Annual Meeting of the European Group for Blood and Marrow Transplantation

Venue Bid Manual for EBMT 2017

(June 2013 version)
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Preliminary comments regarding the EBMT 2017 Venue Bid Manual

During 2010, Board members have worked on a 3-year Strategy Plan; presented and validated during the EBMT 2011 General Assembly Meeting in Paris. This plan is now being implemented. This implementation may require changes to the society, its objectives and its organisation.

This document reflects the reality of the European Group for Blood and Marrow Transplantation as it stands now in June 2013, and does not reflect any possible or eventual changes of the society we are not aware of currently. The Board reserves the right to change the organisation or the conditions / requirements to hold an EBMT Annual Meeting.

Decisions are made during Board Meetings and candidates considering holding EBMT 2017 will be informed accordingly including any possible changes and their impact.
## 1. Timing for EBMT 2017 Selection process
### June 2013 – January 2014

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action</th>
<th>Responsible</th>
<th>Addressee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 2013</td>
<td>Announcement of “Invitation to Bid” (including Deadlines)</td>
<td>- EBMT Executive Office</td>
<td>- EBMT Members</td>
</tr>
<tr>
<td>15 Jul 2013</td>
<td>Preparation of “Expression of Interest to Bid” Document for the EBMT 2017 Annual Meeting</td>
<td>- Prospective Congress President</td>
<td>- EBMT Executive Office - MCI Suisse</td>
</tr>
<tr>
<td>31 Jul 2013</td>
<td>Mailing of any relevant supporting documents (eg. venue brochures)</td>
<td>- Prospective Congress President - Prospective Congress Venue</td>
<td>- EBMT Executive Office - MCI Suisse</td>
</tr>
<tr>
<td>Aug 2013</td>
<td>Conference call (if necessary) to explain the bid document and clarify any possible unclear issues</td>
<td>- MCI Suisse</td>
<td>- Prospective Congress President - Prospective Congress Venue - Local Agency (if nec.)</td>
</tr>
<tr>
<td>Aug 2013</td>
<td>Pre-Selection of a maximum of 4 candidacies Final Phase Evaluation</td>
<td>- EBMT Executive Office - MCI Suisse</td>
<td>- EBMT Executive Committee</td>
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<tr>
<td>Aug 2013</td>
<td>Invitation to proceed with the Bidding Process</td>
<td>- EBMT Executive Office - MCI Suisse</td>
<td>- Prospective Congress President - Prospective Congress Venue</td>
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<tr>
<td>30 Sep 2013</td>
<td>Submission Deadline for “Complete Bid Document”</td>
<td>- Prospective Congress President - Prospective Congress Venue</td>
<td>- EBMT Executive Office - MCI Suisse</td>
</tr>
<tr>
<td>Oct 2013</td>
<td>Evaluation of Bids Site visits if necessary</td>
<td>- EBMT Executive Office - MCI Suisse</td>
<td>- Prospective Congress President and/or Congress venue</td>
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<tr>
<td>Nov 2013</td>
<td>Presentation of Preliminary Recommendations</td>
<td>- EBMT Executive Office - MCI Suisse</td>
<td>- EBMT Executive Committee</td>
</tr>
<tr>
<td>Jan 2014</td>
<td>Presentation &amp; Recommendation for Final Decision</td>
<td>- MCI Suisse - Prospective Congress President and / or Congress Venue</td>
<td>- EBMT Board</td>
</tr>
</tbody>
</table>

**Venue Bid Manual for EBMT 2017**
2. General Presentation

2.1. General overview of the annual meeting

Introduction

The EBMT organises an annual meeting for scientific exchange between physicians, nurses and data managers. The EBMT 2017 meeting will be the 43rd Meeting of the Physicians, 33rd Meeting of the EBMT Nurses Group, 17th Meeting of the EBMT Data Management Group and the 9th EBMT Quality management meeting, 5th Meeting of Cell-Processing Group. The 11th EBMT Patient & Family Day will be organised on Saturday, prior to the commencement of the meeting.

The meetings of physicians, nurses, data managers, quality managers and lab technicians are held in parallel and integrated as far as possible. There should be close physical proximity between the lecture rooms for all meetings and delegates are encouraged to participate in all sessions of interest to them. The main NG session will generally be translated into the local language, subject to advice of the local nursing representatives / CP on whether this would be beneficial and attract more nursing delegates. The translation costs will be covered by the Congress budget.

