

Structure guidelines for EuroSpine meetings



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Hosting EuroSpine Required Characteristics for the Candidate Team

Based on data from the last meetings, EuroSpine now has approx. 1600 participants, total attendance approx. 3000 persons, 2500 m² exhibition space requirements and 30 to 50 industry workshops. Therefore, the Candidate Team (Local Host + City + Venue + PCO) must fulfil some basic needs which are listed below.

Application for Candidature

Applications must arrive six years in advance, before the winter ExCom meeting (end January). Approved by the ExCom for final ratification, voted on at the GA five years in advance.

Applications must include the completed Short-Checklist with the sample budget. This document can be downloaded at www.eurospine.org and should be mailed to info@eurospine.org.

A detailed bid-book is not necessary at this stage.

Selection Process

Applications will be evaluated by the site committee (Secretary, President, Treasurer, two members). The chairman of the organizing committee is responsible for full documentation and should check that all the requirements are fulfilled. If needed, further information will be requested.

Refer to [Action Plan](#):

- Bid (6 years in advance)

- Site Com evaluation

- AGM voting (5 years in advance)

- Follow-up agenda (announcements, Site Com controls, etc)

Local Host

The local host or chairman if there is a group of local hosts should be a Senior or Active EuroSpine member, able to demonstrate a close working relationship with the Society and having taken an active part in the Society's activities.

Facilities, Venue, Location

(Statistical data related to the last three EuroSpine meetings will be available at the EuroSpine administrative Secretariat)

Date

September/October, 3 days: Wednesday to Friday

Pre-Meeting Course(s): afternoon on Tuesday before the meeting

EuroSpine Meetings should not coincide with other important Spine

Meetings, namely SRS, WorldSpine, ISSLS, NASS, or CSRS

City

Connections

- Easy international (direct) access
- International airport: direct connections daily, located not more than 50 km from the city center

Accommodation

- Minimum of 3000 hotel beds
- 50% within walking distance (<1 km) to congress venue and/or 100% not more than 15 min by public transport
- 70% 3-star and 4-star hotel category

Venue

Scientific activities

- Main lecture hall (minimum 1800 seats, 100% of attending participants from the past year's meeting)

Audiovisual equipment

- Must be computer-based
- 6-10 floor microphones for discussion
- Laser pointers
- Double screen
- Speaker-ready room: computers needed
- Timer

Society activities

- prominently placed, ca. 100 sqm and near the e-posters
- EuroSpine booth to promote own activities, ca. 6 x 9 sqm
- EuroSpine lounge for members only, basic catering and internet stations, ca 50 sqm

Posters

- E-Posters, hardware, approx. 25 computer stations
- 5 side rooms for (parallel) special poster sessions

Lunchtime Workshops

- Workshop rooms, lunchtime, parallel (10-14 rooms per day for 100-250 persons with catering possibilities)

Industry and Exhibition space

- Must be accessible for mounting two days in advance, i.e. space to be rented from Monday - Saturday.
- Exhibit area: 2500 m² net, 6 m height, should be in the same building or next door

Exhibition

The total size of industry exhibition will be determined for each site, (individual local situation to be considered around 2500 m² net). The maximum size per booth/company shall not exceed 100 m² (less if space is not available), main companies and smaller ones should be evenly positioned, i.e. side by side.

Administration

- Registration area, spacious and exclusive
- Room for executive meeting 1st day, Tuesday, can also be in hotel
- Editorial Board meeting 2nd or 3rd day, breakfast or noon with catering (charged to Springer, publishers)

Others

- Lunches and coffee break area
- Public Internet access
- Welcome reception (usually in the foyer of the conference center)

Usual Meeting Overview

	Tuesday	Wednesday	Thursday	Friday	Saturday
08:30	Pre Meeting day, will be organised by the Progr- or EduCom **** ExCom meeting	Scientific Program	Scientific Program	Scientific Program	Post Meeting day, Local Hosts can propose program, i.e. for national societies
Break					
10:00		Scientific Program	Award/Presidential Session	Scientific Program	
12:00		Lunch Workshops	Lunch Workshops	Lunch Workshops	
14:00		Scientific Program	Scientific Program	Scientific Program	
Break					
16:00		Scientific Program	Scientific Program	Scientific Program	
18:00		Welcome Reception	General Assembly		
20:00				Gala Dinner	

Scientific program

The Society is responsible for the scientific program, and its publication via their website. This responsibility includes the arrangements for the program committee. All related expenses will be charged to the conference (abstract handling, program committee meeting).

The scientific program may include two (20-30 mins) Keynote lectures.

Main dates to remember:

- 1st Announcement
- 2nd call for abstracts
- Deadline abstracts submission (March 15)
- Program Committee meeting (April/May)
- Final Scientific Program (June)

Professional conference organizer

The conference must be organized by a professional conference organizer (PCO), which should be recommended by the local host. The contract is signed between the PCO and EuroSpine (president, treasurer and secretary).

The Site Committee will be involved into the decision process for the choice of PCO

The contract will have to be established in such a way that the PCO is encouraged to promote the event (refer to: Methods to run the Meeting.doc).

Choice of PCO: a member of the ICCA would be preferable, but previous experience with similar-sized meetings and former favorable collaboration with the local host is equally valued.