

**Appendix 2**

**Future location for ECE Congresses - Information Sheet**

**To be completed and sent in with the ‘Letter of Intent’**

Bid received from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to hold the ECE in 2028/2029.

Number of current members in National Society \_\_\_\_\_\_\_\_\_\_

Please confirm you have read and understand the following statements outlined in the guidance document:

|  |  |
| --- | --- |
|  | **Confirm agree** |
| The National Society meeting must not be scheduled to take place within four months either side of the year ECE will be hosted (National Society annual meetings cannot take place between December 2027 – November 2028) |  |
| Will receive a financial contribution of **5% surplus share** of the Congress |  |
| Agree to the split of responsibilities (successful cities will be asked to sign a contract with ESE) |  |
| Agree that the Congress venue can meet all listed minimum requirements in the guidelines (full details to be provided if shortlisted) |  |

**1. Name of Proposed Congress Centre/venue**, and short description of the proposed Congress venue: **(If more than one Congress venue is proposed, please complete a separate sheet for each venue).**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates available in early/mid-May (Saturday – Tuesday):**

|  |  |  |
| --- | --- | --- |
| **Year** | **Dates** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2. Short description of the host city and country**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Congress venue rooms and exhibition**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **MAIN ROOM – PLENARY**  **Min 2000 capacity** | **BREAKOUT ROOM 1**  **+500 capacity** | **BREAKOUT ROOM 2**  **+500 capacity** | **BREAKOUT ROOM 3**  **+300 capacity** | **BREAKOUT ROOM 4**  **+300 capacity** | **BREAKOUT ROOM 5**  **+300 capacity** |
| **Room name** |  |  |  |  |  |  |
| **Tiered auditorium or flat seated** |  |  |  |  |  |  |
| **Capacity (theatre style)** |  |  |  |  |  |  |
| **Cost per day** | € | € | € | € | € | € |
| **Cost per day (build days) - if applicable** | € | € | € | € | € | € |

|  |  |
| --- | --- |
|  | **Exhibition, poster and catering space**  Please note a combined space of approx. 8,000sqm is required |
| **Name of hall** |  |
| **Size (sqm)** |  |
| **Can all elements be combined in one space** | Yes/No  If no, please provide details of how these elements (Exhibition/Poster/Catering) will be split |
| **Cost per day** |  |
| **Cost per day (build days)** |  |

**4. Travel**

**Is the Congress venue accessible by public transport? Please provide details of bus/train stations close by.**

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**Air travel**

|  |  |
| --- | --- |
| **International airport** | **Yes/No - name** |
| **National carriers, and details of any discounts for delegates** |  |
| **Other major airlines** |  |
| **Approx number of flights per week** |  |
| **Distance from Congress venue, and public transport options** |  |
| **Distance from city centre, and public transport options** |  |
| **Average cost airport to Congress**  **Centre in €. Public transport and taxi option** |  |

**Train travel**

|  |  |
| --- | --- |
| **Train station, if accessible from mainland Europe** | **Yes/No - name** |
| **Distance from Congress venue, and public transport options** |  |
| **Distance from city centre, and public transport options** |  |
| **Average cost airport to Congress**  **Centre in €. Public transport and taxi option** |  |

**4. Accommodation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Number of hotels** | **Number of rooms** | **Average cost** |
| 4 star |  |  | **€** |
| 3 star |  |  | **€** |
| 2 star |  |  | **€** |
| Budget |  |  | **€** |

**5. Brief description of:**

* Environmental, Corporate Social Responsibility (CSR) and Sustainable Development Goals (SDGs) initiatives
* Catering options (including healthy options)
* List of potential social venues (Informal Networking Evening for approx. 300, President’s Dinner for approx. 120).

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**6. Support from the hosting city**

Please provide details of potential support from the hosting city. For example, subvention funding, welcome reception, public transportation tickets, entrance to museums:

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**7. References**

Please name three large (similar or larger than ECE) scientific/medical events that have taken place in the city within the last three years:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event** | **Date** | **Website** | **Contact name** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |