

EAS



Guide to bid preparation for EAS Congress 2025 and 2026

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European Atherosclerosis Society

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A. Introduction

EAS holds its congresses annually, moving to a different European city each year, so that members will find the meeting easy to access periodically from their own region. Each year the Society collaborates with the national atherosclerosis and related societies in the host nation to stage the Congress. This document describes the process of proposing that EAS Congress is held in your city, and how the decision is made.

In this Call for Bids, EAS would like to hear from members representing a national atherosclerosis society or related society, who are interested in hosting the EAS Congress in 2025 or 2026.

B. Facts, figures and congress outline

Expected number of delegates:	2,000-2,500
Preferred Congress dates:	Late May/Early June
Congress length:	Sunday-Wednesday, 3.5 days
Hotel rooms:	At least 3,000 rooms in 3-5 star categories
Transport:	City must be well connected by road, rail & airports, with an international airport within reasonable travelling distance

	Friday and Saturday	Sunday	Monday	Tuesday	Wednesday
0730			Breakfast seminars	Breakfast seminars	Breakfast seminars
0830	Satellite meetings	Satellite meetings	Plenary	Plenary	Plenary
0930			Break	Break	Break
1030			Workshops	Workshops	Workshops
1230			Keynote		
1330		CME sessions 1230-1730	Industry CME & electronic posters	Industry CME & electronic posters	
1430			Workshops	Workshops	
1530			Poster viewing session	Poster viewing session	
1700			Opening Ceremony & Welcome Reception		
1800		Dinner for National Society Presidents	President's Reception	Networking evening	
1900					
2000					

C. Congress venue requirements

Requirement	Capacity
Plenary hall	1,200-2,000 pax
Parallel halls	3 additional halls. Two with a capacity of 400-500 pax and one with a capacity of 200-300 pax.
Offices	At least 5
Smaller meeting rooms	20-70 pax (approx. 5 rooms)
Exhibition/catering/posters	<ul style="list-style-type: none"> - At least 3,500 sqm of gross exhibition/catering area. - Approx. 500 electronic posters to be displayed on 12 totems as well as 500 regular posters on double-sided boards.

Catering	Requirements
Coffee breaks	5 in total
Lunch	Lunch boxes to be purchased by sponsors and handed out during CME sessions.
Welcome Reception	In exhibition hall – Beer/wine/soft drinks and canapes.
Poster viewing sessions	2 sessions. Beer/wine/soft drinks and cheese.

D. Social events

Welcome Reception on Day 1, Sunday, (included in the registration fees) in the exhibition hall; Beer/wine/soft drinks and canapes. Approx. 1,500 attendees.

National Society Presidents' dinner on Day 1, Sunday. By invitation only and a buffet dinner meeting. Approx 40 attendees.

President's dinner on Day 2, Monday, in a private venue to thank speakers and other faculty for their participation in the congress. Approx. 120 attendees, by invitation only.

Networking evening on Day 3, Tuesday. EAS invites the Host National Society to organise the Congress' social event. EAS to determine general nature of event, and the budget is to be agreed with EAS. Any loss adjusted to the host national Society's' profits from the Congress. Proposal would be to hold a party with light food and dancing for delegates, who will be requested to buy a ticket for a fee. Approx. 400-500 attendees.

E. Hotel rooms

The bidding city should have at least 3,000 hotel rooms in various categories easily accessible to the Congress Center. The room block reserved by the PCO is normally around 1,500 hotel rooms. It is preferable to have a large number of rooms in few hotels, most within walking distance of the venue.

F. Congress organisation and LOC tasks

There are several parties involved in the congress. For a full description please look at Appendix A. EAS has appointed a Congress PCO who will manage the organisation of the congress. Main tasks of the Local Organising Committee include:

1. Work closely with the Congress PCO, who will manage the organisation of the logistics for the meeting.
2. Involved in promotion to members, hospitals, universities, labs and other relevant institutions in the host nation. Promotion includes mail shots and social media.
3. Assist the PCO to recruit local sponsors.
4. Arrange the Networking evening.

G. Finances and profit distribution

1. The Congress PCO will prepare a budget for the Congress and will be responsible for administration of all funds. Budget is subject to approval by the EAS.
2. Any profits made by the Congress will be distributed as follows:
 - 90% of total profit will go to EAS
 - 10% of profit will go to the local National Society/local organising society.

H. Bid contents

To submit your bid please include the following documentation.

