

Guidelines for proposals from ESE Affiliated Societies to host the European Congress of Endocrinology in 2021.

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 for ECE 2021.

1. The call for bids will be sent out by the ESE Office usually five years in advance, for ECE 2021 this will be during **January 2016**.
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 2021 the deadline is **1 April 2016**.
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 2021 the Congress Committee will decide on shortlisted candidates and a recommendation will be made to the Executive Committee during the meetings at ECE 2016 in May 2016. **By 30 June 2016**, the Congress Committee Chair will aim to inform a shortlist of candidates that they should prepare a full proposal.
4. If shortlisted, full proposals must be received by the Congress Committee by **30 November 2016**, and the Congress Committee will decide on their recommendation at their meeting during ECE 2017, to enable them to present a recommendation to the Executive Committee at their meeting, also during ECE 2017.
5. Site visits will take place if necessary following ECE 2017.
6. The results of the site visit will be discussed at the next ESE Executive Committee in the Autumn 2017.
7. The location will be formally announced at the Annual General Meeting held during ECE 2018.
8. The ESE Executive Committee will make the decision on the congress location and their decision is final.

Division of responsibilities

1. 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, responsibility for the budget and financial management of the meeting.
2. ESE will appoint the Professional Congress Organiser (PCO) who will act on their behalf.
3. The national society can choose to support the ECE congress in 2 ways:

SUPPORT SCENARIO 1: The local national society will:

- **Cancel their annual meeting.**
- Provide a Local Organising Committee (LOC). The LOC will have dedicated responsibilities for the meeting planning and supporting the Programme Organising Committee (POC). A full remit of responsibilities can be found in the responsibilities document.
- In return, the national society will receive an incremental profit share of the congress (details below).
- Will be invited to host a national day on the opening Saturday of the congress.

SUPPORT SCENARIO 2: The local national society will:

- **Not cancel their annual meeting.** However, the national society meeting must not be scheduled to take place during May or June of the year ECE will be hosted.
- Have no official planning responsibilities for the organisation of the ECE congress.

- Receive a financial contribution from ESE in recognition of the congress sharing their audience in that particular year as well as the expected promotional support for the congress to their membership. Details of the financial contribution from ESE are below.
4. For full details regarding the allocation of responsibilities between the ESE Executive Committee and PCO and LOC, please contact the ESE Office at info@euro-endo.org.

Meeting guidelines

1. The Congress is held over 3.5 days in May / June. It is usually held between Saturday and Tuesday.
2. Typically the Congress attracts 3000 participants.
3. There needs to be 3000 m² available for the exhibition and catering. Catering must be in the same space as the exhibition; this excludes space for posters and ePosters.
4. There are typically 1000 posters, which require a minimum of 2000m². Ideally, these should also be located with the exhibition and catering.

Please note that the typical ECE meeting format can be found on the latest ECE website via the ESE website.

Minimum requirements

The chosen location should satisfy the following minimum requirements:

1. Availability at the chosen venue for 4 days in May / June of the appropriate year. Two additional days (maximum) are required prior to the meeting for set-up of the registration area, posters and exhibition hall.
2. The venue should be available to hold the congress for the suggested dates and, if required, should be accessible for a site visit in the summer of 2017.
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 1500 minimum.
6. Four parallel halls with capacities of at least 600, 500, 400 and 300 respectively.
7. At least 10 smaller meeting rooms for committee meetings, press office, prayer room.
8. An organisers office (approx 300-400m²), which is to be situated in close proximity to the main registration area.
9. A speakers' preview room, which is networked to the conference halls.
10. Registration area of 20m² plus back office space of 40m²
11. Storage space prior to the congress for congress bag packing and congress materials storage
12. Exhibition space of 3000m² including catering space, which must be in the same area as the exhibition.
13. Space for up to 1000 posters to be displayed in the exhibition area if possible in an area of 2000 m². Poster boards should be 2m high by 1m wide if possible and will be used double sided.

Social events

A welcome reception is usually held at the meeting venue.

