Application for Hosting Annual Congress

# Background

The Annual International Congress is the main annual educational and networking event in the BAPS calendar. As such, we attract attendance from national and international delegates in the field of Paediatric Surgery, offering dedicated subject sessions to showcase both clinical and basic science research as well as new techniques and trainee focussed sessions. The programme will contain dedicated sessions for the following topics:

1. NEC/Intestinal Failure
2. Lower GI
3. Oncology
4. Urology
5. General/miscellaneous
6. Upper GI
7. Hepatobiliary
8. Thoracic
9. Basic Science
10. Trauma
11. Global Surgery

In addition, there are several keynote lectures

* Storz Lecture
* Storz Urology Lecture
* JPS Lecture
* Isabella Forshall Lecture

Last but not least, the Denis Browne Medal is awarded to a surgeon for their lifetime contribution to the field of Paediatric Surgery.

# Requirements

The following are the essential requirements for the Congress and should be included in your bid document.

1. Main venue to include an auditorium, preferably with banked seating and able to accommodate up to 500 people. The capacity may be required to increase in the event of a joint meeting (up to 750 delegates).
2. Two parallel session rooms for the duration of the Congress.
3. Adequate display area for up to 100 posters.
4. An additional exhibitors space for 20 stations and buffet catering for 300 people.
5. Additional smaller rooms may be required for specialist symposia which will vary with each Congress. Each should have enough capacity for up to 50 delegates.
6. Bids should include quotes for minimum AV requirements
	1. Main auditorium display – please keep in mind that secondary screens are required in long rooms to allow delegates at the back a clear view.
	2. Audio recordings of scientific sessions.
	3. Preview room
	4. Technical support staff
	5. Roving microphones or stand microphones for questions in every meeting room
7. Three social venues:
	1. The Presidential Reception – minimum 250 people with drinks and canapes
	2. The Gala Event – minimum 300 people with drinks, sit down meal and entertainment.
	3. The Journal of Pediatric Surgery Reception – for 100 people with drinks and canapes. This event is sponsored by the JPS and is by invitation only.

# Additional Considerations

* Organising committee members are expected to be members of BAPS.
* Contracts with venues will be made with BAPS rather than with Local Organising Committee members.
* The Annual Congress is budgeted to be at least cost neutral. Bids including a fundraising strategy will be looked on favourably. Figures will change year on year but the following amounts will give organisers an idea of budget for each item
	+ Main venue and AV £80000
	+ Presidential Reception £12000
	+ Gala Reception £15000
	+ JPS Reception £10000
* The Local Organising Committee will be expected to coordinate with the BAPS office on site visits and set up a schedule of meetings to ensure smooth organisation of Congress.
* Joint meetings with other associations will affect the above requirements but local organising committees will be informed if a joint meeting is being considered.