



# **BIDDING HANDBOOK**

**Guidelines for submitting a successful bid for a MICCAI Conference**

*Last updated:* 2023-05-24

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# 1 MICCAI STATEMENT

The Medical Image Computing and Computer Assisted Intervention Society (the MICCAI Society) is dedicated to the promotion, preservation and facilitation of research, education and practice in the field of medical image computing and computer assisted medical interventions including biomedical imaging and robotics, through the organization and operation of regular high quality international conferences and publications which promote and foster the exchange and dissemination of advanced knowledge, expertise and experience in the field produced by leading institutions and outstanding scientists, physicians and educators around the world. The MICCAI Society is committed to maintaining high academic standards and independence from any personal, political or commercial vested interests.

In line with its statement, the MICCAI Society holds an annual global conference that highlights the state-of-the-art in Medical Image Computing and Computer Assisted Intervention. The venues of the conferences are on a three-year rotation: Americas, Europe+Africa, and Asia+Pacific.

This Bidding Handbook provides guidelines for those who wish to submit a successful bid to host a MICCAI conference.

## 2 GENERAL MEETING INFORMATION

Meeting Name	Medical Image Computing and Computer Assisted Intervention (MICCAI) Conference
Contact	Janette Wallace, MICCAI Society Board Secretariat Western University 1151 Richmond St. N., Room 5250c London, ON N6A 5K8 <a href="mailto:bidproposal@miccai.org">bidproposal@miccai.org</a>
Dates	September or October 5 days: 2 days for satellite events (workshops, tutorials, challenges) & 3 days for the main plenary preferably in between the two satellite events days Board meeting – 1 day prior to conference Need for avoiding any religious or local holidays, or any parallel large local events
Attendance	Attendance varies by year and by which continent is hosting the conference. Please ask the secretariat for the most recent statistics.
Attendees Profile	Delegates from a broader range of disciplines associated with medical imaging and computer assisted surgery. While the conference is usually attended by world-leading researchers including scientists, engineers, clinicians, and students, additional participants may be invited from the life science & health industry, information technology sector and related service industries.
History	The conference is hosted every year in a different city, with a cyclic rotation between 3 geographic areas: Americas, Europe/Africa, Asia/Oceania. A map of the areas can be found here: <a href="http://www.miccai.org/assets/Uploads/Area-Maps.jpeg">http://www.miccai.org/assets/Uploads/Area-Maps.jpeg</a>  The full history of past conferences, can be consulted here: <a href="http://www.miccai.org/events/conference-history/">http://www.miccai.org/events/conference-history/</a> The list of the upcoming conferences already scheduled, can be found here: <a href="http://www.miccai.org/events/upcoming-conferences/">http://www.miccai.org/events/upcoming-conferences/</a>

