



Peripheral Nerve Society

1935 County Road B2 W, Ste 165 | Roseville, MN 55113 USA
Phone: +1 (952)-646-2025 | Fax: +1 (952) 545-6073 | Email:
meetings@PNSociety.com

| | |
|---------------------------------|--|
| Meeting: | PNS Annual Meeting |
| Preferred Meeting Dates: | 5-8 June 2027 19-22 June 2027 26-29 June 2027 |
| Anticipated Attendance: | 900-1000 Delegates |
| Meeting Contact: | Jacque Durant meetings@PNSociety.com |

Society Profile

The Peripheral Nerve Society (PNS), established in 1994, is a professional organization of over 800 members. The Society holds the reputation of hosting the largest peripheral neuropathy meeting in the world. Attendees are predominately clinicians, basic scientists, and general physicians from related disciplines and specialties.

The PNS Annual Meeting has become a premier academic venue with scientific data presentations covering the full spectrum of peripheral neuropathy diseases. These include inflammatory neuropathy, toxic, pain, diabetes, small fiber neuropathies, genetic, and regeneration. Our speakers are international thought leaders in the field. Given the high level of field-specific presentations, we anticipate continued attendance by many clinicians and basic scientists.

Please note that the Peripheral Nerve Society is an international organization. Up to sixty countries are represented at the PNS Annual Meeting. **Proximity to an international airport with good lift is vital to this organization.**

2024 Anticipated Hotel Pickup (Montréal, Canada):

900 nights

2023 Actual Hotel Pickup (Copenhagen, Denmark)*:

2155 nights

2022 Actual Hotel Pickup (Miami, FL, USA)

1574 nights

**PNS Annual Meetings held in Europe historically have had higher attendance than meetings in North America. The PNS has not held a meeting outside of Europe or North America but is interested in doing so.*

Hotel Room Block

| Friday | Saturday | Sunday | Monday | Tuesday | Wednesday |
|---------------|-----------------|---------------|---------------|----------------|------------------|
| 275 | 450 | 450 | 450 | 275 | 25 |

2053 total rooms
80% singles; 20% doubles

Rates

A firm room rate is requested at the time of contract signing. Please indicate all additional fees to the room rate currently charged to the guest (i.e., energy surcharge, state and local taxes, resort fees, etc.) PNS prefers not to pay for a hotel or resort fee. The negotiated room rate will be applied to those attendees that come in (3) days pre/post meeting dates based on availability.

The PNS prefers a tiered rate system, with a slightly lower rate available for up to (50) student rooms, included in the room block commitment outlined above.

Commission

All the room rates must be commissionable at 7-10%, payable to PNS at the program's close and after the Master Account has been settled OR as a rebate to the master account. The commission is based on the rooms picked up within the contracted block.

Suggested Concessions

- Ten (10) staff rooms at 50% off the conference room rate
- One (1) complimentary Presidential Suite for the PNS President
- Two (2) complimentary Junior Suites for the Program Chairs
- One (1) complimentary room for every forty (40) revenue-generating room nights
- 10% discount off published food & beverage prices, with a fixed menu quoted at the time of contract signing
- Fourteen (14) complimentary amenities for VIPs
- Four (4) days of complimentary wireless internet throughout the meeting space
- Two (2) complimentary hard wire internet access points; one for staff office and one for registration
- Complimentary wireless internet in attendee guest rooms
- Complimentary meeting room rental if food/beverage minimum is met
- No charges for using an outside audio/visual company (if applicable)
- 15% discount off in-house audio/visual company services, with rates quoted at the time of contract signing
- Complimentary onsite parking for attendee guests
- Four (4) complimentary valet passes
- Four (4) complimentary airport transfers for VIPs
- 25% cumulative attrition on sleeping rooms
- 7-10% commission payable to PNS

- Complimentary tables/chairs for exhibitors
- Ten (10) complimentary easels for event signage
- Six (6) complimentary room nights for a site inspection (if the site is chosen as a finalist)
- Four (4) complimentary room nights for a pre-planning visit
- Eighteen (18) upgrades to suites at the discounted group rate for PNS leadership and guest speakers
- Complimentary material handling on the first 500 pounds for both incoming and outgoing PNS shipments
- \$0.03 copies at the business center for PNS staff copies
- No resort fees (if applicable)

Please see Appendix A for preferred contract clauses and key contract terms.

Hotel Reservations

Delegates will make their reservations directly with the hotel on an individual call-in basis. The PNS will supply a rooming list for staff, speakers, and VIPS. Changes will not be permitted without notice to and from the PNS meeting planner. An advance deposit or credit card will guarantee all rooms. The PNS will only be responsible for those rooms indicated via written communication indicating those guaranteed to the Master Account.

