



European Paediatric Orthopaedic Society

**Invitation for a PCO to host the EPOS
Annual Meeting 2018 – 2019 - 2020
EPOS ANNUAL MEETING GUIDELINES
and
other possible educational meetings as the
BAT Course and the Advance Course**

The ANNUAL MEETING

1. Introduction: Overview and Objectives of the EPOS Annual Meeting

EPOS was founded in 1981, in Paris by a group of 5 paediatric orthopaedic surgeons. The first EPOS meeting was held in Paris and was attended by 13 surgeons. Nowadays the society has more than 350 surgeons spread around the world. During the last few years the EPOS Annual Congress has grown significantly; both in terms of number of attendees (more than 700 pax.) and program content with more scientific sessions, more poster presentations and industry symposia. All are seen as positive and encouraging changes but they call for an even more professional EPOS organisation in terms of how EPOS plans for the future to ensure that the expectations of our members are met as our society and our meeting continue to grow and expand.

EPOS Mission

To increase the quality of care of children with orthopaedic conditions.

This goal is helped by increasing the communication between professionals dealing with the child, improving the education of those interested in the child care and sharing the advances in knowledge.

EPOS Statutes

Section VI – Annual Congress: the Congress shall be held in a different European country each year. It may be held in any City sufficiently large to be readily accessible by the usual means of transport. The Executive Committee shall appoint a member or group of members from the host country to assist in the organization of the EPOS Congress. At least two years prior to the meeting the host organisers shall present to the Executive Committee their plan and the financial arrangements for the meeting. A designated Councillor shall assist in organisation of the meeting.

Scientific presentations for the Congress will be selected by the Reading Committee. Organisation of the meeting, nomination of appropriate Chairmen, audio-visual and meeting requirements and all recreational activities shall be the responsibility of the host member supported by the designated Councillor.

Members may bring guests to the Annual Congress subject to the limitation of accommodation and to the payment of appropriate dues.

The Annual Meeting is an important component of EPOS strategic plan. Along with being an important source of revenue, the annual meeting presents an opportunity for the members of EPOS and others in the children's orthopaedics field to share the latest developments in science and practice. The Annual Meeting also allows members of the various committees, sub-committees, and special interest groups to meet face-to-face and further their collaborative work. In addition, the Annual Meeting provides an opportunity to hold one Business Meeting (Board Meeting), and also provides the setting for the EPOS general Assembly. This is an essential component in the association's governance and an opportunity for members to communicate directly with their Executive Committee.

The Annual Meeting objectives:

- Showcase the latest science, techniques and trends in the field of Childrens’ orthopaedics
- Exchange information about the state of the profession
- Connect members from around the world
- Engage committee members
- Provide the setting for key governance activities of the association

2. Organization Model

EPOS will assume overall responsibility for the organization of the annual meeting and will have final authority on all decisions with a financial impact.

3. Selection of Annual Meeting locations and hosts

The Congress shall be held in a different European country each year. It may be held in any City sufficiently large to be readily accessible by the usual means of transport.

EPOS will invite applications from any National Paediatric Orthopaedic Society or from an individual EPOS Member, provided that the EPOS Member is supported (by signature) by their National Paediatric Orthopaedic Society.

The potential Local Hosts shall present their plans for the Congress to the Executive Committee at least two years prior to the Congress date.

A Congress Advisory Committee consisting of three Board Members and the EPOS Professional Congress Organiser (PCO) will assess the applications to ensure that the preliminary budgets presented are in accordance with the requirements written in the EPOS Cook Book. Members of the Congress Advisory Committee will serve for three years.

The Congress Advisory Committee will then present the approved applications to the Executive Committee.

The Board shall present up to three options to the General Assembly at the EPOS annual meeting and the membership will vote to select the future Congress Cities.

This organizational model will permit EPOS to develop meetings in locations of strategic interest to the association to ensure a mixture of solid educational and financial returns for the association.

