Call for Bids
for the
23rd European Congress of Neurosurgery - EANS 2023
or the
24th European Congress of Neurosurgery – EANS 2024
1. Call for Bids

EANS – The European Association of Neurosurgical Societies invites its Member Societies to submit a bid proposal for the 23rd European Congress of Neurosurgery, to be held in 2023 or the 24th European Congress of Neurosurgery, to be held in 2024.

2. Deadlines and Processes

I. Letter of Interest, by March 6, 2020: Member Societies should send a letter expressing their interest to submit a full bid proposal for one or both open years.

II. Bid Application, by April 30, 2020: Submission of full bid documents and relevant brochures of the applicants should reach EANS by the deadline, duly following the guidelines of this call.

III. Evaluation Results & Guidelines: Bids will be evaluated by May 31, 2020 and evaluations results with further guidelines will reach the applicants by June 10, 2020. Successful candidates are required to submit further their

IV. Bid Presentation by July 31, 2020: A draft of their visual presentation should be submitted for review before the official presentations during the EANS2020

V. Bid presentations at the EANS2020: The finalists will present their proposal to the Annual General Meeting taking place during the EANS2020 Congress in Belgrade, Serbia. The duration of the presentation is 15’ in the plenary venue and all required AV support is duly provided to the candidates. The date and location for the presentation and voting is Sunday October 18, 2020 at the Sava Center in Belgrade, Serbia.

VI. Final decision:
Selection of the EANS2023 and the EANS2024 host cities is by vote of the Annual General Meeting delegates at the EANS2020. Decision is made and announced on the same day, Sunday October 18, 2020 at the Sava Center in Belgrade, Serbia, after the voting.

VII. Annulations: A candidacy or finalist will not further be considered

- If the full bid proposal does not meet the requirements of the Congress and the criteria defined by the EANS and analysed in this document.
- If the applicant has not met its financial obligations towards the EANS.
- EANS reserves the right to pause the process for a finalist under conditions.
Index

1. Call for Bids .................................................................................................................. 2
2. Deadlines and Processes ............................................................................................ 2
3. EANS | Introduction ................................................................................................. 4
   3.1 What is the European Association of Neurosurgical Societies? ....................... 4
   3.2 Mission, Vision & Activities ................................................................................. 4
   3.3 Status & Governance ......................................................................................... 4
4. The EANS Congress .................................................................................................. 5
   4.1 Why Host an EANS Congress? ........................................................................... 5
   4.2 Previous EANS Congresses ................................................................................ 5
   4.3 Upcoming EANS Congresses ........................................................................... 5
   4.4 Dates and Format of the event ........................................................................... 5
   4.5 Indicative Programme ......................................................................................... 6
   4.6 Social Events ....................................................................................................... 6
5. Bid Requirements & Selection Criteria ..................................................................... 6
   5.1 General Criteria ................................................................................................... 6
   5.2 Bid Content & Compliance ................................................................................ 7
   5.3 Site Selection Report .......................................................................................... 7
   5.4 Voting Procedure ................................................................................................ 7
   5.5 Congress venue & Accommodation .................................................................. 8
   5.6 Finances, Roles & Responsibilities ...................................................................... 10
6. Bid Template & Content ............................................................................................ 11
   6.1 Destination name ................................................................................................ 11
   6.2 Suggested dates .................................................................................................. 11
   6.3 Host .................................................................................................................... 11
   6.4 Destination .......................................................................................................... 11
   6.5 Congress venue(s) ............................................................................................. 11
   6.6 Accommodation .................................................................................................. 13
      6.6.1 City hotels .................................................................................................... 13
      6.6.2 Primary Hotel ............................................................................................... 13
      6.6.3 Secondary Hotel .......................................................................................... 14
   6.7 Connectivity ......................................................................................................... 14
      6.7.1 Designate major airport(s) ........................................................................... 14
      6.7.2 Transfers ...................................................................................................... 14
      6.7.3 List all direct flights to the destination .......................................................... 15
      6.7.4 Designate other transportation carriers ....................................................... 15
   6.8 Social Programme ............................................................................................... 15
      6.8.1 Evening entertainment ................................................................................ 15
      6.8.2 Accompanying persons programme ........................................................... 15
      6.8.3 Excursions and Pre or Post event tours ....................................................... 15
   6.9 Sponsorship ......................................................................................................... 15
7. Host Committee ........................................................................................................ 16
   7.1 Site Inspection ...................................................................................................... 16
   7.2 Participation in EANS2020 Congress ............................................................... 16
   7.3 Bid Submissions & Contacts ............................................................................. 17
   7.4 Contract ............................................................................................................... 18
3. EANS | Introduction

