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
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.