

ECE CONGRESS

BID MANUAL 2028 and beyond

Guidelines for submitting a successful bid for an ECE Congress



Please send your applications to
ESE Office
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Guidelines for bids from ESE Council of Affiliated Societies (ECAS) to host the European Congress of Endocrinology in 2028

Proposals are invited from ESE Council of Affiliated Societies (ECAS) to host the annual European Congress of Endocrinology in 2028. If appropriate, ESE may also award cities to host ECE 2029 and beyond. The requirements and deadlines for applications are explained below. Nominations may also be received from the ESE Executive Committee.

Applications will not be accepted without full support from the National Societies within the host country. It is advised that the National Society works closely with the Convention Bureau and suggested Congress venue(s) when collating information for this bid. 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.

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1. Timeframes and decision process



Timeframes and process for ECE 2028	
<p>Open Call</p> <p>The call for bids will be sent out by the ESE Office. This will consist of:</p> <ul style="list-style-type: none"> Guidelines document Information sheet (for National Societies to complete and return by the deadline) <p>A 'letter of intent' should also be submitted with the Information sheet by the deadline (12 January 2024)</p>	October 2023
<p>Candidates to assess and prepare documents</p> <p>Host country National Society to review guidelines documents and assessment criteria, and prepare letter of intent and completed information sheet, working alongside venues and Convention Bureaus.</p>	October 2023 to 12 January 2024
<p>Deadline: receive letter of intent</p> <p>ESE Office to receive from candidate National Societies/host cities:</p> <ul style="list-style-type: none"> Letter of Intent Information Sheet <p>All documents should be sent to claire.arrigoni@ese-hormones.org</p>	DEADLINE: Friday 12 January 2024 (17:00 CET)
<p>Congress Committee review and shortlist</p> <p>ESE's Congress Committee (during ECE 2024, 4 years in advance) to review all letters of intent and information sheets and decide recommendation of shortlisted cities to the Executive Committee based on the information provided in the 'information sheet'. The ESE Team will collate the information for discussion by the ESE Congress Committee. Please note a maximum of 6 cities will be shortlisted.</p>	January - May 2024
<p>Proposal of shortlisted cities to the Executive Committee</p> <p>ESE's Congress Committee Chair to propose shortlisted cities to the Executive Committee (at the October Executive Committee meeting)</p>	June 2024 Executive Committee meeting
<p>Inform shortlisted cities/candidates if successful or not and arrange site visits</p> <p>ESE Congress Committee Chair to inform shortlisted cities and notify unsuccessful bids. Shortlisted cities are invited to prepare a full proposal including budgets and costs.</p>	By end of June 2024

<ul style="list-style-type: none"> • Site visits – if necessary, by the ESE Congress Committee Chair and the ESE Team during this time (from the end of June 2024 until 31 January 2025). • VAT advice will be sought by ESE for the shortlisted countries. 	
<p>Deadline: Shortlisted candidates to provide full bid document If shortlisted, full proposals received, analysed (including draft budgets) for the Congress Committee Chair to present a recommendation to the Executive Committee.</p>	<p>DEADLINE: 31 October 2024 (17:00 CET)</p>
<p>ESE Congress Committee review and make recommendation ESE Congress Committee to review all documents (with support from ESE Office) and score the bids independently based on the assessment criteria. Scores are reviewed as a group and a recommendation is created for approval at the March 2025 Executive Committee meeting, where a final decision will be made.</p>	<p>1 November – end of February 2025</p>
<p>Approval by Executive Committee Location confirmed at the Executive Committee meeting during ECE and National Societies notified.</p>	<p>March 2025 Executive Committee meeting</p>
<p>Announce location Location announced at the ECE 2025 AGM to the ESE membership (plus email announcement/news alert)</p>	<p>13 May 2025 (AGM at ECE 2025 – joint meeting with ESPE)</p>

Please note:

- *The ESE Executive Committee will make the decision on the congress location and their decision is final.*
- *If shortlisted cities are strong contenders, **ESE may decide to award ECE 2029** during the same period, with no additional documentation required.*

2. Division of responsibilities

ESE responsibilities

ESE will be responsible for all aspects of the meeting, appointing any local management company, event management, event branding, delegate management, exhibition and sponsorship management, abstract management, publication of abstracts, onsite logistics etc. ESE will take complete responsibility for the budget and financial management of the Congress.

ESE will manage all the logistics from the ESE Office and may decide to appoint a Professional Congress Organiser (PCO) to support some aspects of the Congress, in addition to the ESE in-house Team.

