



## Bidding guidelines to host EBA in 2023

These guidelines are meant for EBA affiliated national burns associations and/or individual members of the EBA.

### History

The European Burns Association was founded in 1981 by leading burn specialists in Europe. To encourage co-operation in the field of burn care throughout the continent. Meetings were held in Groningen 1985, Aachen 1987, Prague 1989, Barcelona 1991, Brighton 1993, Verona 1995, Leuven 1997, Marathon 1999, Lyon 2001, Bergen 2003, Estoril 2005, Budapest 2007, Lausanne 2009, The Hague 2011, Vienna 2013 and Germany. EBA 2017 will be held in Spain, EBA 2019 in Finland and EBA 2021 in United Kingdom.

The upcoming EBA congresses will be held every 2 years: 2023, 2025, 2027 etc.

#### 1. PERIOD

The EBA Congress takes place from the first week until the third week of September. In the selection of the period, competitive congresses like ISBI are considered.

The dates for the 2021 congress are to be proposed while applying for the destination, based on the above rule and the availability of the congress centre.

#### 2. APPLICATIONS AND SELECTION OF THE DESTINATIONS

EBA congresses geographically rotate throughout Europe in uneven years.

The criteria used in the selection of the possible destinations are listed hereafter, in order of importance.

Please send your application including the requested information of the below **criteria** at the latest **1 March 2019** to the EBA society office, E-mail [eba@congresscare.com](mailto:eba@congresscare.com).

### Criteria

#### a. City

Characteristic city, easy accessible, top-quality congress facilities/services, sufficient hotel accommodation and historical/cultural points of interest

#### b. Congress venue

Facilities to comfortably accommodate the expected attendance of 700-800 delegates and the concomitant trade exhibition.

- 8 meeting rooms in the capacity of 400, 150, 50, and 700 seats in theatre style
- 2 meetings room in the capacity of 15 for the board and PAM meetings
- space for 60 poster boards (1 m wide) for double sided use or 120 boards single sided use
- 150 sqm net (600 sqm gross) exhibition space
- sufficient space for coffee breaks and lunch at the exhibition.

#### c. Congress venue - Budget

The rental budget (in Euro) of the facilities has to be as detailed as possible.

#### d. Hotel accommodations

The hotel accommodation should be available to the participants at reduced congress rates. Number of rooms required hotel category:

4-star hotels 200 rooms



3-star hotels 200 rooms  
Hostels 100 rooms

4-star headquarters hotel of minimal 150 rooms on walking distance. A city map with the location of the hotels and the congress centre/hotel, and the available public transportation, has to be provided. Generally, the longest distance between the hotels and the congress centre should not exceed a 15-minute ride.

#### **e. Transportation**

Frequent flight / train connections are required with the major European cities. An airport should be located maximal 1 hr from the congress centre. Adequate public transportation will be preferred above organising a shuttle service.

### **3. DURATION & PROGRAMME SCHEDULE**

The actual duration of the EBA Congress is of 3 days. The programme starts on Wednesday at noon and lasts until Saturday morning. The day before the congress is also foreseen for a possible training course and the setting-up of the concomitant exhibition. See attached the programme schedule.

### **4. ORGANISATION**

#### **EBA-congress committee**

EBA Congress Committee is composed of in total 5 members: the chairman, the president of the national society of the host country, supported by 2 EBA Executive Committee members, appointed by the EBA Executive Committee and 2 EBA members from the host country appointed by the chairman  
It is strongly advised to look for advise & cooperation with the local Country or City Convention Bureau. They can help you to put together a bid.

#### **Financial responsibility**

The local hosts and / or society are not financially liable.



## Example programme overview

### EBA Congress programme schedule

#### Wednesday

- 12.00 – 13.30 Lunch Symposium
- 14.00 – 15.15 Opening Ceremony
- 15.15 – 16.00 Rudi Herman's Lecture
- 16.00 – 16.30 Coffee break and exhibition
- 16.30 – 17:30 5 best abstracts
- 18:00 – 19:30 Welcome reception

#### Thursday

- 08.30 – 10.30 Plenary session
- 10.30 – 11.00 Coffee breaks, exhibitions and poster viewing
- 11.00 – 12.00 Parallel sessions
- 12.00 – 13.30 Lunch symposium
- 12.00 – 13.30 Lunch breaks and exhibition
- 13.30 – 15.30 Parallel sessions
- 15.30 – 16.00 Coffee breaks, exhibitions and poster viewing
- 16.00 – 17.30 Symposium
- 17.30 – 18.00 Plenary session
- 18:00 – 19:00 General Assembly
- 20.00 Speakers dinner

#### Friday

- 08.30 – 10.30 Plenary session
- 10.30 – 11.00 Coffee breaks, exhibitions and poster viewing
- 11.00 – 12.00 Parallel sessions and PAM assembly
- 12.30 – 13.30 Lunch breaks and exhibition
- 13.30 – 15.30 Parallel sessions
- 15.30 – 16.00 Coffee breaks, exhibition and poster viewing
- 16.00 - 17.30 Symposium
- 17.30 - 18.30 Plenary session
- 19.30 Congress dinner

#### Saturday

- 08.30 - 10.30 Plenary session
- 10.30 – 11.00 Coffee breaks, exhibitions and poster viewing
- 11.00 – 12.30 Parallel sessions
- 12.45 Closing ceremony