



Hydrocephalus Society

International Society for Hydrocephalus
and Cerebrospinal Fluid Disorders

HYDROCEPHALUS Annual Meeting Call of Interest for The years: 2019, 2020 and 2021 Bid Manual

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1. Call for Interest

The International Society for Hydrocephalus and Cerebrospinal Fluid Disorders invites, through its Core PCO ARTION Conferences & Events, Hydrocephalus Society Members aiming to host the Annual Meeting for the years 2019, 2020 and 2021 in their destination, to express their interest.

2. Deadlines & Processes

The deadline for bids for years 2019, 2020 and 2021 is the 30th June, 2 years ahead of the year of interest. The next first open year is 2019 and the bid should be submitted by the 30th June, 2017.

Bids should be addressed by email to the following contacts:

Valentini Amarantidou, v.amarantidou@artion.com.gr

Bids & Project Leader for ISHCSF

ARTION Conferences & Events

with a copy cc: contact@ishcsf.com

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Bids should comprise the “Application” and “Budget” duly completed as requested in the present.

Bids can include a letter of invitation from the Scientific Leader of the Bid and Host, the Mayor and/or the President of the Convention & Visitors Bureau

For the Years 2019-2021: Short listing, by 30th August of the year of submission, with first inspection visits 15-20 months ahead of each respective year to the selected destinations.

3. The Hydrocephalus Society

ISHCSF Profile

ISHCSF is an independent non-profit scientific society funded on members' contributions only. It was inaugurated in September 2008 and registered as a nonprofit organization in December of the same year. From the beginning, its mission has been to advance the art and science of the field of clinical care and research in hydrocephalus and CSF disorders, and thereby promote the best possible care for patients with these disorders. You are encouraged to join the Society to promote international exchanges, worldwide representation, and stimulating research and debate. Our successful meetings took place in Goteborg, Sweden, in 2006, Hannover, Germany, in 2008, Baltimore, Maryland, USA, in 2009, Crete, Greece, in 2010, Copenhagen, Denmark in 2011, Kyoto Japan in 2012, Athens Greece in 2013, Banff, Canada in 2015 and Cartagena Colombia in 2016. Recently the Society has moved forward under the name: "Hydrocephalus Society".

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4. The Annual Meeting: Hydrocephalus Year

The Event

This Annual Scientific Meeting takes place each year since 2008 around the month of September in a different city global wide. We expect between 200 and 300 participants coming from 20 different countries. The Meeting comprises three days of scientific sessions, a general assembly, and side meetings of other related scientific societies as well as a board meeting.

On the day of arrival participants are invited to welcome drinks, usually at the main hotel. The next three days are devoted to scientific sessions. A gala dinner is organised on the second day of the Meeting. On the first day an informal dinner or any other kind of activity (e.g. concert, cultural event) can be suggested, preferably with local culture and content. Entertainment of national attire can be proposed for the gala dinner, the welcoming event and possibly the informal evening. Menus are preferred to be representing the local cuisine.

During the three working days of the Meeting one seated buffet or set menu lunch and two coffee breaks every day should be organised in the Meeting Venue.



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Who Can Bid?

Bidding is open to the Society Members. Applications are suggested to be supported from National Neurosurgical Societies in cooperation with the City Convention Bureaus.

Why Host the HYDROCEPHALUS Meeting

The Meeting attracts between 200 and 300 delegates from 20 different countries. The Meeting is communicated to more than 10.000 neurosurgeons and related physicians around the globe. Delegates will be staying in the host destinations on average for 4+ nights. The Meeting comprises the following programme of activities: meeting, evening functions for the delegates and excursions for accompanying persons as well as post congress programs. It is an opportunity to showcase your destination's cuisine, culture, traditions and undiscovered corners to a public that will greatly communicate further to friends and family the treasures in your city and region.

Previous Meetings

2018 Bologna, Italy
2017 Kobe, Japan
2016 Cartagena, Colombia
2015 Banff, Canada
2014 Bristol, United Kingdom
2013 Athens, Greece
2012 Kyoto, Japan
2011 Copenhagen, Denmark
2009 Baltimore, USA
2008 Hanover, Germany

Previous Workshops

2010 Heraklion, Greece
2007 Rhodes, Greece
2006 Gothenburg, Sweden

Dates & Format of the Event

Dates: September-October (Care should be taken to avoid all religious holidays in Europe and Western Countries and national holidays as far as possible as much as major events in the city such as exhibitions, large conferences or festivals).

Duration: 3 days from which
Meeting Dates: Saturday, Sunday & Monday



Programme Outline:

Day 1 – Friday:	arrivals & welcome reception Board Meeting
Day 2, 3 & 4: Saturday – Monday:	Meeting
Day 5 – Tuesday:	Side Meeting, Departures or Post Programmes

Estimated Number of Participants: 200-300

Estimated Number of Hotel Rooms: 130 for 4+ nights

Estimated Number of Room Nights: 500-600

Venue, Meeting Catering & Accommodation Requirements

This Meeting is typically hosted under one roof: a convention hotel with the infrastructure below.

