

Annual Meeting of the  
European Society for Blood and Marrow  
Transplantation



Venue Bid Manual for  
EBMT Annual Meeting

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## Preliminary comments regarding the EBMT Annual Meeting Venue Bid Manual

*This document reflects the reality of the EBMT as it stands now in June 2021, and does not reflect any possible or eventual changes of the society we are not aware of currently. EBMT is in a process of evolution; transitioning the Annual Meeting first from in-person to fully virtual, and now to a hybrid meeting with both in-person and virtual components as we navigate the coronavirus pandemic.*

*It is of the utmost importance that the conditions of the bids reflect the flexibility that is needed in the coming transitional years. The flexibility and city/venue support offered will be regarded as key points of consideration for successful bid candidates.*

***Only candidates whose bids include strategic proposals for risk reduction and favourable adaptability to changing conditions with the future impact of COVID-19 and/or analogous pandemics in mind will be considered.***

*The Board reserves the right to change the organisation or the conditions / requirements to hold the EBMT Annual Meeting. Decisions are made during Board Meetings and candidates considering hosting EBMT Annual Meeting will be informed accordingly including any possible changes and their impact.*

# 1. Timing for EBMT Annual Meeting Venue Selection Process

## June 2021 – October 2021

Timeline	Action	Responsible	Addressee
21 Jun 2021	<b>Announcement of “Invitation to Bid”</b> (including Deadlines)	- EBMT Executive Office	- EBMT Members
28 Jul 2021	<b>Submission of “Expression of Interest to Bid” Document for the EBMT Annual Meeting</b>	- Prospective Congress President	- EBMT Executive Office
06 Aug 2021	<b>Mailing of any relevant supporting documents (eg. venue brochures)</b>	- Prospective Congress President - Prospective Congress Venue	- EBMT Executive Office
Aug 2021	<b>Conference call</b> (if necessary)	- EBMT Executive Office	- Prospective Congress President - Prospective Congress Venue
Aug 2021	<b>Pre-Selection</b> of a <u>maximum</u> of 4 candidacies <b>Final Phase Evaluation</b>	- EBMT Executive Office	- EBMT Executive Committee
31 Aug 2021	<b>Invitation to proceed</b> with the Bidding Process	- EBMT Executive Office	- Prospective Congress President - Prospective Congress Venue
15 Sep 2021	<b>Submission Deadline for “Complete Bid Document”</b> Site visits if necessary	- Prospective Congress President - Prospective Congress venue	- EBMT Executive Office
Oct 2021	<b>Evaluation and Presentation of Bids – Final Decision During the Board Meeting</b>	- EBMT Executive Office	- Prospective Congress President and/or Congress venue

## 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 program sessions, exhibition & posters, 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 Board Meeting. 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 an EBMT Annual Meeting" for more details)
- **Availability of congress venue and hotels at the end of March/ 1<sup>st</sup> 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 President, Scientific Chair and Local Nurse
- 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 2025 / beg. April 2025

## 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 Alanna Mueller at [alanna.mueller@ebmt.org](mailto:alanna.mueller@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 contents 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 2025. 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 Local Nurse).

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
  - 1,200 delegates
- **Networking Event:**
  - usually hosted at a venue suggested by LOC
  - for 700 – 900 delegates
  - cocktail or seated style dinner & local entertainment

## 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 2021 and does not reflect any possible or eventual changes of the society that 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 for 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 Programme (NG), the Data Management Programme (DMG), Quality Management Programme (produced by the JACIE office), Cell Therapy Day (organized by the CTIWP Chair), Paediatrics Day (organized by the PDWP and IEWP Chairs), Patient, Family and Donor Day (organized by the Patient Advocacy Committee), Pharmacists Day (organized by the Pharmacists Committee), Psychologists Day (organized by a nominated local psychologist), Transplant Coordinator's Day (jointly organized with WMDA), Multi-stakeholder's Forum (organized by appointed EBMT board member), Lab Technicians Day (organized by appointed EBMT board member), Trainee's Day (organized by Trainee's Committee).

