



# ESPR

European Society of Paediatric Radiology

## BIDDING GUIDELINES

Thank you very much for your interest in organising a future ESPR Post Graduate Course and Annual Meeting in your country. In order to discuss your proposal within the ESPR Executive Committee, the following information is required:

### 1) PERSONAL INFORMATION

- Personal information of the business plan submitter, CV
- Letter of Interest/Motivation
- ESPR membership history (It is essential that the meeting president is a member in good standing)

### 2) CITY INFORMATION

- Information on the city (international accessibility, transportation)
- Information on accommodation (number of hotels, range, etc.)

### 3) ORGANISATION OF PAEDIATRIC RADIOLOGY IN YOUR CITY/COUNTRY

- Proposals for a local organising committee + congress president
- Facts on the organization of pediatric radiology in your city/country (committee members, numbers, activities, cooperations, research topics)
- Experience with previous meeting organisation (if existing)

### OPTIONAL

If you already have some initial ideas about the Congress Centre and the evening events, please send us this information.

### 4) CONGRESS CENTER

- Information on possible congress venue(s) (number of lecture rooms, accessibility, AV, distance to the city center, distance to accommodation)

### 5) SOCIAL LIFE

- Locations for evening events (Faculty Dinner, Welcome Reception, Gala Dinner)
- Sightseeing

### Timeframe

Kindly send your business plan including all relevant information to [office@espr.org](mailto:office@espr.org)

Your proposal will be presented and discussed on occasion of the following face to face meeting of the ESPR Executive Committee.

The decision and approval on a future meeting location is made 3 to 4 years in advance to the relevant congress.