Overview of the abstracts received in the last 10 years:

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physicians</td>
<td>1,009</td>
<td>996</td>
<td>848</td>
<td>823</td>
<td>1,036</td>
<td>907</td>
<td>1,014</td>
<td>1,001</td>
<td>965</td>
<td>1077</td>
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<tr>
<td>Nurses</td>
<td>145</td>
<td>169</td>
<td>134</td>
<td>151</td>
<td>172</td>
<td>165</td>
<td>155</td>
<td>166</td>
<td>118</td>
<td>118</td>
</tr>
<tr>
<td>QMs &amp; DMs</td>
<td>12</td>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1,154</td>
<td>1,165</td>
<td>982</td>
<td>974</td>
<td>1,208</td>
<td>1,072</td>
<td>1,169</td>
<td>1,167</td>
<td>1,095</td>
<td>1,244</td>
</tr>
</tbody>
</table>

Aims & objectives

The EBMT Annual Meeting is the society’s most important activity, both in terms of scientific exchange & networking and as a source of revenue to fund Research, Educational and Accreditation Activities. Maximisation of profit is therefore an important strategic goal, but this must be balanced by other key objectives:

- Delivering meetings of the highest scientific level, positively evaluated to meet delegate expectations
- Ensuring the meeting is as economical as possible for EBMT members & delegates
- Fostering a long-term collaborative relationship with Industry sponsors
- Promoting transparency and accountability to members and delegates

Description

- **Frequency**: Annual
- **Time of year**: End of March/1st week of April (it should not be scheduled during the Easter weeks, i.e. weeks containing Good Friday & Easter Monday) taking into consideration Easter holidays, therefore anytime from 15 March (earliest start date) to 15 April (latest end date).
- **Venue**: European City with capacity to host meeting
- **Official language**: English
- **Selection of venue**: By EBMT Board (based on evaluation of bids satisfying pre-defined criteria)
- **Duration**: Sunday to Wednesday (4 full days)
- **Patient & Family Day**: Saturday
- **Board & WP meetings**: Saturday & Sunday
- **Corporate symposia**: Sunday
- **Nurses Pre-Meeting**: Sunday
- **Exhibition build-up**: Wednesday afternoon to Saturday (3 ½ days)
- **Exhibition dismantling**: Wednesday afternoon and Thursday whole day (1 ½ days)
- **Group registration**: Saturday afternoon
- **Official core PCO**: MCI, Geneva, Switzerland
2.2. Programme structure & content

A fairly fixed programme structure is to be maintained so that delegates can benefit from a format they recognise:

- **Physicians sessions:**
  - Corporate Symposia
  - Opening Session
  - Presidential symposium
  - Plenary sessions
  - Educational sessions
  - Workshops sessions
  - Controversy Sessions
  - Working Party sessions
  - Oral sessions
  - Poster sessions
  - Joint sessions with related organisations
  - Joint session Nurses/Physicians
  - Meet-the-Expert Sessions
  - General Assembly Meeting
  - Nursing sessions
  - Data management sessions (incl. Statisticians’ courses)
  - Quality management Sessions
  - Cell Processing programme
  - Patient & Family Day

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**Physicians sessions**

**Corporate Symposia**

Corporate symposia are organised on the “Corporate Sunday”. The only exceptions are the Platinum Sponsor symposia and Nursing Symposia, which can be negotiated with the Board and NG Board respectively. See section on Corporate Symposia p. 12.

**Opening Session**

Welcome addresses are given by the CP, Local Dignitary (optional), EBMT President, NG President followed by the EBMT Lecture and Van Bekkum Award presentation.

In the past, the EBMT lecture was given by an invited speaker in recognition of their achievements in the field of stem cell transplantation. The traditional lecture may be replaced by a talk of more general interest e.g. art, music, culture, etc. and this is at the discretion of the LOC. The CP will present a proposal to the Board for sign-off.

The Van Bekkum prize is chosen by the Board during the January Meeting for the best abstract submitted to the meeting.

