

Support requirements to be agreed upon by Member Societies wishing to host a WFNS Congress of Neurological Surgery 2025

- 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.

- 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.

- 3) **Office equipment and stationery necessary** (at no cost to the Federation):
 - Telephones for WFNS secretariat office with international lines.
 - 2 Computers with access to E-mail and free of charge internet.
 - 1 Printer.
 - Photocopying machine which collates and staples (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.
 - Large Trolley with two or three shelves for transporting documents from one meeting room to another and Porter services for assisting Office Manager with doing this whenever necessary.
 - Typing and photocopying assistance for preparation of meeting and for helping the WFNS secretariat office and 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 2 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.
 - Audio visual recording equipment, plus a technician, if necessary.
 - Water, Coffee and tea.
 - Normal amenities and refreshments (inside room if possible).
 - Lunch is provided



5) **WFNS Committee Meeting Rooms**

All Meeting Rooms to be provided with:

- Slide projector/carrousel and/or overhead projector, if requested.
- Audio visual recording equipment, plus a technician, if necessary.
- 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** (3 meetings for WFNS Congress)

- 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 8 officers.
- Pointer for using with transparencies, etc.
- Video projector, carousel slide projector, AV support.
- Audiotaping of all the meetings.
- Remonte audience microphones.
- Technicians for assistance with equipment
- 2 -4 large 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
- Name tags, badges for participants
- Normal amenities and refreshments (inside room if possible), lunch is provided.
- At least 4-6 local staffs at registration desks, at least 4 local staffs at meeting room

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

7) **Guests of WFNS Congress:**

- Air tickets, accommodation and full board, transport, registration, 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 Central office staffs.
- Accommodation, local transport, registration, and all social event tickets are to be provided free of charge by the Host-Society for the Treasurer.



8) **Awards:**

- a) **Medal of Honor 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.
- b) **Printing of Laudations for Medal of Honour Awardees** - the cost of which is covered by the Host-Society.
- c) **Young Neurosurgeon Awardees** (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.
- d) **Scoville Awardee:** The registration fees and ticket for social event is covered by the Congress organizers.
- e) **Madjid Samii Medal of Honour Awardee:** The ticket for social event is covered by the Congress organizers.

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 Society: _____

Secretary of bidding Society: _____

Treasurer of bidding Society: _____

Date:

