

BIDDING GUIDELINES

FOR THE ANNUAL MEETING OF



THE EUROPEAN SOCIETY FOR PAEDIATRIC INFECTIOUS DISEASES

2020

1. INTRODUCTION

The European Society for Paediatric Infectious Diseases (ESPID) exists to promote the exchange of scientific information among people who have special interest in the field of paediatric infectious diseases. The society does so in various ways including the organisation of regular scientific meetings as well as facilitating the formation of international study groups and networks, sponsoring educational courses, awarding grants, organising symposia at other international congresses, and through joint members' publications in the Pediatric Infectious Diseases Journal and other journals. ESPID holds its main meeting on an annual basis in different European countries.

1.1 Location

The locations of recent and upcoming ESPID Meetings are as follows:

| | |
|-----------------------------------|---------------------------------|
| 2000 Noordwijk, The Netherlands | 2010 Nice, France |
| 2001 Istanbul, Turkey | 2011 The Hague, The Netherlands |
| 2002 Vilnius, Lithuania | 2012 Thessaloniki, Greece |
| 2003 Giardini Naxos Sicily, Italy | 2013 Milan, Italy |
| 2004 Tampere, Finland | 2014 Dublin, Ireland |
| 2005 Valencia, Spain | 2015 Leipzig, Germany |
| 2006 Basel, Switzerland | 2016 Brighton, United Kingdom |
| 2007 Porto, Portugal | 2017 Madrid, Spain |
| 2008 Graz, Austria | 2018 Malmo, Sweden |
| 2009 Brussels, Belgium | |

1.2 Season

Usually during the month of **May** but can be earlier or later by agreement of the ESPID Board, considering climate and conflict with other congress(es) or meeting(s).

1.3 Number of participants

Expected number of participants: 2,500-3,500.

1.4 Accessibility requirements

Bids should be from medium to large cities serviced by an international airport and having at least 2,000 hotel rooms in 3 and 4 star categories. Hotels should be within a 15-20 minute radius from the congress venue by public transportation.

2. GENERAL INFORMATION

2.1 Date

May 2020

2.2 Timetable

(subject to modification)

Monday

- Registration opens
- Pre-Meeting Sponsored Symposia

Tuesday

- Set up of exhibition
- Morning pre-Meeting Sponsored Symposia
- Afternoon Opening Symposia and Ceremony
- Get Together Reception

Wednesday

- Meet the Professor Sessions
- All day sessions – plenary oral and poster walks – themed symposia
- Free evening

Thursday

- Meet the Professor Sessions
- All day sessions - plenary oral and poster walks - themed symposia
- Off programme meetings
- Self-scheduled abstract meetings and presentations
- ESPID AGM
- ESPID dinner

Friday

- Self-scheduled abstract meetings and presentations
- Morning sessions – plenary oral and poster walks – themed symposia
- Afternoon post-Meeting Sponsored Symposia
- Evening Networking Event

2.3 Congress Centre/Venue

The Congress Centre must have the following minimum criteria with growth flexibility

- 1 plenary hall for minimum 1,500-2,000 participants (this hall can also be used for industry symposium)
- 3 parallel halls for 350-500 people
- 8 meeting rooms for 100-150 people
- 3 boardrooms for 30 people each
- Offices / Secretariat / Meeting rooms: 7 minimum
- Approx 3,000 sqm for exhibition catering and electronic poster boards (gross).

2.4 Networking Events

- Opening Ceremony on Wednesday evening (in Main Hall), followed by the Welcome Reception (usually in Exhibition Area) - Limited/modest cultural entertainment during the opening ceremony is acceptable
- Thursday evening ESPID Member and Invited Faculty Dinner
- Friday evening Networking Event

3. DECISION MAKING PROCESS

- Submission deadline of complete bid document to be received by **30th October 2017**
- Decision regarding successful city by **15th December 2017**.

4. BID

The bid should come from one or more ESPID members and include the following information:

- Information about the proposed conference centre(s) including facilities, location and contact information (Floor plan and congress centre brochure if applicable)
- Proposed dates and any local constraints on dates
- Information about hotel facilities – number, distances from venue and access
- Information about airports and flights and access to the city/venue
- Any special local features or available benefits (eg transport passes)
- Names and dates of recent congresses held at the venue(s)
- Letters of support - Letter(s) from the PID society/ies of the host country/ies indicating support when available.

Bids will be considered by the ESPID Board with support from the congress bureau used by ESPID to organise the meeting (currently Kenes International).

ESPID may favour a bid but seek to negotiate an alternative location from those proposed in the bid.

Should you require additional assistance in preparing the bid document or for any other query, please do not hesitate to contact ESPID secretariat.

Bids should be submitted to: admin@espid.org