3.1. What is the European Association of Neurosurgical Societies
The European Association of Neurosurgical Societies is a global network of neurosurgical associations and individual members. The EANS was first founded in 1971 in Prague (Czechoslovakia), by delegates from 18 national societies present at the Fourth European Congress of Neurosurgery. It was agreed that the language of all EANS activities should be English. The EANS initially held its congresses every four years; congresses have been held annually since 2016.

Categories of membership
- National Neurosurgical Associations
- Individual Members

3.2 Mission, Vision & Activities
The European Association of Neurosurgical Societies is an independent, supranational association of national European neurosurgical societies and individual members. Our aim is to enable our members to enhance the care they deliver to their patients by facilitating the exchange of scientific information at the highest level. In pursuit of this goal, we arrange a wide range of meetings, symposia and educational courses, including the European Congress of Neurosurgery and the highly regarded European Training Courses in Neurosurgery.

Other key activities in line with our mission include the provision of a comprehensive online library of neurosurgical material via several awards and prizes and fellowship and observership programmes. Through the European Board of Neurological Surgery (EBNS) we run the European Board Examination in Neurological Surgery (parts I and II).

3.3 Status & Governance
The legislative body of the EANS is its General Meeting which consists of representatives from national member societies and individual members. The General Meeting takes place at least annually and further extraordinary meetings can be called. The Board of Officers (Board) of the EANS implements the decisions taken by the General Meeting; if the General Meeting is the "Parliament" of the EANS, the Board of Officers can be considered as its "Cabinet". The Board meets at least once a year, during the EANS Annual Congress, and often more frequently.

Officers are elected for a term of 2 years, which runs from one Annual Congress to the next. The future President and Chair of the Training Committee are elected by the General Meeting, two years before their term begins. All other officers are elected at the meeting of the General Meeting, which takes place during the Annual Congress.

In addition, much of the work of the EANS is carried out by its Committees and Sections. EANS employs six team members, who are responsible for the day to day running of the organisation.

The official journal of the EANS is The European Journal of Neurosurgery: Acta Neurochirurgica.

The EANS is constituted in Belgium and its constitution has been filed in Gent, Belgium.
4. The EANS Congress

The annual congress is a hallmark tradition of the EANS and has been organised in over 18 cities across Europe throughout its illustrious 60-year history.

4.1 Why Host an EANS Congress?
An EANS Congress attracts between 1500-2000 participants from all over Europe and the world. It is a unique educational and networking opportunity. Hosting a Congress boosts a member country’s status within the international community, increases awareness of the country’s culture and traditions to the Congress community and brings the potential for increased tourism for the future.

