



EAS

European
Atherosclerosis
Society

GUIDE TO BID PREPARATION
for
EAS CONGRESS 2029 & 2030

1. 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 2029 or 2030.

2. Facts, figures and congress outline

Expected number of delegates:	2,000-2,500 in-person, 300-400 virtual
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

	Saturday	Sunday	Monday	Tuesday	Wednesday
0730			Industry Breakfast Seminars	Industry Breakfast Seminars	Industry Breakfast Seminars
0830	Satellite meetings	Satellite meetings	Plenary	Plenary	Plenary
0930			Break	Break	Break
1030			Workshops	Workshops	Workshops
1230			Keynote	Keynote/debate	
1330		Industry CME & electronic posters	Industry CME & electronic posters		
1430		Workshops	Workshops		
1530		Workshops	Workshops		
1700		Poster viewing session	Poster viewing session		
1800		Poster viewing session	Poster viewing session		
1900		EAS Meet & Greet Dinner (by invitation only)	Opening Ceremony & Welcome Reception	Faculty dinner (by invitation only)	EAS Big Party
2000					

3. Congress venue requirements

Requirement	Capacity
Plenary hall	1,000-1,500 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	20-50 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 10-12 totems as well as 400 regular posters on double-sided boards.

Catering	Requirements
Coffee breaks	5 in total
Lunch	Mon and Tue - Lunch boxes provided by sponsors or lunch included. TBC.
Welcome Reception	In exhibition hall – Beer/wine/soft drinks and canapes.
Poster viewing sessions	2 sessions. Beer/wine/soft drinks and snacks.

4. Social events

Event	Requirements
EAS Meet & Greet Dinner	In private venue, canapes or buffet, drinks. Approx. 120-140 attendees, by invitation only.
Welcome Reception	In exhibition hall – Beer/wine/soft drinks and canapes. Approx. 1200 attendees.
Faculty dinner	In private exclusive venue, seated 3-course dinner (round tables). Approx. 120-140 attendees, by invitation only.
EAS Big party	In private venue, casual event, buffet, drinks, band and DJ. Approx. 500-600 attendees. Tickets are purchased.

5. 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.

6. 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. Involved in promotion to members, hospitals, universities, labs and other relevant institutions in the host nation.
2. Assist the PCO to recruit local sponsors.
3. Contribute to the programme.

7. 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. The National Society is entitled to a portion of any profits made by the Congress. Currently it is a fixed amount up to EUR 30,000 depending on the income levels of the congress.

8. 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.

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.
3. **Information on the city's hotels:**
 - a. List of hotels available, including:
 - capacities
 - price range
 4. **Details of any other support available from local or national bodies.**
 5. **Contact details of the Convention Bureau (if applicable).**

9. 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: *3 December 2025*
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: *27 February 2026*
3. Evaluation of bids by EAS Congress Committee will take place during the second quarter of 2026.
4. Location(s) will be selected for site inspection(s) by the Congress Committee with the aim to carry out the site inspections during 2026.
5. Congress Committee recommendation to Executive Committee late 2026.
6. Executive Committee decision on location(s) for EAS 2029 and 2030, in Q4, 2026 or Q1 2027.

It is recommended to request the assistance of the local Convention Bureau to fulfil 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
- Appointment of Scientific Programme Chairs
- Approval of scientific programme
- 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
- Congress operational and logistical organisation
- Social event planning with LOC and PCO
- Organisation of poster sessions – physical and electronic posters

Scientific Programme Committee (Congress SPC)

- Proposal of topics, titles and speakers for scientific programme
- Proposal of programme chairs
- Abstract reviewing and scheduling
- Approval of time-schedule and allocation of venue spaces for the scientific programme

Congress Chair (Chair of LOC)

- Coordination of all activities of LOC
- Participation in SPC activities
- Participation in Congress Committee activities

Local Organising Committee (LOC)

- Local + national promotion (to local society members, to KOLs nationally, and to local press and media outlets)
- Sponsorship solicitation (with EC and PCO)
- Programme input to SPC via Congress Chair
- Abstract reviewing
- Social event planning with Congress Committee and PCO

Professional Congress Organiser (PCO)

- Graphic Design /overall graphic concept of the meeting, logo, stationery, website, etc.
- Registration Management
- Send out invitation letters to all invited speakers
- Abstract Processing and Technical Assistance in Building the Scientific Programme
- On site management, staff / Technical Arrangement
- Exhibition management
- Promotion/ Sponsorship Solicitation
- Finance and Budget Management
- Management of Social Events
- Administration of Satellite Symposia
- Hotel Accommodation
- Site inspection and Committee meetings in hosting city
- Promotional and marketing