

EuroSpine site requirements: Checklist



Based on data from the last meetings, EuroSpine has > 2400 participants, total attendance around 4500 persons, a 7000 m² exhibition space requirement, and several satellites. Therefore, the candidature for future meetings must satisfy several basic requirements related to the facilities, which are summarized below.

Date

September – mid-October, 3 days: Wednesday to Friday

Pre-Meeting Course(s): 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 3500 hotel beds
- 50% within walking distance from the venue, 100% not more than 15 min. by public transport from venue
- 70% 3-star and 4-star hotel category

Venue

- Main lecture hall minimum 1800 seats
- Workshop rooms, (15-18 rooms per day, seating 50 - 350 persons), hospitality rooms, and office rooms, VIP Lounge
- Exhibit area: min. 3000 m² net, 4 m height, preferably the same floor, same building, un-partitioned
- WiFi

Local Host(s)

Chairman of a group of hosts or single local host must be a member. An application with the support of a national spine society would be of advantage.

Local conference organizer

The conference must be organized by a professional conference organizer (PCO) must be a IAPCO-member. Previous collaboration requested. The contract is signed between the PCO and EuroSpine (president, secretary and treasurer).

Social Events

- Banquet possibility, around 250-500 pax

Applicants are asked to complete the following checklist and budget. A detailed bid-book is not needed for a preliminary assessment.

EuroSpine site requirements

Year

Checklist - Place

Proposed dates

Access and Transfer

Airport: international, direct connections daily			
Main station			
Distances			
Airport to venue		Main station to venue	
Venue to hotels. How many of them within walking distance (1 km)?			

Venue

General arrangement (provide a brochure)		Are there different levels?		
Main hall, size (number of seats)			Equipment	
Side rooms (workshops), number			Seating capacities (from X to X)	
Side rooms (offices) number		ES/VIP	Speaker ready	
Catering	Restaurant		Internet	
Registration area			Welcome reception area	

Exhibition space

Floor area	Break area	Columns	Height
Electric	WiFi	Parking	Access

Local Host(s)

Names	Members?
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Support of National Spine Society

Name	of which are members of ES?
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Hotels

Capacity	5* x	4* x	3* x	1-2* x	Youth hostels
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Social Events

Banquet possibility: approx. 250-500 pax	Special local events
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PCO

PCO proposed by local host?	References, former cooperation with local host	
Contact person for the daily business	What services are included in their fee? Pls define in budget.	Advance payment needed?
Subcontracts?	Insurance?	

 Place, Date

 Signature (e-signature) of local host/chair

 email contact

**EuroSpine site Application:
Budget for an EuroSpine Meeting, based on 1500 participants (in €)**

Expenses	€	Income	€																				
Congress Venue , 3 days + 2 days set-up + satellites -> details above		Registration fees <table> <tr> <td></td> <td>early</td> <td>late</td> <td>on-site</td> </tr> <tr> <td>Members</td> <td>350</td> <td>400</td> <td>450</td> </tr> <tr> <td>Non-members</td> <td>630</td> <td>680</td> <td>730</td> </tr> <tr> <td>Accomp. p</td> <td>70</td> <td>80</td> <td>90</td> </tr> <tr> <td>Gala Dinner</td> <td>80</td> <td>90</td> <td>100</td> </tr> </table>		early	late	on-site	Members	350	400	450	Non-members	630	680	730	Accomp. p	70	80	90	Gala Dinner	80	90	100	
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Personnel during congress PCO management, IT, hostesses, security personnel		Workshops 25 - 35 , incl. basic equipment, catering extra																					
Audiovisual capability and staff		Advertising																					
Program Committee Committee meeting, travel, hotel and meeting room (1 weekend, 8-10 pax), Abstract handling, scientific secretariat	30'000	Exhibition* 2500 m ² , price per naked floor - 24 m ² : 550 € > 24 m ² : 500 €																					
Invited speakers (10 pax) 6 x flight and hotel for 5 nights 20 x invited for gala dinner Speaking fees		Sponsoring Coffee breaks, congress bags and inserts, badges, transfers, public transport tickets																					
Transfers , public and buses																							
Site pre-evaluation (PCO and committee)																							

Printed matter 1st/2nd Announcements, Final Program* (*not mailed), Exhibitor's kit, Notepaper Abstract book is supplied by Springer Publisher			
Mailing Postage, correspondence, photocopies			
Internet Web-site, bulk mailings, on-line registration			
Catering/Social Events - Welcome Reception (included) - Coffee breaks (6) - Lunches, EuroSpine Workshops (3 days for 300 pax) - Executive Dinner (40 pax)			
PCO fees Please specify items			
Various Insurance, bank charges, etc			
Total		Total	