



Bid Manual and Guidelines
for the
16th Biennial Congress of the E-AHPBA

To be held between May – June 2025



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This document has been produced to provide a protocol, information and structure for teams who are bidding to host the E-AHPBA Biennial Congress. **Please note that the Bid Manual and Congress Procedures may be reviewed in the light of preceding Biennial Congresses and at the discretion of the E-AHPBA Council and that this may affect the planning of future Congresses, even those already under contract with the E-AHPBA.**

SECTION A. INTRODUCTION

The E-AHPBA was founded in 1999 as the European Regional Association of the International Hepato-Pancreato-Biliary Association ([E-AHPBA](#)). In 2002 the Association expanded to countries of the Middle East and Africa and in 2010 was renamed as the European-African Hepato-Pancreato-Biliary Association (E-AHPBA). Currently, the Association counts more 700 active members from Europe, the Middle East and Africa. Our region also includes nineteen chapters that represent memberships from different countries.

The E-AHPBA's mission is to improve evidence-based care and optimize the outcome of patients with HPB disorders by:

- Disseminating research findings and best treatment practices
- Advancing HPB specific training
- Fostering research and innovation
- Encouraging multidisciplinary collaboration

As the prime interdisciplinary organisation for HPB-surgical science and scholarship in our region, the E-AHPBA conducts a Biennial Scientific Congress (alternating with the IHPBA World Congress). This meeting provides an international forum for presenting the developing state of the art and science of HPB-surgery. It should be noted that the Biennial Congress currently provides the main income stream for the Association.

The sites of past and future planned congresses are listed below:

- 1995 – Athens, Greece
- 1997 – Hamburg, Germany
- 1999 – Budapest, Hungary
- 2001 – Amsterdam, Netherlands
- 2003 – Istanbul, Turkey
- 2005 – Heidelberg, Germany
- 2007 – Verona, Italy
- 2009 – Athens, Greece
- 2011 – Cape Town, South Africa
- 2013 – Belgrade, Serbia
- 2015 – Manchester, United Kingdom
- 2017 – Mainz, Germany
- 2019 – Amsterdam, Netherlands
- 2021 – Bilbao, Spain
- 2023 – Lyon, France



SECTION B. APPLICATION TO HOST A BIENNIAL CONGRESS

1. Location and Timing of the E-AHPBA Biennial Congress.

The Biennial Congress rotates within the European / African / Middle East region on a two-year cycle, taking place on odd-numbered years.

The meeting is proposed to be held between late May early June, the exact dates should be suggested by the host Local Organising Committee but must be approved by the E-AHPBA Council. This will avoid overlap and potential competition with the biennial regional AHPBA and A-PHPBA meetings held in March and August/September, respectively. In addition, care is taken to avoid any major Gastrointestinal, Hepato-pancreatic-biliary or General Surgical meetings.

For 2021, the date of the Congress has been moved to September; this was due to the Covid-19 Pandemic and its impact on the Meeting and Events Industry. The Congress also hosted a virtual element, allowing those unable to travel to enjoy the meeting. If the format proves successful in 2021 or circumstances dictate so, a virtual element should be considered for the 2025 Congress.

2. Applications to Host the E-AHPBA Biennial Congress

The Biennial Congress is run on behalf of the E-AHPBA by a Local Organising Committee (LOC). This committee may represent any of the following groups:

- A chapter of the E-AHPBA
- A national organisation of Hepato-Pancreato-Biliary surgery

The local bid committee should be appropriately constituted with a Chairperson, Secretary, Treasurer and Scientific Programme Chair plus committee representatives. This structure should reflect the eventual Local Organising Committee (LOC) structure should the bid be successful. All members of the LOC should be members of the E-AHPBA unless the member is a non-surgeon.

The LOC must have a legal entity with which E-AHPBA can contract and which will take legal and financial responsibility for running the Biennial Congress. If one does not already exist, for example a National Chapter of the E-AHPBA or equivalent HPB association, one should be formed. This entity should be exempt from local taxes however based on local tax regulations the entity may need to register and de-register as required.

The successful bidder will be required to sign a contract with the E-AHPBA Council no more than six (6) months following the General Assembly at which the Biennial Congress was awarded. Failure to provide the signed contract within the stated 6 months may possibly result in the Council withdrawing the bid award. In such an eventuality, the LOC will be responsible for all costs incurred.

