

**BIDDING GUIDELINES**  
**FOR THE BI-ANNUAL MEETING**



**ERS/ISIAN 2022/2024**

## 1. INTRODUCTION

The European Rhinologic Society provides a forum for the exchange of experience among specialists, interested in rhinology, allergology, related facial plastic and skull base surgery and other fields. This goal is achieved by biannual congresses, held in cooperation with the International Symposium on Infection and Allergy of the Nose (ISIAN), by accredited courses, fellowships and awards.

The bidding society should submit to the European Rhinologic Society a Bid-Book that includes the following items;

- Letters of Invitations addressed to: Secretary General, Professor Wytse Fokkens
- Recommended Venue:
- Venue information including:
  1. Available dates
  2. Suggested hall allocation
  3. Proposal for venue rental
  4. Floor plans and capacities (or links to online information)
  5. Contact information for venue
  6. Information about exclusive suppliers (AV, Catering, etc.)
- Hotel Information including:
  1. General information about number and type of hotels
  2. General pricing information
  3. Preliminary room block of 300 rooms
- Information about city/national support for meeting
- Contact details of the Convention Bureau (if applicable).

**It is recommended that interested parties request the assistance of the local Convention Bureau to prepare the bid document. It is possible to use a local agent for this task. However, the European Rhinologic Society is under no obligation to use the services of any particular local agent for the congress.**

## 2. BIDDING GUIDELINES

### 2.2 Rules

- Only electronic bid documents will be accepted
- Additional promotion may **NOT** be undertaken by individual bidders.
- Canvassing through individual or mass email, purchase of booth space or additional advertising at other meetings is not permitted. Infringement of the canvassing rules will mean the bid is very likely to be disqualified.
- The bid must be proposed during the ERS2018 meeting at the board meeting of the ERS.

### 2.3 Local Society Requirements

- The local organizing committee should be representative of their national rhinologists and preferably of any Rhinologic group within their national Society of Otorhinolaryngology
- Provide funding for a site visit by at least 2 of the organizing committee should the need arise

**2.4 Compliance**

- All bidders must consider the pharmaceutical codes of practice of the EFPIA (European Federation of Pharmaceutical Industries and Associations) when presenting a bid.
- For more information please visit <http://www.efpia-e4ethics.eu>

**2.5 Timeline**

- Deadline to submit letter of intent: 01-03-2018
- Deadline to submit full bid: 31-03-2014
- Destination will be chosen at the ERS board meeting in London, April 2018
- A runner-up will be chosen in case the destination does not fulfill the requirements as described in the site selection report.
- Site Selection Report will be presented to the board in 10 weeks after all bids have been received by the society

**2.6 Contact Information**

<ul style="list-style-type: none"> <li>• Bids should be submitted to  <b>Prof. W. Fokkens</b>  <b>Department of Otorhinolaryngology</b>  <b>Room: A2-230</b>  <b>Meibergdreef 9</b>  <b>1105AZ Amsterdam, The Netherlands</b>  <a href="mailto:w.j.fokkens@amc.uva.nl">w.j.fokkens@amc.uva.nl</a> </li> </ul>	
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**2.7 Destination**

The congress cycle is scheduled at a bi-annual interval of North and South Europe, only upon request and specific need this cycle could be changed. Only the Society Board has the ability to change this if need arise.

**2.8 Previous/Upcoming Congresses:**

Year	City	Country
2000	Barcelona	Spain
2002	Ulm	Germany
2004	Istanbul	Turkey
2006	Tampere	Finland
2008	Crete	Greece
2010	Geneva	Switzerland
2012	Toulouse	France
2014	Amsterdam	Netherlands
2016	Stockholm	Sweden
2018	London	UK
2020	Thessaloniki	Greece

### 3. ERS/ISIAN CONGRESS INFORMATION

#### 3.1 Preferred Dates / Season

End of June dates are preferred  
Check the local holidays while looking for congress dates.

