

## GUIDE TO SUBMITTING A LETTER OF INTEREST TO HOST A FUTURE PNS ANNUAL MEETING

The Peripheral Nerve Society (PNS) appreciates requests from our members and organizations interested in hosting a future Annual Meeting. Identification of potential meeting sites typically comes from three sources:

- Letters of interest/proposals from a group of PNS members;
- PNS Board and Committee recommendations.
- Letters of interest that come directly from the hotel or hotel and visitor's bureau in a particular city; and

In order to ensure transparency, this document provides an overview of the selection process in deciding future sites and guidelines for interested parties in presenting a Letter of Interest to PNS regarding hosting a future Annual Meeting. Please feel free to consult with the PNS Executive Office Staff at [info@PNSociety.com](mailto:info@PNSociety.com) if you have any questions regarding these guidelines.

### WHAT IS THE DECISION-MAKING PROCESS?

The PNS Board takes seriously their role in deciding future Annual Meeting sites and follows a standardized decision-making format.

- Board begins discussions on future meetings. Annual Meetings generally alternate between Europe and North America, with the inclusion of a country outside of Europe and North America, at the Board's discretion. Primary justification for this pattern is that, historically, the majority of conference attendees come from Europe or North America.
- Board discusses city options within the identified country including reviewing any Letters of Interest received from members and organizations.
- Board selects two to three potential cities for the PNS Executive Office to explore, including conducting site visits if the logistics would be viable.
- PNS Executive Office conducts research on the identified cities and provides a report to Board. After reviewing the information, Board makes their final selection. (Ongoing reports are provided to Board at their interim meetings. Occasionally, surveys are conducted to gauge wider PNS membership preference to a certain location or local member volunteers will assist.)

Board reserves the right to deviate from the above process at its discretion.

### **WHAT FACTORS IMPACT SITE SELECTION?**

The following factors are considered when choosing an adequate future meeting site for the PNS Annual Meeting:

1. **ADEQUATE MEETING SPACE REQUIREMENTS.** The site must have appropriate hotel, or convention centre meeting space to house the PNS program and allow flexibility should changes to the current schedule occur. Ideally, PNS would be the only group in the hotel or have its own private access without overlapping with other groups. The hotel should be centrally located or well connected to the city centre by frequent and affordable public transportation.
2. **ACCESSIBLE AND AFFORDABLE HOTELS.** There should be a host hotel within walking distance and several overflow hotels within walking distance or through easy and affordable public transportation. PNS seeks a variety of hotels including 3-5 star accommodations. A selection of nearby restaurants is preferable.
3. **INTERNATIONAL ACCESS FOR ALL TYPES OF PARTICIPANTS.** The site must be of convenient access to all types of participants. Ideally, the location should have an international airport that is well connected; and should not have visa restrictions that would exclude any segments of the community.
4. **WALKABILITY AND ACCESSIBILITY TO RESTAURANTS AND TOURIST ATTRACTIONS.** The hotel site and hotels must be of convenient access to restaurants and attractions that are well connected by affordable public transportation.
5. **AFFORDABILITY.** The site must have affordable meeting room rental rates and a variety of hotel sleeping room rates for all levels of attendees. Hotels who provide pricing that are inclusive of audio visual, internet and other amenities are most desirable.
6. **AN EFFECTIVE LOCAL ORGANIZING COMMITTEE OR TOURISM/HOTEL BUREAU.** Although not absolutely necessary, locations are always more attractive if accompanied by a strong local organizing committee (LOC) or tourism/hotel bureau that will act as a liaison to the city with the PNS Executive Office. Support by local individuals from the proposed site who are committed to assisting the PNS Executive Office in producing the meeting is very beneficial.

### **WHEN DOES THE PNS ANNUAL MEETING TAKE PLACE?**

Traditionally, the PNS's scientific meeting is held annually, around the end of June, or beginning of July using a Sunday through Wednesday pattern. Historical registration statistics demonstrate that sites in North America or Europe optimize financial and practical access to the meetings, since most of the community comes from one of these regions. On occasion,

meetings will be hosted in other parts of the world. Below is a list of the sites of the past or planned meetings.

