



## **FFN Global Congress Bidding Guidelines**

The FFN is an international non-profit network organization based in Switzerland. Its purpose is to connect up all the activists across the world who are working to ensure that people suffering from fragility fractures get high quality, cost-effective care.

### **Past congresses:**

2015 Rotterdam  
2014 Madrid  
2013 Berlin  
2012 Berlin

### **Next congresses:**

2016, September 1-3 Rome, Italy  
2017, August 24-26 Malmö, Sweden

## **Open venues for future FFN Global Congresses 2018 & 2019**

Bids may cover either one or both of the two congresses, that is, the 7th FFN Global Congress 2018 and / or the 8th FFN Global Congress 2019.



## Bidding Guidelines

### **Requirements for host country:**

- Application should come from a FFN member
- Applicant must be linked to a respected university or scientific institution with a clear mission regarding education. An institution per se (University etc.) cannot apply for candidacy, only an individual can.

### **Proposals should include and describe the following:**

- A formal letter of intent from the FFN member acknowledging their interest in bidding for the conference as the host country.
- A bid book containing the following information:
  - Presentation of the proposed destination, including suggestions/information on congress venue including estimated price-level, accommodation capacity and accessibility
  - Possible Local Organizing Committee members
  - Any relevant experience
  - Any strategic advantages of the new site
  - Misc. (government support for social events, local speakers, transportation etc.)

### **Facts and Requirements:**

- Number of expected participants: ca. 500-600 delegates
- Best period for the conference: August 20 to September 20
- Should preferably start on a Thursday and end on a Saturday (set-up of the posters/registration counter and welcome reception on Wednesday afternoon)

### **Conference Centre Requirements:**

<i>Main Plenary Hall</i>	min. 500 persons
<i>3 breakout rooms</i>	75-200 persons
<i>Min. 2 smaller rooms</i>	10-60 persons (for board meeting, speaker preview room)
<i>Poster Exhibition</i>	120-150 posters
<i>Commercial Exhibition</i>	min. 15 exhibition booths of 2x3 meters
<i>Catering area(s)</i>	should be part of / close to the Commercial Exhibition Area
<i>Registration area</i>	

### **Accommodation:**

The host city should offer at least 500 rooms mainly in the 5, 4 and 3 star Hotel category.

### **Accessibility:**

The host city should itself or within short distance by train have an airport with connections to major European cities and preferably with good intercontinental destinations.



**Submission procedures:**

1. Interested FFN members must submit a letter of interest and a bid book; no later than **November 1, 2016**, both for the 7th FFN Global Congress 2018 and/or the 8th FFN Global Congress 2019
2. Proposals are required to address all of the components stated above
3. Proposals must be received only in an electronic format (PDF or MS Word)
4. All bid applications will be screened for completeness prior to the evaluation
5. Incomplete applications may be returned to the applicant

**Useful information to consider including in the application:**

Make sure to include:

- An evaluation of the costs of the conference center in your proposal
- Average price in hotels of 5, 4, 3 stars category based on the year of the conference
- Any written commitments from government or any institution for additional funding or sponsorship of cocktail reception or free advertising in the city or transportation

**Contact:**

FFN Central Office c/o MCI Schweiz AG  
Schaffhauserstrasse 550  
8052 Zurich  
Switzerland  
Phone: +41 44 809 42 86 | Fax: +41 44 809 42 01  
Mail: [ff-network@mci-group.com](mailto:ff-network@mci-group.com)  
Website: [www.fragilityfracturenetwork.org/](http://www.fragilityfracturenetwork.org/)