Deadline to receive bid packages	2 months in advance of current annual meeting
Presentation to the members of the Board	During the annual meeting
Selection of location	During the annual meeting

4. Responsibilities:

The following summarizes the roles and responsibilities of EPOS, Local Organizing Committee (LOC) and Professional Conference Organizer (PCO) in the planning for and conducting of an annual meeting.

A. EPOS:

EPOS will assume overall responsibility for the organization of the annual meeting and will have final authority on all decisions with a financial impact, including but not limited to:

- Overall Budget
- Vendor contracting (PCO, Convention Centre etc.)
- Hospitality
- Marketing
- Global Sponsorship
- Website
- Registration System
- Abstract & Workshop Evaluation System
- Meeting all the compliance regulations (Eucomed, EFPIA and UEMS)
- Provide information to PCO on technical and logistical requirements – as per previous conferences experience
- Provide database of sponsors and exhibitors previous conferences. Set exhibitor fees
- Develop Preliminary and final program in order to meet compliance timelines
- The EPOS President and the Congress Advisory Committee (CAC) will be the responsible for the organization of the meeting

B. Local Organizing Committee (LOC)

Collaboration with the local organizing committee remains integral to the success of the annual meeting. The Local Organizing Committee (LOC) structure and composition:

- Maximum 4 persons
- At least 50% of the LOC members must be EPOS members.
- The LOC must nominate a LOC meeting chair. The chair and the LOC should be selected on the basis of their scientific or policy expertise.
- The LOC is NOT responsible for contracting, logistical organization, final decisions on vendor selection, finalizing/organizing social programming, developing the meeting program structure, or approval of the conference budget but will work as an advisor.

The Congress Advisory Committee (CAC) and Local Host Committee (LHC) decide in co-operation with the PCO

LOC will be responsible for the following:

- Announcements to be published on a dedicated EPOS Congress Website and www.epos.org immediately after the previous meeting.
- Define timeline for regular information exchange.
- Location for EPOS Banners in the City and at the Congress Venue.
- Make sure that the official EPOS logo must be used on all congress related material.
- The LHC will be responsible for advising the CAC on all social events (e.g. Lunch, Welcome ceremony, Presidential and Gala dinner)
- The strategy for contact with our Industry Partners should be discussed with the EPOS PCO. A strategic plan should be developed between the LHC, EPOS PCO and EPOS Foundation which takes into account

the overall development of the Society and Foundation.

- LHC will be responsible for the Accompanying Persons Program including e.g. transportation, tour guide. The Accompanying Persons Program should be separated financially from the Congress Organization.
- All contracts are signed by the EPOS President and the EPOS PCO. Copy to CAC and PCO

C. Professional Conference Organizer Responsibilities:

Responsibilities	PCO
Financial Management	<ul style="list-style-type: none"> • Provide budget reports as needed. (minimum of 6 and 3 months prior to the meeting) • Monitor budget and, in conjunction, with EPOS revise budget when needed. • Obtain quotes for budgeted items. • Maintain records of monies received and expended on behalf of the conference and provide reports for EPOS • Arrange conference insurance
Venue	<ul style="list-style-type: none"> • Contract venue, negotiate price and all service requirements, with input from EPOS (to meet EPOS annual conference needs) • Liaise with venue staff on logistical issues and technical requirements
Vendors (A/V, delegate materials, transportation, etc.)	<ul style="list-style-type: none"> • Identify prospective vendors and negotiate price and service requirements. Ensure coordination between vendors and venue staff as required
Scientific program	<ul style="list-style-type: none"> • Faculty Invitation • Abstract handling • Preparation of the abstract tool to meet EPOS guidelines • Follow up with the reviewers in order to meet deadlines • Scientific Program • Session Format
Sponsorship	<ul style="list-style-type: none"> • Develop sponsorship brochure • Identify additional potential sponsors as relevant. • Main contact with sponsors & exhibitors to secure funding and negotiate agreements. • Issue invoices and process payment.
Exhibition	<ul style="list-style-type: none"> • Investigate, obtain quotes and appoint freight sub-contractors. • Liaise with exhibitors during exhibition time. • Provide technical manual for exhibitors with details on booths, a/v, catering and catalogue of additional items for purchase/rent for the exhibition area. • Coordinate logistical details of exhibit booth.

