

Annual Meeting of the
European Society for Blood and Marrow
Transplantation



Venue Bid Manual for
EBMT Annual Meeting

Table of Contents

Preliminary comment regarding the EBMT AM Venue Bid Manual	p. 3
1. Timing for EBMT Annual Meeting Selection Process June 2018 – January 2019	p. 4
2. Venue Selection Process	p. 5
2.1. Selection of venues	p. 5
2.2. Eligibility and evaluation criteria	p. 5
2.3. “Interest to Bid” confirmation document	p. 6
2.4. “Complete Bid Document”	p. 6
3. Requirements to organise EBMT Annual Meeting	p. 8
3.1. Essential requirements to organise EBMT Annual Meeting	p. 8
A. <i>Organisation</i>	
B. <i>Allocation of profit & risk</i>	
3.2. Venue requirements	p. 10
3.3. Hotel requirements	p. 11
4. Introduction to the scientific programme	p. 12
4.1. General overview of the annual meeting	p. 12
4.2. Programme structure & content	p. 13
A. <i>Physicians sessions</i>	
B. <i>Nursing sessions</i>	
C. <i>Data Management sessions (incl. Statisticians’ courses)</i>	
D. <i>Quality Management Sessions</i>	
E. <i>Patient & Family Day</i>	
F. <i>Satellite symposia</i>	
G. <i>Social programme</i>	
5. Contact details	p. 17
Annex: Separate Documents	
❖ Example of Exhibition Floor Plan	
❖ Congress President Job Description	
❖ Letter of Expression of Interest to Bid	
❖ Programme & Room Overview	
❖ Bid Template	

Preliminary comments regarding the EBMT Annual Meeting Venue Bid Manual

This document reflects the reality of the European Society for Blood and Marrow Transplantation as it stands now in June 2018, and does not reflect any possible or eventual changes of the society we are not aware of currently. Please note that EBMT is in a process of In-Housing of Annual Meeting over all organization. Executive Office will be managing all the aspects of the meeting however may also out-source some activities. 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 Annual Meeting will be informed accordingly including any possible changes and their impact.

1. Timing for EBMT Annual Meeting Venue Selection Process

June 2018 – January 2019

Timeline	Action	Responsible	Addressee
29 Jun 2018	Announcement of “Invitation to Bid” (including Deadlines)	- EBMT Executive Office	- EBMT Members
31 Jul 2018	Submission of “Expression of Interest to Bid” Document for the EBMT Annual Meeting	- Prospective Congress President	- EBMT Executive Office
07 Aug 2018	Mailing of any relevant supporting documents (eg. venue brochures)	- Prospective Congress President - Prospective Congress Venue	- EBMT Executive Office
Aug 2018	Conference call (if necessary)	- EBMT Executive Office	- Prospective Congress President - Prospective Congress Venue
Aug 2018	Pre-Selection of a <u>maximum</u> of 4 candidacies Final Phase Evaluation	- EBMT Executive Office	- EBMT Executive Committee
31 Aug 2018	Invitation to proceed with the Bidding Process	- EBMT Executive Office	- Prospective Congress President - Prospective Congress Venue
28 Sep 2018	Submission Deadline for “Complete Bid Document”	- Prospective Congress President - Prospective Congress venue	- EBMT Executive Office
Oct 2018	Evaluation of Bids – During the Board Meeting Site visits if necessary	- EBMT Executive Office	- Prospective Congress President and/or Congress venue
Nov 2018	Presentation of Preliminary Recommendations	- EBMT Executive Office	- EBMT Executive Committee
Jan 2019 (Board Meeting)	Presentation & Recommendation for Final Decision	- EBMT Executive Office - Prospective Congress President and / or Congress Venue	- EBMT Board

2. Venue Selection Process

2.1. 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.

EBMT Executive Office 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 EBMT to be suitable for an EBMT Annual Meeting will be voted upon by the Board in the October and January Board Meetings. The meeting is awarded to an individual (Congress President-EBMT member) linked to a particular venue.

Venues are currently selected 4 years in advance.