### 3 BIDDING ELIGIBILITY, PROCESS, AND TIMELINE

#### Eligibility

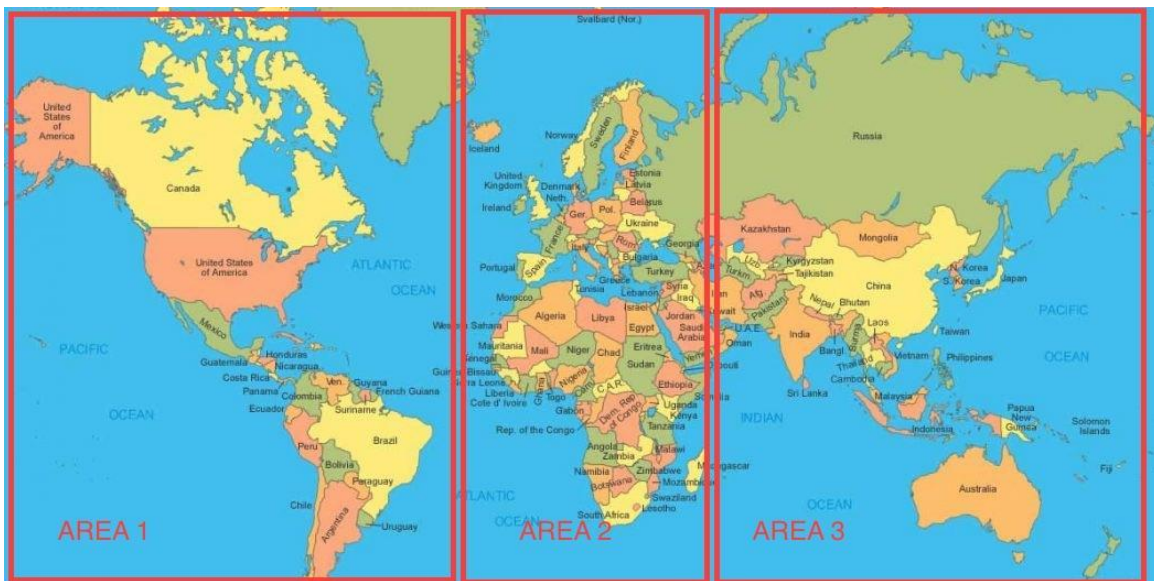
- Applicant

Proposals will only be accepted from MICCAI Society members. The applicant must have attended at least 4 MICCAI editions in the recent years before submitting. Applications cannot be submitted by tourism offices, convention centers, or Professional Congress Organizations (PCO).

- City

Once per year, a call for bids is released by the MICCAI Society. The call specifies the geographic area concerned by the call, according to the cyclic rotation between areas. All cities belonging to the mentioned geographic area are eligible. If in doubt, please contact the secretariat of the Society.

The map of the three areas is given below:



- Venue

Applicants must check that the capacity of the considered venue in terms of number of rooms and auditorium size is sufficient for hosting the conference before bidding. An estimate of the current needs in terms of capacity is given in the next sections of this document.

#### Preliminary steps

Before starting the formal bidding process in four phases, it is recommended that the applicant first contacts informally the MICCAI Society secretariat to check eligibility and feasibility of the project. A good time and place to discuss with the secretariat is at the MICCAI Society desk at the conference. If the project is eligible and the applicant (i.e. prospective General Chair) agrees to proceed with a formal proposal, this handbook will help to prepare the application.

## Process overview and timeline

The process for bidding to organize MICCAI year N typically happens during year N-3. For instance, the bidding process for MICCAI 2026 takes place in 2023, and concerns Area 1: Americas.

The timeline of the formal process is typically as follows:

- Year N-3, around **April/May**: a call for bids is released by the MICCAI Society. The call defines the exact deadlines for the rest of the process.
- Year N-3, around **June**: a Notice of Intent of 2-3 pages is expected. It should be sent to the secretariat of the MICCAI Society (see email address on page 2), which will forward to the Conference Affairs Working Group for prompt review. Based on these documents, a selection of teams are invited to further develop their proposal and submit a full bid.
- Year N-3, around **August**: full bids are expected (full document, budget, and powerpoint presentation).
- Year N-3, during the MICCAI conference (around **September-October**): presentation to the MICCAI Board in person during the full Board meeting at the MICCAI N-3 conference.
- Year N-3, around **November**: final decision and announcement.

## Notes

- Local organization

The applicant may propose to host the conference in a different city than the one of their home institution. In case the proposed city is not their home city, it is mandatory to have a well-identified and reliable local organizing committee based on site and who knows the city well, to help with local matters (such as child care, visa issues, ombudspersons, local student liaison, etc.). No bids will be accepted without strong local support, ideally a scientific group based at a local university.

- PCO

The MICCAI Society has a multi-year agreement with a Professional Congress Organizer (**PCO**) who provides professional conference management support services and financially back the conference on behalf of the MICCAI Society. Via this agreement, the MICCAI Society is reducing the financial and managerial burdens placed on its annual conference organizers. The PCO acts on behalf of the MICCAI Society to help the applicant set a budget, plan and follow a schedule, negotiate contracts with vendors and venues, setup the website and communication material, and plan for multiple contingencies; while mitigating financial risk and helping to maintain the high standards of the MICCAI conferences. The secretariat, as well as the PCO, can provide assistance in submitting the bid.

- Venue

In addition, it is also strongly advised to contact the considered venues (convention centers or large hotels) in advance in order to check if the hosting capacities are sufficient and obtain quotes to be included in the budget of the final bid.

## 4 CONFERENCE ROOMS & A/V REQUIREMENTS

The following list will allow you to check whether the considered convention center has enough space to host the conference needs, and help establish the first quote with the convention center.

