



Call for Applications

10th Congress of European ORL-HNS 2030

1. Introduction

The organizational structure for future Congresses organized by the Confederation of European ORL-HNS (CEORL-HNS) follows a centralized approach to allow for continuity and constant improvement.

For the 10th Congress of European ORL-HNS we expect 3,000 – 4000 ENT colleagues from Europe and beyond, making it the largest ENT gathering in Europe.

CEORL-HNS bears final financial and organizational responsibility of the Congress – but strong engagement from the acting Congress President and his/her supporting National Society is vital. These updated Congress Procedures consist of two main parts: the **Bid Document** (Chapter 2) and the **Congress Guidelines** (Chapter 4). The candidate Congress Presidents applying for the organization of the CEORL-HNS 2030 congress should study all information in this document carefully. In case of questions, he/she may contact the permanent CEORL-HNS office (contacts below) for clarification.

CEORL-HNS must receive a Letter of Intent from the national society confirming its intention to submit a Bid Document by 20 October 2025.

By submitting the **Bid Document**, the candidate Congress President and his/her nominated team express their willingness to take on the tasks and responsibilities connected with their function per stipulations below. We look forward to receiving your application on Friday, 27 February 2026 and to a successful collaboration in making the 10th Congress of European ORL-HNS in 2030 another milestone event in worldwide ENT.

Yours faithfully,

Jan Plzák
President

Any queries and correspondence should be addressed per e-mail to:

Confederation of ORL-HNS Executive Office

c/o Mondial Congress & Events

Att. Gloria Casanova

Operngasse 20b; 1040 Vienna, Austria

gloria.casanova@ceorlhns.org

Tel.: +34 618 533 894



2. Bid Document

Interested candidate Congress Presidents are requested to provide information in the following structure. Information which cannot be backed with valid data must be marked with an asterisk (*) and explained.

In principle, eligible Congress Presidents are those candidates who fulfill the following criteria/profile:

- The Congress President is a well-known otorhinolaryngologist with an international reputation and has experience in congress organization and a good command of English.
- The Congress President is ready to allocate an average of 15-20 hours/month to Congress matters (emails, organizational tasks, negotiations with industry partners ...) and in addition, 3-5 full days/year for Organizing meetings.
- The Congress President is officially supported by the hosting National Society.
- The Congress President is an active member of at least one [Subspecialty Society](#), which is member of the CEORL-HNS. The Congress President is officially supported by his subspecialty society.
- The Congress President becomes member of the CEORL-HNS Presidential Council and attends Presidential Council Meetings to report on the progress of the Congress according to the stipulations in the bylaws.
- The Congress President is ready to collaborate with the CEORL-HNS Core-PCO for the day-to-day matters.

The **table of contents** of the **bid book** is set as follows:

2.1 Letter by the Candidate Congress President

Covering milestones in his/her professional career, relations in the international ENT community, experience in Congress organization, his/her nominations for Scientific Chair (see 4.1.2. for details) and his/her motivation to take on this function.

The proposed Scientific Chair should fulfill the following criteria/profile:

- The Scientific Chairman is nominated by the Congress President and included in the bid book.
- The Scientific Chairman is ready to allocate an average of 15-20h/month to day-to-day matters and in addition, 1-2 full days for Program planning meetings/year.
- The Scientific Chairman preferably comes from a different country than the Congress President.
- The Scientific Chairman requires an official letter of support by his/her Subspecialty Society.
- The Scientific Chairman is experienced in congress program planning and has a good command of English.
- The Scientific Chairman is ready to collaborate with the Congress President and CEORL-HNS Core-PCO for the day-to-day matters.



2.2. Hosting Society

This chapter should cover information on these areas:

- When does the National Meeting take place and what is its regular attendance (full delegates – excluding industry staff). It is recommended to schedule the national meeting scheduled a minimum of 2 months away from the proposed Congress dates.
- What is the projected National/Regional Attendance to the CEORL-HNS conference.

2.3 Dates

The preferred period for the Congress is June.

Weekdays/Duration:

- Friday, Saturday: Set up Commercial Exhibition.
- Saturday: Business Meetings, Pre-Congress Courses/Workshops, EBE Exam, Delegate Registration, late afternoon Opening & Welcome Reception/Exhibition Opening.
- Sunday – Tuesday: Core Congress/full-days.
- Wednesday: half-day Congress, Closing by 1:00-2:30 pm.
- Wednesday after Closing: dismantling of Commercial Exhibition.
- Thursday: should be kept as overflow dismantling time on optional basis.

