

EYES ANNUAL MEETING

HOST SELECTION CRITERIA AND PROCESS FOR THE 11TH EYES ANNUAL MEETING 2024

Update October 2022

1. Introduction

The ESE Young Endocrine Endocrinologists and Scientists (EYES) Committee invites the early careers groups of national societies involved in ECAS (ESE Council of Affiliated Societies) to submit expressions of interest to **host the upcoming 11th EYES Annual Meeting 2024**.

The EYES Annual Meeting ('the EYES Meeting') is an ESE meeting which is organised by the EYES Committee. The EYES Annual meeting is managed by the selected host National Society's early career group who form a Local Organising Committee (LOC). The National Society shall take responsibility for the overall delivery, management and financial support of the course, via the LOC. Within this document are the requirements set out by ESE and the EYES Committee that should be adhered to.

The EYES Annual Meeting combines the latest cutting-edge basic, clinical, translational and pre-clinical research, encouraging scientific networking and opportunities for collaboration in a unique and friendly environment.

Aims of the EYES Annual Meeting

- To share knowledge among early career investigators (ECIs);
- To stimulate research and collaboration across Europe;
- To stimulate scientific networking among ECIs;
- To develop presentation skills of ECIs.

The EYES Annual Meeting Host Selection Criteria and Process is designed to support the EYES Committee achieve these aims and deliver a successful and sustainable meeting that is both accessible and relevant to the community. Outlined below is important information on the meeting, including management structure and venue requirements, to facilitate the application process.

Instructions for Local Host

By submitting the application, the Local Host fully expresses the willingness to take on the tasks and responsibilities associated with the role and liaises with EYES during the organisation of the EYES Annual Meeting. The Local Host is invited to carefully read these documents and accept the general and specific conditions outlined before submitting a bid.

Please read the attached documents carefully as these outline the Responsibilities of the Local Host – the Local Organising Committee and the National Society, and the ESE EYES Annual Meeting Agreement to be signed by the National Society with the European Society of Endocrinology (ESE).

1. Deadline for applications

The deadline for applications is 7 April 2023 for the next available term (i.e. 7 April 2023 for the EYES annual meeting 2024). The Local Host will be notified of the final decision by email no later than two months after the submission deadline.

2. Timeline:

11th EYES Annual Meeting 2024

11 November 2022:	Call for bids to host the 2024 EYES Annual Meeting launched
7 April 2023:	Deadline for bids to be received by EYES Committee
April/May 2023:	Evaluation and selection
September 2023:	Announce host location for 2024 at 2023 EYES Annual Meeting

1. Requirements for Local Host

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- The Local Host is a person, or a group of persons, who are experienced in congress programme planning, with good command of English.
- The Local Host nominates at least five local organising committee (LOC) members.
- A written letter of support from the National Society. This letter addresses how the National Society will contribute to the success of the EYES Annual Meeting (marketing, press coverage, budget, link to other groups, etc.) along with an indication that they will sign the agreement with ESE for the EYES Annual Meeting.

2. General information about the Local Host

Local Host provide a one-page CV and motivation letter, including a brief description of their personal, or their groups congress programme planning experience.

3. Personnel to be employed on the contract

It is suggested that the Local Host organises the EYES Annual Meeting without the support of Professional Conference Organiser (PCO) or other organising agents. However, if third parties and companies are contracted their details and role should be detailed fully in the application.

4. Work plan and Programme

A preliminary programme, taking in consideration the pre-specified timetable (see Table 2, page 9), should be prepared and presented by the Local Host.

At least four follow-up meetings with the delegated EYES Committee member and an ESE Office representative are expected to take place before the EYES Annual Meeting and suggested timing is outlined in the Timetable.

IMPORTANT: The preliminary programme needs the final approval of the EYES Committee.

II. General conditions

1. Date of EYES Annual Meeting

The preferred period for EYES Annual Meeting is the second weekend of September. All efforts must be made by the Local Host to avoid overlap with other local and international meetings taking place at the same time.

