



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:

2017 Malmo
2016 Rome
2015 Rotterdam
2014 Madrid
2013 Berlin
2012 Berlin

Next congress:

2018 Dublin

Open venues for FFN Global Congress 2019 and expressions of interest for 2020 and 2021

Bids are welcome for the 8th FFN Global Congress 2019. We anticipate that this Congress will be in Europe.

We are also interested in expressions of interest for the 2020 and 2021 FFN Congresses. The information in this guide is pertinent to any expression of interest, but we are not necessarily expecting full details at this stage. We are particularly interested in expressions of interest from outside Europe. Any such expression should include a 'development plan', which may include a smaller joint meeting in 2019/2020 in preparation for a full Global Congress the following year.



Bidding Guidelines

Requirements for host country:

- Application should come from a FFN paid-up 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 – prices are not expected to exceed €20,000
 - 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. 500-800 delegates
- Best period for the conference: July to September
- Should either be from Weds to Friday or Thurs to Sat (set-up of the posters/registration counter and welcome reception on Tuesday/Wednesday afternoon)

Conference Centre Requirements:

<i>Main Plenary Hall</i>	min. 500 persons
<i>3 breakout rooms</i>	100-200 persons
<i>Min. 2 smaller rooms</i>	10-60 persons (for board meeting, speaker preview room)
<i>Poster Exhibition</i>	min. 200 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 with a range of prices including budget as well as 4/5* category.

Accessibility:

The host city should have good train access and an international airport within easy reach.



Submission procedures:

1. Interested FFN members must submit a letter of interest and a bid book; no later than **November 1, 2017** for the 8th FFN Global Congress 2019
2. Expressions of interest for 2020 and 2021 will be considered up to **January 1, 2018**
3. Proposals are required to address all of the components stated above
4. Proposals must be received only in an electronic format (PDF or MS Word)
5. All bid applications will be screened for completeness prior to the evaluation
6. 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 of accommodation and range of price categories based on the year of the conference
- Any written commitments from government or any institution for additional funding or sponsorship of reception or free advertising in the city or transportation

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