

Bids for ICNC 2026

Preamble

Submitting a bid for an international conference is very time consuming and the bidding team may have to put up considerable amounts of money. The decision of the site for such events often depends upon factors not immediately clear to the prospective bidders e.g. spreading the sites across different geographical regions. Furthermore the selection of the site is made by the executive board, some of whom may be involved in the bids and thus this represents a potential conflict of interest (COI). It would be very helpful to prospective bidders that the criteria for selection are stated and bidding process made more transparent.

Bids are open for the 2026 ICNC

Deadline

- | | |
|---|-----------------------------|
| 1. Letters of intent (a): | March 31 st 2022 |
| 2. Bidders informed if selected to complete full bid application (b-c): | April 30th 2022 |
| 3. Bidders submit full proposal (d): | July 31st 2022 |
| 4. Bidders present formal presentation to the EB in Antalya (e-f): | October 3rd 2022 |

5. Template for bids

Timelines

- a. Currently ICNC held every 2 years. Need to confirm each ICNC 4 years ahead i.e. for 2026 meeting EB must vote in 2022 to select ICNC
- b. Bidders invited to send a "letter of intent" (not more than a short paragraph from the main coordinating doctor / organizing scientific society (not the conference organising team)).
- c. EB bid working committee select who should be invited to submit full proposal. This should be guided by the previous geographical representation, and capacity of the meeting to reach a large number of doctors interested in child neurology. (The invitation to make bids will include a list of the previous ICNC locations).
- d. Bidders then be invited to put together full proposal
 - i. Maximum 12 page text – divided into a **Cover letter** (ii-vii); **Summary of the site / venue capacity** (viii-xi); **Program concepts** (xii-xiii); **Budget** (xiv-xv).
 - ii. **Cover letter:** Including members of the team (local scientific committee, conference management team and other key supporters (such as collaboration with other societies))
 - iii. **Cover letter:** Motivation for bringing meeting to centre based on scientific, location and capacity merit; Bidders should be prepared for a hybrid/virtual meeting in case the need arises due to any reason
 - iv. **Cover letter:** Acceptance of potentially working with an ICNA approved PCO and agreeing to recruit a local but separate firm to undertake a financial audit at completion of congress activities.
 - v. **Cover letter:** Conflict of interest statement e.g. the bidder is a member of the EB and agrees to excuse themselves from the discussion and voting process
 - vi. **Cover letter:** Statement to ensure that ICNA will be informed of the source of sponsors to avoid conflict between the local organising committee and ICNA e.g. a company promoting some treatment with which ICNA does not want to be associated. The resolution of this issue should be made explicit.
 - vii. **Cover letter:** the ICNC is under the auspices of the ICNA, as such meetings specific to the ICNA including executive board meetings, general assembly meetings, and council of delegate meetings should be included as part of the program and not incur separate costs. These are different "special interest groups".
 - viii. **Cover letter:** Statement to the effect that the ownership of the data presented at the meeting is held by ICNA and will not be marketed by the local organisers. That the local organisers understand that permission will be taken from speakers prior to any uploading of their presentations onto multimedia access points e.g. ICNApedia, burnt to DVDs etc.
 - ix. **Site / Venue Capacity:** Which conference venue is available (must have plenary room capacity 1500 delegates, minimum 4 break-away rooms capacity 300 delegates and 4-5 rooms capacity 100 delegates for "break-

away” groups; adequate poster viewing space and room for exhibition space for sponsors)

- x. **Site / Venue Capacity:** Previous experience of group in coordinating conferences (size, number, years). Ability to use “state of the art” audiovisual services – which can record the talks into a transmissible media.
 - xi. **Site / Venue Capacity:** Brief summary on access to the venue (flight paths / costs, local transport and accommodation (including cheap (student) accommodation).
 - xii. **Site / Venue Capacity:** Other key points e.g. if safety is an issue, or health issues (malaria, yellow fever etc), visa requirements (with a guarantee for countries affected by restricted access that those restrictions must be waived for the bid to be successful).
 - xiii. **Program concepts:** Preliminary ideas about scientific program highlights and possible novelties e.g. special interest groups
 - xiv. **Program concepts:** Possible sites for satellite symposiums
 - xv. **Budget:** Provisional budget based on template of range of attendance (e.g. n=700 delegates, n=1000 delegates, n=1500 delegates), and reduced rates for Resource Poor Countries, ICNA members, trainees and nurse professionals / allied health care workers. Calculation of breakeven point (number of attendees needed to make no financial loss)
 - xvi. **Budget** Capacity for additional support (government grants, industry etc) – possible bursaries
 - xvii. **The booklet should not** include multiple letters of support from various agencies – this can be covered in the introduction letter
 - xviii. **The booklet should not** include vast amounts of tourist information – a few links are enough.
- e. EB sent text 1 month before final presentations and votes occur
 - f. EB supplied with a scoring template (as a guideline only) (see Addendum 2 for scoring guideline)
 - g. Bidders invited to present 4 years before meeting date (for 2026 this will be at 2022 Antalya meeting)
 - h. 10 slides presented over 10 minutes – summarising text already submitted, 5 minutes for questions

