



**EACS**  
European  
AIDS  
Clinical  
Society

# Bidding Guidelines for Proposals to Host the *18<sup>th</sup> European AIDS Conference*



2021

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## 1. Introduction

The European AIDS Clinical Society (EACS) is a not-for-profit organisation whose mission is to promote excellence in standards of care, research and education in HIV infection and related co-infections, and to actively engage in the formulation of public health policy, with the aim of reducing HIV disease burden across Europe.

Established in 1991, it aims at bringing together scientists from all over Europe to facilitate an exchange of the latest information regarding clinical aspects of the disease.

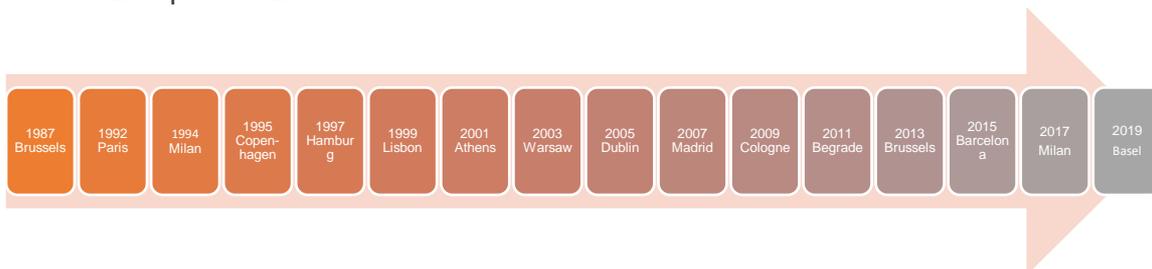
First held in 1987, the European AIDS Conference is the society's flagship event. The biennial conference is a must-attend event for clinicians, researchers, nurses and representatives of people living with HIV/AIDS from Europe and around the world. The conference is carefully designed to allow a mix of opportunities to engage, discuss and learn about the latest research and clinical developments in HIV treatment.

To ensure a conference of equally high standard, EACS organises the Conference with the support of a professional conference organiser (PCO). This is crucial given the design of the conference and use of new technology in both plenary lectures and sessions. The European AIDS Conference also attracts high-quality papers. Over 800 abstracts are submitted.

The European AIDS Conference aims to attract 3000 participants or more with an exciting scientific programme, inclusive lectures, face-to-face workshops, and so on.

Bids to host the 18<sup>th</sup> European AIDS Clinical Conference will be accepted from an EACS member with the support from a named Governing Board/Regional Representative member or a city convention centre with support from an EACS member and/or Governing Board/Regional Representative member.

### 1.1. Past European AIDS Conferences



## 1.2. Bidding Process

1. EACS sends out the call for bids;
2. Interested EACS members with the support from a named Governing Board/Regional Representative member or city convention centre with the support from an EACS member and/or Governing Board/Regional Representative member should submit a Letter of Intent and a proposal three years prior to the Conference;
3. The bids are presented by the named PCO to the Governing Board at the HIV Glasgow Conference the year the bid is submitted;
4. The EACS Secretariat or its named PCO announces a shortlist and may ask for possible additional information;
5. The shortlisted applicants are asked to present their destination to the EACS Governing Board at their Retreat;
6. The EACS Governing Board selects the destination;
7. The selected destination is confirmed and contracted;
8. The destination is publicly announced at the 17<sup>th</sup> European AIDS Conference.

## 1.3. Bidding Timeline for the 18<sup>th</sup> European AIDS Conference – EACS 2021

1. May 2018
2. September 15, 2018
3. October 25, 2018
4. November 2018
5. February-March 2019
6. May 2019
7. September 2019
8. November 6, 2019

## 2. Conference Organisation

The European AIDS Conference is organised by the European AIDS Clinical Society in collaboration with a PCO. The PCO for the 18th European AIDS Conference has not been determined yet. There are 4 entities involved in the organisation of the Conference: The EACS Secretariat, the Conference Chairs, the named PCO, and the Scientific Committee. The Scientific Committee involves clinicians, researchers, basic scientists, and community members involved in management and research of HIV/AIDS.

## 3. Conference Details

### 3.1 Framework

The European AIDS Conference is organised every two years in a different European country (Greater Europe). EACS will appoint a PCO to manage the Conference in close collaboration with a local hosting venue. Bids to host the European AIDS Conference will be accepted from an EACS member with the support from a named Governing Board/Regional Representative member or from a city convention centre with the support from an EACS member and/or Governing Board/Regional Representative member. An institution per se (University, etc.) cannot apply for candidacy.

In case of a bid from a country which is not represented in the Governing Board/Regional Representatives, support can be obtained from a Governing Board/Regional Representative member from other countries or regions.

The proposed local co-chair should be of “good standing” in the field of HIV Medicine and be supported by their University/Hospital/Academic institution. It has to be underlined that hosting the European AIDS Conference requires a significant time commitment.

It is advised to seek support from national/regional community organisations.

### 3.2 Period

The Conference is held biennially, rotating among different countries in Europe. The best period to organise the Conference is in October or November. It should start on a Wednesday and end on a Saturday. The exhibition/posters/registration counter is set-up on Tuesday or even Monday, depending on the structure of the venue facilities.

### 3.3 Participants

The European AIDS Conference aims to attract 3000 delegates or more with an exciting scientific programme, inclusive lectures and face-to-face workshops. It is designed to present the latest clinical aspects and the latest research in the field of HIV Medicine.

The majority of the participants come from Europe (WHO Europe). The rest come from North America and Asia. A minority come from South America and Australia.