2.2. 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 "Requirements to organise a EBMT Annual Meeting" for more details)
- **Availability of congress venue and hotels at the end of March/ 1st 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 EBMT 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.). EBMT 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)
- **Local organising committee** (strength scientifically; avoid repetition of Congress Presidents to ensure fair opportunity for interested EBMT members)
- **Tax implications** of holding a meeting in a particular country
- **Rules & regulations concerning participation of pharmaceutical companies**

- **Security factors**
- **Special efforts made by the city council or convention bureau** to make the venue more attractive (free local transport, hosting of welcome reception, etc)

2.3. “Expression of Interest to Bid” confirmation document

“Expression of 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 Annual Meeting”
- Confirmation of availability of halls at end of March 2022 / beg. April 2022

2.4. “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 Bora Celikel at bora.celikel@ebmt.org to ensure a full understanding of the requirements and to discuss the proposed concept.

Only once EBMT 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 EBMT.

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 or beginning of April.

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 & catering 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.
- **Special efforts made by the city or convention bureau** subventions, financial support or contributions to the meeting
- **Hotel costs**
Estimate prices for the different categories of hotels in March-April 2022. These should be based on negotiations with the main hotel chains in the city (see hotel requirements).

*Please also include the information if there are any services exclusive to Proposed Congress Venue

4. Hotel capacity within the city

Present an overview of the following:

- number of hotels in the different categories (5*, 4*, 3*)
- number of rooms
- number of rooms within walking distance
- 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 Annual Meeting:

- **Welcome reception:**
 - usually hosted at congress venue
 - Standing buffet & Local entertainment
 - 1,200 delegates
- **Networking Event :**
 - usually hosted at a venue suggested by LOC
 - for 700 – 900 delegates
 - Cocktail Style Dinner

3. Requirements to organise EBMT Annual Meeting

3.1. Essential requirements to organise EBMT Annual Meeting

A) *Organisation: the Local Organising Committee*

The Organisation as stated reflects the reality of the EBMT as it stands now in June 2018 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.

The **Local Organising Committee (LOC)**, will include a **National Scientific Committee (NSC)** and the **Congress President (CP)**, in conjunction with the **EBMT Scientific Council (SC)** and **Executive Committee (EXCOM)** and are jointly responsible for organising the scientific programme and speakers' list of the meeting.

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

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

Congress President Job Description (***For details please see additional supportive document***):

- Coordinates the LOC team
- Creates the first draft of the scientific programme
- Responsible of local and national sponsors
- Suggests the social programme
- Represents EBMT at a national level

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 is suggested by the **LOC** and is approved by the **EBMT Board of Association and Scientific Council**.

The social programme is suggested by the **LOC** and is approved by the **EBMT Executive Committee**. The **budget is overseen by the Executive Director**, before being presented and agreed by the Board.

As members of the Scientific Council, WP Chairs work along with the LOC 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 Executive Committee. The CP and SC must work in coordination to successfully integrate the programmes. The CP 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, Family and Donor Day (elaborated by the LOC), Pharmacists Group (elaborated by the LOC), Psychologists Group (elaborated by the LOC)).

The **EBMT Executive Office (Executive Director, Scientific Coordinator, Sponsorship Coordinator, Operations Coordinator, Membership Coordinator, Marketing Coordinator, Communications Coordinator)** will provide organisational support to the CP, LOC, NG, DMG and EBMT SC and EXCOM, and manage all aspects of the Annual Meeting and manage the relationship with the sponsoring companies.

EBMT Executive Office 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 venue, abstract handling & coordination of scientific programme, speaker management, coordination of sponsorship, social programme, hosting congress websites, meeting statistics, digital marketing etc.

Timing for the scientific programme

The LOC is responsible of creating the first draft of the scientific programme. As a guideline, we provide the key dates in the programme creation:

- **May 2021:** Kick off meeting with the Scientific Chair and EBMT President. The LOC should provide a first draft for the programme.
- **June 2021:** The programme is presented to the Scientific Council and Board of Association during the EBMT Board meeting.
- **July 2021:** During the sponsors meeting we schedule a separate meeting for the Programme allocation: give days and times to the sessions. Chairs are also chosen.
- **August 2021:** Speaker invitations are sent
- **September 2021:** The scientific programme for the EBMT Annual Meeting is published.

