

Section I: Host City Feasibility Criteria & Application Guidelines

This document has been produced to provide a protocol, information and structure for teams who are interested to host the E-AHPBA Biennial Congress.

Application Guidelines

- E-AHPBA Members in good standing may apply to host a future congress, applicants must be part of National Chapter and/or Local Society who would submit the application
- The Congress should be able to take place in the host city in late May/early June. The duration of the Biennial Congress is three (3) days, commencing on Tuesday evening with registration and concluding on Friday afternoon.
- The host city should be a well-connected, central city with a short distance from an international airport. The city should have a variety of accommodation, shopping and dining options.
- The city should house a venue that is large enough to accommodate the E-AHPBA Congress, meaning that it must have capacity for 1200 delegates and several other rooms that accommodate between 200-400 people.

Application Process and Timeline

- Applications should be addressed to the Secretary at the administrative office and sent electronically to the E-AHPBA Management Office (carrie@eahpba.org)
- Initial notes of interest should be sent to E-AHPBA Management Office (carrie@eahpba.org).
- Once reviewed and shortlisted, potential hosts will be asked to submit a formal application in the form of a PowerPoint presentation only (no bid books or videos should be included).
- Shortlisted potential hosts will be invited to a virtual meeting with the E-AHPBA Council to present their application to host the 2027 E-AHPBA Congress.
- Applicants will be expected to make a short 10-minute presentation to the Council. In the event that there is more than one application, a vote of Council will be taken. A simple majority will suffice. In the event of a tied vote the President will have the casting vote.
- The General Assembly will then 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
- 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.

Application Criteria*

The application should include the following information:

- Name of applicant and supporting organization(society or chapter) with whom the Congress Agreement can be signed
- Conference facilities proposed and potential gala dinner venue
- City highlights (Airports, hotels, travel infrastructure, dining and shopping options)
- Names of those on local organising Committee and member status
- Evidence of support from local chapter of E-AHPBA or local membership

* We suggest that potential hosts do not enrol professional conference organisers in this process, as their services are unlikely to be required in the planning process.