



REQUEST FOR PROPOSAL

The International Society for the Prevention of Child Abuse and Neglect (ISPCAN) invites Expressions of Interest from Convention Bureaus, in partnership with local child protection organizations, to host a future ISPCAN International Congress.

ABOUT ISPCAN

Founded in 1977, the International Society for the Prevention of Child Abuse and Neglect (ISPCAN) is a global, multidisciplinary non-profit organization with nearly five decades of leadership in preventing and responding to child abuse, neglect, and all forms of violence against children.

ISPCAN is led by its Chief Executive Officer, supported by a professional staff team and guided by an international Board of Directors composed of globally recognized experts in child abuse research, clinical practice, policy, and prevention. ISPCAN's administrative headquarters are based in Denver, USA, with members and partners working across all regions of the world.

ISPCAN's mission is to prevent and treat child abuse and neglect and to eliminate violence against children worldwide. Each year, ISPCAN connects more than 20,000 professionals from psychiatry, psychology, medicine, nursing, social work, education, law, public health, and government through its international congresses, professional training programs, and global knowledge-sharing platforms.

ISPCAN publishes two peer-reviewed research and practice journals and provides advanced training, shared resources, special reports, and international discussion forums to support professionals working in this highly specialized field.

ISPCAN is the only international, multidisciplinary organization that consistently convenes child protection professionals from 50 to 80 countries at each International Congress, fostering cross-sector collaboration and global exchange of best practices.

ISPCAN CONGRESSES & LEGACY

An ISPCAN Congress is more than a professional event. For more than three decades, ISPCAN has intentionally designed its congresses to create a lasting footprint that extends well beyond the conference dates, strengthening child protection systems at the local, national, and regional levels.

ISPCAN International Congresses rotate across global regions to expand professional networks, share knowledge equitably, and extend the global safety net for children. With each congress hosted in a new destination, ISPCAN builds sustainable capacity and advances prevention, policy, and practice.

A core requirement of hosting an ISPCAN Congress is partnership with a local organization actively working in the field of child abuse and neglect. This Local Partner serves as a scientific and financial co-host alongside ISPCAN and plays a central role in shaping the congress program and long-term legacy. Knowledge transferred during the congress supports improved prevention, diagnosis, treatment, and care, and contributes to the development of new policies and solutions within the host region. Following the congress, the Local Partner is recognized as an ISPCAN Country Partner, reinforcing long-term collaboration and impact.



BENEFITS OF HOSTING AN ISPCAN CONGRESS

Hosting an ISPCAN Congress delivers measurable economic impact, high-value professional exchange, and lasting social benefit to the host city and country.

Professional & System Impact

- Advanced professional education on best practices in prevention, research, and data related to child maltreatment and protection
- Skills transfer across disciplines for the prevention and treatment of physical, emotional, and sexual abuse
- Strengthened data collection and reporting systems to support effective intervention and prevention
- Contributions to legal, judicial, and public policy development in child protection
- Youth engagement through dedicated Youth Forums, fostering future leadership and advocacy

Community & Social Impact

- Increased public awareness of child abuse and neglect at local and national levels
- Cross-sector engagement involving professionals, policymakers, youth, educators, and community stakeholders
- Meaningful social impact through dialogue, visibility, and addressing child abuse and neglect openly to increase awareness and prevention

Economic & Destination Impact

- Independent economic impact analysis, adjusted for cost-of-living growth, estimates that ISPCAN Congresses now generate over USD 5.6 million in tourism revenue for host cities
- Significant hotel occupancy, destination exposure, and repeat visits by international delegates

Hosting an ISPCAN Congress positions the destination as a global leader in child protection, delivers substantial economic and reputational value, and creates a legacy that benefits children, families, and communities long after the congress concludes.

CONGRESS PARTNERSHIP MODEL

The delivery of an ISPCAN International Congress is based on a clear partnership structure, with defined leadership, scientific, and operational roles shared between ISPCAN and the host destination.