3. Bid Document Template

The bid document presented should address the following areas:

1. Name of applicant and supporting organisation with whom the Contract will be signed.
2. Conference facilities proposed
 - a. Venue
 - b. Digital Platform
3. Financial details:
 - a. Draft budget (include primary budget items such as infrastructure, technical equipment, social events, transportation, etc.) *See Appendix II*
4. Organisational details:



- a. Ability to comply with E-AHPBA requirements/guarantees as stated within this document
 - b. Potential local co-hosts (i.e. National Chapters, National/Regional Surgical Societies)
 - c. Proposed appointment of a Professional Congress Organiser
5. City highlights
- a. Attractions
 - b. Hotel availability and example of costs
 - c. Restaurant availability and example of selected costs
 - d. Travel accessibility and examples of selected costs.
 - e. National visa requirements
6. Evidence of support from local chapter of E-AHPBA or local membership

4. Schedule for Considering Applications

The E-AHPBA Council will welcome all bids from LOCs within the Europe/African/Middle East region for the 2025 congress. The bid process will follow the schedule:

Date	Action
14th December 2020	Call for bids goes out. Documentation will include: <ul style="list-style-type: none"> • Bid Manual and Congress procedures • E-AHPBA Biennial Congress Budget template – see Appendix II
1 st March 2021	Submission deadline Bid documents should be sent electronically to the E-AHPBA Management Office (carrie@eahpba.org)
Following deadline	E-AHPBA Executive Committee review submissions, carry out feasibility studies and request further information if required
March / April 2021	E-AHPBA Executive Committee and Council will review the bid documents using the suggested criteria detailed within Section B.3 to assist in the decision-making process. A shortlist bids will be selected.
20 th April 2021	Bid committees notified of approved status and invited to present at E-AHPBA Council Meeting at the Biennial Congress in Amsterdam.
1 st June 2021: E-AHPBA Council Meeting	Applicants will be asked to submit a short 10-minute presentation video to be shared with the Council for review. Applicants will then be invited to attend a Council Meeting where they can ask and answer any question in relation their bid. Council will vote, a simple majority will suffice. In the event of a tied vote the President will have the casting vote. Council Members who are involved in any way in the preparation of a bid will be ineligible to vote.
Early September 2021: E-AHPBA General Assembly	Council will make a recommendation to the General Assembly. The General Assembly will vote on the Council's recommendation. In the event that the General Assembly rejects the Council's recommendation other nominations will be considered and voting will take place at the General Assembly in concordance with the internal rules of the Association
December 2021	The Council will receive a signed contract with the successful bidder no more than six (6) months following the General Assembly. Failure to provide the signed contract within the stated 6 months will enable the council to withdraw the bid offer. In such an eventuality, the LOC will be responsible for all costs incurred to date.



5. Budget and Accounts

Applications to host the meeting must be accompanied by a preliminary budget which should be submitted on the budget template document which is included as Appendix II. This part of the submission should include an estimate of predicted registration and industry income and information on possible tax implications. Other potential income should also be included in the budget, for example: destination funding, government funding, other body funding or educational grants.

Two budget scenarios should be provided:

- one with predicted registration and other income and expenses and anticipated delegate numbers and budget surplus
- one showing the minimum delegate numbers required for a breakeven (that is, no profit/no loss) budget.

These budgets will be reviewed by the E-AHPBA Executive and will be discussed as part of the review process and feasibility studies.

SECTION C. ORGANISATION OF THE BIENNIAL CONGRESS

1. Duration of the Meeting

The duration of the Biennial Congress is three (3) days, commencing on Tuesday evening with registration and concluding on Friday afternoon. The Biennial Congress starts officially on Wednesday morning with an Opening Ceremony followed by the Henri Bismuth distinguished lecture. The Scientific Programme will also commence on the Wednesday morning and will last until Friday afternoon. The structure of sessions during the three days must include four two hourly time slots daily with a one-hour luncheon break and at least two 30-minute coffee breaks between the sessions in the morning and afternoon.

