

GUIDELINES FOR BIDS TO HOST SCIENTIFIC MEETING
WORLD SOCIETY FOR PEDIATRIC AND CONGENITAL HEART SURGERY

- 1. LETTER OF INTENT FROM LOCAL MEMBER**
- 2. SUMMARY OF ADVANTAGES & POTENTIAL PROBLEMS**
- 3. ENDORSEMENTS**
 - a. CITY, REGION, COUNTRY**
 - b. ORGANIZATIONS: LOCAL, REGIONAL, NATIONAL, INTERNATIONAL**
- 4. YOUR HOST CITY & COUNTRY & VISA REQUIREMENTS**
- 5. VENUE, FACILITIES & SET-UP**
 - a. CONFERENCE HALL & AREA FOR POSTERS**
 - b. GOVERNING COUNCIL, EDITORIAL BOARD & COMMITTEE MEETINGS**
 - c. EXHIBITORS**
- 6. ACCOMMODATION**
 - a. HEADQUARTERS HOTEL**
 - b. OTHER HOTELS – RANGE OF COSTS**
- 7. SCIENTIFIC MEETING**
 - a. POSTGRADUATE COURSE: POSSIBLE TOPICS OF INTEREST**
 - b. NAMED LECTURES – STELLA VAN PRAAGH, CASTANEDA & JATENE**
 - c. DATES**
 - d. CME CERTIFICATION - CAT 1 CREDITS**
- 8. SOCIAL PROGRAM**
 - a. OPENING CEREMONIES & WELCOME RECEPTION**
 - b. GALA DINNER**
 - c. PRESIDENTIAL RECEPTION (LEADERSHIP, HOSTS & FACULTY ONLY)**
- 9. FINANCES**
 - a. BUSINESS PLAN**
 - b. REGISTRATION FEES**
 - c. FUNDRAISING**
 - d. COMMITTED FINANCIAL SUPPORT**
- 10. PRE AND POST TOURS**
- 11. PRESENTATION SLIDES & VIDEO**

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