

BID MANUAL

**For the European Sleep Research
Society (ESRS) 2022 Congress**



www.esrs.eu

www.esrs-congress.eu

1. Introduction and General Congress Overview

The ESRS Board cordially invites European national sleep research societies wishing to host the ESRS 2022 congress to present an attractive bid document to the ESRS. Around 2'000 people are expected to participate in this meeting. The following bid manual outlines the main requirements for the national societies and cities intending to submit their bid. Please read this manual carefully, prior to your document preparation.

The European Sleep Research Society (ESRS) promotes all aspects of sleep research and sleep medicine. It hosts individual researchers, both Europeans and from all world regions. ESRS is responsible for the publication of the *Journal of Sleep Research*, the promotion of education and training, the dissemination of information, the establishment of fellowships and awards and the organisation of scientific meetings. The main ESRS meetings take place every second year in a European city. In the past, the following venues have been selected:

- Sevilla/Spain (2020)
- Basel/Switzerland (2018)
- Bologna/Italy (2016)
- Tallinn/Estonia (2014)
- Paris/France (2012)
- Lisbon/Portugal (2010)
- Glasgow/UK (2008)
- Innsbruck/Austria (2006)
- Prague/Czech Republic (2004)
- Reykjavik/Iceland (2002)
- Istanbul/Turkey (2000)
- Madrid/Spain (1998)
- Brussels/Belgium (1996)

The bi-annual congress represents the major source of income for all ongoing ESRS activities. Therefore, the financial success of the meeting is crucial for the life and development of the society

2. Timing for ESRS 2022 Bid Process

January 2018:	Announcement of “Bid Invitation”
20 April 2018:	Deadline for submitting bids
May – June 2018:	Preliminary evaluation of bids by the ESRS Board
July 2018:	Feedback to national societies which bids are shortlisted
July – August 2018:	Detailed evaluation and negotiations of shortlisted bids by the ESRS Board
27 September 2018:	Presentation of shortlisted venues by national societies at ESRS Business Meeting in Bologna followed by vote of ESRS members on final choice of venue

3. Requirements for the ESRS Congress

- ✓ **City:** European city in a secure and politically stable country and conform to the Pharma Codex. The city should be well accessible (especially by plane) and have a good public transportation system.
- ✓ **Meeting month:** September
- ✓ **Days of meeting:** Tuesday – Friday
- ✓ **Built up and dismantling:** Monday – Tuesday and Saturday
- ✓ **Congress centre:**
 - Lecture rooms: 1 auditorium for min. 1'200 pax
4 rooms for 200-500 pax
Min. 5 additional small meeting rooms (max. 25 pax)
 - Additional area: Industrial exhibition: min. 1'200 m²
Poster exhibition: min. 1'500 m²
Catering area: for up to 1'600 delegates
 - AV per room: 1 beamer for single data projection
1 screen for single data projection
Audio
1 lectern including microphone
1 chairman's table including 2 microphones
Q & A microphones
- ✓ **Hotels:** Min. of 1'500-2'000 hotel rooms of all categories in proximity to the congress center (0-30 minutes)

4. The Local Organising Committee / Chair

The submission has to be endorsed by the National Society of the country hosting the meeting.

The Local Organising Committee / Chair is expected to fully support the conference with its local know-how in order to guarantee the best possible input and service. This includes, but it not limited to:

- ✓ Regular interactions with the ESRS Board / PCO (Professional Congress Organiser) in preparing the meeting
- ✓ Helping with local knowledge
 - Giving recommendations for the social events
 - Ensuring the cooperation with the local authorities
- ✓ Actively acquiring sponsors and exhibitors for the congress
- ✓ Promoting the congress to the national sleep researchers
- ✓ Reviewing of submitted abstracts
- ✓ Having a joint symposium with the ESRS during the conference
- ✓ Reviewing of submitted symposia together with the Scientific Committee and the Board
- ✓ Helping in the choice of chairs/co-chairs

In addition, the chair of the Local Committee is expected to:

- ✓ Represent the Local Committee at 1-2 preparation meetings of the congress
- ✓ To welcome the congress delegates during the opening ceremony at the congress

5. Contents Outline of the Bid

Please make sure that your bid contains the following documents:

- ✓ **Why should your society host the ESRS 2022 congress?**
Please present a summary (max. 1 page)
- ✓ **Why should the city be chosen?**
Please present a summary (max. 1 page)
- ✓ **Information about congress centre**
Venue concept, lecture rooms capacities, exhibition and poster space, floor plans, facilities/services available, AV, location within the city
- ✓ **2 possible dates in the required month**
- ✓ **Detailed breakdown of venues costs**
Costs of congress venue for the full duration of the meeting
Please note that only venues with a maximum room rental between EUR 100'000 – EUR 120'000 can be considered
Cost of AV required for the lecture rooms
Services included in the total price
Clear description which costs are subject to VAT and which costs are VAT exempt
- ✓ **Infrastructure**
Average prices for economy flights from Europe and US to/from host city
Transportation within the city (access to the congress centre from the airport and the city centre)
- ✓ **Accommodation**
Hotel capacity within the city (including breakdown of categories)
Hotel price range (e.g. 4: EUR 150.00 – EUR 200.00)*
Hotel map
- ✓ **General Information**
Contact persons
- ✓ **Complete evaluation form which can be downloaded here.**

Additional information can, but does not have to be added.

6. Evaluation Criteria

The ESRS Board will evaluate the applications and compare them paying special attention to the following criteria:

- ✓ Costs (congress venue, exhibition space, AV etc.)
- ✓ Varied geographical coverage (to avoid repetition of cities and countries)
- ✓ Accessibility (direct flights and geographical location)
- ✓ Hotel offer
- ✓ Local Organising Committee / Chair
- ✓ Security
- ✓ Pharma Codex
- ✓ Special efforts made by the city council to make the venue more attractive (e.g. free local transport, hosting of welcome reception etc.)

Please note that as for the ESRS the profits from the bi-annual congress represent the major source of income for ongoing society activities, costs are a crucial argument in venue selection. Alternative opportunities than the proposed congress centre might be sought in the same country.

7. Contact Details

Your main contact at the ESRS Congress Secretariat is Ms Ariane Zimmermann from Congrex Switzerland to ensure a full understanding of the requirements and to discuss the proposed concept.

The final bid document in electronically format should be submitted by e-mail by the deadline (20 April 2018) to the following address:

Email: ariane.zimmermann@congrex.com

Phone: +41 61 686 77 77