The final list of rooms to book will be refined closer to the conference according to the actual list of events scheduled that year. Any new additional event added to the program may possibly require an additional room. Spare rooms may be considered. Also keep in mind that you are applying 3 years before the conference, and the conference may have grown in size by then. **Make sure the venue has the capacity to absorb any increase in size.**

ROOMS	DAYS	AREA (Sq. Metres)Capacity	Style
<b>At the convention center</b>			
Foyer/Registration	6		
Board meeting Room (the day before the conference)	1	20 seats	Meeting room with video projector
Main plenary room - main conference (conference days 2 to 4)	3	at least 2000 seats	Theater with A/V and recording
2nd plenary room for dual tracks during main conference, and Cliniccai (conference days 2 to 4)	3	1000 seats	Theater with A/V and recording
Speaker Ready Room (conference days 2 to 4)	3		
Main conference Exhibits / Posters / Breaks / Lunch hall (conference days 2 to 4), with: <ul style="list-style-type: none"> <li>- poster boards for 800 posters (400 boards front &amp; back)</li> <li>- ~10-20 industrial exhibitor booths with power outlets and internet access</li> <li>- 1 booth for MICCAI Society and 1 booth for the next MICCAI edition, with power outlets and internet access</li> <li>- tables for catering (buffet for coffee breaks and lunch), standing tables</li> <li>- 3 extra poster boards dedicated to JOB POSTINGS</li> </ul>	3	2300 sq. meters  With <u>at least 3 meters</u> between posters rows	Exhibition hall
Tutorials/Workshops/Challenges: 20-25 Rooms - satellite events days (days 1 and 5 of the conference)	2	50-200 seats per room	Theater style with A/V and recording

Poster & coffee break space for satellite events - satellite events days (days 1 and 5 of the conference), with: - poster boards for ~300 posters (150 boards front & back) - tables for catering (buffet for coffee breaks and lunch), standing tables	2	at least 300 poster boards (or 150 front & back)	Exhibition space (can be the same as for the main conference days)
Academia/Industry student event	1	400 seats	Theater style with video projector and microphone
Women in MICCAI lunch & meeting	1	at least 200 seats	Lunch room with A/V equipment
RISE lunch & meeting	1	at least 200 seats	Lunch room with A/V equipment
Rooms for small additional meetings during the conference (MICCAI journals board meeting, CAI@MICCAI, award committees, ...) - 2-3 dedicated rooms (days 2 to 4 of the conference) Can be some of the satellite events rooms.	3	50 seats	Meeting rooms with A/V
Room for MICCAI admin team, with power outlets, internet access, printer, tables and chairs - all days	5	5-10 seats	Staff lounge
<b>Outside the convention center</b>			
Gala dinner location	1	for at least 2000 attendees	
Welcome reception location	1	for at least 2000 attendees	can be in the convention center
Soccer field	1		for soccer game event organized by MSB

### Internet access

In addition, the organizers are required to **ensure that large capacity high speed internet with sufficient bandwidth is available on site during the conference**. The internet connection must be able to support **2000 simultaneous connections**. If the venue does not provide sufficient access, you must provide (and budget) additional technical solutions.



## 5 PROPOSAL SUBMISSION AND SELECTION PROCESS

### Preliminary phase

Before starting the bidding process, the applicant must first contact the MICCAI Society secretariat to check eligibility and feasibility of the project. If the project is eligible, the prospective General Chair can proceed with a formal proposal in four phases detailed in this chapter.

### Phase One: Notice of Intent

The notice of intent is a light preliminary proposal (2-3 pages) indicating the proposed venue and city, the tentative dates, the proposed general chair, the co-chair and local chair if applicable, the collaborating institutions of the conference if any, and a brief overview of the proposal.

A template document will be provided by the MICCAI Society secretariat.

### Phase Two: Full Proposal and Preliminary Acceptance

After phase one, if the Conference Affairs Working Group gives the green light, the applicant is invited to prepare the full proposal.