**Presidential Symposium**

The six top abstracts (after Van Bekkum) will be presented during the Presidential Symposium, which will be organised as a stand alone session on Monday morning. The Basic Science Award will be included as one of the 6 presentations.

**Plenary Sessions (currently 2 - 3)**

2 – 3 plenary sessions are held, depending on the number of joint sessions. These sessions should be aimed at transmitting the state of the art and major messages of the meeting.

**Educational & Workshop Sessions (currently 8 – 9 of each)**

A maximum of 5 – 6 educational and workshop sessions should be run in parallel each day. There is space for local initiatives such as the Controversy sessions, lunch sessions etc.

**Meet-the-Expert Sessions (optional)**

Meet-the-Expert sessions are optional and should be held early in the morning. The number of participants should not exceed 15-20. These sessions should be free of charge, with allocation on a first come first served basis.

**Working Party sessions (currently 11)**

WP sessions are held as stand alone sessions (with 3 WP sessions in parallel on Mon/Tue mornings and afternoons). The Board will agree at the Board meeting in June which WP sessions are to be held in parallel and on which days.
WP chairs are responsible for the programmes of the WP session. The Board will discuss the structure and content of these sessions and agree a guideline for WP Chairs. In the meantime these sessions are regarded as a forum for:

- presenting the results of phase I/II studies run by the WPs
- discussion of proposals for new prospective and retrospective studies
- an opportunity for interaction with members and delegates to receive input/feedback on projects

The programme of the WP sessions should be sent to the Congress President in Nov/Dec. A special category of Working Party abstracts has been created for the presentation of the results of WP studies during the WP sessions. These abstracts will not be submitted for general review, but will be peer-reviewed within the WP and approved by the WP Chair. These abstracts will be included in the abstract book under Working Party abstracts.

Controversy Sessions
This is an attractive format for debating controversial topics. Under the supervision and guidance of a chair, opposing arguments are put forward by two speakers representing different view points.

Working Party Business meetings (currently 10 – 11)
These meetings are organised by WP Chairs outside of the main scientific programme, generally on Sunday. The costs or the room, basic technical set-up and catering will be paid for from the Congress budget. These meetings are generally attended by a core group of active WP members, but should be open to all members.

Joint Sessions with related organisations (currently 2 – 3)
Currently there are 2 joint-sessions with EBMT/WMDA and EBMT/ISCT/ISEH. Joint sessions are under the responsibility of the Board, but must be co-ordinated with the LOC. The number of joint sessions, timeframes for development and the nominated Board members responsible to attend these sessions should be agreed at the March Board meeting. Committee chairs should send their proposals to the LOC in advance of the June Board meeting.

Joint Sessions Nurses/Physicians (currently 1)
There is currently one joint session developed in collaboration between the CP and NG President. In the future, additional joint sessions may be developed between the physicians, NG and DMG.

Oral sessions (currently 17 – 21)
These sessions are based on the topic list defined by the LOC and the Board. The final number of sessions and content shall be determined based on the quality of abstracts submitted. The number of available rooms may also impact on the number of parallel sessions.

Poster presentations
The Poster sessions are regarded as a key part of the meeting and are to be assigned sufficient prominence within the programme. The poster sessions should take place on Monday and Tuesday evenings from 17.30 – 19.00. The posters should be located in appropriate rooms with ample space for presentations and discussion. No other meeting should be organised in parallel. Posters will be on display throughout the day, but presenting authors will be available during these sessions to discuss their work and answer any questions.

Special sessions
A number of special sessions organised by the EBMT Committees e.g. JACIE, Nuclear Accidents, Clinical Trials are built into the main scientific programme each year. Committee chairs should send their proposals to the LOC in advance of the June Board meeting. It will be at the discretion of the LOC and Board to include a special session within the programme, depending on the number of proposed sessions and level of interest.

General Assembly Meeting
To be held on Tuesday afternoon. The timing of the GAM might be reviewed by the Board.

Nursing sessions

The Nurses programme includes Pre-meeting Study Day, Opening and Closing Sessions, educational & workshop sessions, oral & poster sessions, National Group Meetings, Nurses Annual General Meeting, Awards. The NG Scientific Committee will review the programme structure and content before June of the given year and present any proposals to change the programme content or structure to the Board.

Date Management sessions
The DMG programme consists of Promise Training Sessions (Data Entry for new users; Data Retrieval; ProMiSe Open Learning Centre); a series of Educational Sessions, including disease / graft type focused sessions, Discussion Forum, Poster session, Data Managers reception (shared with QM).

**Statistical Course**

The Statistical Course is organised within the DMG programme. It will be highlighted in the physicians and NG programme, but due to the limited space in the programme it will not occupy a stand-alone spot within these programmes.

**Quality Management sessions**

Following the success of the 1st EBMT Quality Management Meeting organised in 2009 in Göteborg, the EBMT Board agreed to make quality management an integral part of future congresses. This represents a firm commitment by the society to quality in transplantation. The meeting is an excellent opportunity to meet colleagues and share experience in this increasingly important area. The JACIE Quality Management Committee will coordinate this part of the congress programme.

The meeting will take place over the course of the congress with the sessions distributed in such a way as to maximise attendance.

**Cell Processing sessions**

The first cell processing day of the EBMT annual meeting took place during the EBMT 2012. The day will form an integral part of the EBMT meeting and is mainly intended for people working in the cell processing laboratory as technicians, working on the bench, biologists and physicians directly involved in cell processing, cell processing laboratory managers, and persons responsible for quality assessment of the cell processing part. The program includes theoretical presentations/discussions and sessions considering practical aspects of cell processing, problem management and reporting.

**Patient & Family Day**

The 11th Patient & Family Day will be organised on the Saturday before the start of the congress.

The Patient & Family Day has become an integral part of the yearly EBMT congress. It was first introduced in Lyon 2007 and the EBMT Board decided to repeat this initiative.

One of the main goals is the improvement of the communication between EBMT professionals and patients. This is increasingly relevant due to the rapid evolution of technology associated to transplantation and its relationship with the growing field of cellular therapy. The introduction of new drugs and graft manipulation techniques, combined with changes in the clinical pattern of transplantation, particularly in the outpatient setting, has led to remarkable developments in the field over the last few years. The programme is aimed at exploring both scientific trends and the special relationship which is often created between the clinical BMT personnel and patients and their families.

This information day will consist of two presentations, four plenary sessions and 3-6 disease specific workshops led by physicians, nurses, patients, donors and family members.
3. Requirements to organise EBMT Annual Meeting

3.1. Venue requirements

**Expected participants:** 3’500 – 4’500 participants

**Meeting month:** end of March (3rd or 4th wk) / 1st wk April – taking into consideration Easter holidays (it should not be scheduled during the Easter weeks, i.e. weeks containing Good Friday & Easter Monday)

**Build-up registration area:** Wednesday afternoon – Saturday (3 ½ days)
(Saturday afternoon: Group Registration)

**Pre-Meeting (Patient & Family day)** Saturday
1 Lecture room = 400 – 500 seats;
4 smaller rooms = 50 – 150 seats (to be used simultaneously)

**Days of Meeting:** Sunday – Wednesday (4 days)

**Lecture Room requirements for 4 days:**
1 Auditorium = 1’800 - 2’000 seats*
1 Lecture hall = 800 - 1’000 seats*
2 Lecture halls = 500 – 700 seats*
5 Lecture halls = 200 – 500 seats*
2 Lecture halls = 100 – 200 seats*
2 Lecture halls = 50 - 100 seats*
1 Lecture hall = 80 seats*
10 smaller rooms = 10 – 40 seats

*(Meeting rooms, offices, Speaker's Service Centre, VIP room etc.)

All rooms and additional rooms/space, poster exhibition and Industrial exhibition space must be available simultaneously and be closely located next to each other in connected buildings within the same complex. The Industry exhibition must be fully integrated within the meeting. Temporary structures are only acceptable where these are commonly built by the congress venue (Marquees are not permitted).