4.2 Previous EANS Congresses – ICCA id 1636701
- 1959 Zurich - The First European Congress of Neurosurgery
- 1963 Rome (2)
- 1967 Madrid (3)
- 1971 Prague (4)
- 1975 Oxford (5)
- 1979 Paris (6)
- 1983 Brussels (7)
- 1987 Barcelona (8)
- 1991 Moscow (9)
- 1995 Berlin (10)
- 1999 Copenhagen (11)
- 2003 Lisbon (12)
- 2007 Glasgow (13)
- 2011 Rome (14)
- 2014 Prague (15)
- 2016 Athens (16)
- 2017 Venice (17)
- 2018 Brussels (18)
- 2019 Dublin (19)

4.3 Upcoming EANS Congresses
- 2020 Belgrade (20)
- 2021 Hamburg (21)
- 2022 Sofia (22)

4.4 Dates and Format of the event
Usually the dates of the Congress fall within October, but there is flexibility with dates, to be agreed between the EANS and the Congress President, considering climate and timing of other congresses or meetings. Final dates are approved by the EANS Board. Care should be taken to avoid all religious worldwide holidays and national holidays as far as possible.
4.5 Indicative Programme

Day -1       Set-up of Exhibition
Day 0       Arrival of the Board and Committees
Day 1       Arrivals - Board Meeting, General Meeting, Opening Ceremony
Day 2-5     Congress
Day 6       Departures or Extensions

The Congress normally runs on the weekdays Monday – Thursday (Day 2-5), but we have under conditions run on Tuesday – Friday.

4.6 Social Events

- A Reception, open to all participants, at the venue after the Opening Ceremony preferably within the Exhibition
- A Networking Dinner, open to all participants at an additional charge
- A President’s Dinner for invited guests only, approx. 200 persons
- An Informal Reception for Individual EANS Members

Important: Please care for a maximum travel time to any out of town social venue: 30 minutes.
No more than 10% of the overall budget will be spent on social events – This is subject to the overall budget provisions which will be defined by the partner Professional Congress Organiser (PCO) and the EANS. The Local Organizing Committee (LOC) will have the opportunity to propose venues for social events. All three parties should then work together to provide a confirmed budget for such events, which meets the overall budget parameters, no less than twelve months prior to the start of the event.

5. Bid Requirements & Selection Criteria

The EANS Congress can only be hosted by a destination that has the connectivity and infrastructure to support international events for 2000 participants or more. The following criteria will be taken in consideration.

5.1 General Criteria

- **Connectivity**: The city should be daily well connected with European and international destinations worldwide.
- **Stability**: The host country should be politically and economically stable, and can duly support a nonpolitical international event.
- **Infrastructure** in communications (availability of phones, faxes, and wireless internet) and transportation (international airports, railways and other ground transportation) in the host country should be satisfying.
- **Experience** in hosting international congresses and events, is a must.
5.2 Bid Content & Compliance

The bid should be based on the EANS template provided and should contain the following details:

- Letters of Invitations: The letter of the inviting national/local society is mandatory. Any other letters of invitation are optional
- Suggested Venue: layout, price list and contact details
- Suggested Hotels: list, capacities, price range and contact details
- Local authorities support: eg. travel card, reception or other,
- Other support: eg. airline or other organizations
- Convention Bureau detailed support and contact details

Templates are imperative to follow in order to facilitate EANS’ evaluation process and secure comparability of the bidding cities. Therefore, the tables provided should be duly filled in accordingly and must be adhered to. Failure to deliver these documents may lead to an automatic rejection of the application.

Convention Bureaus are advised to help you compile the Bid Document. In case you choose to employ a PCO for this operation, please understand that there is no guarantee on the side of EANS or their partner PCO that their services will be effectively used upon a successful bid.

5.3 Site Selection Report

In order to secure an objective evaluation of the competing destinations and venues, EANS compiles a selection report for the bidding destinations and venues in order to secure for its Annual Congress and the delegates attending the optimum location and venues.

EANS retains the right to refuse a venue based on the Site Selection Report results or any other reason.
5.4 Voting Procedure

The bidding member societies that have submitted an application which meets the necessary requirements as analyzed in the present, and whose proposed venues meet the site selection criteria, will be asked to present their bids to the General Meeting of the EANS at the EANS Annual Congress three years before the proposed Congress date.

Guidelines for the presentation of their bids will be sent to the shortlisted bidders in advance of the General Meeting (please see the timeline at the beginning of this document).