The full proposal should contain a document describing the project in detail, an additional excel file with the budget. There is no template for this document, however the document must cover all the important aspects of the organization (see also Section 8 for recommendations), and demonstrate the maturity of the project. We suggest the following items to be covered:

- Overall vision
- Organizing committee: list and brief discussion on the diversity of profiles
- Presentation (bio) of the proposed General Chair, Co-chair, Program chairs, and local chair if applicable
- Presentation of the local partner institutions (university or research center) and the local ecosystem related to the MICCAI topics of interest.
- Description of the scientific organization: how the program committee will be built, suggested keynote speakers, proposed program highlights, specific theme/focus/activities/events if any
- Proposed budget and registration fees (separate excel file)
- Chosen dates showing that they have no major conflict (see recommendations)
- Detailed description of the venue: capacity (number of rooms, size of auditoriums, geographical location of the venue within the city and related to the available hotels and restaurants (avoid outlying venues that require a long commute), facilities, internet access.
- Brief presentation of the city: touristic, cultural and historic highlights, hotel capacity, hotel price range and cost of living, possible tours outside the city, proposed locations for the gala dinner, accessibility from foreign countries (airport, train stations) and visa requirements.
- Sustainability: public/green transports, plans for recyclable tableware, actions against food waste, carbon footprint compensation, etc. Be creative!
- letters of support from local funding agencies, or written commitment for in kind contributions (for example free rooms at the venue).



The Conference Affairs Working Group will provide the Bid Scoring Criteria document to help you ensure your proposal covers all the main issues. Applicants can also receive help from the PCO and the MICCAI Society secretariat to guide them in building their final proposal.

The full proposal should be sent to the MICCAI Secretariat according to the defined deadlines.

### **Phase Three: Presentation to the MICCAI Board**

The final application will also have to be presented to the MICCAI board members at the full Board meeting during the conference, which is usually held the day before the satellite events start. In case the applicant cannot travel to the conference that year, they will be given the possibility to present remotely by video call. The applicant can also ask anyone from her/his organizing team to join the presentation.

The powerpoint of the presentation should be sent to the MICCAI Board **5 days prior to the meeting**.

After the presentations, decisions are taken by anonymous vote of MICCAI board members taking into account possible conflicts of interest.

### **Phase Four: MOU and Final Acceptance**

After the proposal has been selected by the MICCAI Society Board, the MICCAI Society requires a fully executed Memorandum of Understanding (MOU) signed before starting the actual organization of the conference. A template of this MOU will be provided by the MICCAI Society. If a fully executed MOU is not established within **six months** of the final selection (i.e. date of the official decision of phase 3), bid acceptance may be withdrawn and an alternate host chosen.

Once finally accepted and the MOU signed, the General Chair can start the organization of the conference. Please refer to the Chairs handbook for the guidelines and timeline. Note that the general chair will be requested to present updates of the organization of the conference at the MICCAI Board meeting at regular intervals.

The General Chair is also included as a Board member for a period of 4 years, starting in February 2.5 years before the conference if the MOU is signed, or just after signature of the MOU otherwise. Whatever the inclusion date, the term ends at the end of January 1.5 years after the conference.

## 6 IMPORTANT CRITERIA AND RECOMMENDATIONS FOR HOSTING A MICCAI CONFERENCE

The following recommendations will serve as the basis for your proposal. Please ensure that the following points are fully addressed in your proposal.

### Choice of the city

The MICCAI society is committed to making efforts towards lowering the overall cost of participation for attendees. The proposed city must be **affordable**: it must provide affordable convention center rental, affordable catering, but also reasonably priced accommodation within a reasonable distance of the conference venue, affordable restaurants for the evenings, and affordable gala dinner options.

The proposed city must also offer **easy access** from everywhere around the globe (flights, trains), and have a good local transport system. The country must be open to foreign participants without too much VISA complication. Please address any governmental policies and regulations which may affect the conference, i.e. tax rebates, requirements to register the conference with your local government, VISA requirements, etc.

Finally, the proposed city should preferably be **attractive** in terms of tourism.

