LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

LIVER TRANSPLANTATION SOCIETY OF INDIA

INVITATION FOR BIDS

AND

HOSTING GUIDELINES

LTSI Annual Congress 2027
and
LTSI Mid-Term Meeting 2027

Issued by the LTSI Executive Council

Submission deadline: 30th November 2026
Final selection to be announced at the LTSI Annual Meeting, Chennai, December 2026

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

PART I | INVITATION FOR BIDS

1. Invitation

The Liver Transplantation Society of India (LTSI) invites eligible members and institutional member centres to submit bids to host the Society's 2027 Annual Congress and/or Mid-Term Meeting.

The meetings are intended to advance education, research, multidisciplinary collaboration and professional development in liver transplantation and allied specialties. Hosting is awarded to the city, not to an individual institution. In accordance with the LTSI bylaws, at least three liver transplant centres from the proposed city must jointly submit the bid and constitute the city-based Local Organising Committee (LOC). The participating centres should identify their representatives and proposed roles in the bid. The LOC will work in close coordination with the LTSI Executive Council (EC) and the designated Meeting Oversight Committee.

A joint city-based bid may be submitted for either meeting or for both meetings. A minimum of three liver transplant centres from the proposed city must bid together as one LOC. Separate competing bids from individual institutions in the same city will not be considered; the city will be considered as the host destination.

2. Meetings available for bidding

Meeting	Indicative timing for 2027	Duration	Expected academic character
Mid-Term Meeting	Between March and June 2027	1.5–2 days	Preferably a focused, single-theme meeting relevant to liver transplantation. A concise, high-impact scientific programme is encouraged.
Annual Congress	Between October and December 2027	3 full days	A standalone LTSI meeting covering themes and topics relevant to all liver-transplantation-related specialties.

Bidders should propose specific dates and provide evidence that the proposed venue is available on those dates. The final dates and meeting format will be subject to EC approval.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

3. Important dates and submission details

Item	Requirement
Bid submission deadline	30th November 2026
Submission email	ltsi.secretary@gmail.com
Submission format	A structured written bid proposal, accompanied by a short 5–7 minute video and/or presentation.
Final selection	To be finalised and announced during the LTSI Annual Meeting in Chennai, December 2026.
Enquiries	LTSI Secretary: ltsi.secretary@gmail.com

Bids must be received by the stated deadline. The written proposal should be sufficiently detailed to permit assessment of the proposed city, venue, scientific programme, local organising capacity, logistics and financial plan.

4. Minimum contents of the bid

Each bid should address the following headings. Supporting material such as venue brochures, floor plans, photographs, hotel proposals, institutional endorsements and indicative quotations should be appended wherever available.

- Host city: accessibility, domestic and international connectivity, airport and railway access, local transport, safety and general suitability for delegates.
- Confirmed or provisionally held venue: name, location, facilities, meeting-room capacities, exhibition space (if applicable), audio-visual and internet facilities, accessibility and venue photographs or floor plans.
- Accommodation: proposed conference hotel and nearby hotel options, indicative room rates, room inventory, distance from venue and transport arrangements.
- Proposed dates: exact dates, venue availability/hold status and any relevant competing meetings, public holidays or local events.
- Theme and academic rationale: proposed theme, relevance to liver transplantation and allied disciplines, and intended learning outcomes.
- Scientific programme: proposed format, number and type of keynote lectures, plenary/symposium sessions, debates, multidisciplinary sessions, free-paper/abstract sessions and other proposed components.
- Faculty plan: estimated number of invited Indian and international faculty, proposed disciplines and approach to balanced faculty representation.
- Workshops: proposed specialty-based and allied-personnel workshops, including facilities, faculty, equipment and expected participant capacity.
- LTSI fellows: dedicated sessions, trainee engagement, case-based teaching, skills development and opportunities for presentation.
- Vanguard: proposed Vanguard sessions and opportunities for young investigators and early-career professionals.
- Local Organising Committee: names, designations, institutions and proposed responsibilities.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

- Financial plan: preliminary itemised budget, registration assumptions, sponsorship strategy, local/institutional support and any proposed in-kind contributions.
- Logistics and risk management: registration, delegate movement, faculty hospitality, technical support, emergency arrangements and contingency planning.

