Organization for Human Brain Mapping
Advancing Understanding of the Human Brain

ORGANIZATION FOR HUMAN BRAIN MAPPING (OHBM)
ANNUAL MEETING RFP

MEETING: OHBM 2030 Annual Meeting

PREFERRED PATTERN: Sunday—Thursday in mid-late June. A Saturday – Wednesday pattern will be considered as a secondary option, if necessary**.**

PREFERRED MEETING DATES:

- June 16 – June 20, 2030
- June 23—June 27, 2030

ANTICIPATED ATTENDANCE: 3,000 – 3,500 delegates

EVENT CONTACT: Emily Weber (Senior Meetings and Education Manager)
Email: eweber@humanbrainmapping.org

Proposals Due: September 11, 2026

ORGANIZATION PROFILE:
The Organization for Human Brain Mapping (OHBM) is an international society dedicated to advancing the understanding of the anatomical and functional organization of the human brain using neuroimaging. A primary function of the society is to provide educational forums for the exchange of up-to-the-minute and groundbreaking research across neuroimaging methods and applications. OHBM achieves this through its member-led committees and an Annual Meeting that is held in different locations throughout the world.

The OHBM Annual Meeting has become a premier academic venue with scientific data presentations covering the full spectrum of brain mapping research. Our speakers are international thought leaders in the field.

Please note that OHBM is a global organization. **Proximity to an international airport with good lift is vital to this organization.**

FULL-SERVICE AGENCY (AMC):
OHBM 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 OHBM to manage their meetings and events.

PAST MEETING LOCATION HISTORY:

1995 Paris, France	2007 Chicago, USA	2019 Rome, Italy
1996 Boston, USA	2008 Melbourne, Australia	2020 Virtual
1997 Copenhagen, Denmark	2009 San Francisco, USA	2021 Virtual
1998 Montreal, Canada	2010 Barcelona, Spain	2022 Glasgow, Scotland
1999 Dusseldorf, Germany	2011 Quebec City, Canada	2023 Montreal, Canada
2000 San Antonio, USA	2012 Beijing, China	2024 Seoul, Korea
2001 Brighton, UK	2013 Seattle, USA	2025 Brisbane, Australia
2002 Sendai, Japan	2014 Hamburg, Germany	2026 Bordeaux, France
2003 New York, USA	2015 Honolulu, USA	2027 Toronto, Canada
2004 Budapest, Hungary	2016 Geneva, Switzerland	2028 Yokohama, Japan
2005 Toronto, Canada	2017 Vancouver, Canada	2029 Rotterdam, Netherlands
2006 Florence, Italy	2018 Singapore	2030 TBD Americas

MEETING SPACE REQUIREMENTS:

Space requirements for the OHBM Annual Meeting can be found here. We require a 24-hour hold on designated meeting spaces. Please indicate if the Convention Center has daily hours of operation. OHBM typically needs access to the building from 7:00am – 7:00pm.

FOOD & BEVERAGE:

Food and beverage prices must be quoted upon contract signing with confirmation of pricing to occur no later than eight months before the meeting to establish registration fees. OHBM requires the following:

- Welcome Reception (approx. 3000 people): heavy canapes, wine, beer and soft drinks
- Coffee and Tea Service (approx. 2500 – 3000 people daily)
- 2 Poster Receptions (approx. 1500 people): wine, beer and soft drinks
- 3-5 Committee Lunches (approx. 25 people): buffet or boxed lunch options
- 1-3 Industry Sponsored Lunches (approx. 300 – 500 people): buffet or boxed lunch options

AUDIO VISUAL & TECHNOLOGY REQUIREMENTS:

Given the importance of technology for a successful conference, please find an overview of our AV RFP Requirements here. In addition, please share the following information:

1) Does your venue have a preferred Audio Visual vendor? Please provide company name and contact information.
2) What internet speed and bandwidth will be dedicated to our meeting?

- We will have 3,000 – 3,500 delegates each using 2 devices
- We will have approximately 100 presenters per day sharing videos/presentations during educational sessions

3) What is the capacity of the available network?
4) When was the last time you updated your internet/technology?
5) What technological guarantees can you offer our event to ensure reliable and fast access for all attendees?
6) What is the backup plan if the primary provider goes down?

HOTEL NEEDS:

OHBM's attendee housing patterns have evolved significantly in recent years. As a global society with a substantial student and trainee population, many attendees independently secure accommodation that best meet their individual budgets and travel preferences including vacation rentals, hostels, university housing and other alternative lodging options.

OHBM is not seeking a traditional attendee guest room block for this meeting.

Instead, OHBM requests a nearby host hotel to provide:

- Approximately 10–15 guestrooms for OHBM staff, award recipients and other designated VIPs.
- A preferred rate for these rooms over the meeting dates including set-up days.
- Flexibility to adjust the final rooming list prior to the cutoff date.
- Information on any concessions or amenities associated with this limited block.

While attendees will make their own lodging arrangements, OHBM welcomes information about nearby hotels across a variety of price points that may be shared as a courtesy on the meeting website. No attendee room block or attrition commitment is anticipated as part of this RFP.

LOCAL SUPPORT:

Although not required, locations accompanied by a strong Local Organizing Committee (LOC) of neuroscientists or a Tourism/Convention Bureau are often highly supported by the OHBM Council. Support by local members (no more than 8 people) who are committed to assisting the OHBM Executive Office staff in producing the meeting is very beneficial.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL:

- Complete the OHBM Proposal Template
- Complete Venue Sustainability Practices Checklist
- Submit your personalized bid proposal
- Provide event space floor plans and capacity charts

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SITE SELECTION TIMELINE AND DECISION PROCESS:

- The OHBM Executive Office will present all bid proposals to the OHBM Council in late September/early October.
- The OHBM Council will narrow potential cities to 2-3 locations.
- The OHBM Executive Office will conduct site visits between January – March 2027.
- Following site visits, the OHBM Executive Office will summarize our findings and invite city representatives to the March/April Council Meeting to give a 10-minute presentation about your location's highlights.
- A final decision will be voted on by OHBM Council.
- The selected city for the OHBM 2030 Annual Meeting will be announced at the Annual Meeting in June 2027.

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

- OHBM Website