



European Paediatric Orthopaedic Society

ANNUAL MEETING GUIDELINES

August 2025

Contents

1. Purpose and scope	1
2. Statutory framework	1
3. Mission and objectives	1
Mission	1
Objectives of the Annual Meeting	1
4. Governance and organisation model	1
5. Location and host selection	2
Core principles	2
Who can apply	2
Process and timeline (3 years ahead)	2
6. Roles and responsibilities	3
EPOS	3
Local Organising Committee (LOC)	3
Professional Conference Organiser (PCO)	3
7. Scheduling and overall programme	5
Preferred schedule	5
Duration and programme	5
Social events	5
8. Scientific programme timeline	6
9. Venue and logistics	6
Capacity and Rooms	6
Exhibition	6
Additional Services	7
Accommodation	7
Website	7
10. Financial structure and sponsorship	7
Governance	7
Revenue Sources	8
Sponsorship	8
Exhibition Rates (subject to change)	8
Registration Fees excluding VAT (subject to change)	8

1. Purpose and scope

These guidelines set out how EPOS plans, selects, organises and delivers its Annual Meeting, ensuring scientific quality, governance compliance and financial sustainability.

2. Statutory framework

EPOS Statutes – Article 13 (Annual Meetings)

- 13.1 The Annual Meeting is held each year in one of the countries listed in the statutes' annex. It cannot be held in the same country consecutively.
- 13.2 It may be organised in cooperation with other international paediatric orthopaedic societies, but not more frequently than every other year. Conditions and financial arrangements must be negotiated.

3. Mission and objectives

Mission

To enhance the quality of care for children with orthopaedic conditions by fostering communication, improving education and disseminating knowledge and innovation.

Objectives of the Annual Meeting

- Present and debate the latest clinical and scientific developments in and around paediatric orthopaedics.
- Enable in-person work by EPOS committees, sub-committees and special interest groups.
- Host business meetings and General Assembly.
- Provide an important revenue stream for EPOS operations.

4. Governance and organisation model

EPOS retains overall responsibility for the Annual Meeting, including strategic direction, finances, and final decision-making.

The organisational model is based on three key actors: **EPOS**, the **Local Organising Committee (LOC)**, and the **Professional Conference Organiser (PCO)**.

EPOS	EPOS defines the meeting objectives, approves the scientific programme (via the Reading Committee), and holds authority over all financial and contractual matters.
LOC	The LCO provides local knowledge, assists with cultural and social aspects, and acts as an advisory body. It does not make financial or contractual commitments.
PCO	The CPO is contracted by EPOS to manage operational logistics, vendor relations, sponsorship, registration, and on-site delivery.

EPOS is represented by its current President and the Association Director, who coordinate with the LOC and PCO to ensure alignment with EPOS standards and compliance requirements.

5. Location and host selection

Core principles

- The meeting rotates annually across European countries.
- The host city must be large and easily accessible by common transport.

Who can apply

- National Paediatric Orthopaedic Societies from countries listed in the statutes' annex.
- Individual EPOS members, supported by their National Paediatric Orthopaedic Societies from countries listed in the statutes' annex (signed letter).

Process and timeline (3 years ahead)

Application deadline	30 September
Executive Committee shortlisting	October
Applicants informed	November to December
Final selection by member vote (General Assembly)	During the Annual Meeting

Rules

- Local hosts present their plan and a financial proposal to the Executive Committee at least 3 years before the event.
- Local hosts must not enter into binding financial or contractual arrangements at the time of the application. They may place provisional holds on venues.

6. Roles and responsibilities

EPOS

- Owns the meeting and all final decisions
- Approves and controls the overall budget
- Contracts vendors (PCO, venue, etc.)
- Leads global sponsorship strategy and sets exhibitor fees
- Has final authority over marketing, website, registration, and the abstract evaluation systems
- Ensures compliance (Eucomed, EFPIA, UEMS)
- Defines technical and logistical requirements based on historical data
- Develops preliminary and final scientific programme

Local Organising Committee (LOC)

- Maximum 4 people, at least 50% EPOS members
- Nominates a LOC Chair
- Advises EPOS and PCO; it does not contract vendors, finalise social programming, structure the scientific programme or approve the budget
- Coordinates local visibility (banners, signage), ensures the official EPOS logo is used on all materials
- Advises on social events and the Accompanying Persons Programme (kept financially separate)
- Works with the EPOS Industry Committee and PCO on local industry relations

Professional Conference Organiser (PCO)

Handles all operational planning under EPOS oversight:

- Finance: Budget reports, expenditure tracking, conference insurance
- Venue and Vendors: Contracts, price negotiation, and logistics
- Sponsorship: Brochure development, sponsor acquisition, invoicing, and payments

- Abstract Management: Submission system, reviews, notifications, and publication in JCO supplement
- Compliance and accreditation: CME accreditation application
- Exhibition: Technical manual, exhibitor support, and freight coordination
- Registration: Fee collection, on-site staffing, and attendee materials
- A/V and Printing: Equipment, symposia coordination, final programme printing, photographer
- Catering: Menu planning and coordination
- Social Programme: Developed with LOC, adhering to requirements and cost guidelines
- Website: Development and maintenance (registration, abstract submissions, hotel bookings)
- Accommodation: Negotiates discounted rates; recommends 4-star hotels near the venue
- On-Site Management: Overall operational and logistical management and support, exhibitor coordination, and General Assembly logistics (including electronic voting)
- Post-Meeting: Surveys, attendance certificates, website photo gallery, and audit preparation

7. Scheduling and overall programme

Preferred schedule

First two weeks of April.

