



INTERNATIONAL LIVER
TRANSPLANTATION SOCIETY

REQUEST FOR PROPOSALS

Host City for the ILTS 2029 Annual Congress

Issued by the International Liver Transplantation Society (ILTS)
Secretariat: MCI Canada

Submission contact: partnerships@iltsociety.org

RFP issued	October 16, 2026
Expression of Interest due	November 13, 2026
Bid submission deadline	December 15, 2026
Shortlist notification	February 12, 2027
Shortlisted destination presentations, Montreal	May 4, 2027

Submission format: One PDF bid book, maximum 30 pages

1. Request for Proposals

ILTS invites qualified destinations to submit proposals to host the ILTS 2029 Annual Congress. **Each bid must be submitted by a Local Convenor who is a current ILTS member in good standing.** The Local Convenor may live in the proposed host city or elsewhere in the host country.

Proposals must be submitted electronically as a single PDF to partnerships@iltsociety.org by December 15, 2026. The bid book must not exceed 30 pages, excluding clearly identified appendices if expressly requested by ILTS.

2. About ILTS and the Annual Congress

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

The ILTS Annual Congress is a leading international meeting in liver transplantation and attracts approximately 1,500 participants each year. The Congress rotates among three regions: APAC, EMEA, and the Americas.

Recent and Confirmed Congress Destinations

Year	City	Region
2006	Milan, Italy	EMEA
2007	Rio de Janeiro, Brazil	Americas
2008	Paris, France	EMEA
2009	New York, USA	Americas
2010	Hong Kong, China	APAC
2011	Valencia, Spain	EMEA
2012	San Francisco, USA	Americas
2013	Sydney, Australia	APAC
2014	London, UK	EMEA
2015	Chicago, USA	Americas
2016	Seoul, South Korea	APAC
2017	Prague, Czech Republic	EMEA
2018	Lisbon, Portugal	EMEA
2019	Toronto, Canada	Americas
2021	Virtual	N/A
2022	Istanbul, Türkiye	EMEA
2023	Rotterdam, Netherlands	EMEA
2024	Houston, USA	Americas
2025	Singapore	APAC

Year	City	Region
2026	Geneva, Switzerland	EMEA
2027	Montreal, Canada	Americas
2028	Florence, Italy	EMEA

3. Congress Overview

Preferred Dates

Preference	Dates
1	May 8-12, 2029
2	May 15-19, 2029
3	May 1-6, 2029
4	April 17-20, 2029
5	April 24-28, 2029

Program and Operating Pattern

The Congress program is expected to run from Wednesday through Saturday. Tuesday is primarily reserved for exhibition and room set-up, selected governance activities, and operational preparations. The final schedule will be confirmed by ILTS.

- Pre-Congress workshops
- Meet-the-Expert sessions
- Plenary and concurrent scientific sessions
- Hands-on training, including anesthesia, perfusion, and ultrasound
- Industry-supported symposia
- Leadership, networking, and closing receptions

4. Host Destination Criteria

ILTS seeks destinations that can demonstrate strong international access, suitable congress infrastructure, competitive financial support, experienced local partners, and a credible commitment to accessibility, safety, sustainability, and legacy.

4.1 Venue Requirements

Day	Space	Quantity	Capacity	Core requirements
Tue - Sat	Plenary hall	1	1,000+	Theatre seating; stage, screens, projection, sound, microphones, confidence monitor, and in-room AV technician.
Tue - Sat	Large session room	1	400	Classroom or crescent-round seating; full presentation and audio package.

Day	Space	Quantity	Capacity	Core requirements
Tue - Fr	Concurrent session rooms	6	200-300 each	Theatre seating; stage, projection, sound, microphones, confidence monitor, and in-room AV technician. 3 of the 6 rooms are only needed Wed – Fri.
Tue - Fri	Exhibition hall	1	Approx. 1,000	Space for 30 standard 10 ft x 10 ft booths; five 20 ft x 20 ft custom spaces; ILTS booth; e-poster gallery; innovation hub.
Tue - Sat	Registration area	1	Operational	Four to five desks, seating, power, and hardline internet at each desk.
Tue - Sat	Offices	2	15-20 each	Boardroom set-up; monitor and hybrid meeting capability.
Wed - Sat	Meeting rooms	7	20-30 each	Boardroom set-up; monitor and hybrid meeting capability. 4 of the 7 rooms are only required until Fri.
Tue - Sat	Speaker ready room	1	15-20	Central location; five to six workstations; hardline internet; AV technicians.

