

## Bid Requirements for EANO Meetings 2026 and 2027

### Requirements congress venue:

- Availability of the venue month(s) September/October 2026 and/or 2027 - please indicate available dates (Thursday to Sunday)
- Reachability from the main airports in Europe with direct flights - please name destinations with direct flight connection and travel time from/to airport
- Accommodations close to the venue - please indicate 3\*/4\*/5\* hotels including average room rate
- Support by city/government - please indicate level of support to be expected
- Support by other organisations - please name those organisations
- Essential accessibility criteria's for an inclusive and accessible environment should be met by the conference center
- The meeting venue must meet the following room requirements:

Required rooms	Size/capacity	Wednesday	Thursday	Friday	Saturday	Sunday
Main Lecture Hall	900 - 1000 pax	no	build up	yes	yes	on option
EDU 1 / Lecture Hall 2	350 - 450 pax	build up	yes	yes	yes	yes
EDU 2 / Lecture Hall 3	300 - 350 pax	on option	yes	yes	yes	yes
EDU 3 / Workshops	100 pax	on option	yes	on option	on option	no
Board Room	20 pax (u-shape)	yes	yes	yes	yes	no
Side Meetings 1	30 pax (u-shape)	on option	yes	yes	yes	no
Sponsor Room 1	12-15 pax (u-shape)	no	on option	on option	on option	no
Sponsor Room 2	12-15 pax (u-shape)	no	on option	on option	on option	no
Preview Centre	10 tables + 20 seats	build up	yes	yes	yes	yes
Back Office & Storage		yes	yes	yes	yes	yes
Staff Room	20 pax	no	yes	yes	yes	yes
Poster Area	500 m <sup>2</sup>	no	build up	yes	yes	no
Exhibition & Catering*	300 m <sup>2</sup> (160m <sup>2</sup> netto) + Catering (900m <sup>2</sup> )	build up	yes	yes	yes	no*
Registration	6 - 8 counter / self printing stations	build up	yes	yes	yes	yes
Cloakroom		no	yes	yes	yes	Yes
Seating/Working area & Youngsters Lounge	tables, seats, power connections	no	yes	yes	yes	no

\*Catering area needed for Sunday coffee break

**Requirements Social Events:**

The social event locations should be easily accessible with public transport from the congress venue and/or city centre.

**EANO Networking Event (Thursday evening)**

- Format: Standing drinks' reception with snacks
- Capacity: 350-400 pax
- Duration: 2 hours

**Presidential Dinner (Friday)**

- Format: 3-4 course seated dinner
- Capacity: about 30 pax

**EANO Youngsters' Networking Night (Friday)**

- Format: Informal mingle-event with high tables, stools, finger food, drinks and background music
- Capacity: 100 pax
- Duration: 4 hours

**EANO Evening (Saturday)**

- Format: Seated dinner
- Capacity: 200-250 pax
- Duration: 4,5 hours

**Expectations for the local host (meeting president)**

- Active involvement in the EANO Scientific Committee for the creation of the scientific programme of the meeting
- Active involvement in the EANO Board 2 years prior to the conference
- Connections with the local government – support with obtaining grants or scholarships offered by the local authorities for conferences
- Assistance and connections for the social events - best locations and connections for better prices
- In charge of contacting local companies who might support/sponsor the congress.
- Responsible to help with including the national society in the meeting and obtaining their support (participants at the meeting).

Note: should the local host choose to involve a Professional Congress Organizer (PCO) in the bidding process, EANO is under no obligation to engage them in the organisation of the meeting.