



**BID SUBMISSION
GUIDELINES**

Call for Bids
for the

**15th World Congress for
Neurorehabilitation
2028**

WFNR World Federation for
Neurorehabilitation

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 six years preceding to the bidding congress. The organisation of the meeting is a shared responsibility of the host society and WFNR.

The host society is invited to not only host the meeting in 2028 but organise it as a joint meeting between the WFNR and a local society. The programme can be fully combined and presented in English or up to two tracks can be in the local mother tongue or, if financially applicable, certain tracks can be covered by simultaneous translation.

The association needs a local host to help run the event together with the Core PCO Conventus and support marketing activities, as well as applications for government funds. WFNR wishes that the hosting city fully supports the WFNR congress and that it will provide help when needed.

We would like to invite WFNR members to submit bid proposals for the location of the biennial meeting of the WFNR for the year 2028. This document aims to present the different aspects and guidelines that the bid submitter should take into consideration.

The city and venue for WCNR 2028 will be decided at the next WCNR in Vienna, Austria, being held from 14–17 December 2022.



PREVIOUS WORLD CONGRESSES

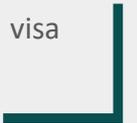
Year	Location
1996	Newcastle, UK
1999	Toronto, Canada
2002	Venice, Italy
2006	Hong Kong, China
2008	Brasilia, Brazil
2010	Vienna, Austria
2012	Melbourne, Australia
2014	Istanbul, Turkey
2016	Philadelphia, USA
2018	Mumbai, India
2020	<i>Digital</i>
2022	To be held in Vienna, Austria
2024	To be held in Vancouver, Canada
2026	To be held in Daegu, South Korea



FORMAT AND DESCRIPTION OF CONGRESS AND DESTINATION

The bid submitter should TAKE INTO CONSIDERATION THE FOLLOWING CRITERIA whilst preparing the proposal.

- ✓ Time – usually October
 - ✓ Length – 4 days (Thursday-Saturday; including pre-congress workshop day on Wednesday)
 - ✓ Expected number of participants – 2,000
 - ✓ Number of parallel sessions per day – 8 (6 parallel sessions + 2 parallel workshops)
 - ✓ Exhibition – up to 800 square meters net
 - ✓ Posters (in form of ePosters, area for 10–12 terminals at 5 x 5 sqm); at best within industrial exhibition area
 - ✓ Social activities as get together, speakers' dinner and social evening
 - ✓ Free Wi-Fi for all participants
 - ✓ Preferably, the world congress will not be held on the same continent for more than two consecutive congresses
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- ✓ Bids should be from medium to large cities serviced by an international airport and having a large number of hotel rooms in 3-5 star 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.



SPECIFICATION OF CONGRESS

HALLS AND FACILITIES REQUIRED

- ✓ Plenary Hall (1,500–2,000 pax)
- ✓ 6–8 Parallel Halls (80–500pax)
- ✓ 2 Offices/Secretariat Offices
- ✓ Speaker Preview Room/Area
- ✓ Smaller meeting rooms for national societies and special interest groups
- ✓ Exhibition/ Posters/ Catering, preferably in the same area
- ✓ The budget should not exceed 125.000 EUR incl. technical equipment of all rooms

LOC 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.

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 committees. After nomination by the council, the presidium appoints up to five additional members. Up to five members (for preparation of the next world congress) may also be appointed by the local organisers of the next world congress.

WFNR

SPECIFICATION OF CONGRESS

ELIGIBILITY OF BIDDERS & SUBMISSION

Bids to hold the world congress may be received only from WFNR members and should be submitted by email in PDF format to:

TRACEY MOLE

Executive Director WFNR

Tel: +44 (0) 7548342642

Email: traceymole@wfnr.co.uk

WFNR

World Federation for
Neurorehabilitation

PROFESSIONAL CONGRESS ORGANISER

WFNR has appointed Conventus as the Professional Congress Organiser (PCO) to be responsible for the organisation, 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.

conventus

CONGRESSMANAGEMENT

FINANCES

WFNR and its PCO shall acquire all international sponsorship partners and shall collect all sponsorship funds. The LOC should help in acquiring sponsorship from local companies as well as support applications for government funds. The LOC is free of any financial risk.

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

WFNR 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
- ✓ If applicable, also include your vision of a joint meeting
- ✓ Letter of support from academic and political authorities (e.g., rector of university, mayor of city).
- ✓ Details on who will be on the Local Organising Committee, along with their biographical details (where this information is known)
- ✓ Any relevant details on the reputation of the destination in the field of Neurorehabilitation
- ✓ Suggested venue (detailed layout as stated on pages 4 and 5 incl. price list, exclusivity if any on catering service and AV and contact details)
- ✓ A venue budget based on the rooms provisionally held
- ✓ Any information on potential industry support
- ✓ Infrastructure: Average prices for economy flights from different continents to/from host city, indicate the travel time from airport and train station to venue, transportation within the city (access to the conference venue from the airport and the city centre)
- ✓ 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)
- ✓ Voluntary: First ideas for an innovative congress motto

WFNR BIDDING PROCEDURE

It is recommended that the local Convention Bureau be engaged to fulfill the Federation's requirements on bid content. No PCO is yet to be involved.

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.

TIMELINE

1 MARCH 2022

Call for proposals sent

30 AUGUST 2022

Deadline for submission of bids

14 NOVEMBER 2022

Proposals distributed to voting delegates (WFNR board)

14–17 DECEMBER – WCNR2022

Presentation of bids during congress

END of DECEMBER 2022

Publication of final vote for 2028 congress destination

WFNR

BIDDING PROCEDURE

FURTHER DECISION PROCESS

The WFNR Board will evaluate the applications and compare them paying special attention to the following criteria:

- ✓ Security
- ✓ Accessibility (direct flights and geographical location)
- ✓ Costs (conference venue, foyer space, AV etc.)
- ✓ Special efforts made by the city council to make the venue more attractive (e.g., free local transport, hosting of welcome reception etc.)
- ✓ Hotel offer
- ✓ Varied geographical coverage (to avoid repetition of cities and countries)

Please note that as for the WFNR the profits from the annual conference represent the major source of income for ongoing foundation activities, costs are a crucial argument in venue selection.

Alternative opportunities than the proposed conference venue might be sought in the same city.

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

PRESENTATION OF BID AND FINAL VOTE

Each candidate will have ten minutes to present their bid during the 12th World Congress for Neuro-rehabilitation taking place in Vienna 2022 (audiovisual aids will be provided).

After the presentations and their final evaluation, the WFNR Board including all further council members will deliberate and make the final decision on the venue. All candidates will be informed immediately.