

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



**ERS/ISIAN 2025**

## 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.

### Bidding Process

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

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

- Only electronic bid documents (PDF) will be accepted
- Proposals are required to address all the components stated above.
- All bid applications will be screened for completeness prior to the evaluation.
- Incomplete applications may be returned to the applicant.
- 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 ERS2021 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
- Funding for a site visit by at least 2 of the organizing committee should be provided, in case the need arises

### 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: 01-08-2021
- Deadline to submit full bid: 15-09-2021
- Destination will be chosen at the ERS board meeting in Thessaloniki, September 2021
- 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

Bidding Application, The Letter of Intent and full proposal submission for the ERS 2025 should be sent by email in PDF format no later than 1<sup>st</sup> of August 2021 to the attention of Secretary General, Professor Wytske Fokkens [w.j.fokkens@amsterdamumc.nl](mailto:w.j.fokkens@amsterdamumc.nl)

Should the bidder have any questions, please feel free to contact:

[Secretary@rhinologicsociety.eu](mailto:Secretary@rhinologicsociety.eu)

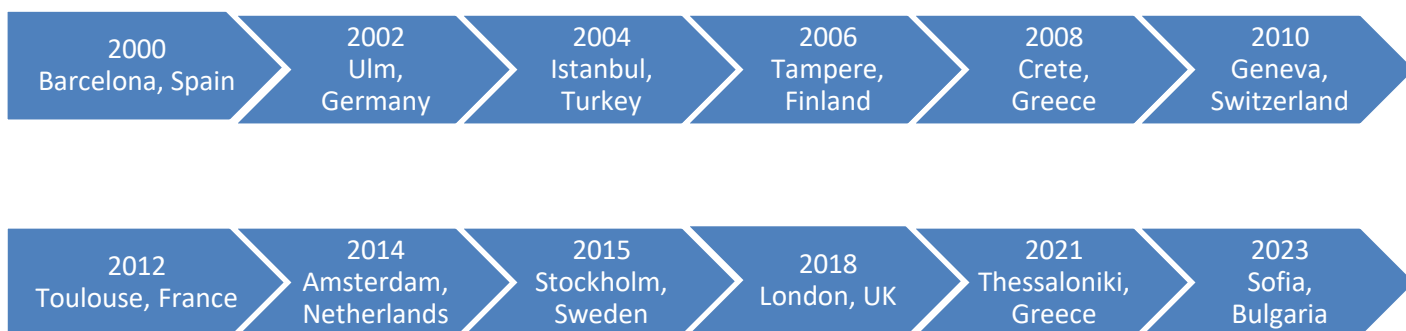
#### **Prof. dr. W.J. Fokkens**

Department of Otorhinolaryngology  
Room: A2-230  
Meibergdreef 9  
1105AZ Amsterdam, The Netherlands  
[w.j.fokkens@amsterdamumc.nl](mailto:w.j.fokkens@amsterdamumc.nl)

### 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 Past & Upcoming European Rhinologic Congresses



### 3. ERS/ISIAN CONGRESS INFORMATION

#### 3.1 Preferred Season

The Conference is held biennially, rotating among different countries in Europe. The best period to organise the Conference is in **June**. Please take into consideration local holidays and other important local events 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
- 5 meeting rooms (size 10-50 people)
- 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 (airport accessibility)
- 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

Board Meetings

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 2025**

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 (example)

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	1000		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	190			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 4	180			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 5	130			Set up	Congress	Set up	Congress	Congress/Dismantle
Parallel 6	120			Set up	Congress	Set up		
Parallel 7	100			Set up	Congress	Set up		
Parallel 8	90			Set up	Congress	Set up		
Parallel 9	60			Set up	Congress	Set up		
Parallel 10	60			Set up	Congress	Set up		
Parallel 11	50			Set up	Congress	Set up		
Parallel 12	50			Set up	Congress	Set up		

## BIDDING GUIDELINES ERS/ISIAN 2018/2020

Parallel 13	50							
Parallel 14	40							
Parallel 15	40							
Meeting Room 1	50							
Meeting Room 2	40			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting Room 3	20-40							
Meeting room 4	20-40			Set up	Congress	Congress	Congress	Congress/Dismantle
Meeting room 5	20-40			Set up	Congress	Congress	Congress	Congress/Dismantle
Speakers Ready Room	50m <sup>2</sup>			Open	Congress	Congress	Congress	Congress/Dismantle
Executive Lounge local organisers	20 - 30			Open	Congress	Congress	Congress	Congress/Dismantle
Executive Lounge ERS board	20 - 30			Open	Congress	Congress	Congress	Congress/Dismantle