



1935 Country Road B2 W, Ste 165, Roseville, MN 55113 USA

Office: +1 (952) 646-2025

Email: meetings@PNSociety.com

Meeting: PNS 2028 Annual Meeting
Preferred pattern: Saturday-Tuesday in June. Will consider Thursday-Sunday and Friday-Monday patterns. Will also consider May meeting dates. Must avoid the US Memorial Day (29 May) and Independence Day (4 July) holidays.

Preferred Meeting Dates:

- 3-6 June 2028
- 10-13 June 2028
- 17-20 June 2028
- 24-27 June 2028

Anticipated Attendance: **If in Europe:** Up to 1,300 delegates projected
North America: Up to 1,000 delegates projected
Other: Up to 900 delegates projected (*variable, as we have not held a meeting outside of Europe and North America*)

Meeting Contact: Jacquie Durant (Meetings Manager) | meetings@PNSociety.com

Proposals Due: 30 April 2025

SOCIETY PROFILE

The Peripheral Nerve Society (PNS), established in 1994, is a professional organization of over 700 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, with members of industry and patient advocacy groups also attending.

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, genetics, and regeneration. Our speakers are international thought leaders in the field.

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.**

FULL-SERVICE AGENCY (AMC)

The PNS is managed by Global Management Partners, a full-service association management company (AMC) providing professional management services to 20 associations, societies, academies, and Foundations, ranging in size from 135 to 2,500 members. Our planned conferences range from small committee meetings to international meetings with over 4,000 attendees. Your main point of contact listed above is employed by Global Management Partners and assigned to PNS to manage their meetings and events.

PAST MEETING HISTORY

2025 Anticipated Hotel Pickup (Edinburgh, UK)*:

2155 nights

2024 Actual Hotel Pickup (Montréal, Canada):

1271 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.*

SLEEPING ROOM REQUIREMENTS

The following sleeping room requirements are based on this pattern. The anticipated sleeping room pick-up pattern follows:

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

2053 total rooms

80% singles; 20% doubles

SLEEPING ROOM RATES

The PNS would like to see a fair and competitive sleeping room rate in your proposal. For background, this organization has paid in the range of \$200-300 USD. A firm room rate is requested at the time of the contract signing. We will consider a rate with a guaranteed maximum percentage increase. Children under the age of (18) must be able to stay in the room for free.

Sleeping room rates should be commissionable and payable to Global Management Partners IATA # 24-6 9359 4. PRIN: 403772; VER#2416800024.

We also request a lower-rate hotel option for students attending the meeting.

CONCESSIONS

Include in your proposal the concessions your property is willing to provide. Below is a list of desired concessions broken into two tiers.

Please provide information on any financial incentives available to our group for utilizing your property that would assist in offsetting our bottom line.

Tier 1 Concessions

- 20% allowable cumulative attrition
- 1:40 – One complimentary room for every forty booked revenue-producing guest rooms
- Waived meeting room rental charges with met F&B minimum (if applicable)
- Waived or optional resort fees (if applicable)
- Complimentary wireless internet in attendee guest rooms and meeting spaces (if not provided)
- Group rate offered for three days pre/post meeting
- PNS utilizes their own AV vendor; contract to waive any charges related to this.
- Reduced sleeping room rates for ten (10) staff members during the meeting
- Four (4) complimentary room nights for site inspection
- Four (4) complimentary room nights for pre-planning meeting

- Coffee per gallon not to exceed \$75.00 USD, reduced rate for tea.

