



European Paediatric Orthopaedic Society

**Invitation for EPOS Members to host the EPOS
Annual Meeting 2023**

EPOS ANNUAL MEETING GUIDELINES

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 is home of more than 580 surgeons spread around the world. During the last few years, the EPOS Annual Meeting has grown significantly; both in terms of number of attendees (more than 700 pax.) and programme 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 meeting

The Annual meeting shall be held each year in one of countries listed in the annex to these statutes. The Annual meeting cannot take place in the same country twice in a row. 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 be responsible for organising the Annual meeting.

Two years prior to the Annual 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 Annual meeting 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 meeting 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 (Executive Committee 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 EPOS Executive Committee may accept applications from a National Paediatric Orthopaedic Society or from individual EPOS members that are supported by her/his National Paediatric Orthopaedic Society via a signed letter.

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

The Local Hosts should not involve themselves independently in any financial or contractual pre-arrangements with local authorities. The potential Local Host should only take an option with the congress venue for suitable spaces in the dates of the congress.

The deadline of submissions will be 30 September of the year prior to the year of final selection.

A Congress Advisory Committee consisting of three Board Members and the EPOS Professional Congress Organizer (PCO) will assess and negotiate the applications. 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	six months in advance of current annual
Presentation to the members of the Board	During the annual meeting
Selection of location	During the annual meeting

Finally, the application process should be in alignment with the following process:

- Applicant propose congress venues and locations without price negotiation
- Submit the application within the deadline to EPOS Central Office
- Submission of the applications to the Congress Advisory Committee by the Central office
- Verification of prices and offers by core PCO
- Presentation offers to the Executive Committee during autumn meeting
- Final selection by Executive Committee of the candidates before presenting for election during the next General Assembly at the spring congress the following year
- Communication to the preselected and/or rejected applicants

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 selection and 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 EPOS Core PCO on technical and logistical requirements – as per previous conferences experience
- Provide database of sponsors and exhibitors previous conferences. Set exhibitor fees (*it is advisable to leave at least 2 free exhibitors passes included in the sponsorship packages*).
- Develop Preliminary and final program in order to meet compliance timelines

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, preliminary and 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 EPOS Core 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 Industry Committee and Foundation which takes into account the overall development of the Society and Foundation.
- LHC will be responsible for the Accompanying Persons Programme including e.g. transportation, tour guide. The Accompanying Persons Programme 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:

EPOS has contracted a Core PCO to take care of the organization of the Annual Meeting with the following responsibilities. However, the Congress Advisory Committee must monitor all the procedures as described below:

Responsibilities	Core PCO

Financial Management	<ul style="list-style-type: none"> • Provide budget reports as needed. • 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. The PCO will provide a civil liability insurance. While EPOS will take care of the 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
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
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.
Social Programme	<ul style="list-style-type: none"> • Will develop a Social Programme in accordance with the LOC, but following the guidelines of EPOS with regard to affordable costs

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, 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

* 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:

- Data previously published will not be accepted
- Only 2 abstracts per presenter will be accepted for podium presentation
- Authors must declare the Level of Evidence (LoE) for the abstract and include Conflict of Interest (CoI) for all authors.
- Reading Committee: Full name, Nationality and years of office shall be indicated.
- Awards Committee: Full name, Nationality and years of office shall be indicated
- Partner page
- Hotel reservations page
- Preliminary programme including Young EPOS (Meet the Mentor)
- Pro Maximus Meritis Awards
- 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

D. Program Structure:

Time Slot	Wednesday	Thursday	Friday	Saturday
Morning Sessions		Welcome Plenary Session	Plenary Session	Plenary Session Posters &
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	Pre Meeting course Opening Ceremony	Plenary Session Posters & Exhibition	Plenary Session Posters & Exhibition	
Evening	Welcome Reception		Congress Dinner	

President's dinner to be organized on Tuesday

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 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

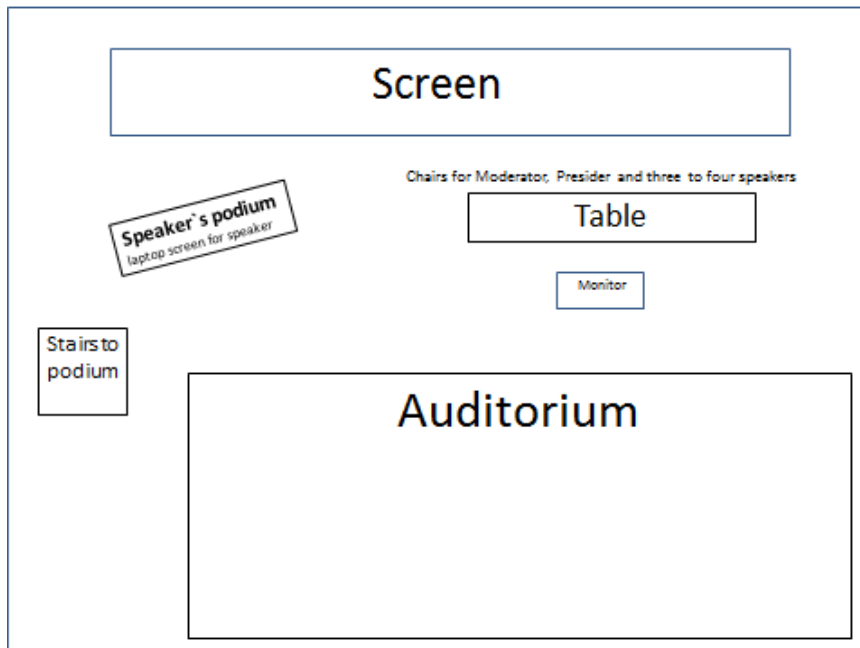
Main Auditorium

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
- E-poster for a minimum of 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?

- **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 Industry Committee and 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:

EARLY FEE till 12-31 included 600,00€ per sqm

LATE FEE from 01-01 included 700,00€ per sqm

- 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*)

Registration fees 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			
Pre course	50,00 €	75,00 €	100,00 €

- **Timeline for Scientific Programme**

Call for Abstract July 1,
Deadline for Call for abstract October 1,
Deadline for Abstracts evaluation November 1,
Notification to Authors by November 20,
Scientific Program ready for UEMS accreditation: By December 10,

- **UEMS-Accreditation**