2. The E-AHPBA

The overall responsibility for the Biennial Congress rests with the Council of the E-AHPBA and, it is the Council of the E-AHPBA who will ensure compliance with the terms and conditions of the agreement between the E-AHPBA and the LOC.

The E-AHPBA shall exercise its responsibilities and control in a collegial and consensual way. In case of disagreement in matters for which E-AHPBA is ultimately responsible, the decisions of its Council shall be final and binding for all parties concerned.

E-AHPBA is exclusively responsible for the interaction with the IHPBA, the Scientific Programme, abstract management, registration and all non-local organisational matters. It will act in continuous and close coordination with the LOC on all matters pertaining to the organisation of the Biennial Congress, a schedule for regular update meetings should be drafted upon signing of the contract.

3. The Host Body (Local Organising Committee - LOC)

The Biennial Congress is organised by the LOC, with the required help of a Professional Congress Organiser (see point 4, below), on behalf of the E-AHPBA. As the Biennial Congress is being organised on behalf of E-AHPBA and E-AHPBA is the major stakeholder, E-AHPBA will manage the critical areas of scientific programme, abstract management and registration, and will share in financial planning. Costs for the administration of these functions should be included in the congress budget. The LOC and PCO will manage all other areas of congress delivery.

The LOC must develop a website for the meeting which must be linked to the E-AHPBA website and regularly maintained and updated.

The structure of the LOC is detailed in section B.

An agreement will be reached and signed between the E-AHPBA President and the Treasurer, LOC President and Treasurer on the financial responsibilities of the Biennial Congress. It has been customary for the profits/liabilities to be assigned as follows: E-AHPBA 50%, LOC 50%. Each of the stakeholders will therefore underwrite the Biennial Congress by a percentage which reflects this agreement. As a result of the sharing of risk, all major contracts such as that with the congress venue, professional congress organiser and other contracts exceeding €20,000 must be signed jointly by E-AHPBA and the LOC.

The Chairperson of the LOC (or proxy) will be co-opted onto the E-AHPBA Council for two years before the relevant Biennial Congress if they are not already a member of Council. He or she will be expected to attend Council meetings and to provide Council with a brief written update report on the planning



of the Congress. The E-AHPBA Executive Committee may also request that the Chairperson of the LOC (or proxy) attends their meetings periodically in the two years prior to their Biennial Congress.

4. The Professional Congress Organiser (PCO)

The E-AHPBA Executive Committee will be required to endorse the recommendation from the Local Organising Committee on the tender process and appointment of the PCO. **No contract with a PCO should be signed without E-AHPBA oversight.**

All local administration should be managed by the appointed PCO, unless by prior agreement of E-AHPBA. Functions of the PCO include:

- Preparing and executing a delegate marketing plan for the congress. Active delegate promotion including advertising, the distribution of fliers, newsletters, e-bulletins, management of the congress website and attending related congresses.
- Congress prints.
- Congress finance including budget, cash-flow, bank accounts and audit.
- Preparing and executing strategy for sponsorship and exhibition sales, administration and fulfilment. This should take into account local industry compliance codes.
- Congress accommodation
- Venue and onsite management
- Delegate and VIP transportation if required
- Social programme
- Congress App/Virtual Platform discovery and delivery management (if required)
- Taking part in update meetings with the E-AHPBA management company
- Onsite staffing
- Organising an industry feedback meeting onsite and producing a report
- Delegate evaluation and full congress report
- Facilitating and executing a formal debrief session between the PCO and LOC of the next Biennial Congress and E-AHPBA post-Congress and documenting this session

All functions will be delivered in conjunction with ACS Global who will manage the registration, abstract submission and scientific programme elements to ensure coherent and consistent delivery.

The remuneration of the PCO may be a flat fee or involve commission elements for sponsorship income, the sale of exhibition space and/or registration fees. This commission should not exceed 10% of the income from any of these sources.

The role of the PCO may be subject to review and change at the discretion of the E-AHPBA Council.

5. Update Meetings with the E-AHPBA

Regular meetings should take place between the LOC, E-AHPBA Council members, E-AHPBA Management Company and PCO as appropriate. These meetings will be diarised during the schedule of activities meeting 3 years prior to the Congress. These meetings will become more frequent as the Congress draws closer and will take place monthly by teleconference for the final 9 months.

