

Procedure regarding Bids to Host the 2023 WFNS Congress of Neurosurgery

Bids for hosting the 2023 WFNS World Congress of Neurosurgery will be voted four (4) years in advance by the Executive Committee during the 2019 Beijing WFNS Congress.

Should a Society be planning to present a formal bid and in order that it may be taken into consideration by the EC, a complete proposal must be received at the Office of the Assistant Secretary of the Federation, **Dr. Akio Morita** at: amor-ky@umin.ac.jp and at the WFNS Central Office in Nyon (Switzerland), **Mrs Teresa Chen** at: teresachen@wfns.org NO LATER THAN one (1) year in advance of the Meeting of the Executive Committee during which it will be voted. The bids received will be reviewed by the Administrative Council and if judged to be satisfactory, the candidate Society will be asked to circulate one or more copies to each of the Members of the Executive Committee no later than six (6) months prior to the date of voting.

Please note: Geopolitical Representation (the President-Elect of the WFNS may not be from the same country where the next Congress will take place).

The proposal for the bid should contain the following:

1. OFFICIAL INVITATION:
 - Letter of invitation from the President, on behalf of his/her Society.
2. FACILITIES AND ACCOMODATIONS:
 - Ease of access, including visa requirements.
 - Meeting room requirements.
 - Low-cost accommodation for trainees.
 - Currency issues.
 - Transportation to and within city.
 - Time of meeting – lack of conflicts with other meetings or important religious holidays.
3. LETTERS OF RECOMMENDATION preferable but not mandatory, from (general/local government and academic authorities in the given country):
 - The Ministry of Health and/or Cultural Affairs (Education)
 - Ministry of Foreign Affairs
 - Mayor of the City
 - Academy of Sciences or similar body
 - Academy or Society of Medicine
4. FINANCIAL CONSIDERATIONS:
 - Guaranteed return to WFNS of at least \$250,000 (USD)
 - Anticipated Budget
 - Registration fee

(It is also necessary and mandatory that the bidding Society provide the WFNS with all information possible regarding the local currency and tax regulations as well as those regulations controlling the transferal of funds to and from the country). **An Official Certificate signed by an authorized Governmental Agency stating that non-expended Congress funds would be allowed to be transferred to the WFNS current Bank in Geneva within three (3) to six (6) months from the end of the Congress is a non-waived condition to accept the bid.**

5. DEADLINE FOR BIDDING
 - The deadline for bidding to host the WFNS World Congress is one year before the beginning of the WFNS Interim Meeting at which the decision will take place. **THEREFORE ALL BIDS FOR THE 2023 WFNS WORLD CONGRESS MUST BE RECEIVED BY DR MORITA AND MRS CHEN BEFORE SEPTEMBER 9, 2018 (23:59 GMT).**