The National Society may be asked to advise on a recommended Destination Management Company (DMC) that is known to the National Society members, to assist with site visits and social venues.

Congress Committee Chair, the Programme Organising Committee and Executive Committee responsibilities

The Congress Committee Chair (currently Cynthia Andoniadou, UK) is responsible for the Congress working closely with the ESE Team and sits on the ESE Executive Committee.

The Congress Committee Chair is also chairing the Programme Organising Committee (POC), alongside selected basic science and clinical co-chairs and a committee of up to 20 members across ESE's eight Focus Areas. In addition, there are several Ex-Officio members that sit on the POC. The POC is responsible for creating the main scientific programme.

The Executive Committee have the final overall approval of budgets and major decisions regarding the Congress.

National Society responsibilities

The local National Society is required to:

- **Not hold their** National Society meeting within four months either side of the year ECE will be hosted (National Society annual meetings cannot take place between February 2028 - September 2028)
- 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 ([Appendix 1](#)).
- The chair of the Local Organising Committee (LOC) will be invited to join the Programme Organising Committee.
- Provide contact details for early career representatives and nurse representatives to work alongside ESE representatives from these groups
- Assist with any local knowledge of industry sponsorship and contacts – in liaison with ESE 's Business Development team.
- In return receive a financial contribution of **5% surplus share** of the congress.

3. Financial arrangements

All financial arrangements and contracts will be undertaken by ESE. ESE will be responsible for underwriting any losses from the ECE Congress.

The national society will receive a **5% share of any surplus** of the Congress.

A minimum of two years in advance, the LOC can request 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.

All other payments are made following the full Congress financial reconciliation. An interim statement due by 30 September 2028, and the final financial statement due by 28 February 2029. 100% of the profit share will be transferred to the National Society after the final financial statement in February 2029.

All LOC members will receive complimentary registration to ECE in the year they are hosting, including the Welcome Reception, a complimentary Informal Social Event ticket, and an invitation to the President's Dinner. Travel and accommodation expenses are not included for all members as it is expected that they live locally. However, a maximum of five people may receive full accommodation and travel. The LOC Chair may negotiate to not cover any travel/accommodation and hold an LOC dinner instead.

3. Congress guidelines

The European Congress of Endocrinology is the European Society of Endocrinology's premier event, attracting on average 3,500 international delegates each year across the spectrum of endocrinology. The event is a showcase of the best of science and clinical practice across the fields of endocrinology and metabolism and aims to deliver to all audiences interested in the field, whether an experienced consultant, a scientist or a nurse, and whether delegates are well advanced in their careers or just starting out.

The Congress is held over 3.5 days during early/mid-May. It is held between Saturday and Tuesday plus, pre-congress activities (Friday-Saturday)- with the main Congress opening the late afternoon on Saturday.

There are two days of build-up (starting on Thursday).

Typically, the Congress attracts 2,800-3,000 participants, plus 700-1000 online/remote attendees.

There will be pre-Congress activities preceding the event opening which include the Thyroid Ultrasound Course, for which the LOC will be solely responsible for completing the programme. Other pre-Congress activities include a Nurses session, and activities with other partner societies.

There should be 8,000sqm available for the exhibition, posters/ePosters and catering. Catering must be in the same space as the exhibition and preferably posters and ePosters in the same hall.

Appropriate accommodation in the host city and nearby (approx. 3500 bedrooms). Suggestion of an accommodation management agency would be welcomed.

The ECE Congresses are hosted in European cities with the requisite infrastructure to fulfil the meeting requirements. Tourist-type resorts are not eligible as venues.

Please note that the typical ECE meeting format can be found on the latest ECE website via the ESE website at www.e-se-hormones.org/meetings/.

4.1 Minimum requirements at the Congress venue

The chosen location should satisfy the following minimum requirements. Multiple cities (including second and third cities etc) are welcome for consideration, providing there is good accessibility, or a single venue/location can be submitted. Please note a maximum of three cities/venues should be included in the bid.