6. The Venue

The LOC will identify an appropriate conference centre and will be exclusively responsible for the contract between the LOC and the conference centre. If due to unforeseen circumstances outside the control of the LOC the venue will no longer be available at the time of the Congress, an alternative



venue in either the same or different city may be presented for the consideration of the E-AHPBA Council. Should no alternative venue be available, E-AHPBA Executive will recommend to Council that the bid process be re-opened.

A lecture theatre to accommodate at least 1000 people for the Opening Ceremony, Bismuth Lecture, E-AHPBA Presidential Address, IHPBA Presidential Address and Plenary sessions will be required. In addition, at least three smaller lecture theatres for approximately 300 people will be required for parallel sessions.

The LOC will facilitate the Education Committee of the E-AHPBA in organising a UEMS Examination in HPB Surgery. This will be held at the Conference Centre. A minimum of six (6) rooms will be required. The UEMS will be responsible for the cost of the examination. Historically, this examination occurs on the final day of the Congress.

Suitable Audio Visual and IT infrastructure will be required.

The LOC should provide a meeting room for both the E-AHPBA and the IHPBA for the duration of the Congress. These meeting rooms will also be used as office space and should be able to accommodate a minimum of 20 person's boardroom style. Each room should be equipped with Wi-Fi, data projector, screen and laptop. The meeting schedule will be specified by the E-AHPBA Management Office prior to the congress.

An exhibition space for the Industrial/Trade exhibits and Poster presentations will be required. The duration of the exhibition is 3 days commencing on Wednesday morning and concluding Friday afternoon. Appropriate exhibition build and breakdown periods should be in addition to the three days.

The above recommendation is based on a full face-to-face meeting and maximising the footfall at the live meeting, if circumstances dictate that there should be an accompanying virtual element to the Congress, reduction of venue capacity should be discussed with stakeholders to support this.

7.Virtual Platform

The E-AHPBA would like to include a virtual element to their meeting which will allow those unable to travel to attend the meeting and benefit from the clinical and scientific updates and essential education that is offered. A digital platform provider should be sourced that is able to provide service for both live streaming and on-demand playback of sessions from the live event. Depending on the size of each element (face-to-face event vs online event) the platform should have capability to include an area for online exhibition, poster presentations and networking. The platform should also have the capability to interact with the chosen abstract management system which is selected by E-AHPBA. The E-AHPBA Management company can provide a detailed technical brief for this platform if required.

8. Delegate Accommodation

Accommodation will be offered in a range of hotels in different price categories to meet the needs of all delegates. It is the responsibility of the PCO to contract hotel accommodation, and they may receive commission on rooms booked which may be shared with the congress as part of their fee structure.



9. Congress Promotion

The LOC will be responsible, together with the PCO and with the help of the E-AHPBA Management Office, for drafting preliminary announcements, newsletters and e-bulletins about the Biennial Congress. These should be submitted to the E-AHPBA Management Office for approval before they are distributed by the PCO. Electronic communications to the E-AHPBA promotional database will be distributed by the E-AHPBA Management Office.

Advance promotion will be via the E-AHPBA website, then by the congress website which should be launched at the preceding Biennial Congress. Fliers announcing the Biennial Congress may not be distributed before the preceding Biennial Congress. The organisers will be given a free booth at the preceding Biennial Congress for promotion.

To maintain continuity from Congress to Congress, the design and size of publicity material (posters, fliers and booklets) should be produced under the supervision of the E-AHPBA. The E-AHPBA logo should prominently appear on all publications. If the LOC wishes to use a local logo, it should be of the same dimensions as the E-AHPBA logo and should appear in conjunction with, not in place of the E-AHPBA logo, and only under the supervision of the E-AHPBA Management Company.

Other promotional activity may include advertising in scientific journals, pay per click advertising on relevant websites and attending related congresses.

The mailing list for the Biennial Congress is the property of the LOC and the E-AHPBA. It may not be obtained from the E-AHPBA by any other organisation without written permission from the Council. Following the Biennial Congress, the LOC will provide E-AHPBA with their promotional database and list of participants for the Congress in electronic format.