### Choice of conference dates

The conference typically runs over 5 days, usually from Sunday to Thursday, or from Monday to Friday. It is held in September or October. The conference dates must be carefully chosen and justified, and must comply with the following criteria:

- Avoid dates that would interfere with any religious holidays (of all major religions)
- Avoid dates that would interfere with major national holidays, especially in the host country
- Avoid dates that would interfere with other major conferences or events expected to be held in the same city, in order to prevent a lack of accommodation
- Avoid dates that would interfere with other major conferences on similar topics (but if in the same/close location, a back-to-back schedule might be attractive and could be exploited)
- Prefer dates when the expected weather conditions would be the most favorable

### Choice of the venue

As MICCAI has grown in size in the past few years, the preferred venues are **convention centers** that are usually best suited for a conference above 2000 participants with dual tracks. However, the conference can also be organized in a hotel or at a University campus. In all cases, the applicant must ensure that the proposed venue has **sufficient capacity** to host all the expected participants, as well as a **sufficient number of rooms** to accommodate the increasingly numerous satellite events. It is a good idea to anticipate a margin in case of an increase in the size of the conference. Please refer to the list of rooms and spaces needed in Section 4.

## Organization and People

Clearly identify and describe the organizing team and the main committee contacts. The society values equality, diversity and inclusion, and this should be reflected in the organizing team. In particular, diversity includes but is not limited to gender, geography, seniority, and research topics (MIC and CAI).

If local sponsors (either institutional or industrial) have been identified, it is a good idea to mention them and ask for a letter of support.

## Creativity

The host city bid should be creative in its presentation of the destination, and how hosting the conference would appeal to the attendees. Walk the Board through the entire conference concept in your city, venue you have selected, hotels in the package, special events, etc.

It is important to ensure that the proposed conference is in line with the MICCAI statement. For example, this includes the following:

- New emerging and hot scientific and/or medical topics should be taken into account or encouraged in the program
- Be careful about diversity (all kind) in committees and activities
- Ensure low registration fees and balanced budget by choosing an affordable venue (rental cost, catering) and affordable city in terms of travel (hotels, restaurants). Give price ranges.
- Ensure sufficient space for plenary sessions, posters, satellite events, exhibition and breaks
- Make sure that there is a good liaison with the MICCAI boards (e.g., student board, Women in MICCAI), and that there is local support for their activities
- Suggest initiatives that emphasize the off-the-science issues (including diversity, ethics, education, patient and public engagement, sustainability, ...)
- Suggest initiatives that facilitate participations at the conference, networking, and social activities
- Ensure link with industry and clinics, and related activities
- Highlight sponsorship opportunities and expected financial support from local authorities
- Highlight initiatives in terms of sustainability

## Outline how you will develop the necessary Committees

The full bid (phase 2) will provide as much detail about the organization committee as possible. To help the applicant build the organization committee, this section details the usual composition of the organization committee, and summarizes briefly the expected duties and workload of each committee member. **The members of the organization committee must be active members of the MICCAI Society.**

Again, please remind that a fair balance between groups must be ensured in all committees, including gender, geographic and MIC and CAI.

**Local Host Committee:** involve your local leaders in the MICCAI Community, influential local organization heads (tourism office), a local business representative from the host hotel's (if application) or venue. Also request official letters from your Institution, affiliates, and partners. The local committee uses their good knowledge of the hosting city to help with the local needs, such as child care, visa process, local venues and visits, public transports, local providers, etc.

**General Chair & Co-Chair:** The General Chair is responsible for the overall conference activity. The General Chair is the decision maker and responsible in regards to financial matters and the entire conference experience. The General Chair will appoint the other committees, and for each of them choose the chair who will, in addition to participating in the committee's tasks, take leadership and assign goals and duties of their committee. The role of the General Chair is to oversee and coordinate all conference activities (scientific, networking, or social activities), oversee the committees progress, oversee the logistics, ensure slots in the program and rooms in the venue for all events, supervise communication, and regularly monitor registration, hotel pickup, exhibitor signup, session proposals, and paper submission, in order to be able to benchmark the conference's progress in comparison to previous years. The General Chair will report regular updates on the progress of the conference to the MICCAI Society Board, and will refer to the Society Board for approval for any important decision possibly affecting the future editions (registration fees, new events, discontinued events), or the Society and its relationships with other groups. The General Chair will be in constant contact with the Program Chairs to follow progress of the review process. The General Chair is responsible for building the final schedule of the conference, ensuring sufficient slots and rooms for all scientific sessions and all events. The General Chair will also be in constant contact with the PCO to ensure that all logistics aspects are properly covered. The General Chair should be aware about the amount of work and time required by such an organization. He/she should be able to spend about 30% of her/his time during the last 18 months before the conference and about 70-80% of the time for the last 4 months.

