

BID APPLICATION MANUAL TO HOST THE ANNUAL EHS CONGRESS

The EHS Annual Congress is the flagship Congress for members of the European Hernia Society. The results of the latest abdominal wall research are presented, innovations are introduced, new ideas are absorbed, and networking takes place. Executing a high-quality international meeting sets several requirements for the local organising team. Those who have done it before have relished the opportunity, had a lot of fun in the process, but had a few sleepless nights, put in a lot of hours of work, and usually gained many grey hairs!!

Key considerations when hosting the Annual EHS Congress

- The Candidacy is opened, and the final city/team decided 4 years in advance to allow enough time for the organisation of the congress.
- Organising teams are advised to discuss their plans with the EHS Secretary for Congresses before submission of their bid. They can be contacted via info@europeanherniasociety.eu
- The Application is by submitting a portfolio of information which must include but is not limited to
 - Congress theme for the 3 day program
 - Congress President and Local Scientific Committee team including information about their expertise in aspects of hernia surgery, and their expertise in National or International Conference organisation. Any conflict of interest with the venues proposed should be declared.
 - Congress venue (this may be one venue or indeed options – and these venues should have availability for May/June in the year bid for).
 - The venue should be able to have 3 parallel sessions running if need be – in a 600-700 seater main hall and two 300 seater halls.
 - It should also have sufficient space for industry exhibitions (minimum 400 sqm hall including app. 150 sqm net. exhibition place sold). The industry space is preferably in direct connection to the Main Hall with space for refreshments and lunch to be served in the exhibition area.
 - Exhibition of Posters (150-200 posters) preferable in digital format
 - Additional rooms for meetings (80-100 pax)
 - It should have sufficient broadband width for high quality WiFi to facilitate online live voting.
 - Planned accommodation for speakers and attendees – this should include a number of accommodation types to meet the budgets of doctors, allied health professionals, student and lay persons.

- Preferably at 1-2 hotels in close connection to the congress venue. 300-350 rooms, 90% single, 10% double
- Categories 4 star preferred or a good 3 star
- Further accommodation either close or nearby
- Details of travel to the planned city in terms of accessibility by road, rail, air and sea, along with any potential visa restrictions.
- Options to undertake cadáver and other training workshops prior to the Congress either in the same city or nearby.
- Some ideas about the social program for the faculty dinner and the Congress dinner.

- Most cities have a convention bureau that can help with such applications at minimal or indeed zero cost.

- The EHS secretariat (currently CAP partner, Denmark) will act as the central PCO. It is likely that they will act as the local PCO also. They will have been involved with a number of the previous EHS Congresses and thus bring a lot of knowledge about the event. With the EHS secretariat acting as the central PCO, the successful organising team will have easy access to financial support, help with the signing of contracts, industry support, and removing financial risk for the organising team. Discussion with the EHS Secretariat before the bid process is encouraged. Contact via info@europeanherniasociety.eu

- The organising team will receive 30 % of any Congress surplus once the final accounts have been approved, in addition to reasonable expenses in the run up to the Congress. CAP partner and the EHS will work closely to facilitate the smooth running of the accounts.

- IMPORTANT POINTS TO NOTE
 - While bid teams will need to visit and speak to conference venues in advance of the bid, as well as the local city convention bureau, this should be in general terms with no commitment. If the bid team is successful, all communication between the bid team and venues, hotels etc should involve the EHS Secretariat.
 - Likewise, local DMCs or PCOs should not be contacted or be part of the bid for this conference.

- The EHS Board together with the Advisory Committee (AC) of congresses will decide the city awarded the Congress. In the event of more than one application then an online presentation and Q&A will be arranged some time after the closing date, but before the current year Annual EHS Congress.

- Deadline for application – 31 March 2023
- Applications should be submitted to General Secretary, Secretary of Congresses and EHS Secretariat via info@europeanherniasociety.eu.