ISPCAN

ISPCAN is the global owner and lead partner of the Congress and is responsible for overall oversight, quality assurance, and consistency across all congresses. ISPCAN:

- Managing the host selection and bid award process
- Providing strategic leadership, governance, and quality standards
- Bringing the ISPCAN global community, including members, partners, and affiliated experts
- Co-developing and co-managing the scientific program with the Local CAN Partner
- Ensuring scientific excellence, multidisciplinary balance, and international representation
- Ensuring impartiality and alignment with ISPCAN's mission and values



Local Organizing Committee

Each Congress is delivered through a formal host partnership consisting of:

Convention & Visitors Bureau (or Ministry of Tourism)

The Convention & Visitors Bureau acts as the destination lead partner and is responsible for:

- Government, patron, and institutional endorsement
- Destination support (financial and/or in-kind)
- Venue identification and site visit coordination
- Destination marketing, media engagement, and city-wide promotion
- Delivery of the agreed city support package

Local Child Abuse & Neglect (CAN) Partner

The Local CAN Partner serves as the scientific co-host of the ISPCAN Congress and must be an organization actively engaged in child protection, child abuse and neglect prevention, response, research, policy, or practice. The Local CAN Partner may include, but is not limited to, a university, non-profit organization, government agency, ministry, foundation, professional association, or other recognized entity working in the field of child protection.

The Local Partner:

- Co-develops the scientific program with ISPCAN
- Supports outreach, professional engagement, and legacy activities
- Strengthens regional capacity and long-term impact

Professional Congress Organizer (PCO)

The Professional Congress Organizer is an operational delivery partner, jointly appointed by ISPCAN and the LOC.

The PCO is responsible for implementing the Congress, including abstract and registration management, sponsorship delivery, marketing, destination management, on-site logistics, and post-congress reporting. Depending on the agreed financial model, the PCO may assume financial liability, subject to ISPCAN approval.

Detailed information regarding the partnership structure and respective responsibilities is set out in [Annex A – Partnership Structure & Congress Tasks Division](#).

CONGRESS OVERVIEW

ISPCAN anticipates delegate attendance to range between 650 and 1,500 participants, depending on region and destination. The Congress program typically consists of a Pre-Congress Working Groups Day, followed by three main scientific days, and concludes with a dedicated Rise Up Policy Day that brings together government, research, and practice to advance child protection systems, resulting in a total of five Congress days.

In addition to the core program, the Congress includes several official events that are integral to the overall experience and legacy, such as:

- Youth Forum
- Working Group meetings



- ISPCAN Member Meeting and Reception
- Official networking and cultural events

Convention Bureaus are encouraged to consider potential date conflicts with major international meetings, religious observances, and national holidays when proposing dates.

SCIENTIFIC CONTENT

The scientific program of the ISPCAN Congress is developed jointly by ISPCAN and the Local Child Abuse and Neglect (CAN) Partner and reflects regional priorities within a global, multidisciplinary framework.

Key features of the scientific program include:

- A Congress main theme and 6 focus topics addressing prevention, research, practice, and policy related to child abuse and neglect
- Pre-Congress Working Groups and meetings
- Three main scientific days with 10-12 parallel sessions
- One dedicated Rise Up Policy Day, focused on institutional and governmental dialogue
- A combination of plenary sessions, parallel sessions, workshops, master classes, posters, and multimedia presentations
- Up to six keynote presentations, including international, WHO, and regional experts

Final program configuration, number of tracks, and session formats are determined jointly by ISPCAN and the Local CAN Partner.

A sample program structure is provided for reference:

| | Pre-Congress day | Day 1 | Day 2 | Day 3 | Rise Up Day |
|---------------------|--|---|--|--|---------------------|
| 9:00 -10:30 | Working Groups; Pre-Congress registration | Opening Ceremony; 2 Keynote Speakers | 2 Keynote Speakers; Youth Forum presentation | 2 Keynote Speakers | Opening session |
| 11:00 -17:00 | Working groups | 10-12 Scientific Sessions; Youth Forum; Partner Meetings; Core Competency courses / Master Class | 10-12 Scientific Sessions; Partner Meetings | 10-12 Scientific Sessions; Partner Meetings | 5 parallel sessions |
| Evening | ISPCAN Board Dinner | Welcome Reception | Networking social event with cultural experience | Award Ceremony; Closing Ceremony; Government Reception | Closing |

+ Coffee breaks (2) and Lunch break daily

+ An additional ISPCAN Board Day may be scheduled either immediately before or after the Congress, depending on program and logistical considerations.



Abstract Submission

ISPCAN manages the abstract process in collaboration with the Scientific Committee, co-chaired by ISPCAN and the Local Partner. Approximately 600–700 international abstracts are received, of which around 300 are selected through a double-blind peer-review process.