10. Finance

An agreement will be reached and signed between the E-AHPBA and the LOC on the financial responsibilities of the Congress. The handling of all legal matters, including all taxes and compliance with the monetary regulations will be the responsibility of the LOC.

The LOC, together with the PCO, shall prepare and submit a budget for the Biennial Congress, which must be approved by the E-AHPBA Council. The budget must include registration modelling to reflect the break-even number of registrations. The budget must be provided to the council two years before the Congress (i.e., during the 2023 Lyon meeting for the 2025 Meeting).

Furthermore, the periodic reporting to E-AHPBA of the financial statements for the Biennial Congress. The terms of reporting are quarterly until December 31, 2024 and thereafter monthly. The audited final statement of accounts for the Biennial Congress should be presented to E-AHPBA by December 31, 2025.

The E-AHPBA recognise the difficulties in securing facilities without start-up funds, the LOC may apply to Council for a start-up loan if required. The application should not exceed €25,000 and must be detailed as an expenditure item within the Congress budget for repayment after the Congress.

All accounts, budgets and financial reports submitted to E-AHPBA shall be in EURO and in English language.

Registration fees for the Biennial Congress will be agreed between the LOC and the E-AHPBA at least one month prior to the launch of pre-registration for the 2025 Meeting.



The budget must include amongst other items;

- At least one site visit by the Council prior to the Congress. (2-3 members).
- A budget line item of €20,000 to cover the costs incurred by the E-AHPBA, including time invested by the Secretarial Office and Council Members in helping to organize the congress. This amount is fixed and not negotiable.
- A profit share of 50% of the profits with a minimum of €25,000 will be paid to the E-AHPBA by the LOC. The E-AHPBA agree to share the risk in principle up to €50,000. This is dependent on full transparency of financial reporting including sponsorship, registration and contractual agreements. All financial targets should be actively pursued and only in adverse situations should a risk situation arise. The final decision regarding risk will be taken by the E-AHPBA Council on receipt of full financial breakdown. All aspects of financial management for the congress remain the responsibility of the LOC.
- The LOC will be responsible for the registration fees and lodging (x4 nights in the Congress Hotel) for the E-AHPBA Council during the Congress. The names of the Council Members attending will be provided in advance to the LOC.
- The LOC will be responsible for the registration fees of up to 8 (eight) IHPBA Council Members and lodging of up to 32 room nights (nominally 8 members x 4 nights), IHPBA decides on the allocation. It is expected that all attending and supported IHPBA Council members will be actively involved in either the Post-Graduate course or the Scientific Programme.
- The LOC will fund the Programme book and abstract publication in the HPB journal (in print or digital format).
- The LOC will offer free registration to the invited faculty; however, faculty are expected to cover accommodation and travel costs incurred, this is not the responsibility of the LOC.
- The E-AHPBA will assume the cost of travel and accommodation for the invited speaker delivering the Bismuth Lecture, any prizes awarded, or travel grants offered by E-AHPBA.

11. Insurance

The LOC and the PCO must consult with E-AHPBA on an adequate level of insurance cover and provide E-AHPBA with evidence that they have obtained this cover for the Congress. Insurance should be taken out in the name of E-AHPBA and should include cancellation charges for the use of the congress buildings (abandonment insurance), hotels, transport arrangements etc. As far as possible, it should also include cover for eventualities such as industrial action which might close airports, hotels or airlines, and also for communicable disease, war and natural disasters such as volcanic eruptions, flooding or earthquakes.

While the E-AHPBA Management Office can assist with sourcing a suitable specialist insurance policy, payment of the insurance premium will be made by the LOC from the Congress budget.

12. Official language of the Biennial Congress

English is the official language for all original and invited contributions of the Biennial Congress.

13. SARS-Cov2 (COVID 19) (IMPORTANT).

The global pandemic due to COVID-19 has had a profound influence on all Scientific Congresses internationally. At the time of preparation of this bid manual it is not possible to forecast the ongoing effects of COVID-19. Thus all bid teams should be aware that further specific conditions related to the impact of COVID-19 may apply.



SECTION D. SCIENTIFIC PROGRAMME

1. Scientific Programme Committee

The Scientific Programme of the Biennial Congress is the responsibility of the E-AHPBA Scientific Programme Committee under leadership of the Chairperson of the Committee. The LOC will have representatives on the Scientific Programme Committee and will ensure that the final programme will attract local attendees to the Congress.