However the option of a congress centre with a nearby hotel has been used in the past, provided that the distance is within a few minutes' walk.

Venues Required:

Day 1:	Board Meeting Room for 15 persons Setup of Venues
Day 2,3,4:	1 Plenary for 300 persons - school with space for 2 interpretation booths Exhibition Area for 10-15 booths
Day 5:	1 Meeting Room for 100 persons, theatre setup

Secretariat/PCO office for 6 days (2 days before day1 until day5) for setup of material and preparation

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Technical Equipment is expected to be state of the art including sound and interpretation (see above), video projectors, screens & internet connections (wired and wifi).

Accommodation

150 rooms are contracted for 4 nights with an agreed price valid 3 days before and after the Meeting. Half of the rooms are single and half are double/twin.

Preferences is for 4-5* facilities with a good number of rooms with walk in showers. It is highly appreciated to provide special rooms for persons with mobility problems or allergies (eg. wooden floors if the hotel is carpeted).

Meeting Catering

The Convention Hotel is expected to host also the following functions:

Day 1: a welcome reception

Day 2, 3 & 4: two coffee breaks and a seated buffet or set menu lunch for 200+ persons

Social Events & Excursions for Spouses

Day 2: A full day City Tour programme with lunch and possibly with a short cultural programme
An evening event or cultural programme

Day 3: A full day programme in the region
The Gala Dinner

Day 4: A half day excursion

Day 5: Post Congress 1, 2, or 3 day programmes in the region

All social events are attended by 100-250 persons.

Connectivity & Distance from the Airport

Connectivity & distance from your International Airport is a very most important factor in choosing a home for the Hydrocephalus Annual Meeting.

In particular direct daily flights from the countries generating the largest delegations is a prerequisite; these are: USA, Canada, Sweden, Finland, Germany, France, Japan, Belgium, Middle East, Switzerland, United Kingdom etc.

Any destination suggesting a nearby airport should not be more than an hour's drive from the airport.

Responsibilities & the role of the National Host

ISHCSF exclusively owns the Annual Meeting and exclusively maintains any and all rights concerning the Meeting in every respect, including, but not restricted to, its content management, planning and supervision of all operation and quality standards.

ISHCSF's Core PCO for the years 2019-2021 is ARTION Conferences & Events who is responsible for the preparation, planning and operation of the Meeting. ARTION has full responsibility for the operation, quality standards and management and undertakes all procedures related to the success of the Congress including and not limited to the accounting and financial management. ARTION contracts the Hotels and all the local suppliers: transportation company, DMC, catering, materials etc. Delegates are invited to contribute with a registration and accommodation fee plus any social programmes and excursions or post congress programme. All fees are collected by ARTION and are channelled to the local suppliers as per contracts.

The National Host with the Convention Bureau, is expected to prepare the bid and secure that all quotes and prices as stated in the bid will be valid until the Meeting. The National Host will



provide all help required to prepare and host the first inspection visit, set up all the appointments and agenda of visits and connect with the local players/suppliers. Inspection visits are attended by 1-2 persons, one representative from the Society – the Head of the Meeting – and one Project Manager from ARTION. Three inspection visits are planned: one for the familiarization with the destination, meeting with the basic suppliers and outlining the programme of the Meeting (20-15 months before the meeting); a second (10 months before the meeting) to finalise the details and budget for the Congress, and a third and final inspection visit (1 month before the congress) to secure all items as agreed and settle details. The first inspection visit is expected to be fully hosted.

ISHCSF understands that the role of the National Host is very important for the success of the meeting, the smooth running of operations and the mobilization of national and regional resources. The National Host is expected to showcase a strong intention and potential to coordinate the local players and secure their potential to adapt to the Meeting needs.

Any possible funding or contribution is well appreciated but is neither a prerequisite nor a criterion for destination selection. Such contribution can possibly be a welcome drink by the Mayor as part of the Congress Programme, or a free entrance to one of the local museums or free city transportation; any further suggestions being part of the destination MICE welcoming service is welcome.

The National Host will be required to provide photographic licenced material for the Meeting announcement, texts about the city and the region in English, touristic brochures and city maps to be handed out to the delegates and any promotional that can be readily available, all in 300 copies.

ISHCSF in all congresses cooperates with a local charity and tries to contribute instead of buying local gifts for the delegates. The National Host is expected to help ISHCSF select a local charity for this purpose. ISHCSF will collect through the congress the amount of approximately 5 euro per delegate to be handed over to the selected charity, will place a collection box on the congress desk throughout the meeting and will promote the Charity work to the delegates during the Meeting. The local Charity is expected to present their work at a set and agreed time during the Meeting Programme.