B)

Allocation of profit & risk

The Allocation of profit and risk as stated reflects the reality of the EBMT as it stands now in June 2018 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:

EBMT bears the ultimate risk of the meeting. Maximisation of profit is a highly important strategic goal, but this must be balanced by other key objectives.

The initial budget is prepared by EBMT 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. 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.

Clinical Fellowship Opportunities via LOC Budget;

ACTIONS: Reallocate LOC budget, and use towards funding 2 people, 12 month fellowship opportunities for younger LOC colleagues in haematology to obtain additional experience in alternative European centres and health care settings with a total amount of 100.000€

3.2. Venue requirements

Expected participants:	5.500 – 6,000 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:	Thursday – Saturday (3 days) (Saturday afternoon: Group Registration)
Pre-Meeting (may be) (Might be held outside of the venue)	Saturday 1 Lecture room = 400 – 500 seats; 4 smaller rooms = 50 – 150 seats (to be used simultaneously)
Days of Meeting:	Sunday – Wednesday afternoon (3 ½ days)
Lecture Room requirements for 4 days:	1 Auditorium = 1'800 - 2'000 seats* 1 Lecture hall = 800 - 1'000 seats* 3 Lecture halls = 500 – 800 seats* 5 Lecture halls = 200 – 500 seats* 3 Lecture halls = 100 – 200 seats* 2 Lecture halls = 50 - 100 seats* 15 smaller rooms = 10 – 50 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.	
General set-up & technical set-up of of Lecture Rooms	<ul style="list-style-type: none"> - Seating: theatre style - 1-2 chairperson's table for 2-3 people including 1 table microphone - 1 lectern including necktie microphone - Microphones for audience (where needed) - Computer & beamer for single data projection including remote control (<i>please indicate the brand & type of the beamers and computers</i>) - Screen for single projection - Lighting & Audio - Technician(s) for projection, sound, lights - Networking System - Wireless Internet connection throughout the venue.
Catering services:	Preferably the venue will work with different catering companies which will present their offer to the congress.
Additional room/space:	Speaker Service Centre, Registration area, Coffee break area and Lunch area
Poster exhibition:	It will take place within the Exhibition Area.
Industrial exhibition:	
Exhibition surface:	5'000 – 6'000m ² gross (incl. space for catering)*
Exhibition opening:	Sunday-Tuesday (3 days)
Build-up exhibition:	3 days before opening of exhibition (Thu – Sat)
Dismantling of exhibition:	Tuesday Evening or Wednesday all day

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

Hospitality Suites: From 200 m² - 30 m² or open space of 700 m² - 1000 m² with possibility to build rooms
*Please see **EBMT 2019 Exhibition Floor Plan (Preliminary)**

3.3. 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 EBMT will handle approximately 50% of delegate hotel bookings. Around 4,000 delegates will need hotel accommodation. In order to meet this need, the host venue must have a total capacity of at least 12,000 rooms in the various categories located within the city itself.

Level	Rooms booked through EBMT (group & individual bookings)	Estimated direct bookings through various channels	Approx. total rooms needed	Total room nights (average stay approx. 3-4 nights)
5*	150	500	650	3'000
4*	2000	800	2800	11'200
3*	500	450	900	3'600
Approx. Total Rooms	2'750	1'750	3'900	17'650

Types of bookings: Approx. 15%-20% individuals, 80%-85% group bookings

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

There **MUST** be at least 300 rooms within walking distance to the congress centre.