Meeting Registration	<ul style="list-style-type: none"> • Manages all registrations and collects all registration fees • Provide adequate staff to hand out conference bags, attendance certificates. • Provide supplies as required by EPOS for onsite registration, i.e., printers, computers, phone and internet
A/V and Printing	<ul style="list-style-type: none"> • Coordinate all a/v requirements • Coordinate satellite symposia • Contract with vendor to print final program and other materials needed for conference • Responsibility or hiring a photographer
Catering	<ul style="list-style-type: none"> • Advise on F&B menus for the various activities. • Liaise with caterer's on-going and during conference. • Ensure that F&B service is on time and as requested.
Website*	<ul style="list-style-type: none"> • Develop and maintain annual meeting website
Accommodations	<ul style="list-style-type: none"> • Will provide hotel reservations through the meeting website, with automatic confirmations sent by email. • Contracts w/ hotels. Prices proposed should be negotiated as lower than any advertised/published discount rates, when possible, to encourage congress participation and use of the hotels in the EPOS block. • Should propose a range of hotels (mostly 4 star) in the vicinity of the congress venue
Signage	<ul style="list-style-type: none"> • Development and placement of signage during conference
On-site management	<ul style="list-style-type: none"> • Onsite management of scientific sessions, A/V, IT, exhibition, speaker ready room, etc. • Assist speakers with onsite requirements. • Liaise with venue staff • Help coordinate review of presentations and posters for awards • Help on the organization of the General Assembly and support with electronic voting when requested
Post Meeting	<ul style="list-style-type: none"> • Send out meeting evaluation surveys; • Ensure photos are posted on website • Provide all the information for an Audit evaluation after the meeting not more than 3 months after the conclusion of the meeting

*** Congress WEB SITE**

This site shall as a minimum contain the following information:

1. "Front page", General information incl. Venue address
2. Registration page
3. Abstract submission page

Basic rules:

- a. Data previously published will not be accepted

- b. Only 2 abstracts per presenter will be accepted for podium presentation
- c. Authors must declare the Level of Evidence (LoE) for the abstract and include a Conflict of Interest (CoI) for all authors.
- 4. Reading Committee: Full name, Nationality and years of office shall be indicated.
- 5. Awards Committee: Full name, Nationality and years of office shall be indicated.
- 6. Partner page
- 7. Hotel reservations page
- 8. Preliminary program including Young EPOS (Meet the Mentor)
- 9. New Members, picture
- 10. Pro Maximus Meritis Awards
- 11. Presidential Guest Lecturer (name, nationality and title of talk once known)

A. Scheduling

The Annual Meeting should preferably:

- Be held in the first 2 weeks of April
- Last 2.5 days, typically from Thursday morning to Saturday mid-day (12:00 pm)
- Pre-Course and Opening Ceremony to take place on Wednesday afternoon

B. Hospitality:

The annual meeting should include the following hospitality

- **Welcome Reception**, to be held on Wednesday evening.
This event is included in the delegate registration fee
- **Presidents Dinner**, to be held on Tuesday evening for approximately 60-80 people. Only invited guests may attend. Those invited should be:
 - EPOS Executive Committee
 - Local Organizing Committee members
 - Invited guest speakers
 - EPOS Foundation Board
- **Congress Dinner**, to be held on the last evening of the meeting for approximately 200 people (upon registration).
 - Because this is optional to attend, an additional fee, set on a cost-neutral basis will be charged and pre-registration is required.

