

Support requirements to be agreed upon by Member Societies wishing to host a WFNS Congress of Neurological Surgery 2023

- 1) **Site Visit** (1 years or more prior to the meeting) with airfares and accommodation paid by host-society. Visit to be carried out by President and/or Secretary, plus the Office Manager of the WFNS Central Office.

Additional Site Visit nearer to the date carried out by the Office Manager, President and/or Secretary, with airfares and accommodation paid by host-society. (it depends on the budget and preparation, additional site visit may be not necessary)

- 2) **Office space for WFNS Secretariat for the duration of the Meetings :**

- **President/ WFNS officers** - air-conditioned office with working desk plus small conference table and chairs.
- **Office Manager and staffs** - air-conditioned office space, large enough to hold all the documents for the meetings, carry out all the preparations for the meetings, receive delegates and other officers. A few easy chairs and tables, plus two or three working desks.
(WFNS Secretariat should be as near as possible to the main WFNS Meeting rooms, with adjacent or nearby bathrooms near to the Office of the President and Secretary/Treasurer of the WFNS).

- 3) **Office equipment and stationery necessary** (at no cost to the Federation):

- Telephones in offices of President, Secretary/Treasurer and Office Manager, two of which with international lines.
- 2 Computers with access to E-mail and internet and CD-Rom reader and writer.
- 1 Printer.
- Use of the Fax machine of the Congress site organizers, whenever necessary (without charge).
- Photocopying machine which collates and staples up to 30 copies (in or outside the Office of the Office Manager) and if necessary, use of bigger high-speed photocopying machine of the Convention site organizers (without charge) for copying, collating and stapling up to 300 copies.
- Large Trolley with two or three shelves for transporting documents from one meeting room to another and Porter services for assisting Director with doing this whenever necessary.
- Typing and photocopying assistance for preparation of Committee Reports and for helping the Office Manager whenever necessary.
- Stationery and office supplies as requested by Office Manager, e.g. boxes, paper, stapler, hole punch, scissors, scotch, pens, pointer, etc.
- Normal amenities and refreshments on a daily basis.
- 2-3 local staffs

- 4) **Meeting Room for Administrative Council** (usually 3 Meetings)

- Capacity for 30 -35 people - (air-conditioned).
- Individual table microphones preferred, if possible.
- Carousel slide projector, computer projection and screen.
- Overhead projector.
- Paper and pencils.
- Recording equipment plus a technician, if necessary.
- Water, Coffee and tea, lunch is provided.
- Normal amenities and refreshments (inside room if possible).

5) **WFNS Committee Meeting Rooms**

All Meeting Rooms to be provided with:

- whiteboards, flipcharts.
- slide projector/carrousel and/or overhead projector, if requested.
- paper and pencils/pens.
- water , Coffee and tea.

Other Committee Meeting Rooms (on request) for Honorary Presidents, lunch is provided

6) **Meeting Room for Executive Committee** (three different meetings)

For Congresses - including pause-café with refreshments, to be taken inside meeting room, if possible).

- Capacity for 300/350 - air-conditioned.
- Sign stands in the Hotel/Convention Centre to clearly indicate where meetings are being held.
- Sign stands inside meeting room to indicate where Senior and Second delegates, Affiliates and Observers should be seated.
- Podium with individual microphones and name plates for all 9 officers.
- Pointer for using with transparencies, etc.
- Video projector, carousel slide projector, AV support.
- Audio-taping of all the meetings.
- Remote audience microphones.
- Technicians for assistance with equipment
- 4 large or 6 small side-tables for registration purposes immediately outside meeting room.
- 2 additional large side-tables for placing Committee Reports, publications, publicity.
- Ballot boxes (3 or 4) if it is not E-voting system.
- Normal amenities and refreshments (inside room if possible), lunch is provided.

Hostesses - to help Office Manager inside the meeting room with various issues.

7) **Guests of the Congresses**

- Economy Air tickets, accommodation, transport, registration and all social event tickets will be provided free of charge by the Host-Society for the President and Secretary of the Federation and the Office manager and the CO staff.
- Accommodation, transport, registration and all social event tickets are to be provided free of charge by the Host-Society for the Treasurer.

8) **Awards:**

- a) **Young Neurosurgeon Awardees** (4 or 5). The registration fees, including tickets for social events, are waived and free standard single accommodation with breakfast at the assigned hotel, is covered by the Congress organizers.
- b) **Medal of Honour recipients:** The Economy Air tickets, registration fees, including tickets for social events for them. The Society hosting the Congress provides free standard accommodation, including bed and breakfast, at the Congress Headquarters Hotel.
- c) **Printing of Laudations for Medal of Honour Awardees** - the cost of which is covered by the Host-Society.

9) **Shuttle Service**

- Provision of a "shuttle service" from the Headquarters hotel to the Convention Centre if found to be necessary.

Signatures: President of bidding Member Society:

Secretary of bidding Member Society:

Treasurer of bidding Member Society:

Date:

Decision is made based on:

Criteria for Site Selection of the International Congress.

I. Geopolitical Representation (President of WFNS may not be from the same country where the

Congress shall take place.

II. Facilities and Accommodation:

a) ease of access, including visa requirements.

b) meeting room requirements.

c) low-cost accommodation for trainees.

d) currency issues.

e) transportation to and within city.

f) time of meeting - lack of conflicts with other meetings or important religious holidays

III. Financial Considerations:

a) anticipated budget

b) registration fee

c) net return to WFNS