**General set-up & technical set-up of Lecture Rooms**
- Seating: theatre style
- 1 chairperson's table for two persons including 1 table microphone
- 1 lectern including necktie microphone
- Microphones for audience (where needed)
- Computer & beamer for single data projection including remote control
  *(please indicate the brand & type of the beamers and computers)*
- Screen for single projection
- Lighting & Audio
- Technician(s) for projection, sound, lights
- Networking System

**Additional room/space:** Speaker Service Centre, Registration area, Coffee break area and Lunch area

**Poster exhibition:** Approx. 2’000 to 2’500 m² for 300 poster boards (used double sided)

**Industrial exhibition:**
- Exhibition surface: 3’000 – 4’000 m² gross (incl. space for catering)*
- Exhibition opening: Sunday-Wednesday morning (3 ½ days)
- Build-up exhibition: 3 days before opening of exhibition (Thu – Sat)
- Dismantling of exhibition: Wed. afternoon/ Thursday all day, duration: 1 ½ days

* The exhibition should be housed in one sole area, which is located next to the main lecture halls for easy access

**Hospitality Suites:** 5 Rooms or Space (approx. 200 m², 100 m², 50 m², 40 m², 30 m²)
### 3.2. Hotel requirements

The congress offers corporate patrons, EBMT members and delegates a wide-selection of hotel accommodation to meet the various needs. Delegates are also free to organise their own accommodation and it is estimated that the congress will handle approx 50% of delegate hotel bookings.

Around 3’900 delegates will need hotel accommodation. In order to meet this need, the host venue must have a total capacity of at least 8’000 rooms in the various categories located within the city itself. A sample distribution of rooms provided by the congress is provided below. A list of cheaper hotels/hostels for economy budgets are also requested.

<table>
<thead>
<tr>
<th>Level</th>
<th>Rooms booked through congress agency (group &amp; individual bookings)</th>
<th>Estimated direct bookings through various channels</th>
<th>Approx. total rooms needed</th>
<th>Total room nights (average stay approx. 3-4 nights)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5*</td>
<td>250</td>
<td>500</td>
<td>750</td>
<td>2’650</td>
</tr>
<tr>
<td>4*</td>
<td>1’600</td>
<td>800</td>
<td>2’400</td>
<td>8’400</td>
</tr>
<tr>
<td>3*</td>
<td>300</td>
<td>450</td>
<td>750</td>
<td>2’625</td>
</tr>
<tr>
<td>Approx. Total Rooms</td>
<td>2’150</td>
<td>1’750</td>
<td>3’900</td>
<td>13’650</td>
</tr>
</tbody>
</table>

**Types of bookings:** Approx. 20%-30% individuals, 70%-80% group bookings

MCI evaluates the hotel situation. The information will be included in the evaluation report for selection of the venue.

### 3.3. Other requirements to organise EBMT 2017

**Organisation**

_The Organisation as stated reflects the reality of the EBMT as it stands now in June 2013 and does not reflect any possible or eventual changes of the society we are not aware of currently. This is therefore subject to changes (BOARD Decisions). The CP will be informed accordingly of the changes and their impacts._

A Local Organising Committee (LOC), including a National Scientific Committee (NSC) headed by the Congress President (CP), is responsible for organising the meeting on behalf of the EBMT Board.

As a guideline, the recommended structure of the LOC (all EBMT members) is:

- the CP
- Scientific Chair
- and/or Scientific Secretary,
- plus local physician(s), nurse(s), data manager(s) and secretary.

The number and role of participants of the LOC is at the discretion of the CP. One local nurse is invited to join the NG Board/Scientific Comm. for the year prior to the meeting. It is desirable that the nurse has a working level of English and this should be taken into consideration as far as possible by the CP in selecting the nursing rep(s).

The maximum number of participants on the NSC is 20, unless otherwise agreed by the Board.

The scientific programme, the speakers’ list and the social programme are overseen by the **EBMT Board**. The **budget is overseen by the Executive Director**, before being presented and agreed by the Board.

As members of the Board, **WP Chairs** act as advisors to the LOC and play an important role in the development and execution of the scientific programme. The scientific programmes of the various groups* are developed in parallel and in close consultation with the CP and the EBMT Board. The CP has the overall responsibility for successfully integrating the programmes and shall attend EBMT Board meetings in the year prior to the annual meeting to give progress reports and discuss the programme.

*The Nurses Group (NG), the Data Management Group (DMG), Quality Management Group (elaborated by the JACIE office), Cell Processing Group (part of the Physicians’ scientific programme), Patient- and Family Day (elaborated by the LOC).
The **EBMT Executive Office (Executive Director and Education & Events Coordinator)** will provide organisational support to the CP, LOC, NG, DMG and EBMT Board, and manage the relationship with the core PCO and sponsoring companies.