1. **Letters of invitation:**
 - a. A letter on behalf of the local society is mandatory.
 - b. All other letters of invitation are optional.
2. **Information on the city:**
 - a. On the airport(s), transportation and the city in general.
 - b. Support and/or promotion offered by the city to the congress and/or delegates by local authorities, e.g. ;
 - congress promotion
 - complimentary public transport
 - special fee for public and tourist attractions
 - other financial support packages
 - c. Information on the city's sustainability initiatives.

3. **Information on the Congress centre:**
 - a. Detailed description of the suggested venue including:
 - capacity chart of all the halls and meeting rooms
 - layout details and floor plans
 - photographs
 - rental costs
 - b. Exclusivity of services provided by the Congress Centre, in particular:
 - audiovisual services
 - catering services
 - c. Information on the venue's sustainability initiatives.
4. **Information on the city's hotels:**
 - a. List of hotels available, including:
 - capacities
 - price range
5. **Details of any other support available from local or national bodies.**
6. **Contact details of the Convention Bureau** (if applicable).

I. Procedures

1. Letter of interest from the national society should be submitted to the EAS Office by email: anki@eas-society.org
Deadline for letter of interest: *August 31, 2020*
2. EAS **may** then invite full bids from among the members of society who have submitted a letter of interest.
Deadline for submission of bids: *December 22, 2020*
3. Evaluation of bids by EAS Congress Committee will take place during the first quarter of 2021.
4. Location(s) will be selected for site inspection(s) by the Congress Committee with the aim to carry out the site inspections during 2021.
5. Congress Committee recommendation to Executive Committee late 2021.
6. Executive Committee decision on location(s) for EAS 2025 and 2026, in Q4, 2021 or Q1 2022.

It is recommended to request the assistance of the local Convention Bureau to fulfill these requirements. It is possible to use a local agent for these tasks. Nevertheless, the Congress PCO is not committed to use the services of any local agent for the congress.

Should you require additional assistance in preparing the bid document or for any other query, please do not hesitate to contact the EAS office, Anki Frencken at anki@eas-society.org. who can assist you to complete any missing data in case of need.

Appendix A

Assignment of responsibilities

The parties involved in the organisation of the Congress, and their responsibilities, are indicated below.

EAS Executive Committee (EC)

- Approval of the site for congress
- Scientific Programme approval
- Selection of Chairs of Plenary sessions
- Co-ordination of Joint Sessions with other learned Societies
- Arranging CME sessions
- Approval of budget
- Sponsorship solicitation with LOC and PCO
- Awards and Prizes

Congress Committee (CC)

- Organisation of site visits
- Recommendation of site to EC
- Organisation of the time schedule for the congress organisation and logistics together with LOC and PCO
- Proof reading of the final programme booklet
- Congress operational and logistic organisation
- Social event planning with LOC and PCO
- Approve letters of invitation to speakers/committee members (sent out by PCO)

Scientific Programme Committee (Congress SPC)

- Propose for EC approval topics, titles and speakers for scientific programme
- Abstract processing and rating (with EC/PCO)
- Approval of time-schedule and allocation of venue spaces for the scientific programme
- Approval of the poster exhibition
- Proposal of chairs of plenary sessions for EC

Congress President

- Coordination of all activities of LOC
- Participation in SPC activities
- Participation in Congress Committee activities
- Participation in EC meetings and teleconferences as necessary, at request of EAS EC

Local Organising Committee (LOC)

- Organisation of poster exhibition (with EAS Poster Coordinator)
- Exhibition (with PCO)
- Social event planning with Congress Committee and PCO
- Local + national promotion (to local society members, to KOLs nationally, and to local press and media outlets)
- Sponsorship solicitation (with EC and PCO)

Professional Congress Organiser (PCO)

- Graphic Design /overall graphic concept of the meeting, logo, stationery, website, etc.
- Printing the congress announcements and congress material
- Registration Processing/Send out approved invitation letters to all invited speakers and poster authors
- Abstract Processing and Technical Assistance in Building the Scientific Programme (with CC and SPC)
- On site management, staff / Technical Arrangement
- Exhibition management
- Promotion/ Sponsorship Solicitation (with EC, CC and LOC)
- Finance and Budget Management (with the EC, CC and LOC)
- Selection of Local DMC (in coordination with the EC and LOC)
- Social Events (with the EC, CC and LOC)
- Administration of Satellite Symposia with CC
- Hotel Accommodation, Tours (with the DMC)
- Site inspection and Committee meetings in hosting city
- Media activities – promotional and marketing (with EC and CC)