



**E U P S A EUROPEAN PAEDIATRIC SURGEONS' ASSOCIATION**

**EXECUTIVE BOARD**

**President**

*Zacharias Zachariou (Nicosia, Cyprus)*  
zazax@bluewin.ch

**President Elect**

*Benno Ure (Hannover, Germany)*  
ure.benno@mh-hannover.de

**Past President**

*Jean Michel Guys (Marseille, France)*  
jean-michel.guys@ap-hm.fr

**Honorary Secretary**

*Giovanna Riccipetoni (Milano, Italy)*  
giovanna.riccipetoni@icp.mi.it

**Treasurer**

*Massimo Rivosecchi (Rome, Italy)*  
massimo.rivosecchi@opbg.net

**ANNUAL  
EUROPEAN PAEDIATRIC SURGEON'S ASSOCIATION  
CONGRESS**

**Future Congress Proposal Guidelines  
Version June 2013**



## 1. Preliminaries

We invite any EUPSA Member to submit a proposal on a suitable location for a future EUPSA Congress.

EUPSA have signed a 5 year contract with MCI Dublin, Professional Conference Organisers, (PCO), for management of the EUSPA Annual Congress 2014 – 2018. MCI Dublin will create a feasibility study on any location proposed should it be required.

The Executive Board (EB) takes the final decision based on the feasibility study after consultation with the PCO. The EUPSA Treasurer and the future Congress chairman (Cc) sign the EUPSA Congress Agreement & Guidelines.

## 2. Proposal submission documents

We welcome proposals on **both** report and PowerPoint format.

- a) The report should include text and graphics to showcase the location as effectively as possible.
- b) The PowerPoint would then include the main summary points from the report in a few short slides.

Both documents should be **sent electronically** to the current EUPSA Honorary Secretary via our administrative secretary ([office@eupsa.org](mailto:office@eupsa.org)). The proposal will then be reviewed by the EB and MCI Dublin in order to make the final decision for the location.

## 3. Proposal Contents

The following elements are required to determine a suitable location. Your proposal should include these elements as well as any other information you feel is relevant:

Location	<ul style="list-style-type: none"> <li>• Information on the exact location within a region</li> <li>• Climate</li> <li>• Official Language</li> <li>• Major Cultural Events at time of conference</li> <li>• Any major conferences booked at time of congress in the proposed year</li> </ul>
Accessibility	<ul style="list-style-type: none"> <li>• Nearest Airport with low-cost airlines</li> <li>• Major Rail &amp; Train connections from major European towns</li> <li>• Ease of transfers from airport to location</li> <li>• Local transportation information</li> <li>• Visa restrictions/ requirements</li> </ul>
Venue	<ul style="list-style-type: none"> <li>• Should be equipped with A.V &amp; multimedia facilities</li> <li>• Floor plan - Capacity &amp; Room Chart               <ul style="list-style-type: none"> <li>▪ Auditorium – 600 pax approx</li> <li>▪ Parallel session rooms – 200 pax approx x 3</li> <li>▪ At least 6 course rooms</li> <li>▪ Poster Area – 150+ Poster Panels</li> </ul> </li> <li>• Exhibition/ Catering Area – 20 booths/ 6m2 &amp; 600 pax</li> </ul>
Accommodation	<ul style="list-style-type: none"> <li>• Detail the range of accommodation options near the venue (Names of hotels, No. of stars, short let apartment options, etc)</li> <li>• Price range of each option available</li> <li>• Any additional taxes or charges</li> </ul>

Social Events/ Excursions	<ul style="list-style-type: none"> <li>• Propose venues for social events <ul style="list-style-type: none"> <li>▪ Presidents Reception – Informal – 600 pax approx</li> <li>▪ Annual Dinner – Formal – 250 pax approx</li> </ul> </li> <li>• Propose areas of interest for pre and post conference tours and day time excursions</li> </ul>
Local Organisation	<ul style="list-style-type: none"> <li>• Is there a local or National organisation hosting / inviting the congress</li> <li>• Confirmation of any additional university, hospital or organisations involvement</li> <li>• Proposed Conference Chairperson and local organising committee, names, titles and institutions/ organisations names</li> <li>• Confirmation that a bank of volunteers would be available from local institutions for onsite assistance (12 approx.)</li> <li>• Do you have connections with local tourist board for potential sponsorship or assistance?</li> <li>• Do you have connections with local government bodies for potential sponsorship?</li> <li>• MCI Dublin has been appointed as the Professional Conference Organiser and Destination Management, therefore no organisation of this nature is required.</li> </ul>

#### 4. In case of proposal Acceptance

Should your destination be chosen a Cc will be assigned. The Cc will then choose a Local Organising Committee (LOC) to help with the organisational process. There is a scientific committee already in place and MCI Dublin will manage all operational aspects, therefore, this committee is not required to be extensive.

The Cc and LOC should be available for communication and correspondence with the EB and MCI Dublin in the preceding year and in the year of the congress. They must be available for any site inspections or EB meetings.

The main conference would generally take place in June at which an EB Meeting will take place. A site inspection by the EB and full EB meeting will take place in the January of the same year prior to the conference.

The Cc and LOC are required to respond to information requests and emails etc. from the EB and MCI Dublin in a timely manner to ensure the operational aspects of the conference are not compromised.

As acting Cc you will also be asked to sign and follow the EUPSA Congress chairperson and Local Organising Committee Agreement & Guidelines. There is also a EUPSA Congress Manual to ensure continuity year on year. (A copy of which is available upon request)

Please note: MCI Dublin as a PCO has existing relations and robust buying power with the leading suppliers worldwide in the conference and events industry. For this reason, MCI Dublin is responsible for negotiating and confirming dates with the congress centre, social venues and dealing with local suppliers in order to secure the best possible rates and oversee quality control.

#### 5. Further information and Assistance

Please do not hesitate to ask for any other information or assistance from the Honorary Secretary, the administrative secretary or the President if necessary.