



Call for Applications

7th Congress of European ORL-HNS 2023

1. Introduction

The organizational structure for future Congresses organized by the Confederation of European ORL-HNS (CEORL-HNS) follows a centralized approach to allow for continuity and constant improvement. For the 5th Congress of European ORL-HNS we expect 2.500 - 4.000 ENT colleagues from Europe and beyond, which makes it the largest ENT gathering in Europe.

CEORL-HNS bears final financial and organizational responsibility of the Congress – but strong engagement from the acting Congress President and his supporting National Society is vital. These updated Congress Procedures consist of two main parts: the **Bid Document** (Chapter 2.) and the **Congress Guidelines** (Chapter 3.). The candidate Congress Presidents applying for the organization of the CEORL-HNS 2023 congress should study all information in this document carefully. In case of questions he/she may contact the permanent CEORL-HNS office (contacts below) for clarification.

By submitting the **Bid Document**, the candidate Congress President and his nominated team express their willingness to take on the tasks and responsibilities connected with their function per stipulations below. We look forward to receiving your application in time by **November 16, 2018** and to a successful collaboration in making the 7th Congress of European ORL-HNS 2019 another milestone event in worldwide ENT,

Yours faithfully,

Hans Edmund Eckel
President

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2. Bid Document

Interested candidate Congress Presidents are requested to provide information in the following structure. Information which cannot be backed with valid data must be marked with an Asterix (*) and explained.

We **encourage** candidate **Congress Presidents** to contact **their local Convention Bureau** for support in the Bid process.

In principle, eligible Congress Presidents are those candidates who fulfill the following criteria/profile:

- The Congress President disposes of experience in congress organization and a good command of English
- The Congress President is ready to allocate an average of 15-20h/month to Congress matters (emails, organizational tasks, negotiations with industry partners,...) and in addition 3-5 full days/year for Organizing meetings
- The Congress President is officially supported by the hosting National Society
- The Congress President is an active member of at least one Subspecialty Society which is member of the CEORL-HNS. The Congress President is officially supported by his subspecialty society.
- The Congress President becomes member of the CEORL-HNS Presidential Council and attends Presidential Council Meetings to report on the progress of the Congress according to the stipulations in the bylaws
- The Congress President is ready to collaborate with the CEORL-HNS Core-PCO for the day-to-day matters

The **table of contents** of the **bid book** is set as follows:

2.1 Letter by the Candidate Congress President

Covering milestones in his/her professional career, relations in the international ENT community, experience in Congress organization, his nominations for Scientific Chair (see 3.1.2. for details) and National Committee Chair (see 3.1.3. for details), and his/her motivation to take on this function.

The proposed Scientific Chair should fulfill the following criteria/profile:

- The Scientific Chairman is nominated by the Congress President and included in the bid book
- The Scientific Chairman is ready to allocate an average of 15-20h/month to day-to-day matters and in addition 1-2 full days for Programme planning meetings/year
- The Scientific Chairman preferably comes from a different country than the Congress President
- The Scientific Chairman requires an official letter of support by his Subspecialty Society
- The Scientific Chairman is experienced in congress program planning and has a good command of English
- The Scientific Chairman is ready to collaborate with the Congress President and CEORL-HNS Core-PCO for the day-to-day matters



2.2 Hosting National Society

This chapter should cover information on these areas:

If the National Meeting that year is planned to be (partially) integrated into the Congress – see 3.2.1. and 3.3.2. for details. If not, when does the National Meeting take place and what is its regular attendance (full delegates – excluding industry staff). In case the National Meeting is not integrated that year it is recommended to have it scheduled a minimum of 2 months away from the proposed Congress dates.

Confirmation that the hosting National Society is aware of the incidental profit and risk share modalities (see 3.3.2. and 3.3.3. for details)

Projected National/Regional Attendance

2.3 Dates

The preferred period for the Congress is the last weekend of June or first weekend of July. Should the Congress be linked with the National Meeting then that month can be proposed.

Weekdays/Duration:

- Friday, Saturday: Set up Commercial Exhibition
- Saturday: Business Meetings, Pre-Congress Courses/Workshops, EBE Exams, Delegate Registration, late afternoon Opening & Welcome Reception/Exhibition Opening
- Sunday – Tuesday: Core Congress/full-days
- Wednesday: half-day Congress, Closing by 1:00-2:30 pm
- Wednesday after Closing: dismantling of Commercial Exhibition
- Thursday: should be kept as overflow dismantling time on optional basis

2.4 Venue and Financial Proposal

The cost shall cover total estimated expenses for room rental including build-up/dismantling time, technical equipment and technical personnel for all session rooms. Final requirements may differ considering the analysis of the 2019 Congress in Brussels.