The General co-chair assists the Conference Chair coordinating all conference activities.

After the conference, the General Chair is also responsible for initiating the special issues for MICCAI-associated journals, usually in conjunction with the Program Chairs.

**Program Chairs:** 5-6 Program Chairs accept the responsibility of developing the scientific program. they ensure a program of the greatest possible scientific, technical and educational value. This committee is in charge of the call for papers, the choice of area chairs and reviewers, and the timeline of the review process. They manage the submissions, assign the papers to area chairs, organize the rebuttals and second rounds of reviews, and take the final decisions. Finally, they are in charge of the proceedings, and the scientific sessions in the program. One of them is chosen as the main Program Chair, the others will be Program co-Chairs.

In detail, the Program Chairs are responsible for implementing all phases of the scientific program which include (but not limited to):

- prepare/update the Call for Papers, and the author guidelines
- update the reviewing and meta-reviewing process if needed, and establish the timeline and deadlines
- build the program committee (invite area chairs), and the list of reviewers
- manage submissions, assign area chairs to each submitted paper
- decide desk rejections for reasons of anonymity violation or formatting issues
- organize rebuttals and second rounds of reviews, assign secondary area chairs

- detect violations of the scientific code of ethics (plagiarism, self-plagiarism, dual submissions, etc.), document them, and propose sanctions (e.g. warning, rejection). Provide reports on all the detected violations to the MICCAI secretariat. The MICCAI staff will transmit severe cases or repeated violations to the MICCAI Society's Board President for investigation.
- make the final decisions on acceptance based on reviews and meta reviews
- build the scientific program: distribute accepted papers into thematic scientific sessions, decide on oral/poster presentations, decide presentation modalities (oral presentation duration, etc.), decide on material type to upload by authors on the virtual platform (videos, slideshows, poster pdf, teasers, etc.). Decisions of single/dual tracks are made in agreement with the Board and in accordance with the venue capacity and the available budget
- ensure diversity of all kinds in the scientific program (MIC/CAI, gender, etc.)
- suggest some Keynote Speakers covering diverse presentation topics and the best diversity
- ensure continuous communication with authors regarding paper, session and logistical information
- work with MICCAI staff or PCO to create the written material as required for the Conference Proceedings and Final Program (e.g. Creates Program At A Glance, etc.)
- coordinate creation of paper upload codes, poster qr codes,
- meet all required deadlines for conference program, the proceedings publisher, etc. to make sure all materials are provided to attendees, conference, etc. in a timely manner.
- has final approval over the Scientific Program
- help build short lists for awards selection
- possibly participate as guest editors on the MICCAI-associated journals special issues

The Program Chairs receive assistance for the technical aspects (management of the submission platform, building spreadsheets to facilitate the reviewing process, communication with authors, mail blasts, editing of the proceedings, etc.) by a submission platform manager.

The MICCAI review process is described in the "MICCAI Conference Review Process" handbook. Changes to this process should be proposed to and endorsed by the MICCAI Society board, and should ideally be endorsed by future MICCAI Program Chairs as well.

The Program Chairs should be aware about the amount of work and time required by such an organization. He/she should be able to spend about 30% of her/his time during the last 12 months before the conference and 50% during several phases of the review process.

**Keynote Lectures Chair(s) (optional):** is responsible for helping develop the program by selecting and scheduling Keynote Speakers and their respective presentation topics in coordination with the General Chairs and Program Chairs. Ensures a good diversity of all kinds in the keynotes. The lectures given by the keynote speakers can be either on a scientific or a societal topic of interest for our community.

**Satellite Events Chairs:** It is important to keep in mind that workshops, tutorials and challenges represent almost half of the conference, both in terms of attendance and workload. It is suggested to create 3 separate committees (workshops, tutorials, challenges), with a Chair position for each. It is also recommended to have a global Satellite Events Chair who coordinates the efforts of the 3 committees and a homogenous timeline. It is important to ensure that the members of these committees are also aware about the amount of work that this part of the conference will require.

The chairs and committees will ensure the high quality of the satellite events, and avoid topics overlap.

