-create a local legacy project with ILTS (e.g., public health campaign or academic exchange)

Proposal Guidelines

The proposal should be submitted in the form of a bid book. The book should not exceed 30 pages and should only be sent in electronic format (pdf). The bid book should include and describe the following:

The bid book MUST include:

1. Local Convener

- Local Convenor - a current ILTS Member in good standing acting as an ambassador for a city to host the ILTS Congress. Local can be defined as either living in the host city or the host country. The Local Convenor will not be required to make any contractual commitments and will not receive any financial compensation – either personally or for their institution. Their responsibilities include:
    - submitting the initial bid
    - supporting the generation of exhibition and sponsorship revenue
    - securing local/national financial subvention and benefits-in-kind
    - supporting local/national attendance promotion
    - supporting the Congress Secretariat as required in developing local initiatives and partnerships

2. Destination Overview

- Introduction to the city, its relevance to ILTS and the field of liver transplantation.
- National, regional, and/or municipal financial support
- Information on the interest and commitment of local, respected scientists and institutions to support the ILTS Congress.
- Description of any existing relationships between the host city/country and the liver transplantation community.
- Accessibility of the destination (international and local transportation).
- Visa regulations and ease of entry for international attendees.
- Details of any major national or international events (e.g., EASL, AASLD, TTS, ESOT,

public/religious holidays) that may conflict with the proposed meeting dates.

3. Venue Proposal

- Overview of the proposed congress venue, including:
    - Location and contact details for sales representatives.
    - Accessibility via public transportation.
    - Floor plans, capacity charts, and proposed allocation of space for ILTS sessions and exhibitions (detailing how it meets requested capacity).
    - Case studies or examples of similar-sized international congresses previously hosted.
- Details of venue certifications (e.g., environmental sustainability).
- Photos of the venue and its key spaces.
- Proposed meeting dates and current availability, avoiding, if possible, any conflict with major national or international events in hepatology and organ transplantation.
- Information on rental, audiovisual, and mandatory venue-related costs.

4. Hotel Options

- Proposed room blocks across at least three hotel categories (e.g., economy, business).
- A proximity map showing hotel locations in relation to the venue.
- Sample pricing and room availability.

5. Financial Support & Incentives

- A detailed budget including all relevant costs (venue rental, AV, mandatory cost, etc.).
- Description of financial or in-kind support that can be provided by the city or venue (e.g., subventions, complimentary local transportation, complimentary services, complimentary or subsidized social events, airport welcome desks, etc.).
- Hosted site visit for up to 3 ILTS representatives including airfare, hotel, and coordinator of venue visits.
- Outline of available services from the Convention Bureau or Tourism Authority.
- Local Convenors, in collaboration with Secretariat and the ILTS Executive Committee, should outline how they would generate a minimum of USD 200,000 in local/national Industry funding, providing details of specific companies, existing relationships and any potential initiatives that could assist in activating Industry support.

6. Sustainability, DEI, and Legacy

- Description of the city and venue's sustainability practices and any certifications held.
- Features that support diversity, equity, inclusion, and accessibility.
- Legacy opportunities, such as:
    - Potential partnerships with local hospitals or universities.
    - Community engagement or educational initiatives tied to the Congress.

7. Contact Information

- Designate a primary contact person responsible for coordinating the proposal and acting as the point of communication with ILTS.

Evaluation Process & Timeline

The proposals of the shortlisted cities will receive a thorough analysis and may include a site visit from the Congress Secretariat. The final decision will be taken following the ILTS Congress in May.

Shortlisted destinations and conveners will be invited to present their bid in a 10- minute bid presentation to Council, in alphabetical order, followed by a 5-minute Q&A, in individual closed sessions.

Each voting Council member will cast a vote, by secret ballot. A simple majority is needed for the Council decision. In the event no one wins by a simple majority in the first vote, a second ballot will be conducted to select between the two applicants gaining the most votes in the first vote.

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