

Guidelines for proposals from ESE Affiliated Societies to host the European Congress of Endocrinology

Proposals are invited from ESE Affiliated Societies to host the annual European Congress of Endocrinology and requirements are shown below. Nominations may also be received from the ESE Executive Committee.

Timings and process

1. The call for bids will be sent out by the ESE Secretariat usually five years in advance.
2. The call for bids will specify the deadline for the Congress Committee Chair to receive the letter of intent and information sheet. For ECE 2014/15 the deadline will be **31 July 2009**.
3. All of the letters of intent and information sheets will be considered by the Congress Committee and a recommendation will be made to the Executive Committee regarding shortlisted candidates. For ECE 2014/15 the Congress Committee will decide on shortlisted candidates by teleconference and a recommendation will be made to the Executive Committee at their October 2009 meeting. The Congress Committee Chair will then inform a shortlist of candidates that they should prepare a full proposal.
4. Full proposals should have been received by the Congress Committee by **29 January 2010**, and the Congress Committee will decide on their recommendation at a meeting at ECE 2010, to enable them to present a recommendation at the ECE 2010 Executive Committee meeting.
5. Site visits will take place if necessary following ECE 2010.
6. The results of the site visit will be discussed at the next ESE Executive Committee in September/October 2010.
7. The location will be formally announced at the Annual General Meeting at ECE 2011.
8. The ESE Executive Committee will make the decision on the congress location and their decision will be final.

Division of responsibilities

1. The ESE will be responsible for all aspects of the meeting, including appointing the Programme Organising Committee, appointing any local management company, publication of abstracts etc.
2. The host national society will appoint an LOC. This committee will assist the ESE in the local organisational aspects of the meeting, for example: helping to organise and attend site visits with representatives from the ESE Executive Committee; liaison with the scientific venue; selection of the local management company, suggestions for and arrangements with social venues. The LOC will assist with identification of and liaison with local suppliers, with recruitment of local sponsorship, and will also participate in the development of the overall exhibition and sponsorship plan.
3. For full details regarding the allocation of responsibilities between the ESE Executive Committee and LOC, see the attached document entitled '[Split of responsibilities for ECE meetings](http://www.euro-endo.org/meetings/meetings_conferences_proposals.htm)' (which can be found at http://www.euro-endo.org/meetings/meetings_conferences_proposals.htm).

Meeting guidelines

1. The Congress is held in late April/early May, over five days. It is usually held between Saturday and Wednesday.
2. Typically the Congress attracts between 2500-3000 participants.
3. There needs to be 1500m² available for the exhibition hall; this excludes space for catering and posters.
4. There are typically 800-1000 posters.

Typical meeting format

Dates: late April-early May

Timetable:

Saturday:	Opening ceremony Geoffrey Harris Lecture EJE Lecture Welcome reception
Sunday:	Plenary lecture 4/5 parallel sessions Lunch/posters 4/5 parallel sessions Plenary lecture President's Dinner
Monday:	Plenary lecture 4/5 parallel sessions Lunch/posters 4/5 parallel sessions Plenary lecture Informal social event
Tuesday:	Plenary lecture 4/5 parallel sessions Lunch/posters 4/5 parallel sessions Plenary lecture Formal dinner (optional)
Wednesday:	Plenary lecture 4/5 parallel sessions Plenary lecture Closing ceremony

NB: An ESE AGM needs to be scheduled at a convenient time during the meeting, for 1.5 hours minimum. It is preferred that the AGM is not held just prior to the formal dinner. There is also a new member's welcome reception, and meeting of the Affiliated Societies Presidents during the meeting.

Minimum requirements

The chosen location should satisfy the following minimum requirements:

1. Availability at the chosen venue for five days in late April/early May of the appropriate year. Two additional days (maximum) are required prior to the meeting for set-up of the exhibition hall.
2. The venue should be available to hold the congress for 2014 or 2015, and should be accessible for a site visit by the end of 2010.
3. An international airport within easy reach of the city.
4. 3000 hotel bedrooms within easy reach of the venue in a range of categories, including budget.
5. A plenary hall with a capacity of 2500 minimum.
6. Four parallel halls with capacities of at least 600, 350, 250 and 200 respectively.
7. Several smaller meeting rooms for committee meetings.
8. A speakers' preview room, which is networked to the conference halls.
9. Registration area of 20m² plus back office space of 40m²

10. Commercial exhibition space of 1500m² excluding poster and catering space, which should be in the same area as the exhibition.
11. Space for 800-1000 posters to be displayed in the exhibition area. Poster boards should be 2m high by 1m wide if possible. Posters can be divided between two or three poster sessions if necessary

Social events

A welcome reception is usually held at the meeting venue. Alternatively the welcome reception could be held at a civic building, which should generally be provided free of charge. An informal social evening can be held, but this is optional. The expected numbers at the informal social evening would be around 400.

In addition, at least one social evening activity is usually held, hosting between 400-500 delegates. The delegate numbers at this may increase if there is only by one social event, instead of a formal and informal event.

An optional social programme should be suggested for accompanying persons, with four different half- or full-day tours.

Financial arrangements

All financial arrangements and contracts will be undertaken by the ESE. The ESE will be responsible for underwriting any losses from the meeting. In case of a **surplus**, the national society will receive a share of the surplus as follows:

25% of the first €100,000

20% of the next €100,000

15% of the balance

In addition, in case of a **surplus**, the national society will receive a share of the registration fees received from **local** participants as follows:

ESE members 20%

Non-ESE members 5%

Two years in advance, the LOC will receive funding from the ESE of €10,000 to cover costs of running the LOC. This will be deducted from the final balance outlined above, if there is a surplus. If the congress makes a loss, the LOC will not be asked to refund this amount.

