

Bid Requirements

8th Quadrennial World Federation of Neuro-Oncology Societies Meeting (WFNOS) &
24th Meeting of the European Association of Neuro-Oncology (EANO)

To host the Meeting the city should:

- Be easily accessible by rail, air and road (max 1 hour ride from the airport to the city centre)
- Have sufficient 3*/4*/5* hotels close (approx. 15 min by public transport) to the venue
- Have a good public transportation system
- Offer support from the city/government and other (local) organisations
- Have a suitable venue with availability in 3rd or 4th week of September 2029 from Wednesday to Sunday (incl. build up day)
- Offer an inclusive and accessible environment within the city as well as in the venue

The specific requirements for the venue are as follows:

Required rooms	Size/capacity	Wednesday	Thursday	Friday	Saturday	Sunday
Main Lecture Hall	1500 - 1800 pax	no	build up	yes	yes	yes
Lecture Hall 2	400 - 500 pax	on option	yes	yes	yes	yes
Lecture Hall 3	350 - 400 pax	on option	yes	yes	yes	yes
Lecture Hall 4	200 - 250 pax	on option	on option	on option	on option	on option
Workshops	150 pax	on option	yes	yes	yes	on option
Board Room	20 pax (u-shape)	yes	yes	yes	yes	on option
Side Meetings 1	30 pax (u-shape)	on option	on option	on option	on option	no
6 Sponsor Rooms	12-15 pax (u-shape)	no	on option	on option	on option	no
Quiet room	30m ² (daylight)	no	yes	yes	yes	yes
Preview Centre	10 tables + 20 seats	build up	yes	yes	yes	yes
Back Office	incl. storage	yes	yes	yes	yes	yes
Staff Room	20 pax	yes	yes	yes	yes	yes
Poster Area	600 m ²	no	build up	yes	yes	no
Exhibition & Catering*	400 m ² (200m ² net) + Catering (1500m ²)	build up	yes	yes	yes	no*
Registration	3 counters / 4 self printing stations	build up	yes	yes	yes	yes
Cloakroom		no	yes	yes	yes	Yes
Seating/Working area	tables, seats, power connections	no	yes	yes	yes	no

*Exhibition closed but catering area needed for Sunday coffee break

The requirements for networking events are as follows:

All locations should be easily accessible by foot or public transport from the venue and/or the city centre.

Welcome Reception (Thursday evening)

- Format: Standing drinks' reception with snacks
- Capacity: 1.000-1.200 pax
- Duration: 2 hours

Presidential Dinner (Friday)

- Format: 3-4 course seated dinner
- Capacity: about 50 pax

EANO Youngsters & CBI Networking Night (Friday)

- Format: Informal mingle-event with high tables, stools, finger food, drinks and background music
- Capacity: about 150 pax
- Duration: 3 hours
- .

NAC Dinner (Friday)

- Format: 3 course seated dinner
- Capacity: about 50 pax
- Duration: 3 hours

EANO Evening (Saturday)

- Format: Buffet style
- Capacity: 450-500 pax
- Duration: 4 hours

Expectations for the local host (meeting president)

Hosting this Meeting will require major local involvement and efforts to prepare the meeting and to secure its funding. As local host of the Meeting you are expected to:

- Be a member and have a strong relationship with EANO;
- Have a strong international network;
- Be actively involved in the EANO Scientific Committee for the creation of the scientific program of the meeting, starting term 1 year prior to the meeting;
- Be actively involved in the EANO Board, starting term 2 years prior to the meeting;
- Help including the national society in the meeting and obtaining their support (participants at the meeting);
- Support the organizing office to obtain grants or scholarships offered by local authorities for congresses;
- Support the organizing office in finding the locations for the networking events (e.g. connections for better prices);
- Engage local (industry) companies to support/sponsor the congress.

Application Process

1. Get in contact with the local Convention Bureau (often embedded in a city's tourist board) to prepare a Bid Book considering the above requirements.
2. Fill in the online application form until the **deadline November 30, 2025**:
<https://findmind.ch/c/oM2j-xwdZ>

Note: EANO has contracted the Wiener Medizinische Akademie GmbH as the organizing office for the WFNOS/EANO Meeting 2029. The EANO Meetings office will be your main point of contact in case of any questions and support needed with the application/bidding process and will assist you with next steps. Please do not engage any other agency without consulting the organizing office (eano-meetings@eano.eu).