



Secretary General: Dr. Franco Chiarelli

**Information requested from the Candidate City
for the
55th Annual Meeting of the European Society of Paediatric Endocrinology
(ESPE) 2016**

ESPE Meeting Guidelines

- Based on the experience from previous ESPE Meetings we expect between 2 000 and 2 500 delegates.
- The Meeting should be held during the month of September. It is important to avoid a period when public are taking place in the host country. Worldwide religious holidays (including Jewish and Muslim holidays) should also be avoided.
- The Meeting takes place during four (4) days over a weekend, preferably Thursday - Sunday.
- The National Society has to stand behind the invitation. A letter from the National Society confirming the choice of city and President should be included with the application.
- Only one application per country will be considered.
- Brief information of the status of the paediatric endocrinology of the host country should be included in the application.
- Only ESPE Members can apply to host the ESPE Meeting. Proposals from “Professional Congress Organisers (PCO) and Destination Management Companies (DMC) or other agencies will not be accepted.
- The ESPE member may contact their Convention Bureau for assistance with the proposal. Please note that all reservations should be transferred to the ESPE appointed PCO without any cost.

The ESPE Meeting traditionally follows the following format:

Tuesday, Wednesday & Thursday morning:	Exhibition set-up
Thursday	Morning: Registration opens & Scientific Programme Lunch: Exhibition open Afternoon: Scientific Programme Evening: Welcome Reception at the venue or a venue offered by the city council
Friday	Scientific Programme Exhibition Poster exhibition Evening: No arrangement for the delegates
Saturday	Scientific Programme Exhibition Poster exhibition Evening: ESPE Evening (see more information on page 5)
Sunday	Scientific Programme Exhibition Poster exhibition Closing around 14:00

The following requirements and questions are to be met and answered by the candidate city:

Air transportation

Specify the international airport/-s of the city and its direct air connections and frequency of flights from your city to major European cities.

Is there a national carrier which could provide complimentary tickets for travel in preparation of the ESPE 2016 Meeting and for invited speakers attending the Meeting?

Can the delegates obtain a discount on their tickets with the national carrier?

Ground transportation – infrastructure

The ESPE Meeting does not provide shuttle services to the delegates. All delegates therefore depend on public transport in order to get back and forth between the ESPE Meeting venue and the hotels. Please include information in regards to internal transportation between the airport, hotels and venue.

How is the transportation within the city organised and what kind of transportation is available?

Specify the cost of a single trip with local transportation (bus or metro) from the centre hotels to the ESPE Meeting venue.

What is the distance from the hotels to the venue and how long does this journey take?

Does the city provide a transportation card free of charge or is there a transportation card available at a reduced cost? If yes, what is the cost?

Meeting venue

Please make a preliminary reservation for September 2016, specifying the dates. Please specify the rental cost for the period and what this rental cost includes such as technical equipment, cleaning and electricity with the price level of year 2010. Two full days are required prior to the Meeting for set-up of the exhibition. The first day of the ESPE Meeting the exhibitors have half the day for last preparation of the exhibition. The exhibition is dismantled during the afternoon & evening of the last day. When stating the price for the venue it should be included that it is available between 07.00-20.00 hours for the actual ESPE Meeting. For the last day we need the venue available until midnight for dismantling.

Kindly also include information on where in the city the venue is located, how old the venue is and when it was refurbished. We also need information if there are any special traffic restrictions for vehicle within the city.

Requirements

Meeting rooms, please indicate the size of all session rooms:

- 1 main hall of minimum 1 800 seats
- 4 sessions rooms with 500-750 seats each
- 6 smaller sessions rooms with 100-150 seats each
- 6 rooms for committee meetings with 15 seats each
- A speakers preview room including a network from this room to all session rooms
- A minimum of 5 hospitality suites of approx 40 m² each, meeting rooms without furniture can be used as hospitality suites

Registration and Exhibition space required:

- Registration area of 50 m² plus back office of 50 m²
- Commercial exhibition space of 800 m² net
- Possibility to allocate 7 equivalent exhibition spaces of 50 square meters each within the commercial exhibition space
- Space for 900 scientific posters to be displayed at the same time
- Space for coffee and lunch breaks should be available within the commercial exhibition space

The commercial exhibition, the poster space and the coffee/lunch area should be an integrated part of the session rooms. Please submit a floor plan indicating your plans to allocate the above requirements.

Hotel accommodation

We require the following accommodation to be available on the dates for your preliminary booking of the venue:

30% 3 star Hotels
70% 4-5 stars Hotels

Total number of rooms requested; 1750 (centrally located, no more than 30 minutes public transportation from the congress venue.)

Please specify the total number of hotel rooms in the city and the surrounding area as well as the categories (number of stars) of each of the booked hotels. Prices for 2010 should be indicated in the list and include breakfast, VAT and city taxes. A map with all the booked hotels indicated should be submitted with your application together with a suggestion of a headquarter hotel for speakers.

Social programme

A welcome reception is traditionally held at the Meeting venue on the evening of the first day of registration. Please indicate the suggested area on the floor plan of the venue.

The welcome reception could alternatively be held at a civic building which should be provided free of charge. Please indicate where this venue will be if this is the case and if there is any maximum number of attendances for the civic reception.

A venue for the main social evening activity, (ESPE Evening), should be suggested, hosting 800 - 1000 delegates.

An optional social programme of four different half or full day tours should be suggested - usually about 100 accompanying persons.

Marketing and Support

What kind of promotion support can your city supply when ESPE is promoting the 2016 Annual Meeting around Europe?

What kind of marketing support, such as material & photos etc, can your city supply before the ESPE Meeting takes place?

What kind of support can your city supply during the ESPE Meeting? For example complimentary reception, reduced fee on transportation cards, tourist information booth at the venue?

Exhibition & Sponsorship

It is very important that the President of ESPE Meetings is proactive in targeting their local pharmaceutical contacts to help raise sponsorship and exhibition income. The most successful ESPE Meetings in terms of raising sponsorship and exhibition income are those where they have the full support from the President and the National Society.

Draft Budget

A draft budget should be submitted including all costs for the venue as well as all social events and catering costs. The prices should be given for the year 2010 and all prices given in EURO.

References

Please indicate three European medical congresses of 2.000-2.500 delegates which will be held, or have been held within the last three years at the suggested venue. Include contact person for each congress.

Important Dates

Last day for application is November 15, 2010

Application sent by mail:

ESPE 2016

c/o Congrex Sweden

Att: Ms Britta Sjoblom

Box 5619

SE - 114 86 Stockholm, Sweden

Application sent by delivery like UPS and DHL:

ESPE 2016

c/o Congrex Sweden

Att: Ms Britta Sjoblom

Franzégatan 5, 5 floors

SE - 112 51 Stockholm, Sweden

Telephone +46 8 459 66 00

Email: britta.sjoblom@congrex.com

After November 15 the applications will be reviewed and site inspection will take place if needed.

March, 2011 – ESPE Council will select a maximum of three cities.

April, 2011 - The candidate cities will receive confirmation if they have the approval of the ESPE Council.

September 26, 2011 – The proposed President from the selected candidate city should give a 5 minutes presentation at the ESPE Business Meeting being held at the ESPE 2011 Meeting in Glasgow. The voting by the ESPE member will take place immediately after all presentations by a secret ballot.

Please note that representatives from National Tourist Organisation or the City Convention Bureau are not allowed to attend the ESPE Business Meeting. Marketing and canvassing before the voting is not allowed.

Please don't hesitate to contact Britta Sjöblom if you have any questions regarding the ESPE Meeting Guidelines.