

Bid Requirements for EANO Meeting 2028

To host the EANO Meeting the city should:

- Be easily accessible by rail, air and road (max 1 hour ride from the airport to the city centre)
- Have sufficient 3*/4*/5* hotels close (approx. 15 min by public transport) to the venue
- Have a good public transportation system
- Offer support from the city/government
- Offer support from other (local) organisations
- Have a suitable venue with availability in September/early October from Wednesday to Sunday (incl. build up day; no to other months or days than listed)
- Offer an inclusive and accessible environment within the city as well as in the venue

The specific requirements for the venue are as follows:

Required rooms	Size/capacity	Wednesday	Thursday	Friday	Saturday	Sunday
Main Lecture Hall	1200 - 1300 pax	no	build up	yes	yes	on option
EDU 1 / Lecture Hall 2	350 - 450 pax	on option	yes	yes	yes	yes
EDU 2 / Lecture Hall 3	300 - 350 pax	on option	yes	yes	yes	yes
EDU 3 / Workshops	100 pax	on option	yes	on option	on option	on option
Board Room	20 pax (u-shape)	yes	yes	yes	yes	no
Side Meetings 1	30 pax (u-shape)	on option	on option	on option	on option	no
Sponsor Room 1	12-15 pax (u-shape)	no	on option	on option	on option	no
Sponsor Room 2	12-15 pax (u-shape)	no	on option	on option	on option	no
Sponsor Room 3	12-15 pax (u-shape)	no	on option	on option	on option	no
Sponsor Room 4	12-15 pax (u-shape)	no	on option	on option	on option	no
Preview Centre	10 tables + 20 seats	build up	yes	yes	yes	yes
Back Office	incl. storage	yes	yes	yes	yes	yes
Staff Room	20 pax	yes	yes	yes	yes	yes
Poster Area	500 m ²	no	build up	yes	yes	no
Exhibition & Catering*	300 m ² (150m ² net) + Catering (1200m ²)	build up	yes	yes	yes	no*
Registration	3 counters / 3-4 self printing stations	build up	yes	yes	yes	yes
Cloakroom		no	yes	yes	yes	Yes
Seating/Working area	tables, seats, power connections	no	yes	yes	yes	no

*Exhibition closed but catering area needed for Sunday coffee break

The requirements for networking events are as follows:

All locations should be easily accessible by public transport from the venue and/or the city centre.

Welcome Reception (Thursday evening)

- Format: Standing drinks' reception with snacks
- Capacity: 500-600 pax
- Duration: 2 hours

Presidential Dinner (Friday)

- Format: 3-4 course seated dinner
- Capacity: about 30 pax

EANO Youngsters' Networking Night (Friday)

- Format: Informal mingle-event with high tables, stools, finger food, drinks and background music
- Capacity: 100 pax
- Duration: 4 hours

EANO Evening (Saturday)

- Format: Seated dinner
- Capacity: 300-350 pax
- Duration: 4,5 hours

Expectations for the local host (meeting president)

Hosting the EANO meeting will require major local efforts to prepare the meeting and to secure its funding. As local host of an EANO Meeting you will be:

- Actively involved in the EANO Scientific Committee for the creation of the scientific program of the meeting, starting term 1 year prior to the meeting;
- Actively involved in the EANO Board, starting term 2 years prior to the meeting;
- Responsible to help with including the national society in the meeting and obtaining their support (participants at the meeting);
- Supporting the organizing office to obtain grants or scholarships offered by local authorities for congresses;
- Supporting the organizing office to find the locations for the networking events (e.g. connections for better prices);
- In charge of contacting local (industry) companies which might support/sponsor the congress.

Note: EANO has contracted the Wiener Medizinische Akademie GmbH as the organizing office for EANO 2028. The EANO Meetings office will be your main point of contact for the detailed application/bidding process and will assist you with next steps. Please do not engage any other agency without consulting the organizing office (eano-meetings@eano.eu).