

BID SUBMISSION GUIDELINES

World Federation for NeuroRehabilitation

GUIDELINES

Call for Bids for the
World Congress for NeuroRehabilitation
2022

*Tracey Mole, Executive Director
WFNR, 14 Rake House North Shields, NE29 8EQ, UK
Tel/Fax: +44 (0)191 2595547
traceymole@wfnr.co.uk*

INTRODUCTION

The World Congress for NeuroRehabilitation (WCNR) is held every two years. The WFNR Federation Council chooses the host society on the basis of a bid proposed at the Council meeting at the World Congress four years preceding to the bidding Congress. The organisation of the meeting is a shared responsibility of the host society and WFNR.

We would like to invite WFNR members to submit bid proposals for the location of the biennial meeting of the WFNR for the year 2022. This document aims to present the different aspects and guidelines that the bid submitter should take into consideration.

The venue for WCNR2022 will be decided at the next WCNR in Mumbai, India being held from 7-10 February 2018.

PREVIOUS WORLD CONGRESSES

Year	Location
1996	Newcastle, UK
1999	Toronto, Canada
2002	Venice, Italy
2006	Hong Kong, China
2008	Brasilia, Brazil
2010	Vienna, Austria
2012	Melbourne, Australia
2014	Istanbul, Turkey
2016	Philadelphia, USA
2018	This will be held in Mumbai, India

FORMAT AND SPECIFICATION OF CONGRESS AND DESTINATION

The bid submitter should take into consideration the following criteria whilst preparing the proposal.

- Time – usually in summer months (April – September)
- Length - 4 days long (including pre-congress workshop day)
- Expected number of participants – 2000
- Number of parallel sessions per day - 6
- Exhibition – up to 500 square metres
- Posters (preferably in form of e-posters)
- Preferably, the World Congress will not be held on the same continent for more than two consecutive congresses

Bids should be from medium to large cities serviced by an international airport and having a large number of hotel rooms in 3-5star categories. A range of budget hotel accommodation is also an important requirement.

Bidding countries with strict visa/immigration laws must present clear and manageable structure to assist in the application of visas by potential participants. Bids must include lists of which countries receive free immigration for travel and what the visa process will be.

OUTLINE SUGGESTED TIMETABLE – APPENDIX 1

HALLS AND FACILITIES REQUIRED

Plenary Hall for 2000 participants
Parallel Halls
Offices / Secretariat Offices x 2
Speaker Preview Room
Smaller meeting rooms for national societies and special interest groups
Exhibition/ Posters / Catering, preferably in the same area

GRID

Please see Appendix 1 for the general meeting outline.

LOCAL ORGANISING COMMITTEE AND MEETING CHAIR

The Local Organising Committee (LOC) is selected by the host society and approved by the WFNR Presidium. It consists of the members and one chair. The members of the LOC should be members of the local Neurorehabilitation community experienced in organisational matters. The chair of the LOC is the partner for WFNR in all discussions related to the meeting.

PROFESSIONAL CONGRESS ORGANISER

WFNR will appoint a PCO (Professional Congress Organizer) to be responsible for the organization, administration and all financial aspects of the congress. WFNR together with the PCO has full executive responsibility for the administrative, financial and overall organisation of the meeting.

COMPOSITION OF THE PROGRAMME COMMITTEE

There shall be a WCNR Programme Committee that will be responsible for the scientific programme for the WCNR. The Scientific Programme Committee is chaired by the Secretary-General. Other permanent members of the Committee include the Chairpersons of the past and next world congress and the Chairperson of the SIG Committee. After nomination by the Council, the Presidium appoints up to five additional members. Up to five members (for preparation of the next world congress) also may be appointed by the local organisers of the next world congress.

ELIGIBILITY OF BIDDERS AND SUBMISSION DETAILS

Bids to hold the World Congress may be received only from active WFNR members. Bids should be submitted by email in PDF format to:

Tracey Mole
Executive Director
WFNR
Tel/Fax: +44 (0)191 2595547
Email traceymole@wfnr.co.uk

FINANCES

WFNR and its PCO shall collect all international sponsorship. The LOC should help in collecting local sponsorship. The LOC is free of any financial risk.

Apart from a guaranteed sum between WFNR and the PCO going to WFNR directly it can be negotiated about a share of surplus going to LOC.

The Federation has full executive responsibility for financial aspects of the meeting, budget management, solicitation of sponsorship and financial administration.

BIDDING PROCEDURE

30 September 2017	Call for proposals to be sent to WFNR
	members
By 20 October 2017	Letter of intent to WFNR
By 30 November 2017	Deadline for submissions
5 January 2018	Proposals distributed to voting delegates
7-10 February 2018	Mumbai conference, presentation and vote for 2022 Congress destination

It is recommended that the local Convention Bureau be engaged to fulfill the Federation's requirements on bid content.

