

BIDDING GUIDELINES

FOR THE ANNUAL MEETING OF



THE EUROPEAN SOCIETY FOR PAEDIATRIC INFECTIOUS DISEASES

2029

1. INTRODUCTION

The Annual Meeting of the European Society for Paediatric Infectious Diseases (ESPID) is the flagship event of the society to promote the exchange of new clinical and scientific information in the field of paediatric infectious diseases, as well as to provide educational opportunities, and to stimulate interaction and engagement. The ESPID holds its annual meeting in different European countries and provides its members with the opportunity to host the meeting.

1.1 Location

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

2000 Noordwijk, The Netherlands	2015 Leipzig, Germany
2001 Istanbul, Turkey	2016 Brighton, United Kingdom
2002 Vilnius, Lithuania	2017 Madrid, Spain
2003 Giardini Naxos Sicily, Italy	2018 Malmo, Sweden
2004 Tampere, Finland	2019 Ljubljana, Slovenia
2005 Valencia, Spain	2020 Rotterdam, The Netherlands (virtual)
2006 Basel, Switzerland	2021 Geneva, Switzerland (virtual)
2007 Porto, Portugal	2022 Athens, Greece
2008 Graz, Austria	2023 Lisbon, Portugal
2009 Brussels, Belgium	2024 Tel Aviv, Israel
2010 Nice, France	2025 Bucharest, Romania
2011 The Hague, The Netherlands	2026 Bologna, Italy
2012 Thessaloniki, Greece	2027 Berlin, Germany
2013 Milan, Italy	2028 France, Lyon
2014 Dublin, Ireland	

1.2 Season

Preferably during the month of **May** but can be slightly 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

The annual meeting needs to take place in medium to large city serviced by high-speed train connection and an international airport. At least 1500 hotel rooms in 3 and 4-star categories and sufficient other accommodation possibilities to host all participants are required. Hotels should be within a 20-minute radius from the congress venue by public transportation. Specification of sustainability efforts in the accessibility and accommodation options is required.

2. GENERAL INFORMATION

2.1 Template Programme

(subject to modification)

Monday

- Registration opens
- Pre-Meeting Sponsored Symposia
- Walter Marget Workshop
- ESPID Research Masterclass
- Walter Marget Workshop (invitation-only event)
- ESPID Research Masterclass (invitation-only event)
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Tuesday

- Set up of exhibition
- Morning pre-Meeting Sponsored Symposia
- Walter Marget Workshop
- ESPID Research Masterclass
- Afternoon Opening Symposia and Ceremony
- Get Together Reception
- Tuesday evening: Young ESPID Fun night

Wednesday

- All day sessions including plenary, oral, meet the expert, poster viewings and walks, and themed/joint symposia
- Networking event

Thursday

- All day sessions including plenary, oral, meet the expert, poster viewings and walks, and themed/joint symposia
- ESPID AGM
- ESPID Dinner

Friday

- Morning sessions including plenary, oral, meet the expert, poster viewings and walks, and themed/joint symposia
- Afternoon post-Meeting Sponsored Symposia

2.2 Congress Centre/Venue

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

- 1 plenary hall for a minimum of 1,750 participants (this hall can also be used for industry symposia)
- 3 parallel halls for 500 people
- 8 meeting rooms for 150 people

- 3 boardrooms for 30 people each
- Offices / Secretariat / Meeting rooms: 7 minimum
- A sustainability plan related to heating and air-conditioning, lights and management of waste.
- Approx 3,000 sqm for exhibition, catering, and electronic poster boards (gross).
- Adequate rest, convenience areas, and a room for breastfeeding and baby care

2.3 Networking Events

- Tuesday: Opening Ceremony (in plenary hall), followed by the Welcome Reception (usually in Exhibition Area) - Limited cultural entertainment during the opening ceremony is acceptable
- Tuesday evening: ERMIC & WMW dinner (invitation only)
- Tuesday evening: Young ESPID Fun night
- Wednesday evening: Networking Event
- Thursday evening: ESPID Dinner

3. APPLICATION TIMELINES

- Submission deadline of complete bid document to be received by **30 October 2026**.
- Decision regarding the outcome by **December 2026**.