2. Local Organising Committee

As mentioned above, at least five people should form the LOC established by the Local Host. The Local Host will be assisted by a delegated EYES Committee member and a representative of the ESE Office where needed in management and scientific matters.

3. Delegates

Delegates must be early career investigators (ECIs) who are <10 years post-PhD, post-specialisation, Masters/PhD student or a clinician in-training. The EYES Annual Meeting is capped at 200 delegates, of which 80% must comprises of delegates not from the Host country.

4. Invited Speakers

Taking into consideration that ECIs have a central role in the EYES Annual meeting, we recommend the Local Host to invite only well-established ECIs for plenary speakers (i.e., no senior plenary speakers). The total number of plenary lectures is ~3-4 plenary lectures (~30 minutes) We encourage that at least one of the invited speakers is from the host country. Speakers do not receive any payment but should have travel and accommodation provided by the Local Host.

5. Abstracts

The LOC must provide an electronic platform for abstract submission (this can be via a third-party supplier). The deadline for abstracts submission is after the annual European Society of Endocrinology (ECE) meeting (i.e., early June).

The LOC compiles the preliminary program, reviews the abstracts; an abstract marking sheet will be provided by the EYES Committee member. Delegates should be notified of the final decision approximately two weeks after the abstract submission deadline.

Please use the following abstract guidelines:

ESE Focus Areas:

1. Abstracts should report **original studies or case reports** that have not been:
 - Published in manuscript form prior to abstract submission
 - Previously presented at an international scientific meeting
 - Previously published as abstracts
2. Abstracts must be written in English.
3. Abstracts must be attached as a Word file on the required field of submission system.
4. Abstracts, excluding title, authors' names and institutional affiliations, should be of maximum **250 words** and text must be justified.
5. Use **Arial 11-point, single space**.

6. For **original studies**, please divide up your abstract using the headings: **Objective, Methods, Results and Conclusions**.
7. For **case reports**, please divide up your abstract using the headings: **Background, Case Presentation, Conclusions**.
8. For title, please use bold lowercase letters. Please, avoid using abbreviations.
9. Authors' names should appear below the title of the abstract in lowercase and must be given in full.
10. The institutional affiliation of each author and the city, country should appear in a new line below the name(s) of the author(s) and should be written with lowercase letters in *Italics*. If more than one institution, please separate by using superscript Arabic numerals (^{1,2,3}).
11. Please, underline the name of the presenting author who has been registered for and will attend the Meeting.

6. Oral Communications and Poster Sessions

One of the purposes of the EYES Annual Meeting is to develop the presentation skills of the ECIs attending. Therefore, oral presentations should be preferred over poster presentations. We recommend a maximum of 60 oral presentations are selected from the abstracts.

The EYES Committee members attending the EYES Annual Meeting must be allocated to chair sessions in their field of expertise.

7. EYES Annual Meeting Format and Scope

The Local Host directs the Meeting planning and conduct. Each EYES Annual Meeting has the following format (see Table 1). The scientific programme should cover the eight ESE Focus Areas (see below) and geographical distribution.

IMPORTANT: The preliminary program requires final approval of the EYES Committee.

ESE Focus Areas:

1. Adrenals and Neuroendocrine Tumours;
2. Thyroid;
3. Calcium and Bone,
4. Diabetes, Obesity and Metabolism;
5. Interdisciplinary Endocrinology;
6. Pituitary and Neuroendocrinology;
7. Reproductive Endocrinology;
8. Environment, Society and Governance

Table 1. EYES Annual Meeting Format

Friday	Saturday	Sunday
Half day meeting	Full day meeting	Half day meeting
<ul style="list-style-type: none"> <input type="checkbox"/> Set up exhibition and posters • Registration attendees • Opening ceremony (starting ~ 2:00 PM) • Oral communications and one plenary lecture (i.e., keynote speaker) • Closing day 1 (closing ~ 6:00 PM) • Welcome reception <input type="checkbox"/> Conference dinner 	<ul style="list-style-type: none"> • Opening day 2 (starting ~ 9:00 AM) • Oral communications and one plenary lecture • Refreshment break • Lunch • Social event (e.g., city tour) <input type="checkbox"/> Conference dinner + EYES networking event 	<ul style="list-style-type: none"> • Opening day 3 (starting ~ 9:00 AM) • Oral communications and one plenary lecture • Refreshment break • EYES Update aims and initiatives, discussion with EYES community • Award and Closing ceremony (closing ~ 1:00 PM) <input type="checkbox"/> Lunch