The site selection reports will also be made available to members of the General Meeting prior to the vote, which is by secret ballot.

The bidder winning the largest number of votes will win the right to host the Congress. In the event of a tie, a second vote will be taken, eliminating all but the two tying bidders. In the event of a third tie, the President of the EANS will have the casting vote.

In the event that none of the bids submitted is deemed suitable according to the defined criteria, the EANS office will contact unsuccessful bidders to suggest means by which their bids might be made suitable.

In the event that no letters of intent whatsoever have been received within the necessary time frame, the EANS office and its partner PCO will suggest three separate venues, which they deem appropriate for the Congress. The EANS will then contact the national neurosurgical societies of these countries to determine whether they would be interested in hosting the Congress.

5.5 Congress venue & Accommodation

Location
The preferred venue will be one that is able to host all conference activities including general and concurrent educational sessions and most meal functions under one roof. If multiple venues are used for accommodation, shuttle bus transportation must be provided between the Congress & Expo venue and the hotels. The venue should preferably be conveniently located relative to local transportation hubs and designated hotels for the Congress.
Function Space
EANS meeting space requirements are extensive; however this allows a hotel, or conference centre to showcase the diversity of facilities and accommodations. A large amount of function space is required during the actual congress dates and prior to the convention for set up and auxiliary meetings.

Basic Information
Expected number of participants: 1500 – 2000 persons
Length of meeting: 4 full days plus opening ceremony and some sessions on the pre-congress day.

Minimum requirements
- **Plenary room** for 1500+ persons in theater set-up
- **9 breakouts** for 80-300 participants in theatre set-up
- **Exhibition area** of 40 – 60 booths, est. 3000 m² (net 1000 m²). Preferably separated and all on one floor. Loading should be on the same level or supported with properly working lifts. Ceilings must have a minimum height of 4 meters. The possibility of rigging is considered an advantage.
- **ePosters area**: electronic – approx. 10 screens
- **Banqueting area** for 1500+ standing participants
- **Technical Equipment** in plenary and breakouts is expected to be state of the art including sound, video projectors, screens, eventual plasma screens, internet connections. Plenary room must have video switchers installed (for picture in picture). Wifi must be able to serve all participants with proper speed (200 MBIT/2 MBIT per device). If additional costs for upgraded Wifi occur it must clearly be stated in the bidding documents.
- **EANS Board Room**: Hollow-square for 20pax
- **EANS Office**: – Hollow-square for 10pax
- **PCO Office**: – Hollow-square for 10pax
- **Storage room** from 1 week before the event
- **Food and Beverage**: The purpose is to demonstrate local cuisine and culture while careful consideration will be made for international tastes, religious and dietary requirements of attending delegates
- **Accessibility/Ground Transportation**: Should a city propose using multiple hotels for housing in conjunction with a meeting venue or convention centre, complimentary shuttle services to and from those hotels not connected to the centre should be provided
- **Disabled facilities**: Any facility used for housing, meeting and/or special functions must be able to provide the same access to venues and appropriate housing to disabled conference delegates as to delegates without disabilities
- **Recycling Programme/Food Bank Donations**: Any facility used for housing, meeting and/or special functions should have a recycling program in effect to accommodate conservation efforts. Any food not consumed at functions and that is available for distribution in accordance with local health codes, should be donated to a local food
bank or other group that address the needs of the less fortunate if local culture supports such efforts.

**Family & children care room:** EANS appreciates an infrastructure that will help women in neurosurgery and delegates carrying babies, infants and children with them, attend the Congress, while their infants are being taken care of in a kind of a day care/breastfeeding/playroom facility within the Congress Center.

**Accommodation**

The bidding city should have around 1500 hotel rooms of various categories easily accessible to the Congress Center: mainly in the 4-star category + a few hotels in the 3- and 5-star category. It is preferable to have a large number of rooms in few hotels.

**Cancellation**

EANS will review the quality of the sleeping rooms and function space at a site visit hosted by the successful country two years prior to the Congress. Should the facilities fall below EANS standards, EANS reserves the right to require standards to be met or to cancel the event without any penalty for EANS.

5.6 **Finances, Roles & Responsibilities**

EANS exclusively owns the EANS Annual Congress and exclusively maintains any and all rights concerning the Congress in every respect, including, but not restricted to, its content management, financial and accounting management, financial responsibility, potential profit and any and all royalties.

The partner PCO of EANS prepares a budget and a cash flow plan for the European Congress on the basis of expected income and expenditure, 24 months prior to the event where possible. All activities related to the event will be included in the budget.

The National Host President is allocated a discretionary fund of €30,000 (funded by and held in the main budget) to be spend as his/her wishes in agreement with the EANS President (as long as it is in compliance with all relevant regulations).

Expenses not included in the original budget should be approved by the EANS. The profit will be defined as all income less all reported expenses as reported by the EANS and the PCO. This will be divided as follows: 100% of profit from European Congresses, if any, will go to the EANS, which may at its discretion choose to share a proportion with the host neurosurgical society.

EANS understands that the role of the Local Host is very important for the success of the congress, the smooth running of operations and the mobilization of national and regional scientific and other resources. The Local Host is expected to showcase a strong intention and potential to mobilize national and regional participation as well as national funding from government and other authorities and the private sector in the form of exhibitors and sponsorship.
The successful host country for the EANS2023 and the EANS2024 will be required to host a site visit for four members of the Congress Committee, the latest two years prior to the event.

6. Bid Template & Content

6.1 Destination name

6.2 Suggested dates

6.3 Host

6.4 Destination

Brief overview of the country
| 1 page
Introduction and history of the City/Region
| 1 page
Climate – Weather conditions on suggested period
| ½ page
Economics
| ½ page
Security – how safe is the destination, what measures can be taken to insure the participants’ safety
| ½ page
Entertainment, shopping and restaurants
| 1 page
Culture
| ½ page
People
| ½ page
Experience of hosting international events – list international events >1000 participants during the past 5 years
| 1 page

6.5 Congress venue(s)

Name of the Congress Venue:
List the Contact for the meeting venue for EANS Congress:
Name:
Title:
Company:
Address:
City/State/Province:
Postal Code Country:
Total function rooms of congress venue and capacities

<table>
<thead>
<tr>
<th>Room name</th>
<th>m²</th>
<th>theater</th>
<th>school</th>
<th>Banquet, tables of 10</th>
<th>U - shape</th>
<th>Reception</th>
<th>Rental Cost per day (excl VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggested function rooms

<table>
<thead>
<tr>
<th>Room name</th>
<th>Suggested for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plenary/General Session Venue (allow for rear screen projection and staging) – ideally an auditorium to accommodate 2000 people</td>
</tr>
<tr>
<td></td>
<td>Parallel Venues</td>
</tr>
<tr>
<td></td>
<td>Registration area</td>
</tr>
<tr>
<td></td>
<td>“Speaker ready” room</td>
</tr>
<tr>
<td></td>
<td>EANS Board of Directors Meeting Room</td>
</tr>
<tr>
<td></td>
<td>Congress Committee and PCO office</td>
</tr>
<tr>
<td></td>
<td>EANS Office</td>
</tr>
<tr>
<td></td>
<td>Exhibition</td>
</tr>
<tr>
<td></td>
<td>Poster</td>
</tr>
<tr>
<td></td>
<td>Storage</td>
</tr>
<tr>
<td></td>
<td>Banqueting Area / Coffee Breaks &amp; Lunches</td>
</tr>
</tbody>
</table>

A/V support services

- Are staging, pipe/drape, sound, lighting, and rear screen projection available?
- Are A/V technical services available? Consider WIFI requirements mentioned above.

