

**British Society for Paediatric**

**Endocrinology & Diabetes**

**Expression of interest to host BSPED Annual Meeting in 2026/27/28**

The local convener of the BSPED Annual Meeting is a member of the Programme Organising Committee (POC) and will welcome 400+ delegates to their region for three days of scientific programme and networking. They are integral to the scientific and social programme planning process. The local convener must be a current BSPED member.

The convener joins the Programme Organising Committee for three years (year preceding, year of and year following the hosted annual meeting) in order to ensure support and knowledge transfer. In the year of the hosted annual meeting, the convener will be expected to attend regular (at least monthly) programme planning meetings, supported fully by the Professional Conference Organiser (Bioscientifica).

The Executive Committee and POC Chair will review all expressions of interest alongside guidance from Bioscientifica regarding venue suitability and availability.

**Deadline for submission of expressions of interest: 10 December 2024**

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| **Date of submission:** |  |

**Your details:**

|  |  |
| --- | --- |
| **Name**: |  |
| **BSPED Membership number:** |  |
| **Job title:** |  |
| **Name of Department and Institution:** |  |
| **Work address:** |  |
| **Email address** (work): |  |
| **Telephone number** (work): |  |

**Proposal details:**

|  |  |
| --- | --- |
| **Which year(s) are you interested in/able to host BSPED? (Delete as appropriate)** | **2026 2027 2028** |
| **Do you have a vision/ideas at this stage for bringing a regional flavour to the scientific programme? If so, please briefly outline.** |  |
| **Do you have ideas for a conference venue in your region? If so, please note here.**  **(Please note, venue will be sourced by Bioscientifica according to important criteria as stated below)** |  |
| **Do you have ideas for a conference dinner venue/entertainment in your region? If so, please note here.** |  |
| **Do you want to tell us anything else regarding your expression of interest?** |  |

**Conference venue requirements:**

* x1 main hall minimum of 350 seats
* x1 additional session room minimum of 300 seats
* x4 committee rooms with 25/30 seats each
* speaker preview room with a network to all session rooms
* x1 exhibition hall
* x1 space for patient support group stands close to exhibition/session rooms
* min of x2 meeting rooms/hospitality suites
* space for coffee and lunch breaks (this should be in the exhibition room)
* no public access to conference area
* not branded as a spa hotel
* no more than 4\*