8. EYES Update Meeting

A round table discussion must be included in the programme (~ 30-40 min) to give the EYES community an opportunity to listen to the aims and initiatives that are being developed by the EYES Committee, and where the EYES community can contribute to the discussion and speak about the issues faced by endocrinologists and scientists (both ECIs) in their respective countries.

9. Societies Sessions

Collaborations with other Endocrine Societies during the EYES Annual Meeting is possible but should always first be approved by the EYES Committee and the ESE Office representative. Depending on the collaboration, they may also be asked to sign the ESE EYES Annual Meeting agreement.

10. Meeting Awards

At the end of the meeting the following Awards should be presented:

- Best oral communication
- Honourable mentions for best oral communication in each session

Certificates of the awards shall be prepared by the LOC. Whenever budget allows, include a prize for the second-best oral presentation. For example, provision of a travel grant to speak at a local scientific meeting. The best oral presentation will deliver their talk at the following ECE during the EYES Symposium – all reasonable travel expenses will be covered.

Criteria for the Award selection:

The EYES Committee members will split the oral sessions so that there are three members scoring the sheet together per session. The EYES Committee will nominate from each session one “best”

presentation based on scoring on various aspects of the presentation. This will result in seven oral presentations shortlisted for best oral prize. The prize will then be awarded to the delegate with the highest abstract score from this shortlist. The rest of the shortlisted presentations will receive honourable mentions. The final decision rests with the EYES Committee.

11. Registration

The registration fee for delegates is up to €150; this is set by EYES to ensure all ECIs can attend the Congress. The final fee needs to be approved by the ESE Committee and ESE Office. Higher registration fees are only acceptable if agreed with and approved by the EYES Committee. ESE provides travel grants (i.e., ESE Meeting Grant), and all delegates are encouraged to apply. All delegates who wish to register MUST be a current ESE member (early career).

Registration shall be online and open on the 1 of June and closed on 15 August.

The LOC shall make clear that registration fee covers accommodation only for the first 100 registrations. Only if budget allows accommodation for more than 100 registrations will be offered.

12. Funding

Budget development and financial management are key to planning the EYES Annual Meeting. The EYES Committee member and the ESE Office Representative need to approve the budget and see revisions at the arranged LOC meetings.

ESE will provide a grant of €12,500 for the EYES Annual Meeting. Part of this will be used to cover the meeting insurance and the CME accreditation costs, both of which ESE will arrange, with the balance provided to the appropriate bank account for the meeting.

The Local Host is responsible for arranging all the funding necessary for the meeting. The Local Host is encouraged to obtain sponsorship from Industry, National Society, Charity Organisations and Universities. The Bioscientifica Trust has also been a strong supporter of the EYES Annual meeting and should be approached for support.

IMPORTANT: The Local Host should be 100% certain that they can cover the overall budget of the EYES Annual Meeting by the anticipated delegate revenues and corporate sponsorship when they submit the application, and the National Society should support this.

13. Access to Host Destination

Details of airports and train stations close to the destination that can be easily reached from major European cities should be included. General information on public transportation should also be detailed. (i.e., specify access to city centre and Conference Venue).

14. Conference Venue

The conference venue must provide dedicated and controlled access to delegates only (i.e. not an open area) and should include a lecture room and registration area. The lecture room should be one room for up to 200 delegates in theatre style seating. The registration area should accommodate two desks with laptops along with space for exhibition tables and poster boards. Information and

expenses for technical equipment (hire of projector, microphones and sound system, etc.) should also be included in the bid.