Important: Applicants should fill in the excel file provided with this Manual, listing their infrastructure and costs on Venue, Audiovisual & IT as well as Catering for the Congress.
6.6 Accommodation

6.6.1 City hotels
List all suggested hotels (5, 4, 3, 2 stars) within 1km distance from Congress venue, including category, indicative rates (for single and double rooms - bed & breakfast) and nr of rooms.

<table>
<thead>
<tr>
<th>Hotel name</th>
<th>Category</th>
<th>Rates Single/Double BB</th>
<th>Nr of rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.6.2 Suggested Headquater Hotel
(Attach brochure or indicate Internet address)

Designate the suggested primary and, if necessary, secondary host hotel(s) including contact details.

Requirements:
- 4 stars or uncategorized with standard of minimum 4 stars
- Accommodation of maximum [number] delegates for the Congress
- 3 complimentary suites and 10 complimentary rooms for the Board during the Congress
- If the destination is voted to Host the 2023 and/or 2024 Congress: 4 complimentary single rooms available for a maximum of two site inspections for three nights each
- Complimentary or cost priced single rooms for site visits of the PCO in the preparation phase (4 rooms, 1 night per visit, minimum 2 visit).

Primary Hotel Contact
Name:
Title:
Company:
Address:
City/State/Province:
Postal Code Country:
Telephone (Country and Area/City Codes):
Fax (Country and Area/City Codes):
Email Address:
Web Site:
Hotel Classification (five, four or three-star): ____________________
Indicative rates (Single/Double BB): EUR___________
List additional costs (e.g., room tax, gratuities, service charges etc.), if applicable:

Please provide diagrams of the disabled room suites.
6.6.3 Secondary Hotel
(Attach brochure or indicate Internet address)

Requirements:
- Accommodation of maximum \textit{number} delegates for the EANS Congress

List the Contact for the Secondary Hotel for EANS Congress:

Name:
Title:
Company:
Address:
City/State/Province:
Postal Code Country:
Telephone (Country and Area/City Codes):
Fax (Country and Area/City Codes):
Email Address:
Web Site:

Hotel Classification (five, four or three-star): ____________________
Indicative rates (Single/Double BB): EUR___________
Number of one-bedroom suites available: __________ at EUR ________

List additional costs (e.g., room tax, gratuities, service charges etc.), if applicable:

\textbf{If multiple hotels are being used for this programme}, please specify the distance and estimated travel time from the Congress centre containing to each of the secondary hotels:
From Congress centre (a) to secondary hotel (b) [kilometers] OR [minutes] by coach transfer
From Congress centre (a) to secondary hotel (c) [kilometers] OR [minutes] by coach transfer.

6.7 Connectivity

6.7.1 Designate major airport(s)

<table>
<thead>
<tr>
<th>Airport name / code</th>
<th>Distance from Congress venue in minutes and km</th>
<th>Distance from Primary Hotel in minutes and km</th>
</tr>
</thead>
</table>

6.7.2 Transfers
Will roundtrip airport/hotel transfers be provided on a complimentary basis to International Congress attendees?

\textbf{For which date(s) are arrival transfers available?} [from YY/MM/DD to YY/MM/DD]
\textbf{For which date(s) are departure transfers available?} [from YY/MM/DD to YY/MM/DD]
6.7.3  List all direct flights to the destination

<table>
<thead>
<tr>
<th>Continent</th>
<th>Country</th>
<th>Major Gateways to Destination</th>
<th>Carrier</th>
<th>Approx. Cost at bid economy class € *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.7.4  Designate other transportation carriers
(e.g., railways)

6.8  Social Programme

6.8.1  Evening entertainment
Please detail the proposed evening entertainment programme for the Congress from Day 1–5. Describe Activity, Venue - Location and Cost (if not included in the delegate fee)

6.8.2  Accompanying persons programme
Please detail a proposed spouse programme for the Congress from Day 1 – 5. Describe Activity, Venue - Location and Cost (if not included in the delegate fee)

6.8.3  Excursions and Pre or Post event tours
Please include details of 3 optional tours which can be undertaken by delegates either before or after the conference. Attach proposed itinerary of tours and details of tour operators and enclose a set of brochures for each proposed tour. Include: Dates, Destination, Accommodation, Description and Cost (including taxes and eventual tickets or lunches)

The following section refers any intention to obtain sponsorships to host the EANS Congress.

