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## **GUIDELINES ON PREPARATION OF BID DOCUMENTS TO HOST THE 15<sup>TH</sup> ASIAN CONGRESS OF NEUROLOGICAL SURGEONS ( ACNS) IN 2024**

The proposal for the bid should contain the following:

### **1. OFFICIAL INVITATION:**

- Letter of invitation from the President, on behalf of his/her Society.

### **2. FACILITIES AND ACCOMODATION:**

- Ease of access, including visa requirements.
- Meeting room requirements/ Description of Congress facilities
- Low-cost accommodation for trainees, Nurses and allied health.
- Currency issues
- Transportation to and within city
- Time of meeting - lack of conflicts with other meetings or important religious holidays
- Hotel and lodging facilities
- Tourist Office information
- Neurological Surgery activities in the Society bidding for the Event

### **3. LETTERS OF RECOMMENDATION**

- from local government, society or academic authorities in the country.

### **4. SCIENTIFIC PROGRAM, EXECUTIVE MEETINGS AND ESSENTIALS**

- Organizing Committee
- Scientific Program for Doctors
- Scientific Program for Nurses / Paramedics / Allied Health
- Session for Young Neurosurgeon (YNS)
- Women in Neurosurgery (WIN)
- Workshops
- Awards
- Executive Meetings
- Social Program & Congress Dinner
- Minimum of 500 delegates



## 5. FINANCIAL CONSIDERATIONS:

- Minimum Guaranteed of USD 10,000 or 20% from congress profit to ACNS
- Preliminary budget
- Registration fee
- Stay-over costs

## 6. SUPPORT FOR YOUNG NEUROSURGEONS

- Numbers of Sponsorship for YNS from developing countries to attend the congress / workshop
- Type of sponsorship ( travelling grant / waived registration / sharing accommodation )

*It is necessary for the bidding Society to provide ACNS with all the information pertaining to the local currency, tax and regulations controlling the transferal of funds to and from the country.*

***Congress funds should be allowed to be transferred to the ACNS current Bank in Japan within three (3) to six (6) months from the end of the Congress as a non-waived <sup>1</sup>condition to accept the bid.***

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<sup>1</sup>ACNS Bid Guideline / June 2021