5. Bid presentation

The bidder should prepare a concise 5–7 minute video or presentation summarising the strengths of the proposed host city, venue, organising team, scientific vision and ability to deliver the meeting. The presentation should be submitted to ltsi.secretary@gmail.com by 30thNovember 2026.

6. Selection and announcement

The LTSI Executive Council will review the bids against the requirements and considerations set out in this document. The EC may seek clarifications, additional documents or a presentation from any bidder. The EC's decision will be final, and the selected host(s) will be announced during the LTSI Annual Meeting in Chennai in December 2026.

Submission of a bid does not create an entitlement to host a meeting. The EC may accept a bid, request modifications, defer a decision or take such other decision as it considers appropriate in the interests of LTSI.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

PART II | HOSTING GUIDELINES

7. Purpose and scope

These guidelines establish a common framework for planning and conducting the LTSI Annual Congress and Mid-Term Meeting. They are intended to ensure that LTSI meetings are scientifically robust, transparent, inclusive, financially accountable and consistent with the Society's objectives.

The guidelines apply to the host institution, Local Organising Committee, Scientific Committee, service providers and other parties involved in organising an LTSI meeting. The LTSI EC retains overall responsibility for the Society's standards, conduct and branding.

8. Eligibility and host responsibilities

8.1 Eligibility

- A city-based bid must be submitted jointly by at least three liver transplant centres located in that city, in accordance with the LTSI bylaws. The centres will together constitute the Local Organising Committee. The bid should identify all participating centres and their designated representatives. Individual institutions should not submit separate competing bids from the same city.
- The proposed host should demonstrate prior experience in organising national or regional academic meetings.
- The host should demonstrate adequate infrastructure, accessibility, accommodation capacity and organisational support.
- The host must demonstrate commitment to academic integrity, inclusivity, transparency and financial accountability.

8.2 Local Organising Committee

The bid must identify the city-based LOC comprising representatives from at least three liver transplant centres in the proposed city. It should specify the participating centres, Organising Chairperson and key leads for scientific coordination, venue and logistics, finance and sponsorship, accommodation and hospitality, registration, workshops and delegate services. The roles and responsibilities of the participating centres and the final LOC composition will be subject to EC approval.

The city-based LOC and its participating centres will be responsible for local execution in accordance with the approved plan. They must maintain regular communication with the LTSI Secretary, Treasurer and Meeting Oversight Committee and obtain EC approval for material changes to the approved programme, venue or budget.

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

9. Governance and oversight

The LTSI Executive Committee holds overall responsibility for the conduct, standards and branding of all Society meetings. On behalf of the General Body, the EC will approve the host city, venue and city-based organising arrangements.

For each meeting, the EC shall constitute a Meeting Oversight Committee comprising:

- LTSI President (Chair)
- LTSI Secretary
- LTSI Treasurer
- LTSI President-Elect
- Organising Chairperson
- Scientific Chairperson of the Organising Committee or Organising Secretary

The Meeting Oversight Committee will monitor adherence to Society standards, scientific quality, programme balance, budgetary discipline and financial accountability. The Scientific Committee will work under the approved governance structure.

10. Scientific programme requirements

10.1 Annual Congress

The Annual Congress will be a three/four -full-day standalone LTSI meeting. The programme should offer a comprehensive academic platform relevant to the full spectrum of liver transplantation and allied specialties.

- Plenary sessions, keynote lectures and Presidential Address.
- State-of-the-art lectures on advances and emerging issues in liver transplantation.
- Symposia, multidisciplinary panels and debates addressing clinical and scientific controversies.
- Joint sessions with relevant national and international societies, where approved by the EC.
- Vanguard Forum for young investigators and early-career professionals.
- Abstract/free-paper sessions, including oral and poster presentations.
- Hands-on and skills-based workshops for trainees and allied professionals.
- Special lectures and Society orations, as approved by the EC.
- Sessions addressing organ donation, ethics, public awareness or community engagement, where appropriate.
- Dedicated LTSI fellows, taskforce, committee and working-group sessions.