15. Accommodation

The Local Host must guarantee accommodation for ~150 (up to 200) delegates for two nights (twin-share rooms for the Friday and Saturday of the meeting). The accommodation expenses are to be covered by the LOC and are required to be free of charge for the registered delegates. The accommodation does not need to be 5-star but should be close to the meeting venue. It is ideal to have a preferred hotel connected to or within walking distance of the meeting venue to minimise the need for organised transportation. General information on the hotel and vicinity of the proposed Congress Venue must be provided in the bid.

16. Catering

The Local Host must provide two dinners (Friday and Saturday), two lunches (Saturday and Sunday) and two refreshment breaks (Saturday and Sunday). Catering should be arranged at the meeting venue or no further than a 5–10-minute walk from the location. Please cater for vegetarians and other specific dietary requirements.

Saturday evening must include a social event for networking for ~150 (up to 200) delegates. A welcome reception on Friday is non-compulsory. Provide information and expenses for catering and social event(s).

17. Materials

LOC prepare a slide kit and flyers to be displayed during EYES Symposium at the ECE meeting.

EYES Annual Meeting bag contains:

- Hard copy of the up-to-date programme and timetable
- Event badge stating name, country, identification (whether the individual is a participant, delegate, organiser, speaker, etc.).
- Merchandise from ESE and EYES, which shall be obtained in liaison with EYES Committee member included in the LOC.

18. Website

A dedicated website with full information, abstract submission and registration should be established well in advance of abstract and registration opening (i.e. no later than 1 January of the year of the meeting).

19. Advertising

The LOC is responsible for regular updates and announcements about the important news and dates of the planned meeting via EYES social networks, EYES News and via email.

The ESE Office representative will assist with promotion through the ESE channels to ESE early career members.

III. Timetable

Table 2. Timetable

Deadline of applications	Early April
Notification of award to the Local Host	end May
1 st work plan meeting with EYES Committee	June of the preceding year to prepare for announcement at that year's EYES Annual meeting in September
2 nd work plan meeting with EYES Committee	September at EYES Annual meeting or soon after.
3 rd work plan meeting with EYES Committee	During ECE meeting
4 th work plan meeting with EYES Committee	End July
Meeting website deadline	1 January
Opening for abstract submissions	1 May
Deadline for abstract submissions	15 July
Notification of abstracts acceptance decision	31 July
Opening of registration	1 June
Deadline for registration	15 August

V. Documents to be submitted

Please submit your bid/application as follows

- i. In one file and executed in the following order and manner:
 - i. All pages of the application documents must be numbered;
 - ii. The application documents must be clearly and concisely written and certified with the signature of the Local Host and a member of the governing board of their National Society;
- ii. The application must include
 - i. Written letter of support from the National Society.
 - ii. Overview of the local organising committee from the Local Host.
 - iii. Details of any third-party suppliers or agencies who will support the organisation.
 - iv. A draft preliminary programme, taking in consideration the pre-specified timetable (see Table 2, page 8) including the social programme.
 - v. Completed EYES Annual Meeting Overview form detailing the proposed venue including room capacities and technical capabilities and costs (and a website link), accommodation, social events and transport.
 - vi. A draft budget

- iii. The application documents must be submitted via email to youngendocrinescientists@gmail.com with the following subject: “EYES Annual Meeting Host bid/application”.

Letter of Invitation to Local Host

January [year]

Reference: EYES Annual Meeting Proposal

Dear Sir, Madam,

This is an invitation to tender for the above-mentioned meeting contract. Please find enclosed the following documents, which constitute the bid documentation to assist you in your application:

- I. Instructions for Local Host
- II. Requirements for Local Host
- III. General Conditions
- IV. Timetable
- V. Documents to be submitted
- VI. Appendix
 - a. Responsibilities of the Local Host – the Local Organising Committee and the National Society *(will be supplied to shortlisted applicants)*
 - b. ESE EYES Annual Meeting Agreement to be signed by the National Society with the European Society of Endocrinology (ESE) *(will be supplied to shortlisted applicants)*

We look forward to receiving the application before the submission deadline of 7 April 2023.

If you require any further information, please do not hesitate to contact us at

youngendocrinescientists@gmail.com.

Lina Paschou & Antoan Sojat
Co-Chairs, EYES Committee