**MCI** is the appointed core PCO for the annual EBMT meetings. MCI will assist in the overall congress management and all administrative aspects before, during and after the event. This includes the following key functions: evaluation of congress venues; budget & timing; hotel management; contract with congress venues; abstract handling & coordination of scientific programme; registration of delegates; coordination of corporate sponsorship, social programme; hosting congress websites, meeting statistics, etc.

In order to profit from local know-how and to guarantee the best possible input and service, it is possible that a **Local Agency** will be nominated to support the CP and MCI in the following tasks: organisation of social events, excursions, hotels, transportation, local support for Industry, local information and tour desk during the congress, assistance to the CP if required. A written agreement, validated by the Executive Director and overseen by the CP, should be put in place between MCI and the local agency setting out respective roles & responsibilities.

Contracts between the EBMT and MCI will be signed for each meeting.

### Allocation of profit & risk

*The Allocation of profit and risk as stated reflects the reality of the EBMT as it stands now in June 2013 and does not reflect any possible or eventual changes of the society we are not aware of currently. This is therefore subject to changes (BOARD Decisions). The CP will be informed accordingly of the changes and their impacts.*

**EBMT/MCI:**

EBMT bears the ultimate risk of the meeting. Compensation for MCI is set-out in the contract agreement and is based on a fixed fee, plus a set fee per abstract, participant, exhibition and revenue from adverts.

It is the responsibility of the CP and MCI to ensure that the meeting makes a profit. However, as the risk of the meeting is borne by the EBMT, the Executive Director / MCI must make **quarterly budget reports** to the Board.

The initial budget is prepared by MCI based on past experiences and on the evolution of the content of each congress to incorporate new activities. It is first validated by the Executive Director, before being presented to CP. It is revised as necessary throughout the year in consultation with the CP and the Executive Director. The CP is free to approve budget spending in line with the proposed budget. Any significant increase in a budget line (e.g. social programme, catering, etc.) has to be presented and agreed by the Executive Director and this must be justified to the EBMT Executive Committee for prior approval sought.

**Profit share between the EBMT and the LOC:**

The profit share between the EBMT and the LOC is presently under discussion in the Board and will be decided soon. Candidates to organise EBMT 2017 will be informed along the process as soon as the decision has been made.
Scientific programme Structure

The structure of the meeting follows a largely fixed format established by the EBMT Board, but there is a degree of flexibility to allow the LOC to put its mark on the meeting. The overview of the content / session format are presented in section “2. General Presentation” page 5 and Annex 1 (pages 17-19) there is an excel overview of the main sessions planned each day.

Delegates

3’500 – 4’500 participants

Registrations are handled by MCI, registrations fees are subject to change and are based on proposal made by the Executive Office to the Board.
At EBMT 2011 in Paris there were 4.301 delegates from 80 countries (3.345 Physicians, 673 nurses, 141 Data-Managers, 67 Quality Managers, 75 Students.
At EBMT 2012 in Geneva there were 3,665 delegates from 77 countries (2,828 physicians, 456 nurses & 120 data managers, 66 quality managers, 41 students).
At EBMT 2013 in London there were 4.242 delegates from 80 countries (2.953 Physicians, 632 nurses, 187 Data-Managers, 118 Quality Managers, 84 Cell Processing Technicians, 146 Doctors In Training / Postgrads).
The meeting 2008 in Florence with 4,713 participants had an exceptional high number of attendees.

Satellite symposia

The corporate satellite symposia programme is hosted on Sunday from 09.00h - 18.00h

There are currently 4 time slots and a max. of 5 symposia per slot *. Corporate patrons receive priority in the allocation of symposia slots and rooms, according to their level of EBMT sponsorship. Other benefits include free registrations and support with local costs of speakers.

* The EBMT Board reserves the right to increase the number of symposia sessions to be held on an annual basis. Companies will be informed of the number of permitted symposia at the Sponsor Meeting held in June, prior to contracting a symposium.

The Platinum Sponsor symposia and Nursing symposia may be held within the main programme, subject to agreement with the Board and NG Board respectively.

Social programme

The Social Programme as stated reflects the reality of the EBMT as it stands now in June 2013 and does not reflect any possible or eventual changes of the society we are not aware of currently. This is therefore subject to changes (BOARD Decisions). The CP will be informed accordingly of the changes and their impacts.

Sunday evening: WELCOME RECEPTION (Free admission)
The Welcome Reception takes place after the Opening Session on Sunday, where a series of special lectures and possibly a local actuation (e.g. music, theatre, dance, art, etc.) are presented. The Welcome Reception, incl. a buffet dinner and entertainment, will start at approx. 20.00 h. The Welcome Reception is usually hosted at the congress venue (approx. 1.200 attendees)

Monday evening: SPEAKERS DINNER – TO BE CONFIRMED
Official speakers may be invited for dinner at a special venue (approx. 150 attendees).

Tuesday evening: GALA DINNER The costs of this event are higher than ticket price and subsidised by the congress. Prices subject to changes on Board decision for approx. 700-800 delegates, including dinner, music and dancing.

TOURS: The local agency may offer a selection of congress tours for delegates and accompanying persons.
4. Venue Selection Process

4.1. Selection of venues

EBMT annual meetings are hosted in European cities with the requisite infrastructure to fulfil the meeting requirements. Tourist-type resorts are not eligible as venues due to the increasingly strict Pharmaceutical Industry codes of conduct on participation in meetings at national and international level.

Calls for bids will be announced each year and members of the EBMT wishing to host the EBMT Annual Meeting are requested to submit an ‘Expression of Interest to Bid’ and produce a “Complete Bid Document” describing location & accessibility, overview of congress venue, scope for symposia, exhibition & poster sessions, hotel accommodation, etc.

Only the bids submitted before the deadlines will be eligible for consideration.

MCI evaluates the suitability of the various venues (conducting a site-visit as necessary) and produces an evaluation report for the Board. Only venues evaluated by MCI to be suitable for an EBMT Annual Meeting will be voted upon by the Board in the January Board Meeting (2014). The meeting is awarded to an individual (Congress President-EBMT member) linked to a particular venue.

Venues are currently selected 2-3 years in advance.

4.2. Eligibility and evaluation criteria

Aim

Produce a fair and transparent process for selection of venues and local organisers for future annual meetings. The following factors will be taken into consideration in assessing each bid:

Eligibility criteria

- Destination must be a European city (tourist resorts not eligible)
- Suitability of congress venue for an EBMT meeting (see section “3. Requirements to organise a EBMT Annual Meeting” page 9 for more details)
- Availability of congress venue and hotels at the end of March/ 1\textsuperscript{st} week of April (taking into consideration the Easter holiday period)
- Sufficient number of hotel rooms availability of 5*, 4*, 3* hotels within the city centre
- Bid supported by a Local Organising Committee made up of EBMT members only
- Venue evaluated by MCI to be suitable for an EBMT meeting
- Bid document fully complete and received by submission deadline

Evaluation criteria

- Costs for EBMT (congress venue, exhibition space, technical, etc.). MCI will work with the local organisers to ensure that the costs presented in the assessment are comparable
- Varied geographical coverage (to avoid repetition of countries and cities)
- Accessibility (directness of flights/geographical location)
- Experience of congress venue of managing meetings of a similar size
- Attractiveness of venue
- Hotel offer (cost and proximity to congress venue)
4.3. “Interest to Bid” confirmation document

“Interest to Bid” must include:
- confirmation of Congress Presidency and Scientific Chair
- venue details
- confirmation of capacity of halls, meeting rooms and exhibition/poster area in line with the “Venue Bid Manual for EBMT 2017 Annual Meeting”
- confirmation of availability of halls at end of March 2017 / beg. April 2017

4.4. “Complete Bid Document”

Before preparing the “Complete Bid Document”

Prior to preparing the “Complete Bid Document”, the Eligibility & Evaluation Criteria and EBMT Annual Meeting Requirements sections should be read carefully.

The main contact at the congress venue should then contact Heather Sheppard at MCI <heather.sheppard@mci-group.com> to ensure a full understanding of the requirements and to discuss the proposed concept.