4. Introduction to the scientific programme

4.1. General overview of the annual meeting

Introduction

The European Society for Blood and Marrow Transplantation invites EBMT members to submit Expressions of Interest to Bid for hosting the upcoming 48th EBMT Annual Meeting that will take place in 2022. The Annual Meeting will include:

48th Meeting of the Physicians,
 38th Meeting of the EBMT Nurses Group,
 21st Meeting of the Data Management Group,
 16th EBMT Patient, Family and Donor Day (PFD) (*on Sunday*),
 14th Meeting of the Quality Management Group,
 11th Cell Therapy Day,
 11th Paediatrics Day,
 7th Pharmacists Day,
 6th Psy Day

Outlined below is important information about the Annual Meeting and the application process.

The EBMT Annual Meeting is the society's key activity in terms of scientific networking. It is also the primary source of revenue to support the EBMT studies, registry, educational activities including the Annual Meeting and accreditation (JACIE). Thus, the EBMT together with the local organising committee bear the financial and organisational responsibilities of the Annual Meeting. Maximisation of profit is therefore an important strategic goal, but this must be balanced by other key objectives:

- Deliver a successful and sustainable Annual Meeting that is accessible and relevant to the delegates (and the EBMT community at large).
- Foster a long-term collaborative relationship with industry sponsors.
- Promote 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 by EBMT Executive Office))
❖ Duration	Sunday to Wednesday (3 ½ days)
❖ Patient & Family Day	Sunday
❖ Board & WP meetings	Saturday & Monday to Wednesday
❖ Industry Symposia	Sunday
❖ Nurses Pre-Meeting	Sunday
❖ Exhibition build-up	Thursday to Saturday (3 days)
❖ Exhibition dismantling	Tuesday evening or Wednesday whole day
❖ Group registration	Saturday afternoon

4.2. Programme structure & content

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

- ❖ **Physicians sessions:**
 - Industry Symposia
 - Opening Session
 - Presidential symposium
 - Plenary sessions
 - Educational sessions
 - Workshops sessions
 - Working Party sessions
 - Working Party Business Meetings
 - 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**
- ❖ **Paediatrics' Day**
- ❖ **Cell Therapy Day**
- ❖ **Patient, Family and Donor Day**
- ❖ **Pharmacists' Day**
- ❖ **Psychologists' Day**

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.

A) *Physicians Sessions*

Industry Symposia

Industry symposia are organised on the "Sunday". The only exceptions are the Presidential, Platinum Sponsor symposia, Nursing Symposia and Pharmacists' day (Monday-Tuesday lunch time), which can be negotiated with the Board and NG Board respectively.

Opening Session

Welcome addresses are given by the CP, Local Dignitary (optional), EBMT President, NG President followed by the EBMT Keynote Lecture, Van Bekkum Award presentation and Basic Science Award presentation. Typically, the EBMT key note lecture is 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 and Basic Science Award Winners are chosen by the Board during the January Meeting for the best abstract submitted to the meeting.

Presidential Symposium

The top 5 to 6 abstracts (after Van Bekkum) will be presented during the Presidential Symposium.

Plenary, Educational & Workshop Sessions (currently 31 combined, 4 Plenary - 13 ED - 14 WS)

Scheduled throughout the program over Monday, Tuesday and Wednesday These sessions are aimed at transmitting the state of the art and major messages of the meeting.

Cell Therapy Day

All sessions will be held on Monday.

The first cell therapy day of the EBMT Annual Meeting took place during the EBMT 2012. The day forms 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 cellular therapy. The program includes theoretical presentations/discussions and sessions considering practical aspects of cell therapy, problem management and reporting.

Paediatrics Day

All sessions will be held on Tuesday

Paediatrics Day consists of the Paediatric Diseases Working Party business meeting, educational sessions, selected oral abstracts, and the Inborn Errors Working Party educational session and presentation of selected oral abstracts.

Pharmacists Day

The Pharmacists Day, taking place on the Tuesday of the Meeting, is a day for pharmacists and physicians working in BMT and SCT to meet and share innovative ideas and hear from professionals in the field on new and exciting topics.

Psy Day

All sessions will be held on Monday. The Psy Day is an opportunity for psychologists, psychiatrists and psychoanalysts of haematology and bone marrow and stem cell transplantation units to meet, share and learn from each other's practice experiences. The program will be delivered by renowned professionals in the field and will focus on the psychological dimensions of BMT and SCT, and the diversity of practices across Europe.

