



## Bidding guidelines to host an EBA Congress

The European Burns Association (EBA) was founded in 1981 by leading European burn specialists to encourage cooperation in burn care across the continent. The biannual congress has been and is a core activity of the EBA. These guidelines are intended for EBA-affiliated national burns associations or individual EBA members seeking to host the EBA congress. A potential local host must be an EBA member.

### Applications and selection of the destinations

EBA congresses rotate geographically across Europe in odd years.

The criteria used in selecting the possible destinations are listed hereafter in order of importance.

**Please send your application form, including the requested motivation and information, in accordance with the criteria below, to the EBA society office by 1 August 2026 at the latest, via email [eba@congresscare.com](mailto:eba@congresscare.com).**

### Criteria

1. **Period**  
The EBA Congress takes place in September, preferably in the second week. Competitive congresses like ISBI should be considered when selecting the period. Late September is the preferred secondary option if local organisers must adapt to other local, regional or international meetings. Based on the above rule and the congress centre's availability, the dates for the 2029 congress should be proposed when applying for the destination.
2. **City**  
Easily accessible, top-quality congress facilities/services, sufficient hotel accommodation and historical/cultural points of interest.
3. **Congress venue**
  - Facilities to comfortably accommodate the expected attendance of 700-800 delegates and the accompanying trade exhibition.
  - Eight (8) meeting rooms (seats in theatre style) in the minimal capacity of:
    - 1 x 400
    - 1 x 200
    - 4 x 100
    - 2 x 50
  - Two meeting rooms with a capacity of 15 for the board and PAM meetings
  - space for 150 poster units with sufficient space in between
  - 150 sqm net (600 sqm gross) exhibition space
  - Adequate space for coffee breaks and lunch at the exhibition.
  - Pre-course capacity educational/meeting rooms with a minimal capacity of:
    - 1 x 40
    - 5 x 10
4. **Congress venue - Budget**  
The facilities' rental budget (in Euro) has to be as detailed as possible. Congress Care will provide the budget template upon request.



5. **Hotel accommodations**

Hotel accommodation should be available to participants at reduced congress rates. Number of rooms required for hotel category:

4-star hotels	200 rooms
2/3-star hotels	200 rooms
Hostels	100 rooms

A 4-star headquarters hotel with at least 150 rooms within walking distance. A city map showing the hotel locations, the congress centre/hotel, and the available public transport must be provided. Typically, the maximum distance between the hotels and the congress centre should be a 15-minute journey.

6. **Transportation**

Frequent flight/train connections are required with the major European cities. An airport should be within 1 hr of the congress centre. Adequate public transportation will be preferred over organising a shuttle service.

7. **Duration, programme schedule, and congress dinner party**

The EBA Congress will last three days. The programme starts on Wednesday at noon and ends on Saturday morning. The day before the congress is also foreseen for a possible pre-congress training course and the setting up of the accompanying exhibition. See the attached programme schedule template for further information.

Social events: There will be a welcome reception on Wednesday at the end of the day for 500 people at the exhibition, and a dinner/party on Friday evening for 300 people.

The applicant should show how the programme may run at the proposed facility and present an organisational plan. If selected, the EBA Programme Committee and the Educational Committee will help the applicant establish the final program and the pre-congress course day, but will rely on an effective local organisation.

8. **Organisation**

**EBA Congress organising committee**

EBA Congress organising committee is composed of:

- The EBA Programme Committee and
- at least two EBA members from the host country appointed by the local host

**Responsibilities**

- The local host committee and the EBA programme committee report to the ExCo.
- The ExCo will reserve the right to intervene in congress organising if needed to ensure smooth progress.
- The local host must cooperate with a local Country or City Convention Bureau. Such companies may also help put together a bid.

9. **Financial responsibility**

The local hosts and/or society are not financially liable but must cooperate responsibly with the EBA ExCo and Congress Care.



## **Evaluation process**

The Executive Committee will thoroughly review all Applications. Applicants will be asked to present their bid to the membership at the General Assembly in 2027, before the selection will be subject to a general vote at the General Assembly.



## Example programme overview

### Wednesday

12.00 – 13.30	Lunch Symposium
14.00 – 15.15	Opening Ceremony
15.15 – 16.00	Rudi Hermans' Lecture
16.00 – 16.30	Coffee break and exhibition
16.30 – 17:30	Parallel/Plenary session
18:00 – 19:30	Welcome reception

### Thursday

08.30 – 10.30	Plenary session
10.30 – 11.00	Coffee breaks, exhibitions and poster viewing
11.00 – 12.00	Parallel sessions
12.00 – 13.30	Lunch symposium
12.00 – 13.30	Lunch breaks and exhibition
13.30 – 15.30	Parallel sessions
15.30 – 16.00	Coffee breaks, exhibitions and poster viewing
16.00 – 17.30	Sponsored Symposium
17.30 – 18.00	Plenary session
18:00 – 19:00	General Assembly

### Friday

08.30 – 10.30	Plenary session
10.30 – 11.00	Coffee breaks, exhibitions and poster viewing
11.00 – 12.00	Parallel sessions and PAM assembly
12.30 – 13.30	Lunch breaks and exhibition
13.30 – 15.30	Parallel sessions
15.30 – 16.00	Coffee breaks, exhibition and poster viewing
16.00 - 17.30	Sponsored Symposium
17.30 - 18.30	Plenary session
19.30	Congress dinner

### Saturday

08.30 - 10.30	Plenary session
10.30 – 11.00	Coffee breaks, exhibitions and poster viewing
11.00 – 12.30	Parallel sessions
12.45	Prizes, awards and closing ceremony