BIDDING GUIDELINES

FOR THE ANNUAL MEETING OF

THE EUROPEAN SOCIETY FOR PAEDIATRIC INFECTIOUS DISEASES

2018
I. 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 meetings on an annual basis in different European countries.

1.1 Location

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

<table>
<thead>
<tr>
<th>Year</th>
<th>City</th>
<th>Country</th>
<th>Year</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>Noordwijk</td>
<td>The Netherlands</td>
<td>2009</td>
<td>Brussels</td>
<td>Belgium</td>
</tr>
<tr>
<td>2001</td>
<td>Istanbul</td>
<td>Turkey</td>
<td>2010</td>
<td>Nizza</td>
<td>France</td>
</tr>
<tr>
<td>2002</td>
<td>Vilnius</td>
<td>Lithuania</td>
<td>2011</td>
<td>The Hague</td>
<td>The Netherlands</td>
</tr>
<tr>
<td>2003</td>
<td>Giardini Naxos</td>
<td>Sicily, Italy</td>
<td>2012</td>
<td>Thessaloniki</td>
<td>Greece</td>
</tr>
<tr>
<td>2004</td>
<td>Tampere</td>
<td>Finland</td>
<td>2013</td>
<td>Milan</td>
<td>Italy</td>
</tr>
<tr>
<td>2005</td>
<td>Valencia</td>
<td>Spain</td>
<td>2014</td>
<td>Dublin</td>
<td>Ireland</td>
</tr>
<tr>
<td>2006</td>
<td>Basel</td>
<td>Switzerland</td>
<td>2015</td>
<td>Leipzig</td>
<td>Germany</td>
</tr>
<tr>
<td>2007</td>
<td>Porto</td>
<td>Portugal</td>
<td>2016</td>
<td>Brighton</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>2008</td>
<td>Graz</td>
<td>Austria</td>
<td>2017</td>
<td>Istanbul</td>
<td>Turkey</td>
</tr>
</tbody>
</table>

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).

Bids should be submitted to:

ESPID
c/o Kenes International
Piet Heinkade 55
1019 GM, Amsterdam
The Netherlands
Tel: +31 20 763 01 04; Fax: + 31 20 763 05 11
E-mail: espid@kenes.ch

1.3 Expected number of participants: 2500-3000.

1.4 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.

1.5 All bidders must consider the pharmaceutical codes of practice of the European Federation of Pharmaceutical Industries and Associations (http://transparency.efpia.eu/) when presenting a bid.
II. GENERAL

Date: May 2018

Timetable: (subject to modification)

Monday
Set up

Tuesday
Registration open
Pre-Meeting Sponsored Symposia

Wednesday
Set up of exhibition
Pre-Meeting Sponsored Symposia
Opening Symposia and Ceremony
Get Together Reception

Thursday
Meet the Professor Sessions
All day sessions - plenary oral and poster walks - themed symposia

Friday
Meet the Professor Sessions
All day sessions - plenary oral and poster walks - themed symposia

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)
- 2 parallel halls for 350 - 500 people
- 6 meeting rooms for 100-150 people
- 3 boardrooms for 30 people each
- Offices / Secretariat / Meeting rooms: 7 minimum
- 3,000 sqm for exhibition catering and electronic poster boards (gross)

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 Farewell Dinner
III. DECISION MAKING PROCESS

- Submission deadline of complete bid document to be received by September 25, 2015
- Decision regarding successful city by 30th November, 2015

IV. BID

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

- Letters of support
  - A letter from the PID society of the host country indicating support when available
  - Letters from the civic authorities of the proposed city or cities and/or the proposed conference centre(s)
- 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
- Any special local features or available benefits (eg transport passes)

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 PCO; Kenes International: espid@kenes.com
This template can be used as a basis for the bid document. Other formats are also acceptable as long as the required information is included.

### 1. CONGRESS CENTRE – Please include a full venue proposal based on the meeting room and exhibition space requirements

**VENUE NAME:**

**CONTACT INFORMATION:**

#### Hall Allocation

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Hall Name</th>
<th>Pax</th>
<th>Days in Use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mon</td>
</tr>
<tr>
<td>Plenary</td>
<td></td>
<td>1500-2500</td>
<td>set up</td>
</tr>
<tr>
<td>parallel hall</td>
<td></td>
<td>350-500</td>
<td>set up</td>
</tr>
<tr>
<td>parallel hall</td>
<td></td>
<td>350-500</td>
<td>set up</td>
</tr>
<tr>
<td>meeting room</td>
<td></td>
<td>100-150</td>
<td>set up</td>
</tr>
<tr>
<td>meeting room</td>
<td></td>
<td>100-150</td>
<td>set up</td>
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<tr>
<td>meeting room</td>
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<td>100-150</td>
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<td>meeting room</td>
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<td>100-150</td>
<td>set up</td>
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<tr>
<td>meeting room</td>
<td></td>
<td>100-150</td>
<td>set up</td>
</tr>
<tr>
<td>meeting room</td>
<td></td>
<td>100-150</td>
<td>set up</td>
</tr>
<tr>
<td>3 boardrooms</td>
<td></td>
<td>30</td>
<td>set up</td>
</tr>
<tr>
<td>Speaker Ready Room</td>
<td></td>
<td>50 sqm</td>
<td>set up</td>
</tr>
<tr>
<td>Society office</td>
<td></td>
<td>5</td>
<td>set up</td>
</tr>
<tr>
<td>Kenes Office</td>
<td></td>
<td>10</td>
<td>set up</td>
</tr>
<tr>
<td>Storage</td>
<td></td>
<td>65 sqm</td>
<td>set up</td>
</tr>
<tr>
<td>Registration Area</td>
<td></td>
<td></td>
<td>set up</td>
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</tbody>
</table>
2. ACCOMMODATION AND TRAVEL

Hotels

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NUMBER OF HOTELS</th>
<th>NUMBER OF ROOMS</th>
<th>AVERAGE COST RANGE</th>
<th>BREAKFAST INCLUDED</th>
<th>TAXES RATES INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 star</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3 star</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2 star</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Important note: Hotels listed above should not be located further than 15-20 minutes of travel by public/shuttle transportation from the centre.

Public Transportation to Congress Centre:
Bus □ yes □ no Average cost of public transportation: €
Metro □ yes □ no Average cost of public transportation: €
Tram □ yes □ no Average cost of public transportation: €

Airport

International airport: □ yes □ no
Average distance from City centre: __________________________
Mean of transportation: __________________________
Average cost airport to city: € __________________________

3. SUPPORT FROM THE HOSTING CITY

Example: Get-Together reception, Public transportation tickets, entrance to museums:

________________________________________
________________________________________
________________________________________

4. POSSIBLE DATES IN 2018

Important note: suggested dates must comply exactly with the ESPID timetable format.

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
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<tbody>
<tr>
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</table>

Please advise all public and religious holidays during or adjacent to the suggested dates.

5. REFERENCES

Name 3 large scientific/medical events that took place in the city within the last 3 years:
(Please include a contact person for each event)