

Guide to Submitting a Letter of Interest to Host a Future PNS Annual Meeting

The Peripheral Nerve Society (PNS) appreciates requests from our members and organizations interested in hosting a future Annual Meeting. Identification of potential meeting sites typically comes from three sources:

- Letters of interest/proposals from a group of PNS members;
- PNS Board of Directors recommendations; and
- Letters of interest that come directly from the convention center, hotel, or visitor's bureau in a particular city

This document provides an overview of the selection process for deciding future sites and guidelines for interested parties in presenting a Letter of Interest to PNS regarding hosting a forthcoming Annual Meeting. Please consult with the PNS Executive Office Staff at meetings@PNSociety.com if you have any questions regarding these guidelines.

WHAT IS THE DECISION-MAKING PROCESS?

The PNS Board takes its role seriously in deciding future Annual Meeting sites and follows a standardized decision-making format.

- The Board discusses city options, including reviewing any Letters of Interest received.
- The Board selects up to three potential cities for the PNS Executive Office to explore, including conducting site visits if the logistics would be viable. Occasionally, surveys are conducted to gauge broader PNS membership preference for a specific location.
- The PNS Executive Office will research the identified cities and report to the PNS Board. After reviewing the information, the Board makes its final selection.

The PNS Board reserves the right to deviate from the above process at its discretion.

WHAT FACTORS IMPACT SITE SELECTION?

The following factors are considered when choosing an adequate future meeting site for the PNS Annual Meeting:

1. **ADEQUATE MEETING SPACE REQUIREMENTS.** The site must have appropriate hotel or convention centre meeting space to house the PNS program and allow flexibility should changes to the current schedule occur. Ideally, PNS would be the only group in the hotel/convention centre or have private access without overlapping with other groups. The hotel/convention centre should be centrally located or well connected to the city centre by frequent and affordable public transportation.

2. **ACCESSIBLE AND AFFORDABLE HOTELS.** There should be a headquarters hotel within walking distance and several overflow hotels within walking distance or through accessible and affordable public transportation. PNS seeks a variety of hotels, including 3-5-star accommodation options that will fit a range of budgets, including students.
3. **INTERNATIONAL ACCESS FOR ALL TYPES OF PARTICIPANTS.** The site must be of convenient access to all types of participants. Ideally, the location should have a well-connected international airport with good airlift and not have visa restrictions that would exclude any segments of the PNS community.
4. **INDUSTRY COMPLIANCE.** Compliance with Ethical Med Tech geographic location and venue requirements is essential, including a central location, ease of access, and a meeting venue located in a scientific or business center conducive to the exchange of ideas and the transmission of knowledge (resort and spa hotels, golf clubs, cruise ships, and other non-traditional meeting venues are not permitted under these industry guidelines).
5. **WALKABILITY AND ACCESSIBILITY TO RESTAURANTS AND TOURIST ATTRACTIONS.** The meeting site and hotels must have convenient access to restaurants and attractions and be well-connected by affordable public transportation.
6. **AFFORDABILITY.** The city must have affordable meeting room rental rates and a variety of hotel sleeping room rates for all levels of attendees. Hotels that provide pricing that includes breakfast, internet, and other amenities are most desirable.
7. **AN EFFECTIVE LOCAL ORGANIZING COMMITTEE OR CONVENTION VISITORS BUREAU.** Although not necessary, locations are always more attractive if accompanied by a strong local organizing committee (LOC) or tourism/hotel bureau that will act as a liaison to the city with the PNS Executive Office. Support by local individuals from the proposed site who are committed to assisting the PNS Executive Office in producing the meeting is very beneficial.

WHEN DOES THE PNS ANNUAL MEETING TAKE PLACE?

The PNS meeting takes place annually, using a Saturday through Tuesday pattern for the last two weeks of June (and occasionally alternatively in May). Below is a list of recent past and future meetings. The PNS typically does not repeat meeting destinations.

2027 TBC – North/South America
2026 TBC - Europe
2025 Edinburgh, United Kingdom
2024 Montreal, Canada
2023 Copenhagen, Denmark
2022 Miami, FL, USA
2021 Virtual
2020 Virtual

2019 Genoa, Italy
2018 Baltimore, MD, USA
2017 Sitges-Barcelona, Spain
2015 Quebec City, Canada
2013 Saint-Malo, France
2011 Potomac, Maryland, USA
2009 Würzburg, Germany

INTERESTED IN HOSTING A FUTURE PNS ANNUAL MEETING?