The scientific programme and proposed faculty list should be shared with the EC at least three months before the meeting for review and approval.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

10.2 Mid-Term Meeting

The Mid-Term Meeting will be a 1.5–2-day focused meeting, preferably organised around a single theme relevant to liver transplantation. A concise programme with one principal track is encouraged. Suitable formats include CME-style teaching modules, case-based discussions, expert updates, focused panels and consensus/guideline-oriented sessions.

The Mid-Term Meeting should promote regional participation, practical learning and dissemination of skills. The proposed theme, programme and faculty should be approved by the EC.

11. Scientific Committee and faculty

The Scientific Committee Chair will ordinarily be appointed from one of the participating centres in the city-based LOC. The committee should include the LTSI President, Secretary and Education Taskforce Chair, together with representatives from relevant disciplines, including hepatology, surgery, anaesthesia, critical care, radiology and pathology. A Vanguard representative should also be included.

The Scientific Committee will be responsible for session design, faculty recommendations, abstract review and ensuring appropriate multidisciplinary representation and good national distribution of faculty invitations.

Faculty selection should be based on academic merit, diversity and transparency. There should be good national distribution of faculty invitations rather than a predominantly regional concentration. The programme should ensure multidisciplinary representation and meaningful opportunities for emerging professionals.

- National and international experts should be included to provide diversity of perspective.
- Conflict-of-interest disclosure is mandatory for all faculty.

All faculty invitations, session assignments and changes to the approved faculty plan should be coordinated with the Scientific Committee and, where required, the EC.

12. LTSI institutional and Society sessions

The host must make appropriate provision in the programme and venue plan for Society governance and academic activities, including:

- Annual General Body Meeting during the Annual Congress.
- Executive Council meetings during both the Mid-Term and Annual meetings.
- Vanguard, taskforce, committee and working-group updates.
- Fellow-related academic activities and convocation arrangements, as applicable and as directed by the EC.
- Society award ceremonies and orations during the Annual Congress, as applicable.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

The LTSI General Body Meeting should be scheduled in consultation with the EC. The existing Presidential Event Protocol document specifies a minimum one-hour General Body Meeting during the Annual Meeting, preferably in the evening after scientific sessions.

13. Presidential and ceremonial protocols

13.1 Inaugural session and fellow convocation

- The Presidential Address should be allocated 10 minutes.
- LTSI Executive Council members present, the LOC, international faculty and senior national dignitaries should be invited to the stage for the inauguration.
- The Fellow Convocation Ceremony should follow, with framed certificates presented to graduating LTSI fellows.
- The Honorary Membership awardee, if any, will be selected by the LTSI Executive Council. The award will be presented by the LTSI President and President-Elect.

13.2 Presidential Oration

The Presidential Oration speaker will be selected by the LTSI Executive Council. The LTSI President will welcome the speaker, and the President together with senior dignitaries will felicitate the speaker after the oration.

Component	Allocated time
Introduction and welcome of the oration speaker	5 minutes
Presidential Oration	20 minutes
Felicitation	5 minutes

The speaker should be felicitated with a plaque and shawl, or another respectful souvenir, as approved by the EC.

13.3 Presidential dinner

- The Presidential Dinner should be organised in honour of LTSI Presidents and Past Presidents and, where applicable, presidents of key associated societies.
- Special invitations should be issued to each invited dignitary. The invitation should be coordinated through the LTSI President, President-Elect and Secretary.
- Reserved front tables should be arranged for invited dignitaries.
- Invited Presidents and Past Presidents should be felicitated with a bouquet and souvenir/shawl.
- A respectful cultural programme may be included, subject to EC approval.

