GUIDELINES ON PREPARATION OF BID DOCUMENTS TO HOST THE 15TH 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 ACCOMMODATION:
   • 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 \(^1\)condition to accept the bid.

\(^1\)ACNS Bid Guideline / June 2021