PNS is soliciting volunteers to host the 2027 PNS Annual Meeting. If you want to participate on a local organizing committee and bring the PNS Annual Meeting to your city, please [click here](#) to view the full meeting specs/RFP.

WHO CAN SUBMIT A LETTER OF INTEREST?

Letters of Interest may be submitted at any time by a member of the Peripheral Nerve community or a convention visitors bureau. All Letters of Interest will be reviewed by the PNS Board as outlined in the decision-making format.

(Note: The PNS Executive Office includes a full-service meeting management and event planning team. A local professional congress organization or destination management company may or may not be secured by the PNS to assist the PNS Executive Office in some meeting planning functions).

WHAT SHOULD BE INCLUDED IN THE LETTER OF INTEREST?

A Letter of Interest should contain at least the following bits of vital information:

1. **Choice of Meeting Venue.** Information about the proposed venue that indicates the hotel or convention center may accommodate the needs of the meeting. Please [click here](#) to view the full RFP with meeting specs.
2. **Proposed Dates of the Meeting.** The proposer should indicate available dates for consideration, including the month, dates, and year. Dates should not fall on any significant religious holiday or other dates that could cause difficulties with transportation or accommodation for any segment of PNS's membership. Preferred meeting dates for 2027 are included below:
 - 5-8 June 2027
 - 19-22 June 2027
 - 26-29 June 2027
3. **Off-Site Receptions.** Ideas for two off-site receptions near the meeting site (preferably within walking distance) in venues of cultural significance to the city.
4. **International Access.** Provide information on how registrants can reach the city and conference site from the same country or abroad. Indicate whether Visas are required. Provide an overview of the airlift and proximity to an international airport.
5. **Accommodation and Sustenance.** Provide information regarding the range of accommodations available, from budget options for students to 4 and 5-star quality hotels, and the availability of food and beverage options in the area. Also, provide suggestions of hotels that can serve as the headquarters for the meeting.
6. **Tourist and Social Information for Participants and Guests.** Information about the recreation and social life in the proposed site is welcome.
7. **Proposed Members of the Local Organizing Committee.** If possible, provide a list of potential members of the LOC (local organizing committee), with one nominated representative who will

work directly with the PNS Executive Office as the Committee Chair. Recommended committee size is up to four people, including the Chair. Full contact details are required for the proposed Chair.

The Responsibilities of the LOC include:

- Ensure participation is maximized by creating local awareness of the conference among all relevant stakeholders in coordination with the Executive Office;
- Identify regional experts that can present or participate in discussion panels of the PNS conference, at the request of the Scientific Program Committee;
- If desired, identify, invite, and secure the presence of a high-ranking official from a relevant Government institution to welcome the delegates during the welcome reception of the event in coordination with the Executive Office;
- Work with the Executive Office and the Board to suggest appropriate sites for the evening receptions and incorporate local flare into each event;
- If it is deemed required by government officials, assist the Executive Office in issuing formal invitation letters to facilitate the visa application process promptly;
- Identify and introduce potential local sponsors of the event to the Executive Office and, where possible, secure their sponsorship both in cash or in kind;
- Solicit & secure local volunteers (students) to help staff the Annual Meeting if needed;
- Other projects as assigned by the Board.

WHAT IS THE LOCAL ORGANIZING COMMITTEE (LOC)?

This Committee is responsible for advising the Executive Office and Board on organizing the congress in their country, including logistics, venues, tourist information, and accommodations.

HOW DOES THE LETTER OF INTEREST GET PRESENTED TO THE PNS BOD?

All Letters of Interest should be submitted in electronic format to meetings@PNSociety.com. Letters of Interest can be submitted anytime; however, they should be presented to the PNS at least two years before their proposed meeting date. The submission deadline for 2027 proposals is **26 July 2024**.

HOW WILL I BE INFORMED OF THE DECISION?

After the PNS Board has decided, you will be contacted via email. Should the proposer's site be selected, the PNS Executive Office will work with them to secure any additional information needed.