6.9  Sponsorship
Local sponsorship secured by the Host should be approved by EANS before being contracted or announced. Please make suggestions on the Sponsorship that can be secured.
7 Host Committee

Identify recommended chairperson(s) of Host Committee (one of which will be approved by EANS):

Name: Postal Code Country:
Title: Telephone (Country and Area/City Codes):
Company: Fax (Country and Area/City Codes):
Address: Email Address:
City/State/Province: EANS Member Since:

Name: Postal Code Country:
Title: Telephone (Country and Area/City Codes):
Company: Fax (Country and Area/City Codes):
Address: Email Address:
City/State/Province: EANS Member Since:

Please specify other recommended volunteer members of Host Committee:

Name: Name:
Company: Company:
Member since: Member since:
Intended portfolio: Intended portfolio:

Name: Name:
Company: Company:
Member since: Member since:
Intended portfolio: Intended portfolio:

7.1 Site Inspection

In case considered necessary, four members of the Congress may decide to organise site visits. All accommodation costs incurred during these site visits will be borne by the candidate destination.

7.2 Participation in EANS2020 Congress

All finalists must present their candidacy during the EANS2020, to be held in Belgrade, Serbia on October 18, 2020 and are expected to present their proposals to the delegates and voting members, as detailed above.

Guidelines for presentations

- A strict bid presentation time slot of 15 minutes, including opening and closing statements and visual presentation is allocated over the finalist bid destinations.
- Rehearsals for pre bid viewing will be arranged and facilities will be made available.
- Make sure that your presentation is built in one Powerpoint file and make sure to have all contents available (embedded). The use of own laptops is not supported. Presentations must be checked in to the presentation distribution center (speaker ready room).

7.3 Bid Submissions & Contacts

Bids are sent to the address below:
Ms Valentina Amarantidou
EANS Director, director@eans.org

For any further information or clarification, you are welcome to connect with us.
7.4 Contract

This proposal has been completed by and is being submitted on behalf of the named organization representing the destination being presented.

By signing the document, the authorized undersigned agrees to go into a binding contract with the EANS, should their bid for the EANS2023 or the EANS2024 be successful.

Further all conditions and stipulations as set out in the Bid document are binding and only reversible through an EANS Board decision.

Organisation:
Signature:
Name:
Title:

By signing the above declaration, the said organisation accepts the following conditions:

1. The EANS Congress is first and foremost the property of the EANS, and therefore all aspects of the Congress must be ratified and sanctioned by the EANS appointed Congress Committee and/or the EANS Board.

2. By signing the document, the authorized signature recognizes and agrees to abide by all conditions and stipulations in the Congress Bid Document and such said conditions may only be changed with consent from the EANS board.

3. The EANS cannot be held responsible for any losses incurred or any liabilities whatsoever regarding the host nation and its partners and sponsors.

4. The EANS cannot be held responsible for any delegate that arrives in the host country without the relevant Visas or one that seeks asylum or interferes with the law of the host country.

5. The EANS Board reserves the right to withdraw the bid allocation, a maximum of two years and minimum of one year out from the proposed congress, if it feels that host country has not met the requirements as set down by EANS and the congress committee.

6. The EANS will not be held liable for any losses occurred, or any liabilities whatsoever regarding the bid country, host association or city, relevant sponsors and its partners.

8. The congress will then move to the second highest vote.

For and on behalf of EANS

Karl Schaller
EANS President 2020-2022