These chairs and committees are responsible for their respective type of satellite events for the following tasks:

- updating and releasing the calls and guidelines, choosing appropriate timeline and deadlines, organizing the satellite proposal submission and reviewing process, selecting an attractive programme of satellite events. If possible, the deadlines should be coordinated between the different satellite events to facilitate the process
- ensuring the quality, diversity and attractiveness of the satellite events, to attract scientists and clinicians in fields bordering MICCAI, provide platforms for scientists to meet around specific topical areas, maybe technology or application oriented, etc.
- ensure there is no overlap between satellite events topics, nor that the topics are too close, to avoid dilution of submissions and attendance
- ensuring that the program committees of each individual event include a good diversity in terms of gender, geographic areas, and diversity of all kinds
- ensuring the highest quality and diversity in tutorials: provide tutorials on a wide range of topics within the MICCAI field, with high educational value for the participants, aim for diversity of speakers.
- coordinating the process for the proceedings of the satellite events,
- (possibly) interacting with the Education WG of the board to make material available beyond the conference.
- decide to assign half or full-day slots to each satellite event
- ensure that the number of selected events does not exceed room capacities, in coordination with the other chairs and the Satellite Events Chair

Note that most of the tasks of the chairs and committees are during a period from November-March before the conference (selection of Satellite Events).

Role of the global Satellite Events Chair:

- coordinate the 3 committees to have a homogenous timeline, and a manageable number of Satellite Events in relation to the number of rooms available in the venue. Allocate a maximum number of rooms to each type of satellite events
- liaise with Springer and coordinate the joint Satellite Events proceedings with the organizers of each Satellite Event
- organize the schedule of all the Satellite Events and assign the rooms

The tasks of the Satellite Events Chair are spread over the 12 months before the conference, and more intense around March-April for the schedule and July-August for the proceedings.

**Publicity Chair & Social media Committee:** the primary purpose of the Publicity and Social media Committee is to publicize the conference in a way that promotes optimum attendance. Emphasis should be placed on the program of the conference and deadlines. The Committee will work closely with the International, Local Arrangements, Publications, Exhibits, and Program Committees, the PCO, as well as the Marketing and Communications Coordinator of the MICCAI Society for a consistent and unified communication.

Steps to be taken for this purpose include: use of previous attendance lists which will give the conference the optimum technical and geographical coverage by direct mail promotion which will be processed by MICCAI Society; advertising in suitable media; placement of advertising material at other conferences; use of social media (e.g. Facebook, Twitter, etc.).

**MICCAI Student Board (MSB) liaison:** The local organizer must have a local liaison to the MSB to represent the local students and help organize local student events with the MICCAI student board, such as the sporting event and industry-student meeting. Student activities and events for students at MICCAI are organized by the MSB. They need help arranging for space, AV equipment, etc., and sometimes a bit of financial help (not actual money but helping them arrange activities that require deposits in local currency, etc.), and possibly help with hosting online materials. They have consistently contributed to the success of past MICCAIs, both on the content and social level, and have the same goals as the conference Chair(s), and should be supported in their activities. Football (soccer) field booking may be required, close to the conference venue if possible.

**Women in MICCAI (WiM) liaison:** The local organizer must have a local liaison to the WiM to represent the women and help organize local events, as well as collecting related information. The WiM organizes activities or events at the conference, and needs help arranging for space, AV equipment etc., and, sometimes a bit of financial help (not actual money but helping them arrange activities that require deposits in local currency, etc.), and possibly help with hosting online materials.

**Volunteer Chair Committee (optional):** is responsible for soliciting student volunteers to assist with various tasks during the conference including registration, session scanning, poster sessions, etc. The Chair is also responsible for the assignment of students to those activities and ensuring their onsite completion of all assigned tasks and all student volunteers are present. However, this is optional as we currently use the services of our contracted PCO, which may cover some of these tasks.

**Green Team:** The MICCAI Society is committed to improving its carbon footprint and will be very attentive to the efforts made by the organizers in terms of reducing the impact of the conference on the environment. All initiatives and creativity in this field are welcome, for example (but not limited to): reducing disposable tableware, reducing food waste and redistributing unconsumed meals, providing bikes or public transportation tickets to participants, recycling printed programs, financially compensating the carbon footprint of the flights, etc. The Green Team will propose, coordinate and organize actions towards this objective.

**Program Committee:** its members are also called Area Chairs, or Meta-reviewers. The composition of the program committee is not requested at the time of bidding. This committee will be composed approximately one year before the conference starts.