The LOC should obtain the EC's guidance on the guest list, protocol, seating, stage arrangements, felicitation items and event sequence.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

14. Abstracts, awards and academic output

- Abstract submission should be conducted through an online process with peer review.
- Selected abstracts may be considered for publication in the Journal of Clinical and Experimental Hepatology, in accordance with journal requirements and editorial decisions.
- Best oral, poster and young investigator awards should be considered and conducted in accordance with LTSI directions.
- The meeting should encourage collaborative multicentre research proposals and other academic outputs.

The LOC and Scientific Committee should maintain records of abstract submissions, reviews, accepted presentations, awards and scientific outputs.

15. Venue, accommodation and delegate logistics

The venue plan should demonstrate that the meeting spaces are suitable for the expected attendance and approved scientific programme. Bidders should provide room-wise details rather than relying only on general venue descriptions.

- Plenary and parallel-session rooms, with seating capacities and audio-visual specifications.
- Rooms for EC and committee meetings, speaker preparation and other Society activities.
- Registration and help-desk areas, exhibition areas and poster/e-poster facilities, where applicable.
- Reliable internet connectivity, power supply, microphones, projection, sound and on-site technical support.
- Accessible facilities for delegates with disabilities.
- Nearby accommodation options across appropriate categories, with indicative rates and booking arrangements.
- Airport/railway transfers and local transport arrangements for invited faculty and delegates, where planned.
- Emergency medical assistance, security, crowd management and contingency arrangements.

The bidder should disclose venue availability, contractual conditions, deposits, cancellation terms, minimum-spend commitments, taxes, service charges and any exclusivity conditions. Any proposed venue or date change after selection requires prior EC approval.

16. Financial governance and sponsorship

16.1 Budget and financial controls

- The LOC should prepare a detailed, itemised budget covering venue, accommodation, food and beverage, audio-visual services, internet,

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

manpower, transport, printing/digital services, workshops, social events, taxes and other relevant costs.
- Registration assumptions, sponsorship targets, grants, institutional contributions and in-kind support should be transparently stated.
- The LTSI Treasurer and host organising team shall co-sign all major financial transactions.
- Registration is mandatory for all faculty and participants.
- Registration fees shall be paid directly to the central LTSI account.
- Twenty-five per cent of expected total registration fees shall be provided to the LOC as an advance by the EC, in accordance with the existing LTSI guidelines.
- After the event and completion of audited accounts, 15 Lakh (for annual conference) and 6 lakh (for mid term conference) shall be transferred to the LTSI Central Account within 60 days.
- All expenditure should be supported by appropriate bills, invoices and records. The LOC should maintain an auditable account of receipts and payments.

16.2 Sponsorship ethics

- Industry participation is permitted in compliance with applicable MCI/NMC and ICMR guidelines and other applicable requirements.
- Industry-supported sessions must be clearly identified and kept distinct from the main scientific programme.
- No direct faculty honorarium or travel reimbursement from industry should be arranged without EC approval.
- Sponsorship arrangements must not compromise scientific independence, faculty selection or the integrity of the programme.

The bid should disclose sponsorship packages and benefits, proposed sponsor categories, any exclusivity arrangements and all material financial assumptions. Sponsorship commitments should be documented.

17. Sustainability, accessibility and conduct

- Paper-light or paperless meeting processes should be adopted wherever feasible, including digital programmes and badges.
- Measures should be taken to reduce waste and use resources responsibly; green certification should be considered where feasible.
- The venue and meeting arrangements should be accessible to delegates with disabilities.
- All participants, faculty, exhibitors and service providers must adhere to the LTSI Code of Conduct and maintain professional, inclusive and ethical interactions.
- The Annual Congress must not be clubbed with a local or another national society meeting.
- Members and institutions are requested not to organise parallel meetings within three months before or after the Annual Congress.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

18. Post-meeting reporting and close-out

The LOC must submit the following to the LTSI Secretary and Treasurer:

Deliverable	Timeline
Post-Conference Report	Within 60 days of the meeting
Audited Financial Statement	Within 90 days of the meeting
Participant Feedback Summary	As part of the post-meeting report
Scientific Output Report	As part of the post-meeting report

The post-conference report should include attendance, scientific programme delivery, faculty participation, abstract statistics, awards, workshops, feedback, key outcomes, photographs or other archival material, and recommendations for future meetings. Reports will be retained by LTSI for continuity and evaluation of future bids.

