



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 the field of burn care throughout the continent. The biannual congress has been and is a core activity of the EBA. These guidelines are meant for EBA-affiliated national burns associations or individual members of the EBA who seek to host the EBA congress. A potential local host must be a member of the EBA.

Applications and selection of the destinations

EBA congresses geographically rotate throughout Europe in uneven 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, according to the criteria mentioned below, to the EBA society office by 1 August 2024 at the latest, E-mail eba@congresscare.com.

Criteria

1. **Period**

The EBA Congress takes place in September, preferably in the first half of the month. Competitive congresses like ISBI are to be considered in the selection of 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 2027 congress are to be proposed while 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 in the 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 the 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**

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

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

4-star headquarters hotel with a minimum of 150 rooms within walking distance. A city map with the location of the hotels, the congress centre/hotel, and the available public transportation has to be provided. Generally, the longest distance between the hotels and the congress centre should be a 15-minute ride.

6. **Transportation**

Frequent flight/train connections are required with the major European cities. An airport should be within a maximum of 1 hr travel from the congress centre. Adequate public transportation will be preferred above 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 during fall 2024 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