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## HYDROCEPHALUS Annual Meeting Call of Interest for The years: 2024, 2025 and 2026 Bid Manual

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### 1. Call for Interest

Hydrocephalus Society, through its Core PCO ARTION Conferences & Events, invites Society Members aiming to host the Annual Meeting for the years 2024, 2025 and 2026 in their destination, to express their interest.

### 2. Deadlines & Processes

**The deadline for bids for years 2024, 2025 and 2026 is the 15<sup>th</sup> December 2020.**

**Bids should be addressed by email to the following contacts:**

Valentini Amarantidou, [v.amarantidou@artion.com.gr](mailto:v.amarantidou@artion.com.gr)

Bids & Project Leader for Hydrocephalus Society

ARTION Conferences & Events

with a copy cc: [contact@ishcsf.com](mailto: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, Society Member and Host, his/her Institution, the Mayor and/or the President of the Convention & Visitors Bureau of the destination suggested.

For the Years 2024-2026 Bids will be evaluated in February 2021 during the Society Retreat Meeting and applicants will be communicated right after this date. A first inspection visit will follow 24 months ahead of each respective year to the selected destinations.

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### 3. The Hydrocephalus Society

Hydrocephalus Society was established in September 2008 and is an independent non-profit scientific society funded on members' contributions only. The Society 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. The Society

- promotes international exchanges, encourages worldwide representation and stimulates research and debate
- provides and promotes excellence in professional education and research by offering a variety of programs in both the clinical aspects of hydrocephalus and the basic sciences to physicians, young researchers and allied health professionals
- supports and advocates an environment which ensures ethical, high quality care for hydrocephalus both in the developed and developing world by advancing public education and awareness
- supports guidelines, standardized methods and ethically conducted clinical and basic research in hydrocephalus, CSF disorders and related fields.

### 4. The Annual Meeting: Hydrocephalus Year

#### Meeting Profile

This Annual Scientific Meeting takes place each year since 2008 around the month of September in a different city global wide. We expect between 250 and 350 participants coming from 30 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.

#### Who Can Bid?

Bidding is open to the Society Members. Applications are suggested to be supported from the Member's Institution, the National Neurosurgical Society in cooperation with the City Convention Bureau.



## Why Host the HYDROCEPHALUS Meeting

This Meeting is a consistent international scientific assembly and forum bridging the junior and senior, the clinical and basic scientists interested in the fascinating and multidisciplinary field of CSF disorders, bringing together neurologists, neurosurgeons, researchers, engineers among others to the potential benefit of patients and families.

The Meeting attracts between 250 and 350 delegates from 30 different countries. The Meeting is communicated to more than 10.000 neurosurgeons, neurologists, related physicians, researchers and engineers around the globe.

Delegates will be staying in the host destination 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 meeting 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 & Next Meetings

2023 Hamburg, Germany  
2022 Nagoya, Japan  
2021 Gothenburg, Sweden  
2019 Vancouver, Canada  
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  
2010 Heraklion, Greece  
2009 Baltimore, USA  
2008 Hanover, Germany

## Dates & Format of the Event

Dates: September (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 the  
Meeting Dates are Saturday, Sunday & Monday

### Programme Outline:

Day 1 – Friday: arrivals & welcome reception  
Board Meeting  
Pre-Conference Session, open to the local community



Day 2, 3 & 4: Saturday – Monday: Meeting  
Day 5 – Tuesday: Departures or Post Programmes

Estimated Number of Participants: 250-350  
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, 9.00-12.00  
Setup of Venues  
Depending on the host a pre-meeting seminar can be organised; this is addressing the local scientific community, is free to attend and requires a meeting room of 150 pax theatre style

Day 2,3,4: 1 Plenary for 300 persons - school setup  
1 Parallel venue for 200 persons – half school half theatre setup  
Exhibition Area for 10-15 booths, where coffee breaks are also hosted  
Lunch room for a seated lunch for 300 persons, cabaret setup

Secretariat/PCO office for 5 days (2 days before day1 until day4) for setup of material and preparation & a storing room for 6 days (3 days before day1 until day4).

**Technical Equipment** is expected to be state of the art including sound systems, video projectors, screens & internet connections (wired and wifi) and all what is expected in servicing scientific meetings.

### 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: An evening event or cultural programme of local attire

Day 3: A Gala Dinner

Social events are attended by 100-250 persons.

Spouse programmes can be suggested, only they attract individual or very small group attendance: 2-8 persons. The most convenient arrangement for the spouses of our delegates is to join existing programmes available in a city or region.

## **Connectivity & Distance from the Airport**

Connectivity & distance from your International Airport is a very 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, Switzerland, United Kingdom, China, among others.