4. BID

The bid should come from one to three ESPID members in good standing, supported by their national paediatric infectious diseases society/community and include the following information:

- Information about the proposed conference centre(s), including facilities, location and contact information
- Floor plan of the congress centre
- Proposed dates and any local constraints on dates
- Information about hotel facilities – number, distances from the venue and access
- Information about hybrid options from the conference location, focused on creating an optimal hybrid experience
- Information about international train stations, airports and flights and access to the city/venue
- Information about public transport of the city
- Any special local features or available benefits (e.g. transport passes, in-kind city support)
- Names and dates of recent large congresses (e.g. > 2500 attendees over the last 2 years) held at the proposed venue
- Sustainability plan related to access to the city, access to the venue (public transportation) and venue facilities, including energy usage, food provision, waste management. See annex 1 with further details on sustainability
- Letters of support - Letter(s) from the national PID society/community and related national societies/communities, from the Municipality/Local Authorities of the host country indicating support when available
- Information (Names, if ESPID member) on the proposed LOC members (max 12 colleagues), the envisioned program, with a first draft of ideas around general content and specific highlights

The bid should be submitted as one PDF document. There are no restrictions in terms of word counts/pages.

5. EVALUATION CRITERIA

Bids will be evaluated based on the following criteria:

¹See Annex 1; ²See Annex 2

Criteria	Description	Score (out of 5)	Weighting	Max Score	Score Awarded (=score x weighting)	Comments (essential if any score ≤ 15)
1. Venue Suitability	European, capacity, layout, AV/IT, accessibility, hybrid readiness		x5	25	____/25	
2. Location & Accessibility	Proximity to train station, airports, visa ease, public transport, air connections, political stability		x3	15	____/15	
3. Accommodation	Hotel variety, proximity, availability of rooms at reasonable cost		x2	10	____/10	
4. Scientific & Organising Committee	Experience with similar events, PID expertise, team capacity		x2	10	____/10	
5. Financial Plan & Sponsorship	Realistic budget, sponsor strategy, contingency planning, potential profitability		x2	10	____/10	
6. Sustainability¹	Green practices, carbon mitigation, travel alternatives		x2	10	____/10	
7. Local Institutional Support	University/hospital endorsement, in-kind city support		x1	5	____/5	
8. Social & Networking Opportunities	Cultural venues, family-friendly features, delegate engagement, engage new members		x1	5	____/5	
9. Equity, Diversity & Inclusion²	Diverse participation, access for underrepresented groups		x1	5	____/5	
10. Innovation & Value Added	Unique features, tech innovation, public engagement		x1	5	____/5	
Summary Comments:			Total Score		____/100	

Bids should be addressed to the ESPID board and submitted via: admin@espid.org

Annex 1: Sustainable Development Goals:

Recognising the urgent problem of climate change and other sustainability problems, ESPID believe it can take some small but important steps, incorporating measures to go greener and be more sustainable!

The following should be considered:

Travel and mobility:

- i. National and International Travel - How to travel to the organising city and country.
 1. Facilitate and inform of less contaminating ways of travelling, for example more train and less plane.
- ii. Local travel - How to travel internally during the meeting.
 1. Facilitate bikes or public transportation over cars
 2. Electric-powered steps / public transport card for participants

Venue and Hotels:

- i. Do they incorporate green and sustainable objectives?
- ii. Accessible through green mobility like foot, bike or public transportation
- iii. Heating and Air Conditioning, including use of solar panels
- iv. Wasting management.
- v. Light management (LED lights, dimmed light)
- vi. Rainwater toilets

ESPID Meeting:

- i. Reduce paper usage
- ii. Catering:
 1. Avoid any **waste**, necessary crockery and cutlery should be reusable or **recyclable**.
 2. Avoid single portions and provide bulk drinks containers and **jugs** instead.
 3. Offer water taps and support people to bring their own bottle.
 4. Food: The choice of **menu** is also very important: ingredients and products should be locally sourced, to not only avoid the higher carbon footprint of imported materials but also to help local communities.
 - a. Go for **biologic**, 0 km, seasonal or fair-trade products.
 5. Consider meat free options/ meat free lunches during the annual meeting
 6. Catering services should be carefully planned according to the **right** amount of persons participating in the event. Evaluate the possibility of donating the leftovers if trusty organizations in the city.
 7. Waste management actions: Paper, glass or plastic bins should not only be available but also properly **highlighted** to any possible participant.
- iii. Commercial booths: incorporate the green and sustainability philosophy related to building materials as well as paper-free leaflets.
- iv. Consider collecting all name badges (as well as other conference items such as conference bags etc) after the conference for recycling
- v. Create visibility for good initiatives
- vi. A digital 'wall' sharing good initiatives during the conference and encouraging people to share their initiatives e.g. on

Annex 2: Equality, Diversity and Inclusion:

- i. Gender equality: male/female balance amongst invited speakers and chairs
- ii. Geographic and ethnic diversity: speakers and chairs coming from diverse backgrounds
- iii. Code of Conduct to be drafted for during the annual meeting