

BNOS Conferences: 2027 and 2028

Invitation to host

BNOS council is delighted to invite interested oncology departments to apply to host the annual conferences in 2027 and 2028. 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 between mid-June and early July and will run for three days from Wednesday to Friday, typically ending after lunch on the Friday. Attendance numbers are likely to fluctuate across the three days but are generally expected to be between 200-260 delegates on each day.

The successful teams will be supported by a Professional Conference Organiser (PCO) engaged by BNOS to help identify a suitable venue and organise logistics such as registration, abstract submission and review, catering, accommodation and liaising with sponsors.

Overseen and supported by the BNOS Meetings Secretary, the host unit will also be required to:

- Convene a Local Organising Committee (LOC), which will be responsible for agreeing the conference theme and putting together the meeting programme
- Confirm session Chairs
- Work with the PCO to deliver sponsor packages e.g. by allocating time in the main programme for exhibitor presentations
- Collaborate with the BNOS Academic Committee regarding the abstracts review process

There is an expectation that the conference will be financially viable, attracting sufficient sponsorship and delegates such that it does not lose money.

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 30th September 2024 and provide the following:

- Names of the proposed organising team and confirmation that each is a member of BNOS

- A suggested theme
- An outline of how the applicants will work together and provide added value for the UK neuro-oncology community (max 250 words)
- Provisional suggestions for venues (a brief outline only is required as the POC can assist)
- A proposed engagement with patients and carers e.g. a half day in person, an online summary or written leaflet
- Suggestions for social activities

Please email your application to administrator@bnos.org.uk

Appendix A

Venue

In order to successfully host the BNOS annual conference, a venue should have access to the following:

- Main lecture theatre, minimum capacity 350
- Access to a smaller lecture theatre (capacity greater than 100), plus two large rooms, for hosting parallel sessions and side meetings
- A speaker room
- Suitable space(s) for the poster display (c. 70) and exhibitor stands (c. 15). *NB: These can be separate areas*
- Refreshment area: this should be combined with the space(s) made available for the poster display and/or exhibition area, provided there is ample room for delegates to move around/view the posters and exhibitor stands

Both lecture halls will require access to:

- Screen and projector
- Power sockets
- It may also be useful to have access to speaker cue monitors, if available

Additional requirements:

- Have accessibility for people with disabilities
- Have vehicle access, with convenient loading/unloading area for exhibitors etc.
- A luggage storage room
- It would also be preferable if the venue is able to provide a prayer room, or other suitable room for this purpose

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
- Access to a range of other local accommodation options to suit different budgets

Social Programme

The annual BNOS conference incorporates two main social events:

1. The **Welcome Reception** is held on the Wednesday evening directly following the

day's events and incorporates the poster presentation. The welcome reception is informal, providing delegates with the opportunity to meet/network. Drinks and light finger food are provided

2. The **Gala Dinner** is held on the Thursday evening from c7.30-11pm. This is typically held in a venue that is unusual, or of some historical interest.

BNOS will require the LOC to work with the PCO to identify:

- A suitable location to host the 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 live music or a disco, therefore facilities may be required to accommodate this.

We are also keen to encourage other less traditional/formal social events which will appeal to a wide range of delegates, to give a fun flavour of the host region, such as a morning run or other exercise, or an evening walking tour. Let us know your ideas in your application.

Other

- Ideally the conference venue, accommodation and dinner venue are located within easy walking distance of one another, but this is not essential.