Key principles include:

- A single, unified abstract submission system for all presentation formats
- Double-blind peer review conducted by qualified reviewers
- Multiple reviewers per abstract, with standardized evaluation criteria
- Weighted scoring to assess scientific merit, clarity, innovation, and practical relevance
- Central oversight by the ISPCAN Scientific Committee, co-chaired by ISPCAN and the Local CAN Partner

Abstract allocation aims to balance quality, topic representation, and regional diversity. ISPCAN reserves the right to manage acceptance thresholds, waiting lists, and final program composition.

The Congress also supports professional development through Continuing Education (CE/CME) credits, Core Competency Courses, and a dedicated Youth Forum for youth leaders and early-career professionals.

FINANCIAL MODELS

As part of the Expression of Interest (EOI), applicants are required to identify the preferred financial model for the Congress. The selected model must then be confirmed in the Full Bid Proposal, supported by a complete Congress budget prepared using the [ISPCAN Budget Template](#).

ISPCAN recognizes that external factors (including pandemics or other force majeure events) may require adjustments to delivery format. While an in-person Congress is always the preferred option, all parties must be willing to transition to hybrid or virtual formats, if required, by mutual agreement and without penalty.

Option 1 –100% Local Partner Liability

ISPCAN and the Local Partner enter into a two-party agreement in which the Local Partner assumes 100% of the Congress financial profit and liability, manages all financial aspects, and contracts the Professional Congress Organizer (PCO) directly. ISPCAN is paid a flat administrative fee and shares equal responsibility with the Local Partner for planning and managing the scientific program, while providing technical guidance and oversight.

This model offers maximum flexibility for local hosts, particularly where sponsorship development and budget finalization require additional time.

Option 2 – ISPCAN & Local Partner (50/50 Shared Liability)

ISPCAN and the Local Partner enter into a two-party agreement in which each party assumes 50% of the Congress financial profit and liability. The PCO is contracted as a subcontractor and paid a flat fee for destination management and operational services. A fully balanced budget must be submitted with the Full Bid Proposal, demonstrating break-even at the low attendance estimate of 650 delegates, with all costs jointly managed by ISPCAN and the Local Partner.

Option 3 – ISPCAN & Professional Congress Organizer (50/50 Shared Liability)

ISPCAN and the Professional Congress Organizer enter into a two-party agreement in which each party assumes 50% of the Congress financial profit and liability. A fully balanced budget must be submitted



with the Full Bid Proposal, demonstrating break-even at the low attendance estimate of 650 delegates, with all costs jointly managed by ISPCAN and PCO.

CONGRESS BUDGET (SUMMARY)

All bids must be prepared using the [ISPCAN Budget Template](#), which incorporates historical attendance trends and automatically models revenue scenarios based on projected low and high delegate numbers.

Financial Principles

- The Congress budget must achieve break-even at no more than 60% of the projected low attendance scenario.
- A realistic attendance range (minimum 650 delegates to a defined high estimate) must be provided.
- All financial assumptions must be credible, transparent, and supported by confirmed or clearly justified funding.

Revenue Overview

Key revenue streams typically include:

- Delegate registration fees (multiple ticket types, early and on-site pricing)
- Sponsorships, grants, and confirmed funding
- Exhibitions, advertising, and sponsorship packages
- Hotel commissions and other disclosed destination-related income
- Additional approved revenue sources

ISPCAN membership fees for non-members are included in registration pricing but are **collected and remitted directly to ISPCAN** and are not part of the Congress operating budget.

Expense Overview

Major expense categories include:

- Venue rental fees and related infrastructure
- Audio-visual and technology services
- Food and beverage costs
- Professional Congress Organizer (PCO) fees
- Marketing, communications, and printed materials
- Delegate materials and on-site services
- Keynote, VIP, ISPCAN leadership, and staff travel
- ISPCAN administrative support costs

Additional Information

Full budget requirements, detailed line items, sample registration fees, sponsorship assumptions, and financial liability conditions are provided in [Annex B – Congress Budget Information](#). Bidders are expected to review and comply with all requirements outlined in the Annex.



ISPCAN BID PROCESS

ISPCAN Congress host cities are selected through a competitive, two-stage bid process governed by this RFP. While the process is competitive, ISPCAN adopts a consultative and supportive approach, working closely with bidding destinations to help them prepare the strongest possible proposals.

Multiple confidential bids may be considered for each Congress. ISPCAN reserves the right not to award a Congress if proposals do not meet required standards. Strong bids that are not selected for their preferred dates may be offered an alternative year or date, subject to availability.