The venue must be available in first option for proposed dates and fulfill the following criteria:

- Session Rooms (benchmark capacities In theatre style set-up)
 - 1 Main Auditorium 750 capacity
 - 6 Rooms 200-300 capacity
 - 7 Rooms 80-200 capacity
- Plus Sessions Rooms in appropriate size for National streams, if applicable (see 3.2.1. and 3.3.2. for details).



- **Exhibition Area**
Min 1.000 sqm net exhibition space, preferably all in one centralized area
- **Other Areas**
Catering Areas for Coffee Breaks (capacity 2.000 servings per 30 minute break) and Poster Area (500 Poster Boards if used back and front end) are recommended to be integrated in the Exhibition Area.

Registration area: space for 4.000 delegates plus Exhibitors

- The venue must be fully compliant with national and international Pharma and MedTech regulations: proposed destinations and venues should have a clear business focus and should not be perceived as a leisure or luxury setting.
- The venue should be located in the city centre or within max 10 min. walking distance to the next subway/tram/bus with direct connection to the city centre
- The venue should be experienced in hosting international scientific meetings of similar size. Main onsite suppliers (venue, technical support, catering) should have a good command of English, both oral and written

2.5 Support from City/Government/Local Convention Bureau to host the Congress

Support can be financial or subsidized/free services (site visits, marketing material, Festivities, public transport,...).

2.6 Access of Host Destination

- Specify number of daily flights to European cities and intercontinental destinations
- Specify access via train
- Specify access Airport to city centre and Congress venue

2.7 Local Infrastructure

- **Hotels**
General information on hotels (category, capacity) in vicinity of the proposed venue: in walking distance up to 10 min. and within reach by (public) transportation in up to 30 min.

Confirm availability of allotments for proposed dates according to following requirements:

Total rooms: 2.000

Pick Ups/Night of total rooms: Thu/Fri 20%, Fri/Sat 75%, Sat-Wed 100%, Wed/Thu 20%

Breakdown/categories: 5% 5 Star, 45% 4 Star, 50% 3+2 Star (but may differ depending on location, price level and quality)

It is recommended to ask the local Convention Bureau to pre-block the allotment.



- Local Transportation
General information on public transport system
- Venues for Networking Events – Optional
General information on suitable venues to networking events with 150 - 200 and 500 attendees

2.8 Other Important Information

Any information considered relevant for the decision and not covered in the above areas should be mentioned here. This information could be on destination level, national society level, budget level,...

2.9 Nomination of preferred Local PCO – Optional

To collaborate with the CE ORL-HNS Core-PCO for local services (social events, industry events, tours, hostesses, local transportation)

2.10 Timeline Application Process

- Step 1 Deadline to submit the bid book: **November 16, 2018**
- Step 2 Applications are evaluated by the CEORL-HNS Presidential Council in **Winter 2018/19**. Candidates may be contacted in the meantime to clarify open issues.
- Step 3 The CEORL-HNS Presidential Council ranks applications according to defined criteria and proposes the highest-ranked candidate for ratification by the General Assembly on the occasion of the 5th Congress of European ORL – HNS in Brussels. The candidate Congress President is invited to make a 10 min presentation followed immediately by the vote.

3. Congress Guidelines

3.1. Committees

3.1.1 International Organizing Committee

The International Organizing Committee, led by the Congress President, with support of the CEORL-HNS CorePCO, manages the logistics, financials, organizational and promotional tasks related to the Congress.

- Chair: Congress President

The Congress President is the acting Director of the Congress and responsible for the day-to-day operations in collaboration with the CEORL-HNS CorePCO.



The Conference President works in accordance with the CEORL-HNS Presidential Council which reserves the right to intervene in the case of conflict with CEORL-HNS goals or standards.

- Other Members:
 - President CEORL-HNS
 - President Elect CEORL-HNS
 - Treasurer CEORL-HNS
 - General Secretary CEORL-HNS
 - International Scientific Committee Chair
 - National Committee Chair (Congress Secretary)
 - Up to two additional members from the National Committee as deemed necessary by the Congress President to support with local arrangements, national program, industry funding and promotion.