#### 3.2 Preferred Day Pattern

Set-up: [Saturday – Sunday]  
Meeting: [Sunday - Thursday]

#### 3.3 Meeting Requirements – Detailed table in Section 4 - Bid Book Template

The Convention centre must meet the following minimum criteria:

- 1 plenary hall for 1000 people
- 4 parallel halls for 200 people
- 4 parallel halls for 100 people
- 10 parallel halls for 50 people
- Speaker Ready Room
- Executive lounge
- 2,250-2750m<sup>2</sup> for exhibition and catering
- 150-250m<sup>2</sup> poster sessions

#### 3.4 City Requirements

- Good International travel links
- Minimum of 1500 hotel rooms in 3 and 4 star categories, within 15-20 minutes from the congress venue by public transportation;

### 3.5 Congress Timetable:

#### **Saturday**

Set up of the registration area, exhibition and posters

Set up of the Pre-Meeting Symposia and Opening Ceremony

#### **Sunday**

Set up of the exhibition and posters

Set up of the Pre-Meeting Sponsored Symposia

Registration open

Pre-Meeting Symposia

Opening Ceremony and Welcome Reception

#### **Monday**

All day sessions

Member and Invited Faculty Dinner (either on Monday or Tuesday)

#### **Tuesday**

All day sessions

Member and Invited Faculty Dinner (either on Monday or Tuesday)

#### **Wednesday**

All day sessions

Networking Event

#### **Thursday**

Half day sessions

Breakdown

**4. BID BOOK TEMPLATE**

➤ 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

**Please include the following contact information:**

**Venue:**

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**Convention Bureau (where applicable):**

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**4.1 Accommodation**

Bid should include an initial room block of [500 – 750] rooms as follows:

- Focus on hotels that are within 15 – 20 minutes walking distance
- 5 % in 5\*; 70% in 4\*; 25% in 3\*
- Peak nights are Monday, Tuesday and Wednesday
- 50% or room rates should be under 250 due to compliance

Category	Number of Hotels	Total Number of Rooms	Rooms In Block	Average Cost Range	Breakfast Included	Taxes Included
5 star						
4 star						
3 star						
2 star						

Additional information to include if possible –

- Information on hotels within walking distance
- Hotel Map relative to venue
- Public transportation information between hotels and venues

**4.2 Transportation**

- Airport

International airport:  yes  no

If no, what is nearest International airport (please add information about connections to city): \_\_\_\_\_

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Distance from City centre: \_\_\_\_\_

Public transportation from Airport to city center \_\_\_\_\_

Average cost from airport to city: \_\_\_\_\_

**4.3 Support from The Hosting City**

Example: Subvention, Reception, Public transportation, entrance to attractions:

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**4.4 Proposed Dates In 2022**

DATE	COMMENTS

Please advise all public and religious holidays during or adjacent to the suggested dates  
Please confirm availability with venue

**4.5 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)

1. Event Name: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Contact person: \_\_\_\_\_
  
2. Event Name: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Contact person: \_\_\_\_\_
  
3. Event Name: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Contact person: \_\_\_\_\_

#### 4.6 Venue

Please include a full venue proposal based on the meeting room and exhibition space requirements

Venue Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

#### Hall Allocation

Purpose	Pax / Size	Hall Name (fill in by venue)	Days in Use					
			Sat	Sun	Mon	Tue	Wed	Thu
Registration Area			Set up	Set up	Congress	Congress	Congress	Congress/Dismantle
Exhibition	2250m <sup>2</sup>		Set up	Set up / Welcome Reception	Congress	Set up	Congress	Congress/Dismantle
Posters	150m <sup>2</sup>		Set up	Set up	Congress	Set up	Congress	Congress/Dismantle
Plenary	800		Set up	Set up / Opening Ceremony	Congress	Set up	Congress	Congress/Dismantle
Parallel 1	200			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 2	210			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 3	160			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 4	160			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 5	130			Set up	Congress	Set up	Congress	Congress/Dismantle
Meeting Room	65			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting Room	60			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting room	30 - 50			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting room	30 - 50			Set up	Congress	Congress	Congress	Congress/Dismantle



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Meeting room	30 - 50			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting room	30 - 50			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting room	30-50			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting room	30-50			Set up	Congress	Congress	Congress	Congress/Dismantle
Speakers Ready Room	50m <sup>2</sup>			Open	Congress	Congress	Congress	Congress/Dismantle
Executive Lounge	20 - 30			Open	Congress	Congress	Congress	Congress/Dismantle
Executive Lounge	20 - 30			Open	Congress	Congress	Congress	Congress/Dismantle