

Guidelines and Procedures for bidding to host an EPNS biennial congress

1. General Information

The EPNS will conduct a Bidding Process for the hosting and co-organisation of its biennial congress approximately 4 years in advance of the meeting.

The congress is held on a biennial basis in a major European destination and gathers between 1,200 and 2,000 participants, and around 25 to 40 supporting companies (exhibitors and/or sponsors). Based on EPNS Congress 2019:

- 6 Plenary sessions
- 20 Parallel invited sessions
- 12 Early morning sessions
- 586 submitted abstracts
- 65 invited speakers
- 19 Industry symposia

The proposed scientific programme is the first consideration, however a geographical spread of meetings over different parts of Europe in successive years is also regarded as desirable by the Society and will be taken into account when selecting the venue of future meetings. Over time, the Society intends to hold meetings in North Western, North Eastern, Western, Eastern and Southern parts of Europe.

The bid must be supported by the national paediatric neurology association and the C N A representative.

All information supplied in this bidding process is confidential and will only be made available to those involved in the evaluation and decision process.

Any correspondence must be addressed to:

EPNS Administrative Office info@epns.info

Reference: EPNS Congress 2025 Bidding Process

2. Pre-requisites, terms & conditions to be fulfilled

2.1. Congress characteristics:

The official organiser of the EPNS Congress is the European Paediatric Neurology Society.

The Core PCO (Professional Congress Organiser) of the EPNS is Intercongress GmbH www.intercongress.de and they will be responsible for the organisation, administration and all financial aspects of the congress. There is therefore no need for a local PCO to be appointed. However, social events and hotel management may / will be organised in liaison with a local agency based on a fee for service agreement.

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The PCO acts in close cooperation with the Congress President, his/her institutional member society and the EPNS Representatives.

For each meeting, a delegation from the EPNS Board will form part of the scientific committee of the meeting and a liaison officer between the local organising committee and Board will be appointed.

The Congress Scientific Committee will be chaired by the EPNS and consists of representatives of the EPNS Board as well as from the Local Organising Committee (LOC).

The date of the congress must not fall during the commonly known Easter or summer holidays and must not collide with / and are separated by at least two weeks from other paediatric neurology related congresses. It is preferred that the EPNS Congress takes place in May/June or September.

The congress shall take place from Tuesday until Saturday. On Tuesday, the first day of the congress, the EPNS Board Meeting shall convene.

The host city shall be easily accessible with daily (direct) flight connections from most European capital cities.

The venue size, concept and costs should meet the requirements specified in the document called "EPNS Venue concept". Modification of the EPNS Venue concept is not possible without consulting the Core PCO first.

2.2. Invitation to Bid:

The EPNS wants to continue the Society's tradition of world class scientific meetings in our field, to be at the cutting edge of science and the highest class for education. Ideas about the scientific programme given in the bid are an important factor considered during the selection process. It is expected the meeting will fit the EPNS standardised format of the meeting, number of days, number of parallel sessions etc.

It is the aim of the EPNS to spread the locations of the congress over successive years. Therefore, countries who have hosted/will be hosting the last 3/next 2 EPNS congresses cannot be considered to host the Congress. These are as follows:

- EPNS Congress 2015: Austria
- EPNS Congress 2017: France
- EPNS Congress 2019: Greece
- EPNS Congress 2021: United Kingdom
- EPNS Congress 2023: Czech Republic

The Letter of Intent to bid to Host EPNS Congress pro-forma (**LI**) must be brought forward by one single person who is a member of the EPNS (the potential congress president), officially representing his/her paediatric neurology national society/association. Only one LI can be accepted per country. If 2 LIs are received from the same country, both LIs shall be disqualified.

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A LI is welcome from members who have submitted bids in the past which have not been successful.

To ensure a transparent and unbiased Bidding Process each interested applicant is requested to complete a LI.