1. Availability at the chosen venue for 3.5 days in early/mid-May 2028, plus 2 additional days are required prior to the Congress for set-up of the registration area, posters/ePosters 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 between [end of June 2024 until 31 January 2025](#).
3. A plenary hall with a capacity of 2000 minimum.
4. Five additional parallel halls with capacities of at least 300+.
5. At least 10 smaller meeting rooms for committee meetings, press office, prayer room.
6. An organisers office (approx. 300-400sqm), which is to be situated near the main registration area.
7. A speakers' preview room, which is networked to the conference halls (may be managed by an external AV supplier).
8. Registration area of 20sqm plus back-office space of 40sqm.
9. Storage space prior to the congress for congress materials.
10. Exhibition space of 8,000sqm including catering space, which must be in the same area as the exhibition.
11. Space for posters and ePosters to be displayed in the exhibition area, if possible, in an area of 1200sqm (included within the 8,000sqm above). Poster boards should be 2m high by 1m wide (portrait) if possible and will be used double sided.
12. Ability for ESE to bring an external AV supplier, some services typically of the venue AV department may not be required – venue to work alongside external supplier.
13. It is preferred that exhibition and catering orders from sponsoring companies can be placed directly with the venue.

4.2 Travel and accessibility

Details of access for international travellers (i.e. airlines servicing the city, distance from the airport to the city and Congress venue, frequency of flights from major destinations) should be described with sample flight costs from major international capitals. Please provide information regarding any free/discounted 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.

4.3 Accommodation and hotel requirements

There should be approximately 3500 bedrooms available in the destination, within easy reach of the Congress Centre. A variety of budget hotels and luxury hotels should be available to suit all visitors.

NB - typically 5 hotels are not used.* Please also provide information if there is a local accommodation agency that can contract with hotels and manage hotel bookings.

4.4 Catering requirements

Typically, ESE provides two refreshments breaks and a packed lunch/grab and go for each of the main Congress days. There should be healthy options available, in addition, there should be an outlet made available for delegates to purchase additional food throughout the Congress (at no additional cost to ESE, or not minimum/guaranteed spend). There will also be some additional drinks/catering receptions taking place throughout the Congress (e.g., New Members Welcome Reception).

Industry sponsors may also require additional catering, which should be available to order directly from the venue/caterers.

ESE supports venues that can provide healthy menu choices for delegates attending the ECE congress. ESE would be interested in venues that is part of the World Obesity Federation's initiative, the [Healthy Venue Award](#) or similar schemes, in addition to using local suppliers to minimise the impact in the environment (please see later section).

4.5 Social events - schedule and requirements

There are typically four main social events during ECE, as follows:

1. A **Welcome Reception** is usually held at the congress venue within the exhibition area on the Saturday evening. The LOC chair will be required to welcome the delegates to the host country.
*NB the LOC chair will also be required to attend the Congress the year before to welcome delegates to the next year's ECE.
2. An **Informal Networking Evening** is usually held including a buffet dinner and entertainment and at an external venue. This is not a gala dinner. The expected numbers at the informal social evening would be around 350. This usually takes place on the Sunday of ECE.
3. An **EYES (early-career) social event** will take place on Monday evening, which is arranged by the EYES Committee. They may require assistance in sourcing suitable venues with the National Society's early career group. The Monday evening is also available for Sponsors to arrange external dinners.
4. The **President's Dinner** will also take place at an external venue within the hosted city and must be large enough for 120 guests. This will take place on the Tuesday evening.

4.6 Environment: Corporate Social Responsibility (CSR) and Environmental, Social and Governance (ESG metrics)

ESE supports venues that can provide evidence of demonstrating CSR strategies/initiatives, with a particular focus on the environment – as we accept that holding events has a negative impact on the environment. Examples below include:

- Waste management and recycling
- Energy-efficient or renewable energy systems
- Sustainable water management systems
- Using local suppliers and produce for catering and other resources
- Using suppliers with strong environmental initiatives e.g. reusable materials, digital signage
- Not using single-use plastic
- Excellent public transport within the city and to the Congress venue, ideally walking distance
- Any building ratings
- Any carbon offsetting
- Charitable initiatives of the Congress venue

ESE would also be interested in any Environmental, Social and Governance (ESG) ratings or other similar sustainability assessment metrics that venues hold.

Please see ESE's Environmental Policy:

<https://www.ese-hormones.org/about-us/our-policies/environmental-policy/>



Please include any examples of how the host city and Congress venue are addressing the environmental impact of events and tourism. Please also include any accreditation standards in the bid documents e.g., Gold Standard, ISO20121, LEED Green Building Rating and engagement activities of the [UN Sustainable Development Goals \(SDGs\)](#).



4.7 Major events scheduled during the Congress dates

When applying, please consider any major events that may/could take place in the host country and city that are known and could have an effect on holding ECE during May 2028. Where possible please contact the local authorities to find out as much information about this and how it could impact hosting a large Congress in the city.