### 3.4 Conference Structure

The Conference runs over four days from Wednesday – Saturday. It starts on Wednesday morning with educational workshops (3-4), with symposiums in the afternoon and the Opening in the evening.

The Scientific Programme typically consists of:

- 6-8 workshops over 2 days, early morning
- 6 plenaries over 2 days, in the morning
- 12-14 parallel sessions over 2 days, in the afternoon
- 4 special sessions over 3 days (Including the EACS Guidelines session which is a stand-alone one)
- 2 poster sessions over 2 days, lunchtime
- 3 best poster sessions over 1 day, lunchtime
- 2-4 cohort/community sessions over 2 days

Other sessions/meetings:

- Industry symposia
- Stakeholders meetings
- Press conferences and meetings

## 4. Destination Requirements

### 4.1 Destination

The bidding destination should meet the following requirements:

The host city should have good transport links to destinations in and outside Europe. There should be easy access to “visitor” sites and local amenities.

The destination should be an attractive one and should be established as a leading centre in the field of HIV.

### 4.2 Conference Centre

Description	Capacity
Main Plenary Hall	Min. 2,500 pax.
2-3 additional session halls	Min. 1,000 pax.
4 breakout rooms	Min 200 pax.
3 breakout rooms for face-to-face workshops	Around 50 pax.
Min. 6 smaller rooms	Speaker preview room, host secretariat, hospitality suite, interview room, press conference room, press room.
Speaker preview room	50 m <sup>2</sup>
Press conference room	Around 30 pax.
Min. 4 meeting rooms	For cohorts
Poster Exhibition	Around 600 posters
Exhibition space	1,000 m <sup>2</sup> net (Should be close to the poster exhibition.)
Catering area(s)	Should be part of the exhibition or close to it.
Registration area	Around 15-20 meters long counter with back-office.

A centrally located conference centre, easily accessible by public transportation and some close-by hotels will be preferred.

### 4.3 Social Programme

The destination should also provide venues for the social programme with enough capacity for a seated dinner for at least 80 participants and a networking event for around 250 participants.

The welcome reception and coffee breaks are organised in the exhibition hall.

### 4.4 Accommodation

The city should offer at least 3000 rooms mainly in the 3, 4, and 5 star hotel category. Airbnb to accommodate all budgets can be of advantage.

## 5. Submission Procedures

### 5.1 Letter of Intent

A Letter of Intent is a formal letter from the EACS member acknowledging their interest in bidding for the Conference as the host country.

It should include the name of the Governing Board/Regional Representative member supporting the bid. The local chair candidate should be named. The Letter of Intent should include the extent of the local and national support through appropriate letters. The city and venue should also be included. The letter should also include available dates and alternatives.

### 5.2 Bid Book

The bid book should include and describe the following:

- The clearly stated meeting dates and alternatives;
- The scientific background of the named local chair and their experience in conducting similar scientific conferences in AIDS or related fields;
- Information on the interest and commitment of the local scientists and societies in organising the European AIDS Conference;
- A letter of support from the Governing Board/Regional Representative member;
- A presentation of the proposed destination with the accesses by plane/train at the selected dates, visa and customs regulations, city and tourist presentation, references of other international congresses of similar size;
- A presentation of the conference centre including the location, contact details, accessibility with public transportation, meeting room capacity in theater style, available exhibition, poster and registration areas in m<sup>2</sup> net, catering, etc.;
- Make sure to include an evaluation of the costs of the conference centre in your proposal.
- A clear and detailed presentation of the accommodation capacity with the number of hotel rooms in the different hotel categories (3-5 stars) and availability of Airbnb. The distance from the hotels to the venue should be provided;
- Average price in hotels of 5, 4, 3 stars category based on the year of the conference;
- A presentation of the accessibility between the conference venue, airport, train station and hotels, including transfer time, including during peak hour;
- Letters of support from national/regional community organisations;
- Miscellaneous: Support from government for social events, local speakers, public transportation, etc.

## 5.2 Submission Format

- The proposal should not exceed 30 pages.
- Proposals are required to address all the components stated above.
- Proposals must be received only in electronic format (PDF).
- All bid applications will be screened for completeness prior to the evaluation.
- Incomplete applications may be returned to the applicant.

## 5.3 Information to Consider Including in the Application

Including the following in the bid book is highly encouraged and of advantage:

- Written commitments from government or any institution for additional funding or sponsorship of cocktail reception or free advertising in the city or transportation;
- Support from a national/regional HJIV (or allied specialty) society;
- Local/national political support;
- Financial and/or in-kind support by the local/national government. This could be in the form of a Civic Reception.

## 6. Financial Arrangements

All financial arrangements and contracts are undertaken by EACS through its named PCO. The EACS Bureau will officially agree upon the 18<sup>th</sup> European AIDS Conference budget. In collaboration with the PCO, Conference co-chairs will be involved in the local service providers' selection.

The Conference registration fees are established by the EACS Governing Board and should be consistent with the previous years. In 2017, the registration fee was as follows:

	<b>Early</b>	<b>Standard</b>	<b>Late / On site</b>
Regular delegates	680 EUR	780 EUR	830 EUR
Allied professionals	420 EUR	480 EUR	530 EUR

The registration fee for regular and allied delegates includes: The entry to all official conference sessions and the Opening Ceremony, the exhibition and poster areas, the conference bags containing official conference material, the welcome reception, and coffee breaks.

## 7. Bidding Application

The Letter of Intent and full proposal submission for the 18<sup>th</sup> European Conference/EACS in 2021 should be sent by email in PDF format no later than **September 15, 2018** to the attention of the EACS President at [EACSConference-bid@eacsociety.org](mailto:EACSConference-bid@eacsociety.org).

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

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