



EUROPEAN FEDERATION FOR COLPOSCOPY & PATHOLOGY OF THE LOWER GENITAL TRACT (EFC)

SECRETARIAT

Triumph Benelux
Rue de la Presse, 4 1000 Brussels, Belgium
Tel: +32/227 27 30
E-mail: efcsecretariat@thetriumph.com
Web address: <https://efcolposcopy.eu>
Registration N°: 700641985

Policy for applying for congress hosting with the EFC

The following are the minimum requirements to respect to host the EFC Congress:

Venue

- has to be adequate: with a certain size/ able to host pre-congress courses and trade exhibition
- Plenary room capacity up to 800-1000 persons (500 persons minimum)
- at least 200m² of exhibition area
- 1 or 2 additional auditoria for 200-300 persons
- minimum 5 breakout rooms
- has a poster session area
- has appropriate facilities (e.g. room for industry/Catering area)
- well connected – near suitable accommodation, international airport, train station
- good and affordable traffic connections to the host city
- city's local public transportation must support the venue
- support of the host city's convention bureau/tourism office (not compulsory)

Hosting Society

- paid EFC membership fees (for at least the last 2 years) – *this is essential*
- has validated accounts and sufficient reserves
- not hosting competing national meeting in the same calendar year
- previous recent national conferences have not generated fiscal loss
- at least 1-2 local organisers have experience in the organization of congress/meeting
- avoid other international congress dates

EFC conditions

- **The hosting society covers possible losses**
- The hosting society agrees to the EFC conditions
- EFC, the hosting society and EFC PCO share the profit 40% - 40% - 20%