6. If the “bidder” is a member of the EB:-

The bidder declares COI and excludes himself / herself from the process whilst his / her bid is considered an option.

based on the committee consensus

7. How members of EB approach potential conflict of interest / what is conflict of interest – to ensure transparency.

When there is more than one member of the board who are directly involved with a bid, transparency and potential conflict of interest must be declared.

The board member declares COI and excludes himself / herself from the process whilst his / her bid is considered an option.

Being “directly involved” would relate to an EB member who is part of the organising bid’s local committee.

8. Proceeds received from the congress will be split 65% for ICNA and 35% for the local centre. Kindly also be aware that ICNA carries a no loss policy

We need to ensure that any potential bidder enters the process fully aware of all the issues at stake – both how the selection is made and any possible conflict of interest. i.e. complete transparency.

Addendum 1:**Invitation to submit a bid for the next ICNC – 2026**

You are invited to submit a bid for the next ICNC in 2026

Final bid selection for the 2026 ICNC will be made at the Antalya meeting in October 2022.

Pending ICNC		REGION
2022	Antalya, Turkey	Western Asia
2024	Cape Town, South Africa	North America

Previous ICNC		REGION
2020	San Diego, USA	North America
2018	Mumbai, India	East Asia
2016	Amsterdam, Netherlands	Europe
2014	Iguaçu Falls, Brazil,	South America
2012	Brisbane, Australia,	East Asia / Oceania
2010	Cairo, Egypt,	Africa
2006	Montreal, Canada,	North America
2002	Beijing, China,	East Asia / Oceania
1998	Ljubljana, Slovenia,	Europe
1994	San Francisco, USA,	North America
1992	Buenos Aires, Argentina,	South America
1990	Tokyo, Japan,	East Asia / Oceania
1986	Jerusalem, Israel,	West Asia
1982	Copenhagen, Denmark.	Europe
1979	Sydney, Australia,	East Asia / Oceania
1975	Toronto, Canada,	North America

Scoring system: Order preference (1-3) 1 = first choice.

					Comment
1	Geographical presentation not recently / previously covered:				
2	Scientific merit (capacity to draw, access to high standard of scientific presenters)				
3	Collaboration with other societies (local child neurology, adult neurology, psychiatry, paediatric etc)				
4	Novelty of the meeting proposed program e.g. special interest groups				
5	Capacity to hold the meeting (conference venue)				
6	Location (accessibility / cost)				
7	Conference will reach large number of health care workers who benefit from the child neurology exposure				
8	Bidders experienced in organising major meetings				
9	Recruit/Recommend a Preferred Local PCO or DMC*				
10	Budget viable – including if ICNA could make a profit				
11	Budget includes appropriate reductions for ICNA members, attendees from Resource Poor Countries (RPC), nurse professionals, trainees and allied health care workers				
12	Bursaries for trainees and attendees from RPC available				
13	There are no other major concerns e.g. health, safety, visas etc (answer “yes” if this is correct, “no” if you identify a problem)				
14	Overall score x/10 based on combination of all points combined in the bid (not a mathematical combined calculation of the above scores but an impression of the bid)				

*ICNA may potentially use a Central PCO (MCI) but bidders are encouraged to recruit/recommend a preferred local PCO or DMC (Destination Management Company)

This scoring system will be undertaken by the Bidding committee and then circulated to the EB. It will not dictate who the successful bidder will be but should be used as an aid to assist critic of the bid submissions.

Members of the Bid Committee must declare any conflict of interest they may have.