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**

Hydrocephalus Society exclusively owns the Annual Meeting under the name "Hydrocephalus Year" 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.

Hydrocephalus Society's Core PCO for the years 2016-2023 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 Meeting 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 and excursions programmes. 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 a bid proposal 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 (24 months before the meeting); a second (12-10 months before the meeting) to finalise the details of the project, and a third and final inspection visit (1 month



before the Meeting) to secure all items as agreed and settle details. The first inspection visit is expected to be fully hosted.

Hydrocephalus Society 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 a 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.

The National Host is also expected to establish a local committee and undertake an active role – in cooperation with the Society Board - in building the Scientific Programme by suggesting keynote speakers, monitoring the evaluation process of abstracts and organising the Meeting Programme day by day. A Manual for the Scientific Programme Management is available and can be shared after the bid submission.

Additional to that active promotion of the Meeting in the Country and Region as well as mobilisation of attendance and sponsorship from the National/Regional Industry is expected.

The National Host is expected to become an active member of the Hydrocephalus Society Community, attend all Annual Meetings before and after the year when he/she will be hosting it in his/her country, attend all physical and teleconference board meetings. The board meets physically two times a year, once during the Annual Meeting (in September) and once during the Retreat Meeting (in February) at a city chosen as a convenient destination for all members, usually in Europe. The board meets by teleconference one more time a year (in May).

### **Hydrocephalus Society Core PCO**

Hydrocephalus Society has contracted ARTION Conferences & Events, to be the exclusive PCO (Professional Congress Organiser) for the Annual Meeting global-wide, for the years 2016-2023. 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.



# Hydrocephalus Society

International Society for Hydrocephalus  
and Cerebrospinal Fluid Disorders

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## 5. Your Contact

**For any further information or clarification, please communicate with:**

Ms Valentini Amaranidou

Bids & Project Leader for Hydrocephalus Society

ARTION Conferences & Events

at [v.amarantidou@artion.com.gr](mailto:v.amarantidou@artion.com.gr)

**ARTION**

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## 6. Bid Application to host the

### Hydrocephalus Society Annual Meeting HYDROCEPHALUS 2024, 2025 or 2026

Please stay within a limit of 50 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 Hydrocephalus Society CORE PCO, ARTION Conferences & Events (if a different person from above):**

Name:

Title:

Tel:

E-mail:

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#### 2. Meeting Programme

Suggested dates

Indicative Meeting programme with

Social Programme

Keynote Speakers (preliminary suggestions)

#### 3. Country description

Short history, official languages, facts & figures, currency, culture, time zone and climate

#### 4. City description

Short history, weather conditions, culture, experience in hosting international events and local transportation

#### 5. Connectivity

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

#### 6. 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 Events

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. Please submit a budget in Euro or USD.

HYDROCEPHALUS MEETING 2024, 2025, 2026 3 days, 300 delegates	Unit Cost	Units	Total Cost VAT incl
Venue		Days	
Board Meeting 10.00-12.00, 15 persons, board setup (Friday)		1	
Pre-Conference: Set-up of plenary & exhibition space (Friday)		1	
Pre-Meeting Seminar, 150 pax, theater, 11.00-18.00 (Friday)		1	
PCO Office & Storage Space		5	
Plenary of 300 persons, school (Saturday, Sunday, Monday)		3	
Exhibition Space for 12+ booths accommodating also coffee breaks (Saturday, Sunday, Monday)		3	
Seated Lunch venues, banquet		3	
Parallel Meeting for 150 persons, school (Saturday, Sunday, Monday)		3	
Audiovisual, Projection Systems, IT & Furniture			
All Venues are fully furnished with tables & chairs, panels, stage, 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			



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Board Meeting Room: Projector, Screen & Laptop			
Lunch Venues: Sound & Projection System			
Parallel Meeting: Sound & Projection System			
<b>Catering</b>			
Meeting Coffee Breaks (6)			
Meeting Lunches (3)			
Board Meeting Coffee Supply & Snack (1)			
<b>Hotel Accommodation</b>			
Price of a single room BB per night (all taxes incl)			
Price of a double/twin room BB per night (all taxes incl)			
<b>City &amp; Airport Transfers</b>			
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)			
<b>Social Events</b>		<b>Persons</b>	
Welcome Evening (Friday)		200	
Informal Evening / Dinner / Party (Saturday)		250	
Gala Dinner (Sunday)		150	
Board Meeting Dinner (Monday), Private Room required		20	
<b>Various Expenses</b>		<b>Days</b>	
Photographic Coverage (Meeting & Social Events)		3	
Video Coverage (Meeting)		3	

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**Important notes:**

- Catering: please provide unit prices as requested. Meeting packages are complicating 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.
- Traditionally this meeting is 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!**