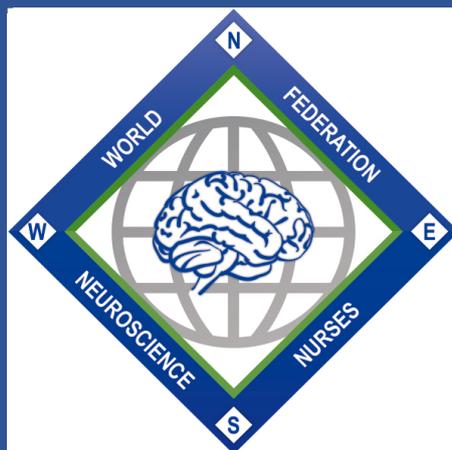


World Federation of Neuroscience Nurses (WFNN)

Guidelines for the Scientific Committee and the Local Organising Committee of the Quadrennial Congress



www.wfnn.nu

WFNN Quadrennial Congress Selecting the Host Nation

The Host Association (county, city & venue) is selected from nominations submitted to the WFNN Executive Committee and Board of Directors at the end of each Quadrennial Congress. The announcement of the next Host Association will occur at the Closing Ceremony of the preceding WFNN Congress.

The prospective candidates' National Associations must present their proposed venue no less than 4.5 years before the proposed Congress takes place. This presentation will occur during the Board of Directors meeting at the preceding Congress. The WFNN Executive Committee and Board of Directors will then accept a venue by voting at the Board meeting and the committee will also identify a reserve venue.

The Host Association must address the following aspects related to the proposed congress:

- Why WFNN should host there.
- Level of support and backing from proposed host National Association.
- Strength of the Host Association – previous meetings, relationship with the Congress Bureau.
- Proposed congress location and details including site size, ability to facilitate concurrent sessions, breakout areas and poster display areas.
- City location, climate, maps, tourism activities and highlights.
- Transport & connections – it is imperative to ensure that the venue is well connected with the airport, city centre, services etc.
- Accommodation & services – capacity, size of rooms, variety of budget options, location, distance of accommodation options to congress venue.
- Detailed and realistic budget plan.
- Detailed sponsorship plan.
- Proposed registration fees for the delegates.

Nominations to host the WFNN Quadrennial Congress are to be submitted to the WFNN Executive Committee 6-12 months prior to the preceding Quadrennial Congress. The WFNN Executive and Board Members will vote for the Host Association at the preceding Congress. The announcement of the successful Host Association will be incorporated into the Closing Ceremony and the WFNN Flag will be handed over to the Host Association. A reserve venue will also be identified.

Note: The Organizing Committee from the Host Nation must have sign-off from the WFNN Executive BEFORE agreeing to any expenditure. If this is breached, then the Host Nation's Association takes full responsibility for all repayments and WFNN cannot be held liable.

Questions or additional information can be directed to Linda Nichols WFNN Vice President
linda.nichols@utas.edu.au

**WFNN Quadrennial Congress
Host City Proposal Template**

➤ **Host city:** Please include a description of the city, access, transportation, attractions, and local/national neuroscience nurse numbers and conference experience. Include reports from previously organised conferences if available.

➤ **Primary conference location:**

(Alternative accommodation options that cater for different budgets to be included as well)

Title: } Suggested themes for Congress Meeting

Dates: } Proposed dates

Logo: } Your organization

➤ **Budget:**

Seed money: National organizing committee/consortium and WFNN matching funds

Sponsorship: Obtained and expected

Contract: Cost sharing/responsibility, insurance, contingency/force majeure planning

Proposed budget: All projected costs (including social events) and conference fees

➤ **Local Organizing Committee:** (Endorsement by national committee/consortium; Listing the Chair and proposed members)

➤ **Venue:** The proposed venue must have adequate space and rooms available for concurrent sessions and meetings. The venue should be well located and easy to transit to from international airports.

➤ **Social program:** Suggestions for pre-conference activities as well as opportunities during Congress. Options for significant others, tour packages, etc.

➤ **Pre-conference site visit plans including proposed Congress venue, hotels, tours and social event locations:** (include any travel links and ensure the WFNN Vice President and Scientific Chair (or representative) is included in invitations and site visits)

Written applications should be no longer than five pages and must be supported by a 10-minute video or PowerPoint presentation that will be presented at the Board of Directors meeting at the preceding Congress.