C. Certificates of Attendance

Attendees will receive the following certificate of attendance:

- Pre-Meeting Course attendance
- Annual meeting attendance

PS: Meeting attendance Certificate should be generated upon completion of an online survey to meet UEMS regulations and provide meeting feedback as requested by UEMS

D. Program Structure:

Time Slot	Wednesday	Thursday	Friday	Saturday
Morning Sessions		Welcome Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition
Coffee Break		Coffee Break	Coffee Break	Coffee Break
Morning Sessions		Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition
Lunch		Lunch	Lunch	Closing Ceremony
Afternoon Sessions	PRE - Meeting Course	Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition	
Coffee Break	Coffee Break	Coffee Break	Coffee Break	
Afternoon Sessions	BAT Course Opening Ceremony	Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition	
Evening	Welcome Reception	President's Dinner (to be changed to Tuesday night)	Congress Dinner	

5. Venue and Logistics

A. Venue characteristics

The annual meeting should be held at a conference center or at a hotel with sufficient capacity to accommodate up to 1000 delegates and to meet all meeting room requirements to include the following:

Conference rooms

- 1 tiered auditorium or flat room with stage podium for use as the plenary session with up to 1000 seats, set in theatre style (Thurs-Sat)
- Two / three adjacent auditoria for approximately 300 pax seats (Thurs-Sat), set theatre style.
- 1 pre-congress room set between 500 people on Wednesday for the Pre-Meeting Course. Set theatre style
- 1 speaker-ready room (Wednesday – Saturday)
- Minimum 3 small rooms (Executive Committee rooms)
 - 1 boardroom with laptop, projector, screen, printer, internet access for Executive Committee meetings (Wednesday – Saturday), maximum capacity 20 people

- 1 staff room (Sunday – Saturday), maximum capacity 10 people

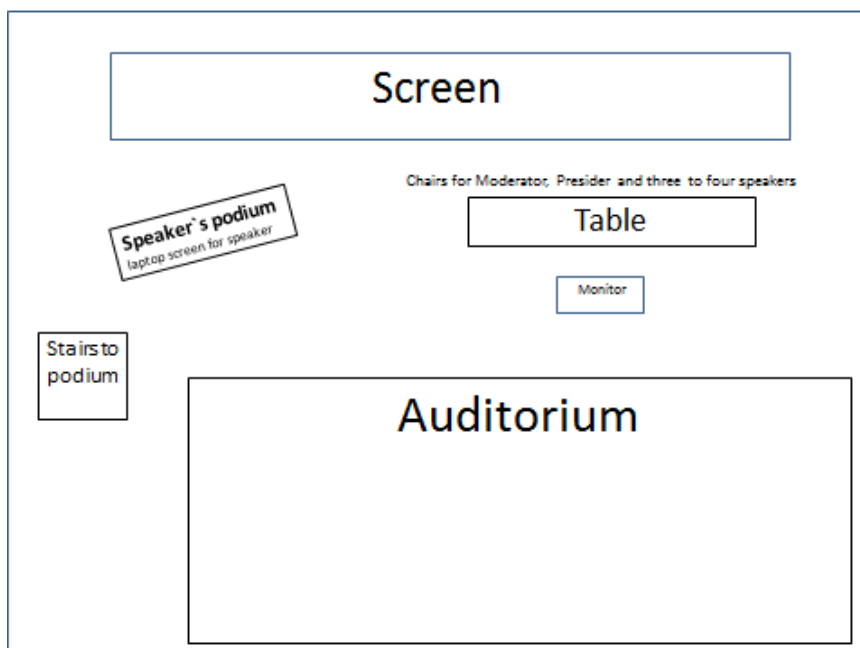
Main Auditorium

General:

- One flower decoration adjacent to Speaker’s podium
- Lights settings: Dim light during presentations from Speaker’s podium. Illumination without dazzle on Moderators table during Discussion
- In between sessions: Lounge Music and Poster Titles running on the screen alternating with relevant EPOS Announcements
- Air Condition system must be checked for unacceptable dB

Speaker’s podium:

1. Preferred arrangements of the Moderator Table, Speaker’s Podium and Monitor:



2. Podium: Monitor, Microphone, Laser pointer and Timer must be available.
3. EPOS Poster on Speaker’s podium

Moderators table:

1. Moderators table: Name labels, Timer, Microphones, Paper, Pencil and Free access to water
2. Large scale TV monitor (or 2 computer screens) in front of the Moderators Table (note figure above)