Meet-the-Expert Sessions

Meet-the-Expert sessions should be held on Monday, Tuesday and Wednesday. The number of participants should not exceed 30. These sessions have a special charge, with allocation on a first come first served basis.

Working Party Sessions

WP Sessions are held on Mon/Tue.

WP chairs are responsible for the programmes of the WP session. 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

Working Party Business Meetings

These meetings are organised by WP Chairs outside of the main scientific programme, generally on Mon/Tue morning (7-9 am). The costs of the rooms, 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

Joint sessions are under the responsibility of the Board, but must be coordinated with the LOC. The number of joint sessions, time frames 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

A joint session can be developed in collaboration between the CP and NG President.

Oral Sessions

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 Sessions

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 e.g. Social Media, Pharma / Academia Partnership, How to get Published, Best Clinical Trials of the Year... and 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.

B) Nursing Sessions

The Nurses programme includes Pre Meeting - NG Educational Day, Opening and Closing Sessions, Educational & Workshop Sessions, Oral & Poster Sessions, National Group Meetings, Nurses Annual General Meeting and 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.

C) Data Management Sessions

The DMG programme consists of Training Sessions (Data Entry for new users; Data Retrieval; Registry Open Learning Centre); a series of Educational Sessions, including disease / graft type focused sessions, Discussion Forum, Poster session, Data Managers Reception (Sponsored).

Statistical Programme

The Statistical Sessions are organised within the overall programme. They will be highlighted in the Physicians Programme, but due to the limited space they will not occupy stand-alone spots within the programme.

D) Quality Management Sessions

The JACIE Quality Management Committee will coordinate this part of the congress programme.

The meeting will take place on Tuesday.

E) Patient & Family & Donor Day

The Patient, Family and Donor Day has become an integral part of the yearly EBMT congress and takes place on the Sunday. 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 day will consist of presentations led by physicians, nurses, patients, donors and family members. It will be organized by the PFD Committee in coordination with the LOC.

F) Industry Symposia

The Industry symposia programme is hosted on **Sunday from 08.30h - 18.00h**

There is currently a **max. of 5 session time preferences with 6 parallel sessions**. Depending on the level of contribution, sponsors receive priority in the allocation of symposia slots and rooms. Presidential, Platinum Sponsor symposia, Nursing Symposia and Pharmacists' day may take place on Monday-Tuesday.

*** 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 - July, prior to contracting a symposium.**

G)**Social programme**

The Social Programme as stated reflects the reality of the EBMT as it stands now in June 2018 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 performance (e.g. music, theatre, dance, art, etc.) are presented. The Welcome Reception, incl. a standing buffet dinner and entertainment, will start at approx. 20.00 h – end at 22.00 h. The Welcome Reception is usually hosted at the congress venue (approx. 1.200 attendees)

Tuesday evening: NETWORKING EVENT

The costs of this event are higher than ticket price and are subsidised by the EBMT budget (prices subject to changes on Board decision). This event includes cocktail style dinner, music and dancing. The Networking Evening is usually hosted at a venue suggested by the CP to EBMT Executive Office & Board (approximately 700-900 attendees).

5. Contact details

EBMT

EBMT Executive Office

Edifici Dr. Frederic Duran I Jorda,
Passeig Taulat, 116
08005 Barcelona / Spain

Tel: +34 93 453 8570
Fax: +34 93 451 95 83
Web: www.ebmt.org

Andreu Gusi

Executive Director
E-mail: andreu.gusi@ebmt.org

Alanna Mueller

Scientific Events Coordinator
Email: alanna.mueller@ebmt.org

Bora Çelikel

Operations Coordinator
E-Mail: bora.celikel@ebmt.org

Irati Tomas

Sponsorship Coordinator
E-Mail: irati.tomas@ebmt.org

Marta Herrero Hoces

Membership Coordinator
E-Mail: membership@ebmt.org