



# Call for Applications

## 9th Congress of European ORL-HNS 2028

### 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 8th 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/her 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 2028 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/her 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 15<sup>th</sup> May 2024 and to a successful collaboration in making the 9th Congress of European ORL-HNS in 2028 another milestone event in worldwide ENT.

Yours faithfully,

Per Caye-Thomasen  
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.

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

- The Congress President has 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/her nominations for Scientific Chair (see 3.1.2. 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 Program 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/her 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 Society

This chapter should cover information on these areas:

When does the National Meeting take place and what is its regular attendance (full delegates – excluding industry staff). It is recommended to schedule the national meeting scheduled a minimum of 2 months away from the proposed Congress dates.

What is the projected National/Regional Attendance to the CEORL-HNS conference.

## 2.3 Dates

The preferred period for the Congress is June.

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.

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 2500 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).
- Important note: the Opening Ceremony should take place in the Main Auditorium. The attendance at previous meetings was: 2015 – Prague: 1.500 participants; 2017 – Barcelona: not available; 2019 – Brussels: 750 participants.



Exhibition Area: min 1.000 sq 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, surface from 600 sqm.
- 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. Technical support should be able to cater to Windows and Mac users.

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

Negotiations with tourist office or local city government to obtain the financial support or subsidized/free services for site visits, marketing material, public transport etc. is an advantage when applying.

## **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, price) in vicinity of the proposed venue: in walking distance up to 10 minutes and within reach by (public) transportation in up to 30 minutes.

Confirm availability of allotments and price per category (indicate the consumer price index to be applied if applicable) 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).



- 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 etc.

## 2.9 Nomination of preferred Local PCO – Optional

To collaborate with the CEORL-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: May 15<sup>th</sup>, 2024
- Step 2 Applications are evaluated by the CEORL-HNS Presidential Council. Candidates may be contacted in the meantime to clarify open issues.
- Step 3 The CEORL-HNS Presidential Council checks applications according to defined criteria and withdraws ineligible applications. The candidate Congress President(s) is/are invited to make a 10 min presentation followed immediately by the vote.

# 3. Congress Guidelines

## 3.1. Committees

### 3.1.1 Organizing Committee

Formed by the Congress President with support of the CEORL-HNS Core-PCO, 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 Core-PCO.



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.

### 3.1.2 International Scientific Committee

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

- Chair: Scientific Chairman.
- Scientific Core Committee: formed by experts from each topic who will work on the development and composition of the scientific program.
- Subspecialty Societies: formed by the representatives of the subspecialty society members of the Confederation that propose the contents of the scientific program and speakers.
- National Societies: formed by the representatives of the national society members of the Confederation that propose speakers to complete the scientific program.

## 3.2. Program

### 3.2.1. Number Parallel Streams

- 15-16 streams in parallel, including the President's track, as deemed appropriate by the functionalities of the Venue and Program planning. The official language for conference is English, no translation is provided by CEORL-HNS.

### 3.2.2 Session Types – Recommended Benchmark Ratios

- 40% Educational (Instructional Courses, Cornerstones in ENT Track, Workshops, Case Studies, etc.).
- 60% 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; Phoniatics, Skull Base, 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 Program 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 CEORL-HNS, together with the contracted PCO, bear are financially responsible for the conference in accordance with regulations stipulated between these two parties. No financial burden is placed on the local organizing committee or on the National Society. The Congress President – together with the CEORL-HNS Core-PCO – 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 euro 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.