19. Changes, exceptions and interpretation

The approved bid and programme will form the basis of the host's commitments to LTSI. Any material change in dates, venue, host institution, programme structure, budget or other major arrangements must be submitted to the EC for prior approval.

The EC may issue additional directions or approve exceptions where circumstances warrant. In the event of any inconsistency between the general provisions of these guidelines and the specific requirements stated in the 2027 Invitation for Bids, the 2027-specific requirements will apply for the 2027 bidding process, subject to EC approval.

The existing LTSI meeting guidelines provide for periodic review of the framework by the EC, ordinarily every three years.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

PART III | BID SUBMISSION TEMPLATE AND CHECKLIST

20. Suggested bid document structure

Bidders are encouraged to organise their proposal in the following sequence:

1. Cover page: meeting sought, proposed host city, host institution and bid lead.
2. Executive summary: why the city and host team are suitable.
3. City-based LOC: at least three liver transplant centres from the proposed city, with names, representatives, roles, experience and institutional support.
4. Host city profile: connectivity, transport, safety, accessibility and relevant local infrastructure.
5. Proposed dates and venue: availability, facilities, room plan, photographs and venue terms.
6. Accommodation and delegate logistics: hotel options, rates, room inventory and transport.
7. Scientific vision: theme, rationale, programme architecture and proposed sessions.
8. Faculty strategy: anticipated national and international faculty and multidisciplinary representation.
9. Workshops, fellows and Vanguard: proposed activities, infrastructure and capacity.
10. Society governance and ceremonial arrangements: EC/GB meetings and required protocols.
11. Budget and financial plan: itemised costs, registration assumptions, sponsorship and in-kind support.
12. Risk, contingency, sustainability and accessibility plan.
13. Supporting documents: venue correspondence, quotations, endorsements, floor plans and other evidence.
14. Bidder declaration and contact details.

21. Bidder declaration

We, the participating centres, confirm that the information provided in this bid is accurate to the best of our knowledge. All material assumptions, exclusions, provisional arrangements, costs, taxes, service charges and contractual conditions have been disclosed. I/We understand that the bid is subject to review and approval by the LTSI Executive Council and that submission does not guarantee selection.

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX

LTSI EXECUTIVE COUNCIL
Year - 2026

President
Dr. Abhideep Chaudhary
President Elect
Dr. Neerav Goyal
Secretary
Dr. Charles Panackel
Treasurer
Dr. Ilankumaran Kaliamoorthy
Joint Secretary
Dr. Rahul Saxena
Past President
Dr. Sanjiv Saigal

EXECUTIVE MEMBERS
Councillors
Dr. Naveen Ganjoo
Dr. Pooja Bhangui
Dr. Jagadeesh Menon
Dr. Sumana KR
Dr. Gaurav Sood
Dr. Punit Singla
Dr. Saurabh Singhal

Editor-in-Chief JCEH
Dr. Pankaj Puri

Field	Details
Meeting applied for	☐ Annual Congress 2027 ☐ Mid-Term Meeting 2027 ☐ Both
Proposed host city	
Host institutions	
Bid lead / Organising Chair	
LTSI membership status (where applicable)	
Email and telephone	
Authorised institutional representatives	
Signature and date	

22. Submission contact

Please submit the bid proposal and the 5–7 minute video/presentation to:

LTSI Secretary
Email: ltsi.secretary@gmail.com
Deadline: 30th November 2026

Issued on behalf of the LTSI Executive Council

Website: www.ltsi.org.in | Email: equiryltsi@gmail.com
LTSI Registration No: SE/1358/Distt.SE/2018 | **PAN:** AABAL6641C | **GST No.** 07AABAL6641C1ZX