24-hour Holds

We require a 24-hour hold on designated meeting space. Please note – the general session can be reused for breakouts.

Function Schedule

| Start Time | End Time | Function | Set-Up | Agr |
|---------------|----------|---|---|-----|
| FRIDAY | | | | |
| 7:00 AM | 11:59 PM | Staff Office | Boardroom | 5 |
| 7:00 AM | 11:59 PM | AV Storage | Empty – 500 sq ft | |
| 5:00 PM | 11:59 PM | General Session Installation 12,000 square feet preferred. | Theatre/Classroom(auditorium style seating preferred) | |
| 5:00 PM | 11:59 PM | a. Exhibit & Poster Hall Installation 10,000 sq feet preferred (lower ceilings are okay) b. Spacious 10 ft aisles for poster aisles and discussions c. Well-lit area for viewing (<i>meeting space with windows is often preferable</i>) d. (275) 2.5m x 1m. | 40 Table Top Displays and 275 Double-Sided Vertical Poster Boards (2.5m x 1m) | |

| | | | | |
|-----------------|----------|--|-------------------------|------|
| | | double-sided vertical poster boards | | |
| Noon | 11:59 PM | Registration Set-Up | | |
| SATURDAY | | | | |
| 12:01 AM | 11:59 PM | Staff Office | Existing | |
| 12:01 AM | 11:59 PM | AV Storage | Empty | |
| 12:01 AM | 11:59 PM | Registration | Existing | |
| 12:01 AM | 11:59 PM | Speaker Ready Room | Existing | |
| 9:00 AM | 8:00 PM | General Session – Education Course | Theatre/Auditorium | 750 |
| 7:00 AM | 4:00 PM | Exhibit Hall – Exhibitor Move-In | Existing | |
| 12:00 PM | 7:00 PM | Poster Hall – Poster Set-Up | Existing | |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting – CMTR/INC | Classroom | 300 |
| 12:00 PM | 2:00 PM | Lunch with Experts | Roundtables | 50 |
| 12:00 PM | 2:00 PM | Attendee Lunch | Scattered High/Low Tops | 750 |
| 7:30 PM | 10:30 PM | Welcome Reception | Offsite Reception | 750 |
| SUNDAY | | | | |
| 12:01 AM | 11:59 PM | Staff Office | Existing | |
| 12:01 AM | 11:59 PM | AV Storage | Empty | |
| 12:01 AM | 11:59 PM | Registration | Existing | |
| 12:01 AM | 11:59 PM | Speaker Ready Room | Existing | |
| 12:01 AM | 11:59 PM | General Session | Theatre/Auditorium | 1000 |
| 12:01 AM | 11:59 PM | Exhibit, Poster Hall & Catering | Existing | |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | Sponsored Lunch Symposium* | Classroom | 350 |
| 12:01 AM | 11:59 PM | Sponsored Lunch Symposium* | Classroom | 350 |
| 2.30 PM | 6:30 PM | Breakout #1 - CMTR | Auditorium/Classroom | 350 |
| 2.30 PM | 6:30 PM | Breakout #2 - IDNC | Auditorium/Classroom | 200 |
| 2.30 PM | 6:30 PM | Breakout #3 - INC | Auditorium/Classroom | 350 |
| 2.30 PM | 6:30 PM | Breakout #4 - TNC | Auditorium/Classroom | 300 |
| 2.30 PM | 6:30 PM | Breakout #5 - NPC | Auditorium/Classroom | 300 |
| 12:00 PM | 2:00 PM | Lunch with Experts | Roundtables | 50 |