Details for bid documents

Step 1: LETTER OF INTENT

The letter of intent should inform the ESE Secretary that the Affiliated Society wishes to host either 2014 or 2015. It should contain confirmation that the national society will not hold their meeting in these years, and that the hosting of the meeting is fully supported by the national society. The name of the proposed city and venue should also be included, with available dates. The letter of intent should also include the completed information sheet.

The national society may hold a 'national' day during the ECE. Provisional details of this should be provided in the letter of intent.

Step 2: FULL PROPOSAL

The ESE Congress Committee will consider all letters of intent and information sheets and a recommended shortlist will be prepared. The Congress Committee Chair will inform the shortlist of candidates that they should prepare a full proposal. The full proposal should include the information outlined below:

1. THE NATIONAL MEETING SHOULD NOT BE HELD THE YEAR OF THE EUROPEAN CONGRESS

This should be confirmed in your bid document. However, it may be possible to hold a national day during the congress (see note under step 1).

2. MEETING DATES

The meeting dates available at the suggested venue should be clearly stated in both ECE 2014 and ECE 2015. They should have been provisionally booked by the national society but the contract will be negotiated and signed by the ESE Executive Committee.

3. A BRIEF DESCRIPTION OF THE STATUS OF ENDOCRINOLOGY IN THE HOST COUNTRY

Information concerning the size and history of the local member national society should be given.

4. LETTERS OF SUPPORT

The proposal should contain a letter of support from the local Affiliated Society as well as from other national and local authorities that wish to support the meeting. Details of expected support from the city should be provided, eg, civic hospitality, marketing support etc.

5. A BRIEF DESCRIPTION OF THE PROPOSED HOST CITY

The description should include size and population and previous experience with handling conventions, and any other background, that would be of interest.

6. ACCESS AND TRANSPORT

Details of access for international travellers (i.e. airlines servicing the city, distance of airport from city, frequency of flights from major destinations) should be described with sample flight costs from major international capitals. Please provide information regarding any free tickets carriers might be prepared to give to assist with the meeting.

The ESE does not provide shuttle buses for ground transportation, so please provide information with regard to internal transportation between the hotels and the conference venue.

7. NAME AND DESCRIPTION OF THE SPECIFIC CONVENTION SITE PROPOSED

Details should be given as to the number and size of meeting rooms available, the facilities for lunch, mid-morning and mid-afternoon breaks, the welcome reception and other receptions, the space for exhibition and posters, and details of the audio-visual services and equipment available. Pictures of the various rooms would be welcome. The experience of the designated site in running major international meetings should be outlined. Details should be provided of the location of the centre in relation to the city, and details of the age of the building and any refurbishment plans.

The layout of the venue with contact details and costings should be provided.

8. DESCRIPTION OF THE HOTEL ACCOMMODATION IN OR ADJOINING THE CONVENTION SITE

Indicative pricing should be provided for each hotel, including breakfast and taxes. The numbers of rooms available at each hotel should be provided and the category (star rating). A range of accommodation should be available from 3 - 5 star and availability of budget accommodation should also be described.

The names, price ranges and contact details of suggested hotels should be included in the bid document. Distances from the hotels to the venue should be provided with a map showing the locations.

9. DESIGNATION AND DESCRIPTION OF THE LOCAL ORGANISING COMMITTEE (LOC)

Information should be given outlining the interest of the future LOC members in endocrinology and their experience in conducting similar meetings in the past. As at the time of application the full list of LOC members is usually incomplete and will be completed after gaining the nomination, information and signature will be requested only for the Chairperson and one or two persons who will be committed to assist with the local arrangements.

10. SOCIAL PROGRAMME

Social venues available for the welcome reception and conference dinner(s) should be described, as well as their approximate cost and the number of guests that can be accommodated.

11. LOCAL COSTS

The budget will be set-up and maintained by the ESE Executive Committee. However, the initial proposal should contain as much information as possible with regard to local costs; eg, hire charges at the venue for the conference rooms, audio-visual equipment and personnel, and catering. In addition, details of costs should be included with regards to the social venues (hire, transport, catering). This will enable the ESE Executive to ascertain if the venue and location are viable in the first instance. A site visit will not be carried out without this information in advance. It is accepted that these cost estimates will usually apply to the year that the bid is made, rather than the year that the congress will be held.

Information should be included with regard to local funding, eg, from the hosting local government body.

12. PROGRAMME ORGANISING COMMITTEE (POC)

There should be note made in the proposal that the Local Organising Committee accepts that the Programme Organising Committee will be separate from the Local Organising Committee, and will be formed by the ESE to be wide ranging both in interests and geography. A member of the LOC will be invited to be on the POC.

It is recommended that Affiliated Societies request the assistance of the local Convention Bureau to fulfil these requirements. However, if a local agent is used for these tasks, the ESE are not committed to use the services of the local agent for the congress. The ESE is not able to pay any costs associated with preparing a bid.

Should you require any assistance in preparing the bid document please contact the ESE Secretariat at info@euro-endo.org or on +44 1454 642247.

The deadline for letters of intent and information sheets is **31 July 2009**. Short-listed candidates should send their full proposal by **29 January 2010**. All documents should be sent in PDF format for the attention of the ESE Congress Committee Chair to info@euro-endo.org.