Please note that many convention bureaus offer assistance, which either may be in the form of a financial subvention, discount on venue hire or similar subsidy. These should be applied for and details should be submitted in the relevant section of the bid document.

Should you require additional assistance in preparing the bid document, information regarding suitable venues in the respective country or for any other query, do not hesitate to contact the WFNR Administrative Office.

Any form of canvassing is not permitted and will result in disqualification.

Should a bid be unsuccessful or the World Federation feel that additional locations must be considered due to lack of feasible locations for a shortlist, the process will be opened again, and in this case the World Federation will suggest a location

Should an appointed national society or bidder not comply with the requirements, distribution of tasks, or timelines for a congress, the World Federation reserve the right to reverse decision on venue and opt for an alternative destination to host the congress.

PRESENTATION OF BID AND VOTE

Each candidate will have 10 minutes for presentation. (audio-visual aids will be provided upon request). Following the presentations, the Council will make the final decision on venue.

BID CONTENTS

The bid should contain the details that appear hereunder.

- A letter of support by the national society (if it is not presenting the bid) and by the WFNR Regional Vice-President
- Letter of support from by the academic and political authorities (e.g., rector of university, mayor of city). WFNR wishes that the city fully supports the WCNR meeting and that it will provide help when needed.
- Details on who will be on the Local Organising Committee, along with their biographical details (where this information is known)
- Suggested Venue (layout, price list, exclusivity if any on catering service and AV and contact details)
- A venue budget based on the rooms provisionally held
- Suggested Hotels (list, capacities, price range and contact details)
- Suggested social event venues
- Support of local authorities (e.g. travel card, reception etc), and national bodies (e.g. free air tickets).
- Contact details of the Convention Bureau including any support offered (if applicable)
- Any information on potential industry support
- Any relevant details on the reputation of the destination in the field of Neurorehabilitation.

FURTHER DECISION PROCESS

The World Federation reserves the possibility to re-negotiate terms and conditions with the selected city and conference centre.

APPENDIX 1 DRAFT WCNR TIMETABLE

WORKSHOPS							
10.00-12.00	Workshop 1	Workshop 2	Workshop 3	Workshop 4	Workshop 5	Workshop 6	
Lunch							
13.00-15.00	Workshop 7	Workshop 8	Workshop 9	Workshop 10	Workshop 11 (Study Design)	Workshop 12	
Break							
15.30-17.30	Workshop 13	Workshop 14	Workshop 15	Workshop 16	Workshop 17	Workshop 18	
17.30-19.00	Inaugural lecture Opening Ceremony						
Cultural Evening							

DAY 1							
07.15-08.15	Meet the Prof 1	Meet the Prof 2	Meet the Prof 3	Meet the Prof 4	Meet the Prof 5	Breakfast Session	
08.30-09.30	Barnes lecture						
Break and Posters							
10.30-12.00		Symposium 1	Symposium 2	Symposium 3	Forum		Public Forum
Lunch							
12.30-14.00	Sponsored Symposia	Sponsored symposia					Public Forum
14.00-14.45	Oral Comm	Oral Comm	Oral Comm	Oral Comm	Oral Comm	Oral Comm	
14.45-15.30	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	
Break and Posters							
16.30-18.00		Symposium 4	Symposium 5	Symposium 6	Forum		Public Forum
18.30-19.00	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	
Faculty Dinner							

DAY 2							
07.15-08.15	Meet the Prof 6	Meet the Prof 7	Meet the Prof 8	Meet the Prof 9	Meet the Prof 10	Breakfast Session	
08.30-09.30	Plenary						
Break and Posters							
10.30-12.00		Symposium 7	Symposium 8	Symposium 9	Forum		Public Forum
Lunch							
12.30-14.00	Sponsored Symposia	Sponsored Symposia					Public Forum
14.00-14.45	Oral Comm	Oral Comm	Oral Comm	Oral Comm	Oral Comm	Oral Comm	
14.45-15.30	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	
Break and Posters							
16.30-18.00		Symposium 10	Symposium 11	Symposium 12	Forum		Public Forum
18.00-19.00	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	
19.00-20.00	General Assembly						
Gala Dinner							

DAY 3

07.15-08.15	Meet the Prof 11	Meet the Prof 12	Meet the Prof 13	Meet the Prof 14	Meet the Prof 15	Breakfast Session	
08.30-09.30	Plenary						Public Forum
Break and Posters							
10.30-12.00		Symposia 13	Symposia 14	Symposia 15	Forum		
Lunch							
12.30-14.00	Sponsored Symposia	Sponsored Symposia	SIG Chair Meeting				
14.00-14.45	Oral Comm	Oral Comm	Oral Comm	Oral Comm	Oral Comm	Oral Comm	
14.45-15.30	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	SIG/NS Meeting	
15.30-17.00		Symposia 16	Symposia 17	Symposia 18	Forum		
17.00	Closing Lecture						
	Close						