<b>2020</b> Miami, FL, USA	<b>2007</b> Snowbird, Utah, USA
<b>2019</b> Genoa, Italy	<b>2005</b> Tuscany, Italy
<b>2018</b> Baltimore, MD, USA	<b>2003</b> Banff, Canada
<b>2017</b> Sitges-Barcelona, Spain	<b>2001</b> Tyrol, Austria
<b>2015</b> Quebec City, Canada	<b>1999</b> La Jolla, California, USA
<b>2013</b> Saint-Malo, France	<b>1997</b> Cambridge, England
<b>2011</b> Potomac, Maryland, USA	<b>1995</b> Antalya, Turkey
<b>2009</b> Würzburg, Germany	<b>1994</b> Saint Paul, Minnesota, USA

### **WHO CAN SUBMIT A LETTER OF INTEREST?**

Letters of Interest can be submitted at any time by a member of the Peripheral Nerve community, a hotel bureau or chamber of commerce, or a professional congress organizer/destination management company (PCO/DMC). All Letters of Interest will be reviewed by the PNS Board as outlined in the decision-making format.

***(Note: The PNS Executive Office includes a full-service meeting management and event planning team. A local event planning organization may or may not be secured by the PNS to assist the PNS Executive Office in some of the meeting planning functions).***

### **WHAT SHOULD BE INCLUDED IN THE LETTER OF INTEREST?**

A Letter of Interest should contain at least the following bits of vital information:

- 1. Choice of Meeting Site(s).** Information about the proposed site(s) that would indicate the hotel is able to accommodate the needs of the meeting. The conference facility should contain:
  - Ample room for registration and organizer offices (central to the symposium and exhibit space)
  - One large meeting space for general sessions (around 1,000 participants), with excellent audio-visual and internet capacity
  - 2-3 break-out meeting rooms that will accommodate 300-400 theater style
  - 6-8 break-out meeting rooms for small industry meetings
  - Ample space for movement of attendees between courses
  - Access to food and beverage service during the meeting
  - Ample space for poster and exhibit presentations is also critical. Ideally, we would like to have posters up for the entire meeting which requires space that would allow a minimum of 400 posters in a linear distribution. Poster board size is a standard 7.87 feet high by 3.28 feet wide (2.40 m high x 1.00 m wide). Exhibits are 6' or 8' table top displays. PNS generally attracts at least 30 exhibitors.

2. **Proposed Dates and Year of the Meeting.** Proposer should indicate available dates for consideration including the month, dates and year. Dates should not fall on any major religious holiday or other dates that could cause difficulties with transportation or accommodation for any segment of PNS's membership.
3. **Off-Site Receptions.** 2-3 ideas for off-site receptions/evening social events in close proximity to meeting site.
4. **International Access.** Provide information as to how registrants can reach the city and conference site, either from the same country or from abroad. Indicate whether Visas are required.
5. **Accommodation and Sustenance.** Provide information regarding the range of accommodations available, from budget options for students, to 4 and 5-star quality hotels as well as the availability of food and beverage options in the area. Also provide suggestions of hotels that can serve as the headquarters for the meeting.
6. **Tourist and Social Information for Participants and Guests.** Information about the recreation and social life in the proposed site are welcome.
7. **Proposed members of the local organizing committee.** If possible, provide a list of potential members of the LOC (local organizing committee), with one nominated responsible representative that will work directly with the PNS Executive Office. Full contact details for the representative are required.

**The Responsibilities of the LOC include:**

- Obtaining sponsorship and commercial exhibitors from local vendors and other funding sources.
- Work with Executive Offices to suggest appropriate sites for social events. ***NOTE: All contracts are to be negotiated and signed by the PNS Executive Director – No outside party will be allowed to negotiate or to enter into a contract for these services.***
- Working with PNS Executive Office to identify and develop tourist information for participants and guests.
- Other duties as determined by the PNS Scientific Program Committee.

**HOW DOES THE LETTER OF INTEREST GET PRESENTED TO THE PNS BOARD?**

All Letters of Interest should be submitted in electronic format to: Tanya Baker, Marketing & Communication Coordinator, PNS, 5841 Cedar Lake Road, Suite 204, Minneapolis, MN 55416; telephone: 952-646-6284; email: [info@PNSociety.com](mailto:info@PNSociety.com)

Letters of Interest can be submitted at any time; however, they should be presented to the PNS at a minimum two years prior to their proposed meeting date.



**HOW WILL I BE INFORMED OF THE DECISION?**

After the PNS Board has made their decision, the proposal will be contacted via email. Should the proposer's site be selected, the PNS Executive Office will work with them on securing any additional information needed.