The National Host is also expected to contribute to the Programme by suggesting keynote speakers, to the promotion of the Meeting in the Country and Region as well as mobilisation of attendance and sponsorship from the National/Regional Industry

ISHCSF'S Core PCO

ISHCSF has contracted ARTION Conferences & Events, to be the exclusive PCO (Professional Congress Organiser) for the Annual Meeting global-wide, for the years 2016-2021. ARTION is responsible for contacting the destinations that are interested to host an Annual Meeting and manages the Bidding Procedure and Site Inspections, as well as the Meeting Management, Budget, Logistics and Secretariat. Local suppliers will be contracted directly by ARTION. A local PCO or DMC can be involved, to be approved by and work directly with ARTION.

5. Your Contact

For any further information or clarification, please communicate with:

Ms Valentini Amaratidou
Bids & Project Leader for ISHCSF
ARTION Conferences & Events
at v.amaratidou@artion.com.gr



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6. Bid Application to host the

ISHCSF Annual Meeting (HYDROCEPHALUS) 2019, 2020 or 2021

Please stay within a limit of **8 pages in total** (images & letters of support included) submitted according to the headlines below:

1. National Host/Bidder

Name:

Title:

Organisation:

Address:

City/State/Province:

Postal Code Country:

Telephone (Country and Area/City Codes):

Email Address:

Website:

Contact person for ISHCSF's CORE PCO, ARTION Conferences & Events (if a different person from above):

Name:

Title:

Tel:

E-mail:

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2. Congress Programme

Suggested dates

Indicative Meeting programme with

Social Programme &

Excursions plus

Post Congress options

3. Country description

1 paragraph including: short history, official languages, currency, culture, time zone and climate

4. City description

1 paragraph including: short history, weather conditions, culture, experience in hosting international events and local transportation

5. Connectivity



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List the Airports that are daily directly connected with the proposed destination and the number of daily flights (see bid manual on connectivity).

6. Congress Venue

- Location
- Total number of function spaces with capacities
- Technical Equipment
- Accessibility
- Floorplans

7. Accommodation

- Total number of rooms in the suggested hotel/s
- Location of suggested congress hotel/s
- Hotel categories
- Indicative rates
- Accessibility

8. Social events

- Venue suggestions for Gala Dinner and Evening Event
- Tours and excursions for accompanying persons

9. Event map

Indicating Congress venue, suggested hotels and other points of interest

10. Budget

You are invited to fill in the budget below as requested, giving Unit Prices including VAT and taxes.

HYDROCEPHALUS MEETING 2019-2021 3 days, 300 delegates	Unit Cost	Units	Total Cost VAT incl
Venue		Days	
Board Meeting 10.00-15.00, 15 persons, board setup		1	
Pre-Conference: Set-up of plenary & exhibition space		1	
PCO Office		5	
Plenary of 300 persons, school		3	
Exhibition Space for 10+ booths accommodating also coffee breaks		3	
Seated Lunch venues, banquet		3	

Parallel Meeting for 100 persons, school (day after the end of Meeting: on Tuesday)		1	
Audiovisual, Projection Systems, IT & Furniture			
All Venues are fully furnished with tables & chairs, panels, podium			
Conference: Sound, Audiovisual & Projection Systems for all venues			
Scenery/Backdrop & Stage in Plenary			
High Speed Wifi in all venues and areas all days			
Technical Support			
Board Meeting Room: Projector, Screen & Laptop			
Lunch Venues: Sound & Projection System			
Parallel Meeting: Sound & Projection System			
Catering			
Conference Coffee Breaks (6)			
Conference Lunches (3)			
Board Meeting Coffee Supply & Snack (1)			
Parallel Meeting: Lunch (1) & Coffee Break (1)			
Hotel Accommodation			
Price of a single room BB per night (all taxes incl)			
Price of a double/twin room BB per night (all taxes incl)			
City & Airport Transfers			
Airport Transfer (one way, taxi)			
Airport Transfer (one way, 8-seater)			
Airport Transfer (one way, 20-seater)			
Hotel - Social Venue - Hotel, 50-seater (aller retour)			
Social Events		Persons	
Welcome Evening (Friday)		200	
Informal Evening / Dinner / Party (Saturday)		250	
Gala Dinner (Sunday)		150	
Dinner (Monday)		60	
Board Meeting Dinner (Monday), Private Room required		15	
Various Expenses		Days	
Photographic Coverage (Meeting & Social Events)		3	
Video Coverage (Meeting)		3	
Optional Tours & Post Congress Programmes		Persons	
Tour Half Day: full price with guide, bus, entrance fees, drinks, taxes		40	

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Tour Full Day: full price with guide, bus, entrance fees, lunch with wine, taxes		40	
Post Congress Options (1, 2 and 3 day programmes in the region/country)		15	

Important notes:

- Catering: please provide unit prices as requested. Meeting packages are not preferred at the evaluation phase
- Accommodation: A uniform price should be suggested for this meeting for single and double/twin rooms, including buffet breakfast and all taxes, Wi-Fi & portorage. Prices should be quoted commissionable and remain the same 3 days before and after the event.
- Looking into the history of our congress it becomes obvious that we are looking into “intelligent” solutions, as our budget is considered medium, due to the long stay and the many functions during the Meeting. Please connect with ARTION for further help and feedback on the financial aspect.

Looking forward to receiving your bid! Thank you!