A LI will not be accepted after the specified deadline and/or if incomplete. Without a successful LI, it is not possible to move to the next stage and submit a bid to host an EPNS congress.

All successful LI applicants will be invited to complete a 'Detailed Bid Application form' which will request more in depth information about the bid.

By submitting a LI, the bidding person expresses his/her willingness to act as potential congress president with all this function's tasks and responsibilities. Furthermore, the potential congress president confirms that, if accepted, he/she will fulfil all steps of the bidding process as specified below.

The potential congress president confirms that his/ her intent to host and co-organise the respective congress is fully supported by the respective national society.

The national society makes sure that its annual activities in the year of the EPNS congress do not interfere with the EPNS congress.

All costs involved with the preparation and presentation of the bid will be borne by the bidding society itself. EPNS cannot be held responsible for any costs incurred.

2.3. General tasks of the congress president & local organising committee (LOC)

Coordinate the compilation of the scientific program including all related matters in close cooperation with the EPNS Board and specialist sections.

Facilitate and initiate contacts between the Core PCO and potential national sponsors and exhibiting companies.

Check and apply for possible financial support by local / national authorities or invitations sponsored by local authorities.

Establish contacts to national clinics and potential congress delegates and promote the meeting nationwide.

Support the Core PCO decision-wise in terms of general local organisational matters (e.g. congress logo, printed matters, networking program, etc.)

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2.4. Financial arrangements:

The local national paediatric neurology society will receive 30% of the total contribution allocated to the EPNS, i.e. a minimum guaranteed contribution of EUR 33,750.

Potential losses will be borne by the Core PCO, Intercongress.

All three parties - LOC, EPNS and Core PCO- are responsible for a positive balance of the meeting.

2.5. Bidding Process Timeline & Deadlines for the 2023 EPNS Congress

Applications will be invited through the monthly update e-newsletter the Society and an email to all EPNS members. The Committee of national advisers will also be informed.

STEP 1 15 September 2020 Deadline: submission LI

STEP 2 mid-September to early October 2020 Submitted LI will be evaluated by the Core PCO and the EPNS Congress Selection committee, which comprises of representatives from the EPNS Board. The pro forma will be evaluated on principal feasibility and missing information. Successful candidates will be contacted to complete a 'Detailed Bid Application form'.

STEP 3 15 January 2021 Completed 'Detailed Bid Application form' to be sent by bidder to the EPNS administrative office info@epns.info The application form has the following headings:

1. Political situation
2. Geography
3. Financial / legal matters
4. Reliability of organisation
5. Strength of local team and hosting city
6. Membership potential
7. Conflict
8. Congress venue
9. Meeting rooms
10. Hotels
11. Evening events
12. Accessibility of the city
13. Hosting city environment and social events
14. Resume of other congresses

Benchmark figures from previous congresses in terms of main costs and sources of income will be provided to the bidder upon request by the current Core PCO Intercongress. Contact person: Diana Lincke Diana.Lincke@intercongress.de

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Intercongress will prepare a matrix summarising the bids per the specified demands including suitability of the venue, host city, infrastructure, financial and political security. This will be presented to the EPNS Congress Selection Committee who will agree a shortlist to move to the next stage. All applicants will be notified of the outcome of this stage on 8 February 2021.

STEP 4 mid-March to mid-April 2021: Site inspection of shortlisted destinations. Attended by: Potential Congress President, LOC representatives, EPNS Board representatives and Core PCO – at cost of the applicant

STEP 5 end April 2021 outcome communicated to applicants. Selected applicants will receive an invitation to present their bid in Glasgow on 1 June 2021 to the EPNS board at their meeting immediately prior to EPNS Congress 2021. After discussion of the short-listed applications and their presentations on **1 June 2021**, there will be a written ballot of the EPNS Board, using the system of a single transferrable vote, to make a final selection of the venue of the meeting for the date in question. All candidates will be notified of the outcome immediately and there will follow an announcement during EPNS Congress 2021 of the successful bid.