4.2 Workshops and Off-Site Functions

Day	Function	Venue type	Capacity	Requirements
Tuesday	Executive Committee meeting	Hotel meeting room	30	Boardroom or U-shape; screen, projection, and hybrid meeting capability.
Tuesday	Executive Committee dinner	Private restaurant room	30	Reception followed by a three-course seated dinner.
Wednesday	Machine perfusion workshop	University or hospital	40	Wet lab with four to five stations, back tables, screen, camera, and sound.
Wednesday	Machine perfusion lunch symposium	University or hospital	80	Auditorium or meeting room with projection and sound.
Wednesday	TEE workshop	University or hospital	40	Meeting room with projection and sound.
Wednesday	NRP workshop	University or hospital	40	Meeting room with projection and sound.
Thursday	Presidential dinner	Off-site venue	100	Reception, seated dinner, brief remarks, and light entertainment.
Friday	Gala dinner	Off-site venue	350	Reception, seated dinner, brief remarks, entertainment, and dancing.

4.3 Destination Attributes

- An international airport with direct service to major global hubs.
- Hotels that are walkable from the venue or accessible through efficient local transportation services.
- Demonstrated experience hosting international medical or scientific meetings.
- Strong infrastructure for accessibility, attendee safety, and sustainable event delivery.
- Practical visa and entry requirements for an international audience.

4.4 Local Support and Partnerships

- International congress incentives, including subvention funding, grants, in-kind support, discounts, or complimentary services.
- Access to local medical universities, hospitals, and liver transplant centres.
- Potential collaboration with regional or national medical societies.
- Support from the destination marketing organization, convention bureau, tourism authority, and relevant public institutions.

4.5 Sustainability and Legacy

- Evidence of sustainable event practices, including relevant venue certifications and measurable waste-reduction initiatives.
- Willingness to co-create a local legacy initiative with ILTS, such as a public health campaign, professional education initiative, or academic exchange.

5. Proposal Requirements

The bid book must follow the structure below. Bidders should respond directly to each requirement and clearly identify any assumptions, exclusions, optional services, taxes, service charges, or conditions.

1. Local Convenor and Organizing Capacity

- Name, title, institution, city, and ILTS membership status of the Local Convenor.
- Proposed Local Organizing Committee of three to five members, including one local chair.
- Letters or evidence of endorsement from relevant local or national societies and institutions.
- Approach to securing destination support and local or national subvention funding.
- Confirmation that the Local Convenor can present the shortlisted bid in Montreal on May 4, 2027.
- Approach to workshop development, national partner sessions, sponsorship support, and local stakeholder engagement.

2. Destination Overview

- Overview of the city and its relevance to ILTS and liver transplantation.
- Details of national, regional, and municipal support.
- Evidence of commitment from respected local scientists and institutions.
- Existing relationships with the liver transplantation community.
- International and local transportation access.
- Visa requirements and ease of entry for international participants.
- Known competing medical meetings, major events, and public or religious holidays affecting the proposed dates.

3. Venue Proposal

- Venue name, address, website, and sales contacts.
- Public transportation and accessibility information.
- A room-by-room allocation plan showing how all requirements will be met.
- Venue floor plans and current photographs of key spaces.
- Availability for each proposed date pattern.
- Itemized mandatory costs, including rental, AV, internet, security, housekeeping, labour, utilities, taxes, service charges, and exclusivity requirements.
- Key contractual terms, including holds, option dates, deposit schedule, cancellation terms, and attrition or minimum-spend conditions, where applicable.

4. Hotel Options

- Proposed headquarters and supporting hotels.
- A peak contracted room block of 250 rooms, with additional attendees booking independently.
- Map showing hotels in relation to the venue and transportation options.
- Indicative rates, inclusions, taxes, service charges, and availability.
- Proposed concessions, commissions, complimentary room policy, and attrition terms.

5. Financial Support and Incentives

- A consolidated, itemized budget in USD and local currency.
- All cash and in-kind support available from the city, venue, convention bureau, tourism authority, and other partners.
- Complimentary or subsidized services, transportation, social events, welcome services, and airport support.
- A hosted site visit for up to three ILTS representatives, including airfare, accommodation, and coordination.
- Convention bureau or tourism authority services.
- A plan to generate at least USD 205,000 in local or national industry support, including target companies, relevant relationships, and activation opportunities.

