

Venue Selection Criteria and Process for the European Calcified Tissue Society Annual Congress 2018

DEADLINE FOR APPLICATIONS: 29 July 2016

Introduction

The European Calcified Tissue Society (ECTS) invites Affiliated Societies and local Groups to submit expression of interests to hosting upcoming ECTS congresses (years 2018/2019/2020). ECTS would like to strengthen its links with Affiliated Societies and welcomes suggestions to run national days or the national society's annual congress in conjunction with the ECTS congress. Outlined below is important information on the congress, including management structure and venue requirements, to facilitate the application process.

The ECTS congress combines the latest cutting-edge clinical, translational and preclinical research with clinical education, thereby encouraging scientific networking and opportunities for collaboration in a unique and friendly environment.

The Congress Venue Selection criteria and process are designed to support ECTS achieve these aims and deliver a successful and sustainable congress that is both accessible and relevant to the community. The guidelines aim to detail the requirements in a manner that is clear and transparent to the local affiliated societies, members and the wider ECTS community.

ECTS bears financial and organizational responsibility of the Congress, but strong engagement from the Affiliated Societies is key.

Submissions to host the ECTS Annual Congress are open to Affiliated Societies or local Groups. The Affiliated societies are also encouraged to contact a local Convention Bureau for support in the Application Process.

This document consists of two main parts:

- Application Guideline and
- Congress Management Structure, including Roles & Responsibilities and Budget.

The Local Chair Candidate is invited to read carefully these documents before submitting a bid. By submitting the application, the Local Chair Candidate expresses the willingness to take on the tasks and responsibilities connected with the role.

The ECTS team can be contacted in case of questions or clarifications.

Application Guideline

Local Chair Candidates are invited to provide the following information:

1) Letter by Affiliated Society

The letter should outline

- How the National Society will contribute to the success of the congress (marketing, press coverage, link to other groups, etc.) The nomination of the Local Congress Team and Local Congress Chair
- The Local Congress Chair is ready to allocate an average of 15-20 hours/month to day-to-day congress matters in additional to 2 full days for Programme Committee Meetings.
- The Local Congress Chair is experienced in congress program planning and has a good command of English

2) Dates & National Society Meeting

The preferred period for ECTS Congress is the 3rd weekend of May with the following timetable:

- Thursday: set up congress venue

- Friday: set up exhibition, business meetings, pre-congress national congress, EU Consortia
- Saturday-Monday: Core congress with registration, exhibition
- Monday: dismantling Commercial Exhibition after 18hrs
- Tuesday: half day congress closing by 15hrs

The National Society should also indicate if they are interested in hosting its annual meeting in conjunction with ECTS or planning any other national workshop/ trainings.

3) Venue Requirements

The venue must be available as first option for proposed dates and fulfil the following criteria:

Registration

A suitable area for registration that can accommodate 6 desks with PCs/laptops, printing facilities and suitable storage.

Cloakroom

Exhibition, catering and poster area

1,000 sqm of exhibition space, ideally within a larger area to enable exhibition, catering and posters within the same space

A poster area for up to 300 double-sided poster boards, which should ideally be within the exhibition and catering area, but appropriate additional space outside of this area may be considered.

The Exhibit Hall must be of restricted access to delegates only (i.e., not in an open area).

Lecture Theatre Requirements

FRIDAY

One room for 75 people in classroom style

15 rooms for 20-30 people in theatre style

SATURDAY

Main lecture Hall for 500 people in theatre style

One room for 250 people in theatre style

One room for 200 people in theatre style (optional)

One room for 50 people in theatre style

SUNDAY

Main lecture Hall for 500 people in theatre style

One room for 250 people in theatre style

One room for 150 people in theatre style (optional)

Three rooms for 50 people each (classroom style ideally but theatre style would be considered)

Three rooms for 70 people each (classroom style ideally but theatre style would be considered)

MONDAY

Main lecture Hall for 500 people in theatre style

One room for 250 people in theatre style

One room for 150 people in theatre style (optional)

Three rooms for 50 people each (classroom style ideally but theatre style would be considered)