Tier 2 Concessions

- One (1) upgrade to a Presidential Suite at the discounted group rate for PNS President for the duration of the meeting and three nights pre and post meeting
- Two (2) upgrades to Junior Suites for Program Chairs for the duration of the meeting and three nights pre and post meeting
- Ten (10) upgrades to a suite at the discounted group rate for PNS leadership and VIPs for the duration of the meeting and three nights pre and post meeting
- Two (2) complimentary staff rooms for the duration of the meeting and two days pre-meeting
- Complimentary handling charges for meeting materials shipped to the hotel (we have very little)
- 2% master account rebate (on F&B, A/V and staff room charges going to the master) OR \$20 rebate per room booked within room block
- 10% discount on current year's banquet menus (not applicable to bartender fees or alcohol sales)
- Eighteen (18) complimentary amenities for PNS Leadership and VIPs
- Complimentary refreshments and break for BOD meeting (approx. 20 people for 1 day)
- Four (4) complimentary parking passes (if not self-available) for the duration of the meeting
- Complimentary VIP Valet for up to two vehicles for the program dates
- Four (4) complimentary round-trip airport transportation
- 15% discount off in-house audio/visual company services
- 25% cumulative attrition on sleeping rooms
- 10% commission payable to PNS
- Complimentary tables/chairs for exhibitors
- Ten (10) complimentary easels for event signage
- Complimentary digital signage on peak day of arrival
- 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

RESERVATIONS

Attendees will make their reservations directly with the hotel. Attendees are responsible for payment for all sleeping rooms, taxes, gratuities, and incidentals. Special sleeping room requests including VIPs, awardees, speakers, and staff will be indicated in written communication supplied to the hotel from PNS. Changes will not be permitted without notice to and from the PNS meeting planner.

PNS will only be responsible for those rooms indicated via written communication indicating those guaranteed to the Master Account.

NOTE: PNS requests room audits be conducted as a part of the contract.

MEETING SPACE

Due to the room nights and food and beverage activities, we request all meeting space to be complimentary when the meeting is held in a hotel. A preliminary meeting schedule with the required space is listed below. The meeting space will be designated in the contract. We request the contract stipulates that no space shall be held or released unless authorized by the PNS Executive Office staff.

In addition, please list any other industries and/or groups holding meetings in the same meeting space directly before or after our meeting.

Exhibits and posters must be in private, lockable area; not in public space.

Below is an estimated/rough schedule for what we would need/like for the meeting space. Ideally, we are looking for a venue contained to one level or at least close to one level.

NOTE: The Planners Office and Registration area must be available 24 hours the day before the meeting starts.

We require a 24-hour hold on designated meeting space. The general session can be reused for breakouts. Our industry sponsored symposia do include catering inside the meeting room. Please confirm if there are any restrictions associated with this.

SCHEDULE OF EVENTS – SEE BELOW EXAMPLE

The PNS Annual Meeting typically begins on Saturday at 07:00 and ends on Tuesday at 19:00 with two Board meetings held Wednesday morning until 12:00.

Start Time	End Time	Function	Set-Up	Agr (Europe)	Agr (North America)	Agr (Other)
FRIDAY						
7:00 AM	11:59 PM	Staff Office	Boardroom	5	5	5
7:00 AM	11:59 PM	Speaker Ready Room	3-4 tables with chairs	10	10	10
7:00 AM	11:59 PM	AV Storage	Empty – 500 sq ft			
5:00 PM	11:59 PM	General Session Installation	Theatre/Classroom (auditorium style seating preferred)	1300	1000	900 – unknown
7:00 AM	12:00 PM	Registration Set-Up	4 Registration Counters and Hightops for Self-Registration Kiosks			
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	Mix of Theatre & Classroom/Auditorium	900	750	600
5:00 PM	11:59 PM	Exhibit & Poster Hall Installation - 10 ft aisles for poster aisles and discussions - Well-lit area for viewing (<i>meeting space with windows is often preferable</i>) Double-sided buffets for coffee breaks and welcome reception in hall.	40 Table Top Displays, 275 Double-Sided Vertical Poster Boards (2.5m x 1m), and catering	1,858 m2 20,000 sq ft	1,858 m2 20,000 sq ft	1,393.54m2 15,000 sq ft
12:00 PM	7:00 PM	Poster Hall – Poster Set-Up	Existing			
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30