4.8 City support and funding

ESE welcomes any subvention funding or support from the host city, examples include subvention funding, discounted travel passes, welcome drinks.

5. Next steps for National Societies

Step 1: LETTER OF INTENT AND INFORMATION SHEET (Appendix 2)

The letter of intent should be addressed to the ESE Congress Committee Chair and ESE President and should inform them that the Affiliated Society wishes to prepare a bid to host the European Congress of Endocrinology (ECE) in 2028. The letter should confirm that the National Society fully supports hosting the ECE meeting and should also confirm agreement with the financial arrangement outlined in this document. The name of the proposed city (or cities) and venue(s) should also be included, with available dates.

The letter of intent must also have the completed information sheet attached.

For ECE 2028 the deadline is 12 January 2024 (17:00 CET) 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 and ratified by the ESE Executive Committee. The ESE 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 in more detail, with photographs and floorplans, and relevant information. Site visits will take place during this time by the ESE Office and ESE Congress Committee Chair if available. **A budget template will also be provided to shortlisted cities to complete alongside the full proposal.**

Deadline for full proposals: Thursday 31 October 2024 (17:00 CET)

1. 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, e.g., civic hospitality, marketing support, financial support etc.

2. AFFILIATED SOCIETY NATIONAL MEETING

The letter of intent should include the dates of the Affiliated Society national annual meeting in the proposed year if known.

3. CONGRESS DATES

The proposed dates available at the suggested venue should be clearly stated (early to mid-May). The dates should be provisionally booked by the National Society, but the contract will be negotiated and signed by ESE.

4. 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 (the LOC typically consists of 10 members). 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.

5. 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 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 join the POC (typically the LOC chair).

6. 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.

7. A BRIEF DESCRIPTION OF THE PROPOSED HOST CITY

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

8. 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/ePosters, 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.

9. 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/discounted 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 regarding 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 – if this is available.

10. 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.

11. SOCIAL PROGRAMME

Social venues available for the Informal Networking Evening and President's Dinner should be described, as well as their approximate cost and the number of guests that can be accommodated.

12. LOCAL COSTS AND BUDGET

The budget will be set-up and maintained by the ESE Office on behalf of the ESE Executive Committee. However, the initial proposal should contain as much information as possible regarding local costs; e.g., 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).

A budget template will be sent to shortlisted candidates to complete, and queries can be answered by the ESE Office to support the completion of this.

Often, costs are provided by venues in the year that the bid is made, however, it is our preference that prices and costs are committed to 2028. Please state this clearly in the proposal, as contingency percentage will be added by the ESE Office if costs cannot be fixed at the time of submission. Venue contract should aim to be flexible within reason and accepted that financial negotiations will take place before signing. Clauses related to force majeure, cancellation, payment terms and COVID-19 may be asked by ESE to be included or amended by ESE.

13. SUPPORT FROM THE HOSTING CITY

Information should be included regarding local funding, e.g., from the hosting local government body or Convention Bureau. For example, subvention funding, welcome reception, public transportation tickets, entrance to museums.

6. Assessment criteria

As noted in **Appendix 3**, the review and evaluation process will be based on the rating of the criteria below, using a scoring system and then discussions and voting by the ESE Congress Committee and ratified by the ESE Executive Committee:

1. **Suitability of Congress Centre (room capacities)**
2. **Professionalism of the Congress Centre (modern, services offered)**
3. **Attractiveness of city/country to delegates**
4. **Accessibility/ Connectivity**
5. **Availability of hotel rooms and variety of ratings**
6. **Healthy catering options**
7. **Range of social venue options**
8. **Environmental, CSR and SDG initiatives at the Congress venue, and in the host city**
9. **Overall value for money and venue costs**
10. **Congress venue contract flexibility and T&Cs (e.g. COVID clause)**
11. **Convention Bureau and city support available**
12. **Attractiveness of the country to the pharmaceutical industry (compliance and regulations)**
13. **Geopolitical situation in the destination (attractiveness, safety, visa requirements, political stability)**
14. **Economic stability in the destination**
15. **VAT treatment in the host country (*please note that VAT advice will be sought by ESE if shortlisted*)**

7. Summary and contact

Thank you for your interest in hosting ECE 2028. If you have any queries about the bid process, please contact, Claire Arrigoni, ESE Event Manager: claire.arrigoni@ese-hormones.org.

We look forward to receiving your submission.