The Scientific Programme Committee shall be responsible in drafting the complete Preliminary Scientific Programme as well as the Final Scientific Programme. These Programmes will be published and regularly updated on the websites of the Biennial Congress and linked to the E-AHPBA website.

The first meeting of the Scientific Programme Committee should take place at least 18 months prior to the projected Biennial Congress (normally at the previous Biennial Congress). At this first meeting an outline of the Programme and symposia, keynote and update speakers, debates etc. will be defined.

2. Invited Faculty

All Invited Faculty should be invited at least 12 months prior to the Biennial Congress, invites should be issued by the LOC and PCO detailing the signature of the E-AHPBA President and the Programme Committee Chair. All invited speakers are expected to receive free registration only however this is based on the invited faculty being no more than 150 people. Moderators and Session Chairpersons will not receive free registration.

The Scientific Programme Committee should include as many E-AHPBA and IHPBA Council members as possible in the Programme.

3. Abstract Management

Abstract and scientific programme management will be the responsibility of the Scientific Committee of the E-AHPBA, in conjunction with the E-AHPBA management company and LOC. The call for abstracts will be the responsibility of E-AHPBA.

The selection of abstracts is the responsibility of the E-AHPBA Scientific Committee in conjunction with the LOC. All members of the E-AHPBA Scientific Committee should be reviewers. Each abstract will be reviewed by 3-5 reviewers who are experts in their respective fields.

Following the abstract review process there will be a Scientific Programme Allocation Meeting which will normally take place at the venue and will involve key members of the Scientific Committee, Council Executive, LOC and Management Company in a two-day meeting. Provision should be made in the budget for travel, accommodation and meeting room for this.

4. Abstract Publication

Meeting abstracts will be published in HPB, the E-AHPBA's official Journal. E-AHPBA will contact the publisher before the call for abstracts opens to ensure that all required information and details are understood. The publisher will confirm process, information required, timelines and costs and this will be communicated to the LOC.

Specific arrangements for the publication of abstracts should be agreed by the LOC, E-AHPBA and publisher – timescales, format of book of abstracts (electronic/paper/online) etc.



5. Postgraduate Course

E-AHPBA in partnership with the LOC will organise an E-AHPBA led Gold Seal “Post-Graduate Course” to be held on the day preceding the Biennial Congress. The Programme should be approved by the E-AHPBA Education Committee and the E-AHPBA Management Office will handle all aspects of the course. The costs and responsibilities for organising this event will be borne by the E-AHPBA.

6. Accreditation

Internationally recognised and appropriate CME accreditation should be applied for in good time and the number of credits awarded used in the promotion of the Congress.

Delegates should be given a certificate or other means whereby they can document CME credits.

7. Travel Grants

Provision should be made in the budget to provide travel grants for young delegates/delegates from lower income countries to attend the congress. Industry support should be sought, and this item should be included in the industry sales prospectus.

SECTION E. INDUSTRY

1. E-AHPBA Strategic Partners

E-AHPBA Strategic Partner agreements are considered separate to the Biennial Congress support, no discount or financial benefit is included within the agreement with regards to the Biennial Congress industry support.

However, the following should be considered when negotiating with the E-AHPBA Strategic Partners:

- Acknowledgement in all Congress promotional material and on the Congress website
- Priority allocation in the headquarters hotel
- Priority choice of sponsorship packages and items
- Priority choice of exhibition stand
- Badges for stand personnel to include the Corporate Partner logo
- The opportunity to place a corporate partner banner above exhibition stand
- A meeting with the E-AHPBA leadership during the Biennial Congress

The E-AHPBA Management Company will liaise with the LOC/PCO to facilitate this.

2. Sponsorship

The LOC is responsible for all sponsorships raised for the congress. The E-AHPBA will assist with agreements between the LOC and E-AHPBA Strategic Partners if required and may be asked to assist with sourcing additional sponsorship.

3. Exhibition

The duration of the exhibition is 3 days commencing Wednesday morning and concluding Friday afternoon. Appropriate build and breakdown periods should be in addition to the three days.