| | | | | |
|----------------|----------|---------------------------------|----------------------|--|
| 11:00 AM | 12:30 PM | Mini-Symposium | Auditorium/Classroom | 300 |
| 11:00 AM | 12:30 PM | Mini-Symposium | Auditorium/Classroom | 300 |
| MONDAY | | | | |
| 12:01 AM | 11:59 PM | Staff Office | Existing | |
| 12:01 AM | 11:59 PM | AV Storage | Empty | |
| 12:01 AM | 11:59 PM | Registration | Existing | |
| 12:01 AM | 11:59 PM | Speaker Ready Room | Existing | |
| 12:01 AM | 11:59 PM | General Session | Theatre/Auditorium | 1000 |
| 12:01 AM | 11:59 PM | Exhibit, Poster Hall & Catering | Existing | |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | Sponsored Lunch Symposium* | Classroom | 350 |
| 12:01 AM | 11:59 PM | Sponsored Lunch Symposium* | Classroom | 350 |
| 2.30 PM | 6:30 PM | Breakout #1 - CMTR | Auditorium/Classroom | 350 |
| 2.30 PM | 6:30 PM | Breakout #2 - IDNC | Auditorium/Classroom | 200 |
| 2.30 PM | 6:30 PM | Breakout #3 - INC | Auditorium/Classroom | 350 |
| 2.30 PM | 6:30 PM | Breakout #4 - TNC | Auditorium/Classroom | 300 |
| 2.30 PM | 6:30 PM | Breakout #5 – NPC | Auditorium/Classroom | 300 |
| 12:00 PM | 2:00 PM | Lunch with Experts | Roundtables | 50 |
| 11:00 AM | 12:30 PM | Mini-Symposium | Auditorium/Classroom | 300 |
| 11:00 AM | 12:30 PM | Mini-Symposium | Auditorium/Classroom | 300 |
| TUESDAY | | | | |
| 12:01 AM | 11:59 PM | Staff Office | Existing | |
| 12:01 AM | 11:59 PM | AV Storage | Empty | |
| 12:01 AM | 11:59 PM | Registration | Existing | |
| 12:01 AM | 11:59 PM | Speaker Ready Room | Existing | |
| 12:01 AM | 11:59 PM | General Session | Theatre/Auditorium | 1000 18 ft. ceilings and higher are preferred. 12,000 sq ft. |
| 12:01 AM | 11:59 PM | Poster, Exhibit Hall & Catering | Table Tops | 10,000 sq ft. Lower ceilings are okay |

| | | | | in this space |
|------------------|----------|-----------------------------|-------------------|---------------|
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | Sponsor Room | Boardroom | 10 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | In-Conjunction-With-Meeting | Boardroom | 30 |
| 12:01 AM | 11:59 PM | Sponsored Lunch Symposium* | Classroom | 350 |
| 12:01 AM | 11:59 PM | Sponsored Lunch Symposium* | Classroom | 350 |
| 12:00 PM | 2:00 PM | Lunch with Experts | Roundtables | 50 |
| 7:00 PM | 10:00 PM | Offsite Closing Reception | Offsite Reception | 700 |
| WEDNESDAY | | | | |
| 7.00 AM | Noon | PNS/SIG Board Meetings | Boardroom | 30 |
| 7.00 AM | 9.00 | SIG Board Meeting | Boardroom | 30 |

** Sponsored Symposia rooms must be able to accommodate catering in-room. The catering functions would also apply to the PNS catering minimum.*

Registration

A dedicated area must be available from Friday afternoon through the end of the day Tuesday. Secure built-in registration desks are preferable. This area must have access to electrical for instant badge printing kiosks.

Staff Office

A room near the registration area must be available for the PNS office (Friday-Tuesday). This room should be at least 500 square feet. A security lock feature is required for PNS staff access only.

Audio/Visual Storage

PNS reserves the right to utilize the services of an outside Audio/Visual service provider. No fees or surcharges will be assessed for the use of an outside vendor. The room used for equipment storage should be at least 500 square feet and be located near the General Session space. This room must be available Friday-Tuesday. A security lock feature is required for PNS staff access only.

General Session Meeting Space

We need one General Session ballroom or auditorium for four days (10,000-12,000 sq. ft.) with a theater set up. **Auditorium-style seating is preferred whenever possible.**

Poster, Exhibit, and Catering Area

The PNS strongly prefers to have this be a continuous space with airwalls open. The area would be set up on Friday before the meeting through Tuesday evening. We would need a large space to

accommodate our poster sessions, tabletop exhibits, and meal functions (coffee breaks). **Please provide a diagram with your proposal.**

Receptions

PNS holds two evening receptions (Welcome Reception and Closing Reception). If the Society chooses to have the event onsite for the Welcome or Closing Reception, we would need room to accommodate up to 750 people reception style, plus a dance area for the closing reception only. Typically, the Welcome and Closing Receptions are held offsite in a venue culturally unique to city the meeting is being held in.

Food & Beverage

Food and beverage prices must be quoted in the initial proposal. Requested food and beverage minimum of \$100,000 USD (excluding taxes and service fees), with a typical spend over \$175,000 USD++ (with sponsored events included).

Please indicate the following information in your proposal:

- Gratuity or service charge policy and applicable taxes
- Standard service staff ratio
- Pricing for continental breakfasts, box lunches, AM/PM coffee breaks, and receptions

When the meeting is held in North America, attention must be paid to the Americans with Disabilities Act (ADA) or Canadian equivalent, which must be included in the proposal and subsequent contract. Please outline the steps to be taken by the hotel or convention center to satisfy the needs of any individual needing assistance to participate in the meeting.

