



# National Trainees Conference

## Bidding Guidelines

### Introduction

This document is intended to give local trainee committees an idea about the things that they need to consider when putting a bid together to host the National Trainees Conference (NTC). If you are thinking about bidding to host and organise the National Trainees Conference, we recommend that you read this document and contact your local Trainee Committee Representative.

### The bidding process

The decision on where NTC takes place is taken by the RCOG in late winter of the preceding year.

If you would like to submit a bid, you must first complete the application form. Submitted applications will be reviewed and those shortlisted will be invited to an interview which will include a presentation supporting their bid.

All interviews will be conducted by a panel consisting of members of the Trainees Committee, RCOG staff, an RCOG Officer and an Honorary Director of Events representative.

### Local support

We would encourage you to involve the local Convention Bureau or City Marketing team before submitting your bid. These organisations normally have funding available to encourage conferences to a city and will often provide support in kind, including discounted venue hire. Some cities will also put a bid together for you which includes the requested venue information below and saves you from having to do this research yourself.

### Venue

It can be difficult to find venues large enough to accommodate the specialist sessions for different trainee levels and a high number of poster presentations. Convention Bureaus have a good knowledge of the venues locally so will be able to help with this.

**Please note:** To allow flexibility of planning for the event, proposed venues should have cancellation terms which would incur a maximum cancellation charge of £3000 up to three months prior to event dates. If minimum registration numbers are not achieved, it may be necessary to convert the conference into a virtual event.

The venue needs to be able to accommodate the following:

- A main lecture room that can seat at least 250 people.
- Two sufficient breakout rooms that can accommodate 80-100 people theatre style
- Nearby accommodation for non-local speakers if the venue has none of its own.
- Room for up to 100 poster boards to be displayed double sided, preferably out of view of non-conference attendees.
- Room for a minimum of 10 exhibition stands in the same area as the catering, preferably out of view of non-conference attendees.



## Registration fees

There are no fixed registration fees for NTC so the price we charge each year is dependent on the direct costs of running the event. Best value should be prioritised for all suppliers for NTC to ensure that registration fees are affordable for the trainee attendees.

## Travel and accommodation

The conference venue should be within easy travelling distance by road and rail. Adequate hotel facilities should be available, ranging from premium to budget accommodation. Hotels should be conveniently placed and have easy access to the conference venue. Convention Bureaus can often provide a free accommodation booking service for attendees.

## Local organising committee

The local organising committee should contain no more than **five people**.

- Local Chair (required)
- Local Deputy Chair (required)
- Two to three further local committee members (optional)

The local organising committee will be supported by members of the RCOG Events team and maybe supplemented by the below additional individuals.

- If the previous Local Chair is willing, they could either sit on the committee or undertake an advisory role.
- Chair of the following years NTC – once appointed

## Guidance

We want the local organising committee to create an exciting and educational programme, and a programme committee will support this and provide feedback as necessary, ensuring that the programme works in line with college strategy.

The successful bid will be provided with a copy of the NTC handbook, which contains further details on the programme committee along with useful contacts and guidance.

Should you have any queries regarding the above, please contact Kim Jackson, details below.

### Kim Jackson

Events Co-ordinator

T: +44 (0)20 7772 6468

E: [kjackson@rcog.org.uk](mailto:kjackson@rcog.org.uk)