An informal social evening is usually held including dinner and light entertainment. This is not a gala dinner. The expected numbers at the informal social evening would be around 400.

Financial arrangements

All financial arrangements and contracts will be undertaken by ESE.

ESE will be responsible for underwriting any losses from the ECE Congress.

Under support scenario 1 (Affiliated Society cancels their national meeting):

The national society will receive a share of any surplus of the congress as follows:

Stage 1 – 5% of the first €100,000 congress surplus

Stage 2 – In addition to stage 1, 10% of any surplus between €100,000 - €350,000

Stage 3 – In addition to stage 1 + stage 2, 35% of any surplus amount above €350,000

All payments are made following the congress financial reconciliation. An interim statement due by 30 September 2021 will be accompanied by 90% of the projected surplus share. The final financial statement due by 28 February 2022 will be accompanied by the remaining balance of the surplus share.

A minimum of two years in advance, the LOC will receive funding from 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.

Under support scenario 2 (Affiliated Society hold their national meeting):

The national society will receive a contribution from ESE of €25 per national delegate who attends the ECE congress. Payment will be made following the congress financial reconciliation due by 28 February 2022.

Details for bid documents

Step 1: LETTER OF INTENT AND INFORMATION SHEET

The letter of intent should inform the ESE Secretary that the Affiliated Society wishes to host the European Congress of Endocrinology (ECE) in 2021. The letter should confirm that the national society fully supports hosting the ECE meeting and should also confirm which support scenario the national society would like to follow. The name of the proposed city and venue should also be included, with available dates.

The letter of intent must also include the completed information sheet.

Under support scenario 1, the national society may hold a 'national' day during the ECE. Provisional details of this should be provided in the letter of intent.

For ECE 2021 the deadline is 1 April 2016 to receive the Letter of Intent and the completed Information sheet.

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. **AFFILIATED SOCIETY NATIONAL MEETING**

The letter of intent should include the dates of the Affiliated Society national annual meeting in the proposed year and confirmation of which support scenario is preferred.

2. **MEETING DATES**

The meeting dates available at the suggested venue should be clearly stated. The dates should be provisionally booked by the national society but the contract will be negotiated by the PCO 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.

ESE does not provide shuttle buses for ground transportation or public transport passes as standard. It is essential that information is provided with regard to internal transportation between the hotels and the congress venue. In addition to this, it is requested that details of financial support (from local convention bureau/local authorities) for the supply of public transport travel passes is included.

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, including proposed floorplans with contact details and costings must 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 – 4 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)

If support scenario 1 is chosen, information should be given outlining the interest of the future LOC members in endocrinology and their experience in conducting similar meetings in the past. At the time of application the full list of LOC members is usually incomplete and would 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.

If support scenario 2 is chosen, the national society will make no contribution to the organisation of the congress and therefore no LOC will be required.

10. SOCIAL PROGRAMME

Social venues available for the welcome reception and informal evening congress dinner 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 PCO on behalf of 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).

Any given ECE venue must not exceed 25% of the total expenditure of the congress. The nominated PCO will provide support to the shortlisted cities in the development of a full meeting budget with as many accurate prices for the venue, accommodation and local services as possible, which must be submitted alongside the full proposal.

This will enable the Congress and ESE Executive Committees 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 a note made in the proposal that the national society accepts that the Programme Organising Committee will be separate from the Local Organising Committee (under scenario 1), and will be formed by the ESE to be wide ranging both in interests and geography. Under scenario 1, a member of the LOC will be invited to join the POC.

It is recommended that Affiliated Societies request the assistance of the local Convention Bureau to fulfil the requirements of a bid document. However, if a local agent is used for these tasks, ESE is not committed to use the services of the local agent for the congress. 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 Office at info@euro-endo.org or on +44 1454 642247.

The deadline for letters of intent **and** information sheets is 1 April 2016.

Short-listed candidates should send their full proposal by 30 November 2016.

All documents should be sent in PDF format for the attention of the ESE Congress Committee Chair to info@euro-endo.org.