The **EBMT Executive Office (Executive Director, Education and Events Director, Scientific Programme Coordinator, Sponsorship Coordinator, Operations Coordinator, Abstracts 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 Education and Events Department** 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, logistics and operational aspects, abstract handling & coordination of scientific programme, speaker management, coordination of sponsorship, registration, social programme, hosting congress websites, meeting statistics, digital marketing etc.

### Timing for the scientific programme

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

- **May 2024:** Kick off meeting with the Scientific Chair and EBMT President. The LOC should provide a first draft for the programme. Meeting with Industry also arranged during May/June.
- **June 2024:** The programme is presented to the Scientific Council and Board of Association during the EBMT Board meeting with all speakers and chairs proposed.
- **July 2024:** Speaker invitations are sent
- **September 2024:** Programme room allocation: give days and times to the sessions. The scientific programme for the EBMT Annual Meeting is published.
- **January 2025:** Abstract selection and allocation of oral sessions and posters.

## 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 2021 and does not reflect any possible or eventual changes of the society that 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 the EBMT Board. It is revised as necessary throughout the year in consultation with 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.

#### 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

<b>Expected participants:</b>	<b>4.000 – 6.500 participants</b>												
<b>Meeting month:</b>	End of March (3rd or 4th week) / beginning of April (1 <sup>st</sup> or 2 <sup>nd</sup> week) – taking into consideration Easter holidays (it should not be scheduled during the Easter weeks, i.e. weeks containing Good Friday & Easter Monday)												
<b>Build-up exhibition / registration area:</b>	Thursday – Saturday (3 days) (Saturday afternoon: Group Registration)												
<b>Days of Meeting:</b>	Sunday – Wednesday afternoon (3 ½ days)												
<b>Lecture Room requirements for 4 days:</b>	<table> <tr> <td>1 Auditorium</td> <td>=</td> <td>1'800 - 2'000 seats*</td> </tr> <tr> <td>1 Lecture hall</td> <td>=</td> <td>800 - 1'000 seats*</td> </tr> <tr> <td>3 Lecture halls</td> <td>=</td> <td>500 – 800 seats*</td> </tr> <tr> <td>6 Lecture halls</td> <td>=</td> <td>200 – 500 seats*</td> </tr> </table>	1 Auditorium	=	1'800 - 2'000 seats*	1 Lecture hall	=	800 - 1'000 seats*	3 Lecture halls	=	500 – 800 seats*	6 Lecture halls	=	200 – 500 seats*
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3 Lecture halls	=	500 – 800 seats*											
6 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 Lecture Rooms

- Seating: theatre style
- 1-2 chairperson's table for 2-3 people including 1 table microphone
- 1 lectern including 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
- Wireless Internet connection throughout the venue.

#### Catering services:

If there is an exclusive caterer in the venue please inform.

#### Additional room/space:

Speaker Service Centre, Registration area, Coffee break area and Lunch area

#### Poster exhibition:

It will take place within the Exhibition Area. EBMT may choose to do e-poster displays or printed posters.

#### Industrial exhibition:

- Exhibition surface:** 7'000 – 8'000m<sup>2</sup> 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 30 m<sup>2</sup> - 200 m<sup>2</sup> built in rooms or open space of up to 700 m<sup>2</sup> with possibility to build rooms

**\*Please see example of EBMT 2019 Exhibition Floor Plan**

### 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*	100	500	600	2'100
4*	2000	800	2800	9'800
3*	500	450	950	3'600
<b>Approx. Total Rooms</b>	<b>2'600</b>	<b>1'750</b>	<b>4'350</b>	<b>15'500</b>

**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 EBMT invites its Members to submit Expressions of Interest to Bid to host the upcoming 51st EBMT Annual Meeting that will take place in 2025. The Annual Meeting will include:

51st Meeting of the Physicians,  
 41st Meeting of the EBMT Nurses Group,  
 24th Meeting of the Data Management Group,  
 19th EBMT Patient, Family and Donor Day (PFD),  
 17th Meeting of the Quality Management Group,  
 14th Cell Therapy Day,  
 14th Paediatrics Day,  
 10th Pharmacists Day,  
 9th Psy Day  
 7th Transplant and Search Coordinators Day  
 6th Multi-stakeholder Forum on Innovative Cellular Therapies  
 5th Lab Technicians Day  
 4th Trainee's 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

• <b>Frequency</b>	<b>Annual</b>
• <b>Time of year</b>	<b>End of March/beginning of April</b> (it should not be scheduled during the Easter holiday, i.e. weeks containing Good Friday & Easter Monday) anytime from 15 <sup>th</sup> March (earliest start date) to 15 <sup>th</sup> April (latest end date).
• <b>Venue</b>	<b>European City with capacity to host meeting</b>
• <b>Official language</b>	<b>English</b>
• <b>Selection of venue</b>	<b>By EBMT Board</b> (based on evaluation of bids satisfying pre-defined criteria by EBMT Executive Office)
• <b>Duration</b>	<b>Sunday to Wednesday</b> (3 ½ days in the venue; possibility of extension of meeting dates for virtual program content)
• <b>Industry Symposia</b>	<b>Sunday</b>
• <b>Exhibition build-up</b>	<b>Thursday to Saturday</b> (3 days)
• <b>Exhibition dismantling</b>	<b>Tuesday evening or Wednesday whole day</b>
• <b>Group badge pick up</b>	<b>Saturday afternoon</b>

### 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
  - Workshop sessions
  - Working Party sessions
  - Working Party Business Meetings
  - Oral sessions
  - Special sessions
  - Poster sessions
  - Joint sessions with related organisations
  - 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**
- ❖ **Transplant and Search Coordinator's Day**
- ❖ **Multi-stakeholder Forum on Innovative Cellular Therapies**
- ❖ **Lab Technicians Day**
- ❖ **Trainee's 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 (Monday-Tuesday lunch time).

### **Opening Session**

Welcome addresses are given by the CP, Local Dignitary (optional), EBMT President, NG President, Patient Advocacy Committee Chair followed by the presentation of new Honorary Members and Clinical Achievement Award winners and the EBMT Keynote Lecture. Typically, the EBMT keynote 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.

### **Presidential Symposium**

The top 5 to 6 abstracts (after Van Bekkum) will be presented during the Presidential Symposium, along with the Van Bekkum Award presentation and Basic Science Award presentation.

### **Plenary, Educational & Workshop Sessions**

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**

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**

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 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**

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.

### **Transplant and Search Coordinator's Day**

The programme is currently jointly organized with WMDA and it focuses on fostering networking among the transplant and search coordinators community, with session content focusing on HLA and donor selection, logistics of stem cells, role of the donor and post-transplant related aspects.

### **Meet the Expert Sessions**

Meet the Expert sessions consist of 1 expert and a limited number of participants (25), with the objective of conversations and discussion. These sessions have a special charge, with allocation on a first come first served basis.

### **Working Party Sessions**

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 and EBMT President. The number of joint sessions, time frames for development and the nominated Board members responsible to attend these sessions should be agreed at the June Board meeting. Committee chairs should send their proposals to the LOC in advance of the June Board meeting.

### **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 after the scientific sessions have finished. 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 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 finalize the programme structure and content by June of the given year.

## **C)**

### ***Data Management Sessions***

The DMG programme consists of Training Sessions and a series of Educational Sessions.

### ***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 sessions 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. 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 with 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 EBMT PAC 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 and Nurses symposia 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 2021 and does not reflect any possible or eventual changes of the society that 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 Event is usually hosted at a venue suggested by the CP to EBMT Education and Events Department & Board (approximately 700-900 attendees).

## 5. Contact details

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