Selection Criteria

Full Bid Proposals are evaluated holistically, with particular consideration given to:

- Track record and credibility of the Local CAN Partner (ISPCAN membership required)
- Scientific vision, themes, and regional relevance
- Strength of government and institutional support
- Commitment to ISPCAN’s long-term legacy objectives
- Regional collaboration and scientific endorsement (minimum five letters of support)
- Confirmed financial support and risk mitigation measures
- Transparency and realism of the proposed budget
- Compliance with ISPCAN governance and quality standards

All bids are evaluated through a competitive and confidential process. No information regarding other bidders is disclosed.

High-quality bids that are not selected for the requested dates may remain under consideration for future Congress opportunities.

Overview of the Two-Stage Process

The Host City Selection Process consists of:

Stage 1: Expression of Interest (EOI)

Stage 2: Full Bid Proposal (by invitation only)

Stage 1 – Expression of Interest (EOI)

The EOI stage is intended to confirm strategic readiness, partnership structure, and financial approach.

Step 1: Preparation

Interested destinations are expected to:

- Review the RFP and all annexes
- Identify a Local Child Abuse and Neglect (CAN) Partner
- Confirm Convention Bureau leadership, funding intent, and destination support
- Agree internally on a preferred Congress financial model
- Contact ISPCAN, as needed, to ask questions, seek clarification, or request a consultation meeting with CEO to discuss the proposal and destination’s suitability



Step 2: Submission

The Local Partnership submits the [online EOI](#), which includes:

- Identification of the host city and proposed dates
- Confirmation of the Local Partnership (Convention Bureau + CAN Partner)
- Scientific theme and sub-themes proposal
- Indication of the preferred Congress financial model

Step 3: ISPCAN Review

ISPCAN reviews EOIs on a rolling basis and may:

- Request additional information by email or technical consultation call
- Provide feedback or clarification requests

ISPCAN will normally notify applicants within **approximately thirty (30) days** whether they are invited to proceed to the Full Bid stage.

Stage 2 – Full Bid Proposal (By Invitation)

The Full Bid stage confirms delivery capability, scientific strength, financial credibility, and long-term legacy commitment.

Step 4: Full Bid Submission

Invited applicants submit a Full Bid Proposal, including:

- Detailed destination and venue information
- Confirmed Local Partnership structure
- Identification and evaluation of a Professional Congress Organizer (if applicable)
- A fully detailed Congress budget, prepared using the [ISPCAN Budget Template](#)
- Confirmation and documentation of committed financial support
- Scientific vision, themes, and committee structure
- Legacy and post-Congress engagement plan

Full Bids should be submitted no later than **24 months** prior to the requested Congress dates.

Step 5: Review & Decision

Following internal review and Board consideration, ISPCAN will normally communicate the outcome within approximately **thirty - sixty (30-60) days** of Full Bid submission.

Possible outcomes include:

- Congress Awarded
- Congress Deferred to a later date
- Scientific Sponsorship Awarded (where applicable)

Winning destinations are typically announced at the preceding ISPCAN Congress.



Site Visit

Following award of a Congress, ISPCAN will conduct a site visit to the host destination. The visit is hosted and funded by the Convention Bureau.

The site visit typically includes:

- Destination and venue tours
- Review of recommended accommodation
- Assessment of social events and cultural venues
- Meetings with the Local Partnership
- Discussions with proposed PCO(s)
- Meetings with planning committee leads and government representatives
- Review of logistics, contracts, and program planning approach

Post-Award

Following award and site visit, the Local Partnership will:

- Review the ISPCAN Congress Manual
- Finalize contracts
- Begin structured pre-planning, typically 18 months prior to the Congress

TECHNICAL ASSISTANCE FROM ISPCAN

- During the bid process, ISPCAN is available to consult and provide any information needed by email, phone, or online meeting
- ISPCAN will not reveal any details regarding other bids received
- Budget template questions or assistance to complete is available as needed
- Convention bureaus must connect with local subject matter experts on their own. ISPCAN encourages the cultivation of new members for ISPCAN so we do not make our member database available.
- Past programs, delegate registration fees, etc. are available for view on the website for the prior congress.
- Past Congress history for ISPCAN can be found on our website

IMPORTANT: This Call for Host Cities is intended for prepared, committed partners. Organizations uncertain about financial responsibility, institutional support, or long-term legacy capacity are encouraged to self-assess carefully before applying.

LIST OF ANNEXES

[Annex A – Partnership Structure and Responsibilities](#)

[Annex B – Congress Budget Information](#)

[Annex C – Destination, Venue and Accommodation Requirements](#)

[Annex D – Congress Timeline](#)

[Full Bid Proposal Checklist](#)