Three rooms for 70 people each (classroom style ideally but theatre style would be considered)

TUESDAY

Main lecture Hall for 500 people in theatre style

One room for 200 people in theatre style

Additional rooms required:

- Organiser's office

- Speaker preview room and break area
- Hostess break room (ideally close to registration and separate from organiser's office)
- ECTS private meeting room for 30 people in boardroom style
- 2 additional meeting rooms for 10 people each in boardroom style
- A number of additional meeting rooms of varying sizes
- Prayer Room
- Hospitality suites for sponsor companies

Compliance

The venue must be fully compliant with national and international Pharma and MedTec regulations (clear business focus and not perceived as leisure or luxury setting).

4) Support from City, Government or Local Convention Bureau

Support can be direct or indirect financial support (site visits, public transport, hosting of a networking event, etc)

5) Access to Host Destination

Specify number of daily flights to European cities and intercontinental destinations

Specify number of daily flights to nearest big hub with plenty of European and intercontinental destinations

Specify access via train

Specify access from Airport to city center and congress venue

6) Local Infrastructure

Hotels

Provide general information on hotels, including categories, capacity and vicinity of the proposed congress venue.

Local Transportation

Provide general information on public transportation

Venues for Networking Events (optional)

Provide general information on venues for networking events with 150, 200 and 500 attendees

7) Financial Proposal

Financial proposal from the venue should cover

- estimated expenses for room rental for the main days including build-up/dismantling time
- estimated expenses for technical equipment and personnel
- estimated expenses for catering

8) Important Dates

- 29 July 2016: last day for applications
- 31 August 2016: the ECTS Board of Directors will select a maximum of three cities.
- 1-15 September: site visits and inspections
- 30 September 2016: the three candidate cities will receive confirmation if they have the approval of the ECTS Board

9) Contact Details

All applications should be sent by email to

Roberta Mugnai

Executive Director

European Calcified Tissue Society

Mobile: +32 476 520 716

Email: Roberta.mugnai@ectsoc.org

Please do not hesitate to contact Roberta Mugnai if you have any questions.

Congress Management Structure

1) Co-Chair and Scientific Programme Committee

The ECTS Board nominates the Congress Chair. The Congress Chair directs the Congress planning and conduct. The Congress Chair is assisted by the ECTS Executive Director in management matters and by the Scientific Programme Committee (SPC) in scientific matters. The SPC is generally composed of 15-20 members nominated by the Congress Chair and approved by the ECTS Board. The SPC should reflect a diversity of interests and geographical locations. The SPC compiles the preliminary programme, reviews the abstracts in own subject area and attend the abstract selection meeting.

The Chair nominates a group of Co-Chairs from the members of the SPC to assist on congress strategy and science and to assist in major congress management decisions. The Co-Chairs should reflect a diversity of clinical and pre-clinical, new investigators. The Co-Chairs compile the final programme.

2) Local Organising Committee

The Local Organizing Committee is a small group nominated by the local Chair and the Affiliated Society or the local group submitting the bid. It supports the Congress President and the local Chair in local arrangements, national program structure (i.e. ancillary programme typically on the day before the congress), local industry funding and promotion.

3) Professional Conference Organiser

ECTS appoints a PCO to supervise and support the general management of the congress:

- Venue Management
- Budget tracking
- Marketing & Web
- Registration Services
- Industry Relations
- Housing
- Scientific Secretariat and Abstract Handling

4) Congress Strategy Committee

Group composed of the Congress President and Past-President, ECTS President, Treasurer, Executive Director that reviews every 6 months the finance planning and congress strategy.

5) Budget & Incentives

An initial budget is developed by the PCO during the congress venue selection process. This budget is reviewed and, if acceptable, approved by the ECTS board. After the first SPC Meeting, it is updated quarterly for information of the ECTS Board. Within the last 10 months, it is updated monthly and in the last 3 months on a bi-weekly basis, for review by the ECTS Executive Committee. Any major deviation from the previous budget is to be highlighted and be approved by the ECTS board.

Requested financial incentives should be mentioned in the application letter and will be considered in case of real and tangible additional congress revenues (more delegates, new sponsorship).