Duration and programme

1 Pre-meeting day (Tuesday) and 3 Meeting days (Wednesday-Friday).

PRE-MEETING	MEETING			
TUESDAY	TIME	WEDNESDAY	THURSDAY	FRIDAY
	06:00-07:00		Charity Run	
	07:00-08:00	Breakfast Meetings	Breakfast Meetings	Breakfast Meetings
Executive Committee Meeting	08:00-10:00	Registration	Scientific Sessions	General Assembly
	10:00-10:30	Coffee Break	Coffee Break	Coffee Break
	10:30-12:30	Scientific Sessions	Scientific Sessions	Scientific Sessions
	12:30-13:30	Lunch/Industry Symposia	Lunch/Industry Symposia	Lunch/Industry Symposia
	13:30-15:30	Scientific Sessions	Scientific Sessions	Scientific Sessions
	15:30-16:00	Coffee Break	Coffee Break	Coffee Break
	16:00-18:00	Scientific Sessions	Scientific Sessions	Scientific Sessions
	18:00-19:00	Opening Ceremony		General Session
Presidential Dinner	19:00-20:00	Welcome Reception		Wrap-Up Meeting
	20:00-21:00			Gala Dinner
	21:00-22:00			
	22:00-23:00			

Social events

- Presidential Dinner (Tuesday evening, 80-100 invited guests).
- Welcome Reception (Wednesday evening, included in registration price).
- Gala Dinner (final evening, approx. 300 people, optional, cost-neutral fee).

8. Scientific programme timeline

What?	Start Date	Start Time	End Date	End Time
Call for Abstracts	15 July	00H00 CET	30 September	23H59 CET
Abstract categorisation & review assignment	1 October	n/a	5 October	n/a
Abstract Reviewing	5 October	n/a	31 October	n/a
Congress Registration: Early Bird	20 October	00H00 CET	18 January	23H59 CET
Abstract Notifications: Podium Presenters	15 November	n/a	n/a	n/a
Abstract Notifications: E-Posters	22 November	n/a	n/a	n/a
Congress Registration: Normal	29 January	00H00 CET	1 March	23H59 CET
Congress Registration: Late	2 March	00H00 CET	n/a	n/a

9. Venue and logistics

Capacity and Rooms

- Venue capacity for up to 1,000 delegates
- 1 main auditorium: 1,000 seats, theatre style (Wed–Fri)
- 2–3 parallel rooms: 300 seats each (Wed–Fri)
- Speaker-ready room (Wed–Fri)
- Minimum 3 meeting rooms for various business meetings
- 1 staff room

Exhibition

- At least 1,000 sqm net space
- Coffee breaks and lunches served in exhibition area

- E-poster stations (minimum 20 screens)
- Setup: 1 day; exhibition: 3 days; dismantling: 0.5 days

Additional Services

- EPOS banner at venue entrance and clear internal and external signage
- Free Wi-Fi
- Registration desk and information desk
- Lounge areas (indoors and outdoors where possible)
- Photographer, social media support, mobile app
- Local steward team (e.g. medical students)

Accommodation

- Range from economy to first-class hotels, mindful of compliance restrictions
- Prefer walking distance or close to public transportation

Website

- Landing page with general information and venue address
- Registration page
- Abstract submission page
- Partner page
- Hotel reservations page
- Preliminary programme
- Pro Maximis Meritis Awards
- Presidential Guest Lecturer

10. Financial structure and sponsorship

Governance

- The Annual Meeting budget is EPOS's largest revenue contributor
- The PCO drafts the budget for EPOS's approval
- No financial decision is taken without the written consent of EPOS

Revenue Sources

- Registration fees
- Sponsorship and exhibition
- Additional sources (e.g. local authority support)

Sponsorship

- Tiered packages (Platinum, Gold, etc.)
- Sponsored symposia, sessions, awards, lanyards, congress bags
- Plans must comply with local regulations

Exhibition Rates (subject to change)

Exhibitor	6 sqm	€4,800.00
Bronze	9 sqm	€8,000.00
Silver	12 sqm	€12,000.00
Gold	18 sqm	€16,000.00
Platinum	24 sqm	€27,000.00
Diamond	30 sqm	€37,000.00 (only 1)

Registration Fees excluding VAT (subject to change)

Net values received by EPOS			
Type	Early	Normal	Late
EPOS Member*	€450	€500	€550
Non-member	€850	€900	€950
Allied Health Professional**	€450	€500	€550
Residents/Fellows/Trainees***	€200	€225	€250
Gala dinner	€96	€96	€96

* If up to date with the membership fee for the year 2025/2026 at the time of registration.

** Application for Allied Health Professional fee must be supported by a certificate confirming the applicant's status at the time of registration, to be uploaded during the registration process.

*** Application for the residents/fellows/trainees fee must be supported by a letter from the head of the department confirming the applicant's status at the time of registration, to be uploaded during the registration process.

Fees include sessions, exhibition access, opening ceremony, coffee breaks, lunches, and materials.

For any inquiries, please contact secretariat@epos.org.