The hotel or convention center and its agents will bear the full responsibility for ensuring architectural compliance with permanent features and public assembly places. The hotel or convention center will ensure that the staff and service providers are sensitive to and thoroughly understand the ADA. We will discuss on an as-needed basis the needs and responsibilities for such aids as interpreters, assisted listening devices, lifts, readers, fire and emergency safety, etc.

The hotel or convention center will recognize a shared responsibility to ensure that all are treated non-discriminately at events. These include access as normal and not necessarily through kitchens, service areas, etc. The site inspection will consist of a review of each facility for this purpose.

Deposits/Financial

The association will request direct billing privileges for the Annual Meeting. Any deposits made may also be applied to meetings booked within two years of cancellation. In the unlikely event of a cancellation, the hotel will agree to waive cancellation charges if the hotel can resell the rooms. Extraordinary requests will be addressed by PNS.

MedTech Europe Compliance

Each year, the PNS submits its event to a Conference Vetting System and is evaluated for industry compliance. The following criteria are reviewed and will play a factor for the PNS when considering conference locations.

Geographic Location:

- **The geographic location – The geographic location should not be the main attraction of the conference.** It should be in or near a city or town which is a scientific or business centre conducive to exchange of ideas and the transmission of knowledge.
 - There is no blacklist of cities; each geographic location is assessed against several criteria. Capitals and major cities are recommended.
- **The time of the year – The selected time of the year will be taken into account when determining if a geographic location is appropriate.**
 - European and international events in destinations renowned for winter sports during the ski season – December 20 to March 31- are not compliant.
 - European and international Events in destinations renowned primarily as seasonal vacation or holiday destinations (island resorts, beach resorts, lakes, and other geographic locations renowned for tourism) during the summer (June 15 to September 15) are not compliant.
- **The central location** – Taking into account the place of origin of HCP delegates, the geographic area must be centrally located. If the HCP delegates are primarily from one country, the geographic location of the event should be in that country. If the participants are from multiple countries, then a country affording ease of access for participants should be chosen.
 - In addition, the country selected for the event should be the residence of at least some of the healthcare participants in the meeting.
- **The ease of access** – The geographic location should have ease of access for the attendees (for example, proximity to airports, train stations, and highways) and have good ground transportation infrastructure.

Miscellaneous Information

Include any applicable insurance liability coverage required by the hotel and/or Convention Centre.

Please provide average taxi/shuttle pricing from the nearest airport and lift information.

Thank you for your interest in hosting a PNS Annual Meeting.

Below are the optimal space requirements submitted by the PNS Audio Visual Team.

Below is a list of things we look for and are concerned with from an AV perspective. Of course, we will work with whatever situation works for you, but please consider this our "wish list."

2. Usable square footage
 - a. Are there columns or obstructions in the space
 - b. Guest entrances - Guests prefer to enter at the back of the room
 - c. Ceiling Height - 18 ft. ceilings and higher are preferred.
 1. Consider soffit height and chandeliers to be sure they don't block sight lines to screens
 - d. Airwall closets and airwall travel
 - i. If the room is splitting into separate sessions, can we easily open and close the airwall to create two separate spaces?
3. Audio/Visual
 - i. Do we need a load-in and out supervisor?
 - ii. Is there an elevator operator required?
 - iii. Do you require visqueen floor covering?
 - iv. How do you handle power in the room?

- v. Do you require Fire Marshall Approval?
 - vi. Who is responsible for rigging?
 - vii. Set-up time. We prefer to have the room 24-hours before the first presentations.
4. General Session for 1000 Theatre or Auditorium (12,000 square feet)
 - a. 20 ft for AV
 5. Five breakouts for 200-400 classroom or theatre
 - a. We prefer center-cut rooms with an airwall closet on the screen or stage side of the room. This allows us to open the airwall and split the stage, giving both rooms one screen and half the stage. Then, if the room needs to come back together for a General Session, we can open the airwall and push the stage back together.
 6. Exhibits & Meal Functions (10,000 square feet)
 - a. Lower ceilings are okay in this space
 7. Poster Hall (275 double-sided vertical posters)
 - a. Lower ceilings are okay here as well
 - b. Spacious 10 ft aisles for bars and/or mingling
 - c. Well-lit area for viewing (*meeting space with windows is often preferable*)
 - d. (275) 2.5m x 1m. double-sided vertical poster boards