The exhibition hall should accommodate other congress features such as scientific posters, catering, internet facilities, delegate lounges, registration etc. If possible, the welcome reception should also take place in the exhibition area. It is essential that there is dedicated time allowed within the programme for contact between exhibitors and delegates.

The LOC should provide the E-AHPBA, IHPBA, E-AHPBA Biennial Congress 2027 and IHPBA World Congress 2026 each with a booth in the exhibition area(4 total). These booths will be provided free of charge for the duration of the Congress. These booths should be at least 9sqm in size and will have a shell scheme package, that is the booth will have at least two walls, carpeting, lighting, and an electrical supply. Basic furniture should also be provided at no cost and will include one table and chairs for 6 people, one brochure stand, one further small table, one lockable cupboard and basic signage. Should extra equipment and/or furniture be required, the relevant association will meet these extra costs.



SECTION F. DELEGATE REGISTRATION

1. General

It is desirable to set a registration fee in line with previous Biennial Congresses, keeping fees to a reasonable level in order to encourage attendance by young investigators and members from less privileged countries. One mechanism for achieving this aim may be to separate the cost of social functions such as the gala dinner from the costs of the core programme.

All delegate fees must be approved by E-AHPBA prior to publication on the congress website. All fees must be set in EURO or another single major currency, as agreed with E-AHPBA.

2. Registration Fee Categories

E-AHPBA and all IHPBA (AHPBA and A-PHPBA) members will obtain a discount on the registration fees. The non-member rate should be the new member rate plus 15% - 20%

There should be at least two fee periods, early and standard. Additional periods can be introduced if appropriate, for example onsite. The difference between early and late fees should be 20-25%.

The early member rate must be no lower than the previous Biennial Congress unless specifically agreed by E-AHPBA Executive Committee.

A New Member registration fee for the congress should be available and should reflect an incentive for a delegate to join the Association. This fee includes one year's combined membership of E-AHPBA/IHPBA. The membership income within this fee should be passed to E-AHPBA. It is very important that this amount is included as a separate expenditure item in the Congress budget as this is not congress income but E-AHPBA income and should be ring-fenced.

The lowest trainee registration fee should be greater than the budgeted variable cost per delegate projected in the expenditure section of the Congress budget.

The early registration deadline must be after the abstract notification date to allow accepted oral and poster presenters time to register at the early registration fee.

3. Bursaries

The LOC is encouraged to award bursaries or travel fellowships for individuals from less developed countries to attend the Biennial Congress. The mechanism for awarding such bursaries will be agreed and approved by the Congress Chair and the E-AHPBA.



SECTION G. CATERING AND SOCIAL PROGRAMME

1. Lunches/Tea and Coffee Breaks

Catering arrangements will vary from venue to venue. The LOC should provide light lunches and coffee as part of the registration fee. The provision of lunches should be within the commercial exhibition/poster display areas.

2. Social Programme

The LOC will be responsible for the Social Programme. This Programme should be communicated to the E-AHPBA before 1st January 2025 for the 2025 biennial meeting. This will include;

- Opening Ceremony / Welcome Reception on the opening day. This should reflect the unique characteristics of the local organising country or region. The main function of the reception is to allow an informal networking of delegates. This will be included in the registration cost for the delegates therefore costs should be kept to a reasonable per head expense.
- The Presidential Dinner for the E-AHPBA, IHPBA Councils and members of the LOC to be held on the Tuesday or Wednesday evening. This will be funded by the LOC and co-hosted by the E-AHPBA and LOC. As the Dinner is to honour the President of the EAHPBA, the invitation list will be finalised by the President in consultation with the LOC.
- Theme Evening or Social Event to be held on the Thursday or Friday night which will be open to all delegates. Costs can be transferred to the attendees.

APPENDICES

APPENDIX I - Glossary of terms and abbreviations used in this document:

E-AHPBA:	European-African Hepato-Pancreato-Biliary Association
E-AHPBA President:	Chairperson of the E-AHPBA Council
SC:	Scientific Committee
LOC:	Local Organising Committee
LOC Chair:	Local Organising Committee Chairperson
PCO:	Professional Congress Organiser

APPENDIX II – E-AHPBA Biennial Congress Budget Template