6. Sustainability and Legacy

- Venue and supplier sustainability credentials.
- Proposed measurable sustainability commitments.
- Potential university, hospital, community, or public health partnerships.
- Proposed educational, community engagement, or academic legacy activities.

7. Contact Information

- Name, title, organization, email, and telephone number for the primary bid contact.
- Names and roles of other organizations authorized to communicate on the bid.

6. Evaluation and Selection Process

ILTS will review all eligible submissions that satisfy the mandatory RFP requirements. Eligible proposals will be assessed using the weighted criteria below.

Criterion	Weight	Assessment considerations
Financial viability	40%	Subvention and incentive value; affordability; completeness and transparency of costs; local and national sponsorship potential.
Regional rotation and balance	20%	Alignment with ILTS regional rotation across APAC, EMEA, and the Americas.
Local organizing strength	20%	Eligible Local Convenor; credible organizing committee; institutional and society endorsements; local partnership capacity.
Location and infrastructure	20%	Air access; local transportation; venue quality and location; hotel package; accessibility; safety and risk considerations.

Shortlisted destinations and Local Convenors will be invited to present to the ILTS Council in Montreal on May 4, 2027. Each voting Council member will cast an anonymous electronic vote. A simple majority is required. If no destination receives a simple majority on the first ballot, a second ballot will be held between the two highest-ranked destinations.

7. Submission Instructions and Questions

Submit one electronic PDF bid book, not exceeding 30 pages, to partnerships@iltsociety.org by December 15, 2026. The venue and/or destination convention bureau may contact the same address with questions or requests for clarification.

Appendix A. Bidder Compliance Checklist

Bidders should complete this checklist before submission. The checklist may be included as the final page of the bid book.

Submission and Eligibility

- ☐ Bid submitted by a current ILTS member in good standing serving as Local Convenor.
- ☐ Expression of Interest submitted by November 13, 2026.
- ☐ Final bid submitted by December 15, 2026.
- ☐ Single PDF bid book does not exceed 30 pages.
- ☐ Primary bid contact and full contact details are provided.
- ☐ Local Convenor confirms availability to present in Montreal on May 4, 2027, if shortlisted.

Destination and Dates

- ☐ City overview and relevance to ILTS are addressed.
- ☐ International and local transportation access is documented.
- ☐ Visa and entry requirements are described.
- ☐ Potential conflicts with related meetings, events, and public or religious holidays are identified.
- ☐ Availability is stated for each preferred date pattern.

Venue and Program

- ☐ Room-by-room allocation plan including plenary, concurrent session, exhibition, meeting room, office, registration, and speaker ready room requirements.
- ☐ Floor plans and current venue photographs are included.
- ☐ University or hospital facilities for wet lab and simulation-based workshops are identified.
- ☐ Off-site options for the Executive Committee dinner, Presidential dinner, and Gala dinner are proposed.
- ☐ Accessibility, safety, sustainability, and risk considerations are addressed.

Hotels and Transportation

- ☐ Suggested headquarters and supporting hotels are identified.
- ☐ Peak contracted room block of 250 rooms is addressed.
- ☐ Hotel map, indicative rates, availability, inclusions, taxes, concessions, and attrition terms are provided.
- ☐ Walkability and transportation requirements are addressed.

Financial and Commercial

- ☐ Consolidated budget is provided in USD.
- ☐ All mandatory venue, AV, internet, labour, security, housekeeping, utility, tax, and service-charge costs are itemized.

- ☐ Cash and in-kind subvention is documented, including conditions and deadlines.
- ☐ Hosted site visit for up to three ILTS representatives is confirmed.
- ☐ Plan to generate at least USD \$250,000 in local subvention, industry and in-kind support is included.

Local Support, Sustainability, and Legacy

- ☐ Local Organizing Committee and roles are identified.
- ☐ Society, university, hospital, government, or institutional endorsements are included.
- ☐ Convention bureau or tourism authority financial support and services are described.
- ☐ Sustainability credentials and measurable commitments are provided.
- ☐ Legacy partnerships and proposed initiatives are described.

Bidder certification: We confirm that the information provided is accurate to the best of our knowledge and that all assumptions, exclusions, conditions, and material costs have been disclosed.

Authorized representative: _____ Date: _____