2.4 Venue and Financial Proposal

The cost shall cover total estimated expenses for room rental including build-up/dismantling time, technical equipment and technical personnel for all session rooms.

The venue must be available in first option for proposed dates and fulfill the following criteria:

- Session Rooms (benchmark capacities in theatre style set-up):
 - 1 Main Auditorium 1500 capacity.
 - 2 Rooms 300-500 capacity.
 - 6 Rooms 200-300 capacity.
 - 7 Rooms 80-200 capacity.Plus, Sessions Rooms in appropriate size for National streams, if applicable (see 4.2.1. and 4.3.2. for details).
- Important note: the Opening Ceremony should take place in the Main Auditorium. The attendance at previous meetings was: 2015 – Prague: 1.500 participants; 2017 – Barcelona: not available; 2019 – Brussels: 750 participants; 2022 – Milan: 600 participants; 2024 – Dublin: 630 participants.



Exhibition Area: min 1.500 sq net exhibition space, preferably all in one centralized area.

- Other Areas:
 - Catering Areas for Coffee Breaks (capacity 2.000 servings per 30-minute break), Poster Area (4 E-Poster stations with enough space in between to avoid disturbance and with space for seating about 20 persons each) and Confederation Society Village are recommended to be integrated in the Exhibition Area.
 - Registration area: space for 4.000 delegates plus Exhibitors, surface from 600 sqm.
- The venue must be fully compliant with national and international Pharma and MedTech regulations: proposed destinations and venues should have a clear business focus and should not be perceived as a leisure or luxury setting.
- The venue should be located in the city centre or within max 10 min. walking distance to the next subway/tram/bus with direct connection to the city centre.
- The venue should be experienced in hosting international scientific meetings of similar size. Main onsite suppliers (venue, technical support, catering) should have a good command of English, both oral and written. Technical support should be able to cater to Windows and Mac users.

2.5 Support from City/Government/Local Convention Bureau to host the Congress

Negotiations with tourist office or local city government to obtain the financial support or subsidized/free services for site visits, marketing material, public transport etc. is an advantage when applying.

2.6 Access of Host Destination

- Specify number of daily flights to European cities and intercontinental destinations.
- Specify access via train.
- Specify access Airport to city centre and Congress venue.

2.7 Local Infrastructure

- Hotels:
General information on hotels (category, capacity, price) in vicinity of the proposed venue: in walking distance up to 10 minutes and within reach by (public) transportation in up to 30 minutes.

Confirm availability of allotments and price per category (indicate the consumer price index to be applied if applicable) for proposed dates according to following requirements:

Total rooms: 2.000.

Pick Ups/Night of total rooms: Thu/Fri 20%, Fri/Sat 75%, Sat-Wed 100%, Wed/Thu 20%.

Breakdown/categories: 5% 5 Star, 45% 4 Star, 50% 3+2 Star (but may differ depending on location, price level and quality).



Local Transportation:

General information on public transport system.

- Venues for Networking Events – Optional:
General information on suitable venues to networking events with 150 - 200 and 750 attendees.

2.8 Other Important Information

Any information considered relevant for the decision and not covered in the above areas should be mentioned here. This information could be on destination level, national society level, budget level etc.

2.9 Nomination of preferred Local PCO – Optional

To collaborate with the CEORL-HNS Core-PCO for local services (social events, industry events, tours, hostesses, local transportation).

2.10 Timeline Application Process

- Step 1 Deadline to send the letter of intent: 20 October 2025.
- Step 2 Deadline to submit the bid book: 27 February 2026.
- Step 4 Applications are evaluated by the CEORL-HNS Presidential Council. Candidates may be contacted in the meantime to clarify open issues.
- Step 5 The fully developed bid will be reviewed by the CEORL-HNS Presidential Council according to defined criteria and withdraws ineligible applications. The candidate Congress President(s) is/are invited to make a 10 min presentation followed immediately by the vote.



3. Bid presentation at the CEORL-HNS General Assembly

The accepted applications will be presented at Confederation General Assembly on the occasion of the 8th Congress of European ORL-HNS in Gothenburg in 2026.

