**FUTURE SITES FOR INTERNATIONAL CONGRESSES OF PEDIATRICS INFORMATION SHEET**

(Please fill in this form and return it to IPA Administrative Office)

**1.** **Congress Center**

**Larger Session Halls**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **PLENARY 1** | **PLENARY 2** | **HALL A** | **HALL B** | **HALL C** | **HALL D** |
| Size (sqm) |  |  |  |  |  |  |
| Pax capacity |  |  |  |  |  |  |
| (Theater style) Cost per day |  |  |  |  |  |  |

**Smaller Session Halls**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **HALL E** | **HALL F** | **HALL G** | **HALL H** |
| Size (sqm) |  |  |  |  |
| Pax capacity (Theater style) |  |  |  |  |
| Cost per day |  |  |  |  |

**Meeting Rooms**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| Size (sqm) |  |  |  |  |  |  |
| Pax capacity (Board/U-shape) |  |  |  |  |  |  |
| Cost per day |  |  |  |  |  |  |

**Offices / Secretariat**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** |
| Size (sqm) |  |  |  |  |  |  |
| Pax capacity  |  |  |  |  |  |  |
| Cost per day |  |  |  |  |  |  |

**Public Space**

|  |  |  |
| --- | --- | --- |
|  | **EXHIBITION SPACE** | **POSTERSPACE** |
| Size (sqm) |  |  |
| Cost per day |  |  |
| Cost for setup / Dismantling |  |  |

**2. Accommodation and Travel**

**Hotels**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **NUMBER OF** **HOTELS** | **NUMBER** **OF ROOMS** | **AVERAGE COST** | **BREAKFAST** **INCLUDED** | **TAXES RATES** **INCLUDED** |
| 4 star  |  |  |  | Yes No  | Yes No |
| 3 star  |  |  |  | Yes No  | Yes No |
| 2 star  |  |  |  | Yes No  | Yes No |
| Students/cheap Residence |  |  |  | Yes No  | Yes No |

Average Distance from Congress Center : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Transportation to Congress Center :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bus | Yes | No | Average cost of public transportation: €/$  |  |
| Metro | Yes | No | Average cost of public transportation: €/$  |  |
| Tram | Yes | No | Average cost of public transportation: €/$  |  |

**Airport**

International Airport : Yes No

Average Distance from City Center : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means of transportation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Average cost airport to city : €/$\_\_\_

**3. Support from the Hosting City**

e.g.: Get-Together reception, Public transportation tickets, entrance to museums:

|  |
| --- |
|  |

**4. Possible Dates**

|  |  |
| --- | --- |
| **DATE** | **COMMENTS** |
|  |  |
|  |  |

**5. References**

▪ Name 3 large scientific / medical events that took place in the city within the last 3 years: (Please include a contact person for each event)

|  |  |
| --- | --- |
| **NAME OF EVENTS** | **CONTACT PERSON** |
|  |  |
|  |  |
|  |  |

▪ National society’s experience in organizing Congress and number of Pediatricians – members of National Society

|  |
| --- |
|  |