## **Budget (template provided)**

The total budget of this conference depending on the venue can range from approximately USD \$900,000 to \$1,300,000. It is important to keep the budget updated to actuals in the last 12 months to ensure you are going to be financially viable. It is also a requirement of the Conference Chair to provide the MICCAI Society board with regular updates during the planning cycle, and attend a





monthly financial and communication meeting during the last 9 months before the conference. The PCO will be in charge of building the budget and keeping it up to date.

The MICCAI society is committed to keeping reasonable registration fees. The MICCAI society is also willing to work towards sustainable and green conferences. Budget and proposals should be in line with this, showing what in the conference goes into that direction. It is expected that you try to align expected income with the recent cheapest conferences rather than the most expensive ones, and keep the expenses as low as possible. Our PCO will help bidders to build the budget. It is important to keep in mind that venue rental and catering are the two largest expenses of the conference. It is recommended to propose a city where these two items are reasonably priced. It is also important to keep in mind that besides the registration fees, accommodation is an important part of the participants' travel budget. The chosen city must be able to provide reasonably priced accommodation within a reasonable distance of the conference venue.

Sport events, student events and women in MICCAI events are financially covered by the MICCAI Society, who will on a yearly basis determine the budget for these activities. Conference organizers are required to provide the local organization of the necessary rooms, AV equipment etc.

## **Board Meeting Room and Dinner**

The conference organizers are required to organize and host a Board meeting the day before the conference starts. Your proposal should identify a candidate room as well as lunch and dinner arrangements.

The Board is about 15 people, but the dinner is often around 30 people as spouses and special guests are included. The Society covers expenses associated with the Board meeting, including dinner, with the total budget being approximately US \$3000.

## 7 HOST CITY BENEFIT OUTLINE

MICCAI conference attendees are world-leading researchers including scientists, engineers, and clinicians in medical image computing and computer assisted interventions. They represent the worldwide diversity, state-of-the-art, and impact of the MICCAI community.

The conference has of course an impact on the visibility of the local universities and research centers involved in the organization of the conference, widening the attractiveness of the local research sites.

But the impact of the MICCAI conference also extends to the local city that hosts it. The local economy benefits from a large impact in terms of hotel rooms, food and beverage expenses, ground transportation, dining outside the conference venue, bars/entertainment, rental of the convention center, tourism after the conference, etc. This impact is often fostered by pre-conference promotion and integration into the conference program, as described next. The following items can help the organizing team secure logistical and financial support from the host city, local authorities, and possible sponsorship from local companies.

### MARKETING RIGHTS – PRE-CONFERENCE PROMOTIONS

- Opportunities to co-brand venue conference marketing collateral to reflect host city messaging.
- Use of the official conference logo on any related host city marketing collateral leading up to the conference.
- Pre and Post Press release from President to showcase venue conference and host.
- Dedicated page on the conference website for host city information.
- Prominent recognition of host city in all related venue conference created marketing collateral:
  - Email blast
  - Leisure tourism web banner placement on conference website
  - E-invitations
  - Onsite convention handbook and/or App
  - Advertising in international trade media

### ONSITE ANNUAL CONFERENCE HOST CITY BENEFITS

- Recognition during the conference; signage strategically positioned throughout the venue.
- Recognition from the general session stage by the President of the MICCAI Society
- Opportunity to host a city information table, strategically positioned near by the registration throughout convention, during the meeting and the year before the conference.
- Official host of welcome reception (if budget permits).

The bidding team is encouraged to contact the city, territorial authorities, convention bureau, and their hosting institution, to inquire for support to the conference, in terms of organizational, financial, and administrative support. With all the benefits they can expect, they are often happy to provide support, including to build the bid. Any financial support that can be expected from the city or the convention center or the university can be mentioned in the budget and must be documented.

## 8 OTHER USEFUL INFORMATION

### **Attendance**

The last attendance statistics are between 2000 and 2600 paid registrations. More statistics are available. There is usually a good match in percentage between submissions, acceptance and attendance, in terms of number, topics and geographical representations. It is required that your budget is built for different scenarios in terms of number of participants.

### **Corporate Sponsor Contact List**

A corporate sponsor contact list from prior years can be provided to the organizers.