Only once MCI has confirmed that the venue is feasible, should the “Complete Bid Document” be prepared. If necessary a site visit should be arranged to assess feasibility. The final bid document should include the following information and contents outline and must be submitted by the deadline set in the call for bids. An excel spreadsheet that must be completed with key bid data will also be provided by MCI.

Table of content of the “Complete Bid Document”

1. Introduction

Present a one page summary overview of the destination and congress venue, highlighting its suitability for hosting an EBMT annual meeting, including dates available at the end of March.

2. Presentation of congress venue overview

Provide an overview of the venue and the concept proposed for EBMT, including the following:
- Location within city
- Layout
- Capacity (halls, meeting rooms, etc. for parallel sessions)
- Exhibition space
- Facilities/services available (Please specify what is included in the offer. Indicate whether it is obligatory to contract technical services supplied by the congress venue or whether outside providers can be contracted)

3. Breakdown of costs

Produce a separate overview of the estimated costs involved, specifically including the following:

- Cost of congress venue for the full duration of the meeting, including set-up and breakdown. Indicate whether the exhibition is included within this or charged separately. If charged separately please estimate costs.
- **Cost of renting technical equipment available at the congress venue.** Please detail what equipment/service is provided and estimate costs of the additional technical equipment/services that would need to be contracted separately.

- **Catering costs** (lunch bags or hot lunches, coffee breaks, on-site restaurants, etc.)

- **Costs of any other services provided by the congress** (hostesses, security, furniture rental, cleaning, communications, electricity and other commodities, etc.). Indicate whether these are included in the cost of the congress venue or whether they are mandatory and will be charged separately. If so, give an indication of average costs. Please indicate any services where the congress venue and/or other suppliers have exclusivity rights.

- **Hotel costs**
  Estimate prices for the different categories of hotels in March 2017. These should be based on negotiations with the main hotel chains in the city (see hotel requirements).

4. **Hotel capacity within the city**

Present an overview of the following:
- number of hotels in the different categories (5*, 4*, 3*, 2* and hostels)
- number of rooms
- walking distance from congress venue / travel via public transport
- approximate room rates per category (single/double) & overview of congress rates, if available
- provide a list of hotels and the recommendation for the Headquarters hotel (for speakers, organisers, Board, etc.)

5. **Travel to and within the city**

Present an overview of the **accessibility of the city** from major European cities - flights, trains, etc. (including number /destination of direct flight connections; number of scheduled flights per day).

Present an overview of **public transport** within the city and indicate accessibility of the congress venue. If there are any travel passes, special arrangements for keeping travel costs for delegates to a minimum please indicate.

6. **Track record**

Include a list of similar international meetings organised in the congress centre and city, indicating meeting dates, size, organiser, etc.

7. **Local Organising Committee and local support**

Indicate names of key participants in the Local Organising Committee (Congress President, Scientific Chair and Scientific Secretary).

Include any letters of support for hosting the meeting from the Local Mayor, Convention Bureau, airlines, hotel chains, etc.

8. **Social Programme**

Present samples of ideas for the social programme for EBMT 2017:

- **Welcome reception:**
  - usually hosted at congress venue
  - buffet & local entertainment
  - 1,200 delegates
- **Gala Dinner:**
  - for 700 – 800 delegates
  - Dinner & dancing
5. Contact details

**EBMT Executive Office**

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C/ Rosselló 140, 1 - 1  
08036 Barcelona / Spain  
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Fax: +34 93 451 95 83  
E-Mail: dan.wilde@ebmt.org  
Web www.ebmt.org

**MCI Suisse - EBMT Core PCO**

Heather Sheppard  
Project Manager  
MCI Geneva Office  
MCI Suisse SA  
75, rue de Lyon - C.P. 502  
1211 Geneva / Switzerland  
Tel: +41 (0)22 33 99 667  
Fax: +41 (0)22 33 99 601  
Email: heather.sheppard@mci-group.com  
Web www.mci-group.com/suisse
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**EBMT Meeting - Room Overview**

**Annex 1: Revised Rooms Overview Excel Sheets**
### Venue Bid Manual for EBMT 2017

**Annex 1: Revised Rooms Overview Excel Sheets**

#### EBMT Meeting - Room Overview

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- Nursing

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- General
- Educational
- Workshop

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- General
- Educational
- Workshop

**13:30**
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**18:30**
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