12:01 AM	11:59 PM	In-Conjunction-With-Meeting – CMTR/INC	Classroom/Theater	300	300	200
12:00 PM	2:00 PM	Lunch with Experts (Box Lunches)	Roundtables	50	50	50
12:00 PM	2:00 PM	Attendee Lunch (Box Lunches)	Scattered High/Low Tops or Rounds of 10	900	750	600
7:30 PM	10:30 PM	Welcome Reception	Onsite Reception - Scattered High/Low Tops (<i>Poster/Exhibit Hall Preferred</i>)	750	750	400
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	Mix of Theatre & Classroom/Auditorium	1300	1000	900
12:01 AM	11:59 PM	Exhibit, Poster Hall & Catering	Existing			
12:01 AM	11:59 PM	Sponsor Room 1	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 2	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 3	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 4	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 5	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 6	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 7	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 8	Boardroom	10	10	10
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	Industry Sponsored Lunch Symposium 1*	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits, will need catering in room)	350	300	200
12:01 AM	11:59 PM	Industry Sponsored Lunch Symposium 2*	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits, will need catering in room)	350	300	200
2.30 PM	6:30 PM	Breakout #1 - CMTR	Auditorium/Classroom	400	300	275
2.30 PM	6:30 PM	Breakout #2 - IDNC	Auditorium/Classroom	200	150	125
2.30 PM	6:30 PM	Breakout #3 - INC	Auditorium/Classroom	400	300	275
2.30 PM	6:30 PM	Breakout #4 - TTNC	Auditorium/Classroom	150	125	100
2.30 PM	6:30 PM	Breakout #5 - NPC	Auditorium/Classroom	150	125	100
12:00 PM	2:00 PM	Lunch with Experts (box lunches)	Roundtables	50	50	50

11:00 AM	12:30 PM	Mini-Symposium	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits)	350	300	200
11:00 AM	12:30 PM	Mini-Symposium	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits)	350	300	200
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	Mix of Theatre & Classroom/Auditorium	1300	1000	900
12:01 AM	11:59 PM	Exhibit, Poster Hall & Catering	Existing			
12:01 AM	11:59 PM	Sponsor Room 1	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 2	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 3	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 4	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 5	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 6	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 7	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 8	Boardroom	10	10	10
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	Industry Sponsored Lunch Symposium 1*	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits, will need catering in room)	350	300	200
12:01 AM	11:59 PM	Industry Sponsored Lunch Symposium 2*	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits, will need catering in room)	350	300	200
2.30 PM	6:30 PM	Breakout #1 - CMTR	Auditorium/Classroom	400	300	275
2.30 PM	6:30 PM	Breakout #2 - IDNC	Auditorium/Classroom	200	150	125
2.30 PM	6:30 PM	Breakout #3 - INC	Auditorium/Classroom	400	300	275
2.30 PM	6:30 PM	Breakout #4 - TTNC	Auditorium/Classroom	150	125	100
2:30 PM	6:30 PM	Breakout #5 - NPC	Auditorium/Classroom	150	125	100
12:00 PM	2:00 PM	Lunch with Experts (box lunches)	Roundtables	50	50	50
11:00 AM	12:30 PM	Mini-Symposium	Auditorium/Classroom	350	300	200
11:00 AM	12:30	Mini-Symposium	Auditorium/Classroom	350	300	200

	PM					
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	Mix of Theatre & Classroom/Auditorium	1300	1000	900
12:01 AM	11:59 PM	Poster, Exhibit Hall & Catering	Existing Tops			
12:01 AM	11:59 PM	Sponsor Room 1	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 2	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 3	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 4	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 5	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 6	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 7	Boardroom	10	10	10
12:01 AM	11:59 PM	Sponsor Room 8	Boardroom	10	10	10
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	In-Conjunction-With-Meeting	Boardroom	30	30	30
12:01 AM	11:59 PM	Industry Sponsored Lunch Symposium 1*	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits, will need catering in room)	350	300	200
12:01 AM	11:59 PM	Industry Sponsored Lunch Symposium 2*	Mix of Theatre & Classroom/Auditorium (Can reuse GS if this room splits, will need catering in room)	350	300	200
12:00 PM	2:00 PM	Lunch with Experts (box lunches)	Roundtables	50	50	50
WEDNESDAY						
7.00 AM	Noon	PNS/SIG Board Meetings	Boardroom	30	30	30
7.00 AM	9.00	SIG Board Meeting	Boardroom	30	30	30

REGISTRATION & STAFF OFFICE

A designated registration area must be available and accessible 24 hours before the meeting starts. This area must have access to the internet and power sources. A staff office room must be available in close proximity to the registration area and accessible 24 hours before the meeting starts.

