



WORLD FEDERATION
OF NEUROLOGY

Invitation to Submit Expressions of Interest

February 15th, 2022

The World Federation of Neurology invites Expressions of Interest (Eoi) from suitable core Professional Conference Organisers (PCOs) for the biennial World Congress of Neurology (WCN).

The appointed PCO will be responsible for organising three WCNs, initially 2025, and then 2027 and 2029. The first of these is to be held in Seoul, South Korea at the COEX Convention Center in the Autumn 2025.

Timeline

Eoi Deadline	Eois by March 12 th , 2022. PCOs selected to provide full bid will be notified by March 18 th
WFN inviting for Requests for Proposals (RfPs) from selected PCOs	Tender documents will be sent out March 18 th with deadline of 1 June.
Submission Deadline for RfPs	June 1, 2022
Meeting for shortlisted PCOs, London, UK	July/August 2022

Eligibility Criteria

PCO's fulfilling the following minimum eligibility criteria are invited to submit an Eoi:

- Registered as a company/corporation in their home country and have been in existence for more than five years.
- Have undertaken core PCO work for at least 5 international medical conferences of over 3000 people in various countries.
- Able to demonstrate financial credibility and a stable financial position with three years accounts to provide evidence of this.

- Expertise in sponsorship of meetings and medical congresses is expected, complying with the present regulations (eg EFPIA, EACCME). Long term relationship with sponsors and communications will be expected.

Process

WFN will shortlist the selected PCOs on the basis of details provided in EoI and subsequent consultation, if necessary. A further shortlisting process will take place and the selected PCOs will be invited to bid through a Request for Proposal (RfP) process and may submit a detailed proposal with the technical and financial aspects outlined.

About the WFN

The World Federation of Neurology was formed in Brussels in 1957, as an association of neurological member societies. Today the WFN represents 123 professional societies in all regions of the world. The mission of the WFN, as a UK registered charity, is **to foster quality neurology and brain health worldwide**, a goal we seek to achieve by promoting global neurological education and training, with the emphasis placed firmly on under-resourced parts of the world.

The WCN is a principal activity of the WFN and is of paramount importance to the WFN for many reasons. First, it is a major educational effort of the WFN, and it also provides a major financial contribution to the WFN. Without the income that the WCN generates, other WFN activities would be severely curtailed. Finally, by being such a visible and important meeting, it highlights the emphasis with which the WFN promotes education in neurology.

About the World Congress of Neurology (WCN)

The WCN is a live biennial congress held in rotating cities from the 6 WFN world regions, after an internal bidding process. The October 2021 WCN was fully virtual and it is envisaged that the next WCNs will be hybrid.

WCN aims:

- To bring together scientific experts to catalyse and advance scientific knowledge about neurology, present the most recent research findings, and promote and enhance scientific collaborations around the world.
- To bring together community leaders, scientists, and policy leaders to promote and enhance programmatic collaborations to more effectively address regional, national and local responses to brain health and neurology globally and overcome barriers that limit access to prevention, care and services.

The WCN is held over 4 to 5 days and attracts between 4000-9000. Delegates. The congress fee at previous WCNs ranged from 90€ - 1000€.

Expected PCO Services

The PCO will work closely with the conference organising committees and will be expected to provide the following services:

Project Management

- Congress Planning (meetings with the Congress Promoter/Organising Committee, planning of activities and updating of operations);
- Budgeting (management of the congress budget);
- Venue Management (venue selection recommendation and negotiation of the contract);
- Financial Management (management of contracts, bank accounts, account-keeping);
- Tax management, invoicing and payments, cash-flow control;
- Local tax laws, VAT issues,
- Management of Suppliers (selection and contracts);
- Administration (management of all matters relating to the congress);
- On-site Management.

Scientific Programme Management

- Development of programme;
- Invitations, calls;
- Abstract Handling;
- Speaker/Programme Management;
- Meetings with the Scientific and teaching course Committees.

Marketing and Promotion

- Congress Marketing and Promotional Strategy;
- Design of a WCN logo and branding;
- Production of Promotional Congress Activities and Materials (website, announcements, programmes, badges, bags, gadgets, etc.).

Sponsorship and Exhibition

- Sponsorship Management (identification and development of sponsorship opportunities and guidelines, sales and marketing to potential sponsors and delivery);
- Exhibition management (selection of space, production of guidelines and floor plans, sales and allocation of spaces, stand services, contracts, invoicing, on-site management).

CME/CPD

- Development of CME activities.

Delegate Registration

- Suggestions and Definition of Registration Fees;
- Processing of Registrations (on-line, paper, on-site collection/invoicing of fees, statistical reports).

Social Programme and Tours

- Proposal of Social Activities (opening and/or closing ceremony welcome reception, gala dinner, invited speakers' dinner, etc.);
- Proposal of Programme for Accompanying Persons;
- Proposal of Tours and Pre- and Post- Congress Tours.

Hotel Accommodation

- Hotel Reservation (block bookings, negotiation of hotel rates and contracts, payments, management of modifications, reporting, etc);
- Transparent management of Hotel Accommodation (allocation of rooms to individual participants and/or groups).

Transport Management

- Scheduling and management of Transport services (airport transfers, congress/hotel shuttle, VIP cars, public transport tickets)

On-Site Staff

- Selection, briefing and management of on-site staff (airport welcome desk, hotels, venue, accompanying persons' programme, tours, etc).

Congress Technology

- Implementation of Audiovisual Equipment, conference apps, use of social media, and on-site networking solutions .

General Information

The EoI should include general information on the following:

- Company registration information
- Previous expertise as a Core PCO and the type of experience in similar size and type congresses
- Financial security and transparency
- Number of years in operation
- Know-how in compliance issues
- Previous service offerings

Please email EoIs to the Chair of the Congress Committee at info@wfneurology.org. We look forward to your Expressions of Interest!