



BNOS Conferences: 2021 and 2022

Invitation to tender

BNOS council is delighted to invite interested oncology departments to tender to host the annual conferences in 2021 and 2022. We encourage applications from a team based around a neuro-oncology MDT and comprised of relevant stakeholders including clinicians and allied health professionals.

We anticipate that each conference will take place at the end of June in the respective year; and will run for three days from Wednesday to Friday, typically ending after lunch.

The successful teams will be supported by a Professional Conference Organiser (PCO) engaged by BNOS to identify a suitable venue and organise logistics for the annual conference for which they are appointed including social events. A full list of venue requirements can be found at Appendix A.

The host unit will also be required to convene the Local Organising Committee (LOC), which will be responsible for duties such as working with BNOS to agree the conference theme and to put together the meeting programme, as well as working with the BNOS Administration team to confirm session Chairs; working with the PCO to draw up sponsor packages, including for the brain tumour charities; working with the BNOS Administration team and PCO and to register with the Royal College of Physicians for CPD approval of programme; and to collaborate with the BNOS Research Subcommittee regarding the abstracts review process.

When applying to be considered as a host unit a preference may be stated regarding the conference year, but this cannot be guaranteed.

How to apply

Applications should be made in writing by 17th February 2020 and provide the following:

- Names of the proposed organising team and confirmation that each is a member of BNOS.
- Provisional suggestions for venues (a brief outline only is required).
- A suggested theme.
- An outline of how the applicants will work together and provide added value for the UK neuro-oncology community including engagement with patients and carers (max 250 words).

Responses should be emailed to Becci Pearson, BNOS Administrator: becci@bnos.org.uk

Appendix A

Venue

In order to successfully host its annual conference, BNOS will be seeking a venue with access to the following:

- Main lecture theatre, able to hold a minimum of 350.
- Access to a smaller lecture theatre, plus two large rooms, for hosting parallel sessions.

Both lecture halls will require access to:

- Computer with USB ports and access to PowerPoint, plus a projector.
 - It may also be useful to have access to speaker cue monitors, if available.
 - Speaker microphone.
 - Roving microphones for question and answer sessions.
 - Power sockets for laptops as/if required.
- A room or suitable space for the displaying of posters (c70) and exhibitor stands (c15).
 - Refreshment area; this should be combined with the space made available for the poster display and/or exhibition display, provided there is ample room for delegates to move around/view the posters etc.
 - Have accessibility for people with disabilities.
 - Have vehicle access, with convenient loading/unloading area for exhibitors etc prior to meeting start and at meeting end.
 - It would also be preferable if the venue is able to provide a prayer room, or other suitable room for this purpose.

Catering

Catering will be required for the following:

- Breakfast, a light breakfast to include tea, coffee, and fruit juice.
- Morning break (tea, coffee, water, biscuits).
- Lunch (buffet style and to cater for a range of dietary requirements).
- Afternoon break (tea, coffee, water, biscuits).

Please note attendance numbers will likely fluctuate across the three days; but will likely be for between 200 – 260 delegates on each day.

Accommodation

It would be useful if the venue is able to offer:

- On-site student accommodation (or other suitable on-site accommodation), including details of any cancellation policies.

- Details of suitable local hotels.

Social Programme

The annual BNOS conference incorporates two main social events:

1. The *Welcome Reception*, which is traditionally held on the Wednesday evening directly following the day's events. The *Welcome Reception* is quite informal providing delegates with the opportunity to meet/network.

BNOS will require the host venue to work with the PCO to identify:

- A suitable location to host the Wednesday evening *Welcome Reception* (for up to approx. 250). Delegates will need to be provided with drinks, e.g. beer, wine, and soft drinks, plus some light finger foods (i.e. a full meal is not provided).
- 2. The *Gala Dinner*, which is held on the Thursday evening from c7.30-11pm. BNOS typically tries to select a venue that is unusual, or of some historical interest.

BNOS will require the host venue to work with the PCO to identify:

- A suitable location to host the Thursday evening *Gala Dinner* (for up to approx. 150).
The *Gala Dinner* is traditionally a sit down three course meal, preceded by a short arrival reception to include prosecco, soft drinks and appetisers. There is often entertainment in the form of a band or a disco, therefore facilities may be required to accommodate this.

Other

It would be useful if potential venues also provide:

- Suitable luggage storage facility located near to reception / registration desk.
- Travel advice – details on local travel, whether there are local train stations, taxis etc available nearby. Close proximity of the event 'campus' would be preferred to enable people to walk freely between the conference venue, accommodation, and dinner venue.