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 Valerie Lund
- 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 and Kenes International are 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 ERS2014 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 contact Kenes International or visit [http://www.efpia-e4ethics.eu/Farma_EFPIA/index.htm](http://www.efpia-e4ethics.eu/Farma_EFPIA/index.htm)

2.5 Timeline

- Deadline to submit letter of intent: 31-05-2014
- Deadline to submit full bid: 20-06-2014
- Kenes International the acting PCO for ERS/ISIAN 2020 will review and compare bids
- Destination will be chosen at the ERS board meeting in Amsterdam, June 2014
- 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

- Bids should be submitted to Prof. W. Fokkens
  Department of Otorhinolaryngology
  Room: A2-234
  Meibergdreef 9
  1105AZ Amsterdam, The Netherlands
  w.j.fokkens@amc.uva.nl

- Questions can be addressed to: nfundter@kenes.com

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:

<table>
<thead>
<tr>
<th>Year</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>Barcelona</td>
<td>Spain</td>
</tr>
<tr>
<td>2002</td>
<td>Ulm</td>
<td>Germany</td>
</tr>
<tr>
<td>2004</td>
<td>Istanbul</td>
<td>Turkey</td>
</tr>
<tr>
<td>2006</td>
<td>Tampere</td>
<td>Finland</td>
</tr>
<tr>
<td>2008</td>
<td>Crete</td>
<td>Greece</td>
</tr>
<tr>
<td>2010</td>
<td>Geneva</td>
<td>Switzerland</td>
</tr>
<tr>
<td>2012</td>
<td>Toulouse</td>
<td>France</td>
</tr>
<tr>
<td>2014</td>
<td>Amsterdam</td>
<td>Netherlands</td>
</tr>
<tr>
<td>2016</td>
<td>Stockholm</td>
<td>Sweden</td>
</tr>
</tbody>
</table>
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 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
   - 2,250-2750m² for exhibition and catering
   - 150-250m² 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:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Convention Bureau (where applicable):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Hotels</th>
<th>Total Number of Rooms</th>
<th>Rooms In Block</th>
<th>Average Cost Range</th>
<th>Breakfast Included</th>
<th>Taxes Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 star</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 star</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 star</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 star</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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): 

  ____________________________________________________________

  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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4.4 Proposed Dates In 2020

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

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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Pax / Size</th>
<th>Hall Name (fill in by venue)</th>
<th>Sat</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Area</td>
<td></td>
<td>Set up</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Exhibition</td>
<td>2250m²</td>
<td>Set up</td>
<td>Set up / Welcome Reception</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Posters</td>
<td>150m²</td>
<td>Set up</td>
<td>Set up</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Plenary</td>
<td>800</td>
<td>Set up</td>
<td>Set up / Opening Ceremony</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Parallel 1</td>
<td>200</td>
<td>Set up</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Parallel 2</td>
<td>210</td>
<td>Set up</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Parallel 3</td>
<td>160</td>
<td>Set up</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Parallel 4</td>
<td>160</td>
<td>Set up</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Parallel 5</td>
<td>130</td>
<td>Set up</td>
<td>Congress</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>65</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Meeting Room</td>
<td>60</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Meeting room</td>
<td>30 - 50</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Meeting room</td>
<td>30 - 50</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
</tr>
<tr>
<td>Meeting room</td>
<td>30 - 50</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>---------</td>
<td>--------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting room</td>
<td>30 - 50</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting room</td>
<td>30-50</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting room</td>
<td>30-50</td>
<td>Set up</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speakers Ready Room</td>
<td>50m²</td>
<td>Open</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Lounge</td>
<td>20 - 30</td>
<td>Open</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress</td>
<td>Congress/Dismantle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>