Technical equipment:

1. Microphones in the auditorium must be labeled with numbers visible from Moderators table
2. Real time streaming of the Speakers, Moderators, Audience and Slides
3. Additional monitors in auditorium if necessary

Exhibition area

- Exhibit space of at least 1000 square meters
- Coffee breaks/lunch should be served in exhibition area

- Poster walls for a minimum 20 posters
- Monitors for Electronic poster (e-poster) presentation. Randomized presentation of e-posters.
- Plus aisle space
- Set-up: 1.5 days; Exhibition: 2.5 days; Dismantling: 0.5 day

Additional Services

- EPOS Banner at Entrance to Congress Venue.
- Adequate external and internal signage to guide participants to the Congress Venue and within the venue to the allocated rooms.
- Free Wi-Fi access at Congress venue
- Professional and service minded organization at the Registration Desk.
- Information Desk (optional) in Registration Area
- Lounge arrangements in Registration Area e.g. soft chairs and coffee tables
- Lounge arrangements out-door if climate acceptable
- Photographer
- Social Media support e.g. Facebook, Twitter, Instagram
- Develop an application (App) containing all the information related to the Congress
- Assistant Group of Stewards supported by the Local Organizer e.g. medical students

B. Accommodations

EPOS will offer accommodations that range from economy hotels to first class hotels bearing in mind compliance regulations. It is preferred that all hotels are in walking distance so that the expense of providing buses can be avoided.

6. Financial Structure and Sponsorship

The annual meeting budget represents the biggest revenue stream for EPOS overall operating budget. This budget will be developed by the PCO and presented to the EPOS Executive Committee.

EPOS President (EP),

- No decision will be taken by the EPOS PCO or Local Host without the consent of the EP
- All financial or budgetary decisions must be discussed and then confirmed in writing.
- The financial responsibility for the EPOS Congress rests with the EP.

- **Revenue Sources**

In general, the annual meeting will be supported by the following primary revenue sources:

- Registration: fees will be established to be consistent with previous meetings including categories for regular registration.
- Sponsorship and exhibition.
- Other sources to be explored: EPOS will explore other potential revenue sources, including: a fee based virtual attendance for some sessions. ?WEBCAST ?
Live streaming is a way to reach virtual delegates that can no longer attend congresses due to lack of direct sponsoring from companies. These sessions can be also stored in a separated area in the EPOS

website (learning area) and sold “on demand”. This is a complex process. These sessions can also be CME accredited.

- **Sponsorship**

EPOS will provide a list of sponsors & exhibitors from past conferences

Suggested items to be sponsored in coordination with the EPOS Foundation and part of the “Corporate Partner Opportunities”:

- Multiple levels of sponsorship (Platinum, Gold, etc.)
- Satellite Symposia
- Educational Sessions
- Invited Speaker Sessions
- Oral Podium/Oral Poster Sessions
- Food & Beverage
- Awards
- Congress bags
- Speaker Ready Room
- Lanyards

A more detailed sponsorship plan will be developed for each annual meeting and needs to be developed in keeping with the regulatory requirements of the country where the meeting is being held in cooperation with the EPOS Foundation.

- **Exhibition**

PCO will ensure the venue selected can accommodate up to 500 net square meters normally sold with exhibitors of various sizes. EPOS will have a booth at the conference to provide information about the association and to promote the following year’s annual meeting.

Sample Rates to exhibit are:

- 5.400 € per 9 sqm booth (3x3)
- 10.800 € per 18 sqm booth (3x6)
- 21.600 € per 36 sqm booth (6x6)

- **Registration**

Pre - Course Meeting registrants will need to purchase conference registration to attend the meeting.

All registration fees must be paid in full prior to the start of the annual meeting. The registration fees include:

- Plenary sessions
- Scientific sessions
- Access to the exhibition
- Opening ceremony and welcome reception
- Coffee breaks/lunches
- Congress bags and documents

- **Fee structure** (example - *Registration fees will be charged in euros and by category*)

	EARLY	LATE	ON SITE
EPOS member	350,00 €	400,00 €	450,00 €
Non EPOS member	550,00 €	600,00 €	650,00 €
Allied Health Professional	275,00 €	300,00 €	325,00 €
Trainees	200,00 €	225,00 €	250,00 €
Bat Course	50,00 €	75,00 €	100,00 €

The BAT COURSES

1. Introduction: Overview and Objectives of the BAT (Basic, Advanced, Trauma Course)

The intention of EPOS is to spread the knowledge in the field of Paediatric Orthopaedics and Trauma at different levels: Resident, General Orthopaedic Surgeon, Fellow in Paediatric Orthopaedics and Consultant and Practicing Paediatric Orthopaedic Surgeons.

Since 2009 EPOS has been organizing a specific training program dedicated to the residents (that wants to improve their knowledge in order to allow to pass the final National Board or EBOT Exam and the general orthopaedic surgeon that just want to update their basic knowledge in Paediatric Orthopaedics and Trauma. These are the **BAT Courses**.

They will be organized in a Trilogy type (Basic I, Trauma & Basic II) during Spring and Fall during a period of 18 months... (2 courses a year). The course attendance will be limited to 150 pax.

2. Organization Model

EPOS will assume overall responsibility for the organization of the BAT Course and will have final authority on all decisions with a financial impact.

3. Selection of Meeting locations and hosts

The BAT courses are always organized in the same location at the Speising Hospital in Vienna and the Local Host is Dr. Rudiger Ganger. The reason for doing so his related to the fact of continuity, accessibility and financially

4. Responsibilities

The following summarizes the roles and responsibilities of EPOS, Local Host and Professional Conference Organizer (PCO) in the planning for and conducting of the BAT courses

A. EPOS :

EPOS will assume overall responsibility for the organization of the BAT Course and will have final authority on all decisions with a financial impact, including but not limited to:

- Overall Budget
- Vendor contracting (PCO, Course Venue, etc.)
- Hospitality
- Marketing
- Global Sponsorship
- Website
- Registration System
- Meeting all the compliance regulations (Eucomed, EFPIA and UEMS)
- Provide information to PCO on technical and logistical requirements – as per previous conferences experience

- Provide database of sponsors and exhibitors previous conferences. Set exhibitor fees
- Develop Preliminary and final program in order to meet compliance timelines
- EPOS will be responsible for all the content of the Scientific Program and all Educational material needed for running the course
- All contracts are signed by the EPOS President and the EPOS PCO.

B. Professional Conference Organizer Responsibilities (PCO):

Responsibilities	PCO
Financial Management	Provide budget reports as needed (minimum 3 months prior to the meeting). Monitor budget and, in conjunction, with EPOS revise budget when needed. Obtain quotes for budgeted items. Maintain records of monies received and expended on behalf of the conference and provide reports for EPOS
Venue	Contract venue, negotiate price and all service requirements, with input from EPOS Liaise with venue staff on logistical issues and technical requirements
Vendors (A/V, delegate materials, transportation, etc.)	Identify prospective vendors and negotiate price and service requirements. Ensure coordination between vendors and venue staff as required
Sponsorship	Follow a sponsorship brochure (included in the Corporate Management Manual) Main contact with sponsors & exhibitors to secure funding and negotiate agreements in cooperation with EPOS Foundation. Issue invoices and process payment. Secure the arrangements for Industry Symposia
Exhibition	Coordinate logistical details of exhibit booth (usually just a table per company at the back of the conference room. No real exhibition).
Meeting Registration	Manages all registrations and collects all registration fees Provide adequate staff to support local activities (onsite registration and support during the meeting) Provide supplies as required by EPOS for onsite registration, i.e., printers, computers, phone and internet
A/V and Printing	Coordinate all a/v requirements (usually provided by the Hospital) Contract with vendor to print final program and other materials needed for conference Responsibility or hiring a photographer