FOOD & BEVERAGE

Food and beverage prices must be quoted upon contract signing with confirmation of pricing to occur no later than seven months before the meeting to establish registration fees. The requested PNS food and beverage minimum is \$150,000 USD (exclusive of taxes and gratuity).

TAX EXEMPTION

If the PNS maintains tax-exempt status, PNS will provide the Hotel with a valid tax exemption certificate(s) 60 days before the event to be exempt from tax charges. PNS acknowledges that individual attendees do not qualify for tax exemptions.

ADA REQUIREMENTS (if in North America)

Attention to the Americans with Disabilities Act (ADA) or Canadian equivalent must be included in the proposal and subsequent contract. Please outline the steps to be taken by the hotel to satisfy the needs of any individual needing assistance to participate in the Conference.

The hotel and its agents bear the responsibility for ensuring architectural compliance of permanent features and public assembly places. The hotel will ensure that the staff and service providers are sensitive to and have a thorough understanding of the ADA. We will discuss as needed the needs and responsibility for such aids as interpreters, assisted listening devices, lifts, readers, fire, and emergency safety, etc.

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

DEPOSITS/FINANCIAL

Please advise of your ability to add the following (or similar) terms into the contract: "The PNS will request direct billing privileges for the meeting. Any deposits made may also be applied to meetings booked within two years of cancellation. In the unlikely event of cancellation, the hotel will agree to waive cancellation charges if the hotel can resell the rooms. Extraordinary requests will be addressed by the PNS."

TECHNOLOGY

Given the importance of technology for a successful conference we seek detailed information and commitment **prior to executing the venue contract**. Considering this, please respond to the below **as part of the RFP**:

1. At a minimum, we will need these items in the General Session:
 - Projector
 - Projection Screens
 - Comfort Monitor
 - Wireless Remote System for Slide Advancer
 - iMac (PowerPoint & Keynote) and Laptop (Windows & PowerPoint)
 - Remove Mouse Control at Lectern
 - Four (4) Wireless Handheld Microphones
 - Four (4) Tabletop Microphones
 - One (1) Lectern Microphone
 - Lighting

At a minimum, we will need these items in the Concurrent Sessions:

- Projector
- Projection Screens
- Comfort Monitor
- Wireless Remote System for Slide Advancer
- iMac (PowerPoint & Keynote) and Laptop (Windows & PowerPoint)
- Remove Mouse Control at Lectern
- Two (2) Wireless Handheld Microphones
- Two (2) Tabletop Microphones
- One (1) Lectern Microphone
- Lighting

2. Is AV provider through hotel venue or a separate company? If separate, provide name and contact.

3. What internet speed and bandwidth will be dedicated to our meeting?
 - We will have 1,300 delegates (if in Europe), 1,000 delegates (if in North America), and up to 900 delegates (unknown total if outside Europe and North America) - each using 2 devices accessing/downloading session documents for each education session
 - We will have up to 100 presenters/day sharing videos/presentations during the session
4. What is the capacity of the available network?
5. When was the last time you updated your internet/technology?
6. What technological guarantees can you offer our event to ensure reliable and fast access for all attendees?
7. What is the backup plan if the primary provider goes down?
8. What is your system's ability to scale and hold up to demand?

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

- Use [grid linked](#) as proposal template as a supplement to your personalized proposal
- Please provide event space floor plans and capacity charts
- Please be thorough and answer all questions and requests

SITE SELECTION TIMELINE & DECISION PROCESS

- The PNS will present the proposals received to the PNS Board at their 21 May 2025 Board Meeting in Edinburgh.
- The PNS Board will narrow it down to cities they are most interested in, and the PNS will conduct site visits in late summer 2025.
- Final decisions will be made by December 2025/January 2026.

Thank you for your interest in hosting our PNS Annual Meeting! You can learn more about our organization here:

[Home - pnsociety.com](https://pnsociety.com).

[Click here to view our preferred contract clauses.](#)