3.1.2 International Scientific Committee

The International Scientific Committee, led by the Scientific Chairman, is responsible to compile the international Scientific Programme in collaboration with the CEORL-HNS Core-PCO. National Streams in the local language are elaborated by the Congress President in coordination with the National Committee.

- Chair: Scientific Chairman
- Other Members:
 - President CEORL-HNS
 - President Elect CEORL-HNS
 - Congress President
 - National Committee Chair (Congress Secretary)
 - One representative of UEMS
 - One representative of each Subspecialty Society which is full member of CEORL-HNS.

3.1.3 National Committee

The National Committee should support the Congress President in local arrangements, national program streams (if applicable), industry funding and promotion according to the Congress President's instructions

- Chair: National Committee Chair (Congress Secretary)

Profile: selected by the Congress President. The person must be an active member of the national society and have a good command of English.

- Other Members:
As deemed appropriate by the Congress President



3.2. Programme

The official language of the Congress is English but up to three programme streams may be provided in the national language.

3.2.1. Number Parallel Streams

- International streams: 11-13 streams in parallel as deemed appropriate by the functionalities of the Venue, Programme planning. and number of National streams The official language for the international streams is English, and no translation is provided by CEORL-HNS.
- National streams: up to three (3) which are elaborated by the Congress President in coordination with the National Committee

3.2.2 Session Types International Streams – Recommended Benchmark Ratios

- 50% Educational (Instructional Courses, Cornerstones in ENT Track, Workshops, Case Studies, etc.)
- 50% Scientific (Round Tables, Key Notes, Free Papers, Posters, etc.)

3.2.3. Distribution Session Topics International Streams – Recommended Benchmark Ratios (Min/Max)

- Otology/Neurotology 20 - 25%
- Rhinology/Allergy 20 - 25%
- Laryngology 12 - 15%
- Head & Neck 12 - 15%
- Other 20 - 36%
(Facial Plastic and Reconstructive Surgery; Pediatric Otolaryngology; Sleep Medicine; Miscellaneous)

3.2.4. Invitation Policy Faculty

All invited Faculty (Speakers, Chairs) pay for their registration and travel costs. The Congress President has the mandate to invite guests actively participating in the official Scientific Programme within a budget limit of up to EUR 10.000,00. Any invitations in excess must be approved by the CEORL-HNS Presidential Council. Members of the CEORL-HNS Presidential Council are exempted from registration fees.

3.3. Budget & Financial Management, Incidental Profit, Risk Share

3.3.1. Principles

The Congress President – together with the CEORL-HNS CorePCO – develops a full initial budget until 15 months before the Congress. This budget must be approved by the CEORL-HNS Presidential Council and is updated for every Presidential Council meeting indicating major variances. Within the last three months prior to the Congress, the budget is updated on a monthly basis.

- From a technical point of view the budget is compiled and managed by the CEORL-HNS Core-PCO and the Presidential Council members in the International Organizing Committee have full access to all data/information at all times.
- Changes in projected costs to the agreed initial budget of up to EUR 5.000 are at the discretion of the Congress President. For expenses in excess he/she may consult the CEORL-HNS President for approval. In any case the Congress President has to justify the costs with the next budget update in the Presidential Council.
- CEORL-HNS takes on the majority of the financial risk (see 3.3.3 for details)

3.3.2. Share Incidental Profits (a simulation of various scenarios and financial impact is available upon request)

- Hosting National Society (cumulative)
 - EUR 200 per first up to 1.000 full paying national registrations and EUR 300 for each full paying national registrations > 1.000 in compensation for marketing costs and no, or smaller national meeting that same year (not applied to reduced fees like students, residents or day passes).
 - 15% of total profits in compensation for marketing costs and no, or smaller national meeting that same year.
 - In case national Programme streams are offered – see chapter 3.2. Programme for details – a cost contribution of EUR 8.000 for a meeting room with up to 100 capacity and EUR 15.000 for a meeting room with up to 250 capacity is deducted from the profit share
 - In case the remainder of profits is lower than EUR 50.000 the shortfall is credited to CEORL-HNS to safeguard covering ongoing costs for running CEORL-HNS for the upcoming two years = the first EUR 50.000 go to CEORL-HNS in case of low incidental profits

- CEORL-HNS

Incidental profit after consideration of the share to the hosting National Society as per stipulations above are credited to CEORL-HNS.

3.3.3 Risk Share in Case of Loss

- The first EUR 15.000 are at the hosting National Society's risk
- The remainder of the loss is at the risk of the CEORL-HNS