Catering	Advise on F&B menus for the various activities. Liaise with caterer's on-going and during conference. Ensure that F&B service is on time and as requested.
Website*	Provide and maintain the meeting website
Accommodations	Will provide hotel reservations through the meeting website, with automatic confirmations sent by email. Contracts w/ hotels. Prices proposed should be negotiated as lower than any advertised/published discount rates, when possible, to encourage congress participation and use of the hotels in the EPOS block. Should propose a range of hotels (4 & 3 star) in the vicinity of the congress venue
Signage	Development and placement of signage during conference
On-site management	Onsite management of scientific sessions, A/V, exhibition, speaker ready room, etc. Assist speakers with onsite requirements.
Post Meeting	Send out meeting evaluation surveys; Ensure photos are posted on website Provide all the information for an Audit evaluation after the meeting (no more than 2 months after the conclusion of the meeting)

*** Congress WEB SITE**

This site shall as a minimum contain the following information:

1. "Front page", General information incl. Venue address
2. Registration page
3. Hotel reservations page
4. Preliminary & Final programme

C. Certificates of Attendance

Attendees will receive the following certificate of attendance:

- BAT Course attendance
- Certification of completion Triology Courses (in conjunction with EPOS Office)

D. Hospitality:

The BAT course meeting should include the following hospitality

- **Congress Dinner**, to be held on the last evening of the meeting for approximately 60 people (upon registration).
 - Because this is optional to attend, an additional fee, set on a cost-neutral basis will be charged and pre-registration is required.

E. Program Structure

It is the full responsibility of the Chair of the EPOS Education Committee.

Time Slot	Wednesday	Thursday	Friday
<i>Morning Sessions</i>	<i>Opening Ceremony</i> <i>BAT Course</i>	<i>BAT Course</i>	<i>BAT Course</i>
<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>
<i>Morning Sessions</i>	<i>BAT Course</i>	<i>BAT Course</i>	<i>BAT Course</i> <i>Closing Ceremony</i>
<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	
<i>Afternoon Sessions</i>	<i>BAT Course</i>	<i>BAT Course</i>	
<i>Coffee Break</i>	<i>Coffee Break</i>	<i>Coffee Break</i>	
<i>Afternoon Sessions</i>	<i>BAT Course</i>	<i>BAT Course</i>	
<i>Evening</i>		<i>Course Dinner</i>	

5. Venue and Logistics

The course will be always organized in the same Institution – The “Orthopädisches Spital Speising” in Vienna. Since 2009 the BAT has taken place in this Hospital since the venue and A/V are almost for free and it offers EPOS excellent facilities

6. Financial Structure and Sponsorship

The intention of the BAT Course is to provide Education at a lowest cost possible making it accessible to all residents.

BAT Course budget represents only a small part of the EPOS annual budget. This budget will be developed by the PCO and presented to the EPOS President, Local Host and Chair of the Education Committee.

EPOS President (EP),

- No decision will be taken by the EPOS PCO or Local Host without the consent of the EP
- All financial or budgetary decisions must be discussed and then confirmed in writing.
- The financial responsibility for the EPOS BAT Course rests with the EP.

Revenue Sources

In general, the BAT Course will be supported by the following primary revenue sources:

- Registration: fees will be established to be consistent with previous meetings including categories for regular registration.
- Sponsorship and exhibition according to Foundation and Manual Sponsorship .
- Other sources to be explored: EPOS Foundation will finance several registrants through a grant support

Sponsorship

EPOS will provide a list of sponsors & exhibitors from past conferences

Suggested items to be sponsored in coordination with the EPOS Foundation and part of the “Corporate Partner Opportunities”:

- Partner for Education
- Industry Work-shops

A more detailed sponsorship plan will be developed for each course and adjusted to the Educational needs in conjunction with the scientific program

Exhibition

There will be no exhibition, eventually a table at the back of the Course Room

Registration

All registration fees must be paid in full prior to the start of the BAT Course. The registration fees include:

- Scientific sessions
- Coffee breaks/lunches
- All educational documents

Fee structure *(to be decided in function of each trilogy Course in order to keep continuity and at the same time adjust to the Course expenses)*