At the General Assembly a summary of each bid will be presented by the proposed Congress President. He/she will deliver a 10-minute PowerPoint presentation with a maximum of 10 slides, according to the following template:

- Congress organisers (members of the local organising committees) (2 slides)
- Congress city/venue (2 slides)
- Congress centre (2 slides)
- Academic programme and theme (2 slides)
- Social programme (1 slide)
- Budget outline (including estimated break-even point) (1 slide)

The PowerPoint presentation must be sent by e-mail to Gloria Casanova at gloria.casanova@ceorlhns.org at least 2 weeks in advance of the General Assembly.

Please note that no videos, no hyperlinks in slides and no promotional materials will be permitted.

There will be an opportunity for the Representatives of member societies to ask questions (but not to express opinions) for 5 minutes after each presentation. The presenting team will then be asked to leave the room while the other shortlisted presentations are delivered.

At the end, according to the CEORL-HNS Constitution, the Representatives of the member societies will exercise the right to vote for the venue of the 10th Congress of European ORL-HNS in 2030.



4. Congress Guidelines

4.1. Committees

4.1.1 Organizing Committee

Formed by the Congress President with support of the CEORL-HNS Core-PCO, manages the logistics, financials, organizational and promotional tasks related to the Congress.

- Chair: Congress President

The Congress President is the acting Director of the Congress and responsible for the day-to-day operations in collaboration with the CEORL-HNS Core-PCO.

The Congress President works in accordance with the CEORL-HNS Presidential Council, which reserves the right to intervene in the case of conflict with CEORL-HNS goals or standards.

4.1.2 International Scientific Committee

The International Scientific Committee, led by the Scientific Chairman, is responsible to compile the international Scientific Program in collaboration with the Congress President and the CEORL-HNS Core-PCO. If opted for, National Streams in the local language are elaborated by the Congress President.

- Chair: Scientific Chairman.
- Scientific Core Committee: formed by experts from each topic who will work on the development and composition of the scientific program.
- Subspecialty Societies: formed by the representatives of the subspecialty society members of the Confederation that propose the contents of the scientific program and speakers.
- National Societies: formed by the representatives of the national society members of the Confederation that propose speakers to complete the scientific program.

4.2. Program

4.2.1. Number Parallel Streams

- 15-16 streams in parallel, including the President's track, as deemed appropriate by the functionalities of the Venue and Program planning. The official language for conference is English, no translation is provided by CEORL-HNS.



4.2.2 Session Types – Recommended Benchmark Ratios

- 40% Educational (Instructional Courses, Cornerstones in ENT Track, Workshops, Case Studies, etc.).
- 60% Scientific (Round Tables, Key Notes, Free Papers, Posters, etc.).

4.2.3. Distribution Session Topics International Streams – Recommended Benchmark Ratios (Min/Max)

- Otolaryngology/Neurotology 20 - 25%
- Rhinology/Allergy 20 - 25%
- Laryngology 12 - 15%
- Head & Neck 12 - 15%
- Other 20 - 36%
(Facial Plastic and Reconstructive Surgery; Pediatric Otolaryngology; Phoniatics, Skull Base, Sleep Medicine; Miscellaneous).

4.2.4. Invitation Policy Faculty

All invited Faculty (Speakers, Chairs) pay for their registration and travel costs. The Congress President has the mandate to invite guests actively participating in the official Scientific Program within a budget limit of up to EUR 10.000,00. Any invitations in excess must be approved by the CEORL-HNS Presidential Council. Members of the CEORL-HNS Presidential Council are exempted from registration fees.

4.3. Budget & Financial Management, Incidental Profit, Risk Share

4.3.1. Principles

The CEORL-HNS, together with the contracted Core PCO, are financially responsible for the conference in accordance with regulations stipulated between these two parties. No financial burden is placed on the local organizing committee or on the National Society. The Congress President – together with the CEORL-HNS Core-PCO – develops a full initial budget until 15 months before the Congress. This budget must be approved by the CEORL-HNS Presidential Council and is updated for every Presidential Council meeting indicating major variances. Within the last three months prior to the Congress, the budget is updated on a monthly basis.

- From a technical point of view the budget is compiled and managed by the CEORL-HNS Core-PCO and the Presidential Council members in the International Organizing Committee have full access to all data/information at all times.
- Changes in projected costs to the agreed initial budget of up to EUR 5.000 euro at the discretion of the Congress President. For expenses in excess, he/she may consult the CEORL-HNS President for approval. In any case, the Congress President has to justify the costs with the next budget update in the Presidential Council.