



Venue Bid Manual for the
Annual Meeting of the EBMT

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1. Preliminary comments regarding the Annual Meeting of the EBMT Venue Bid Manual

This document reflects the reality of the EBMT as it stands now in June 2023, 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 current global landscape.

It is of the utmost importance that the conditions of the bids reflect the flexibility that is needed in the coming 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/emergency situations in mind will be considered.

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

2. Timing for the Annual Meeting of the EBMT Venue Selection Process (June 2023 – October 2023)

Timeline	Action	Responsible	Addressee
28 Jun 2022	Announcement of “Invitation to Bid” (including deadlines)	- EBMT Education and Events Department	- EBMT Members
28 Jul 2023	Submission of “Expression of Interest to Bid” document for the Annual Meeting of the EBMT, and any relevant supporting documents (eg. venue brochures)	- Prospective Congress President - Prospective Congress Venue	- EBMT Education and Events Department
Aug 2023	Conference call (if necessary)	- EBMT Education and Events Department	- Prospective Congress President - Prospective Congress Venue
Aug 2023	Pre-Selection of a <u>maximum</u> of 4 candidacies Invitation to proceed with the Bidding Process	- EBMT Education and Events Department	- Prospective Congress President - Prospective Congress Venue
8 Sep 2023	Submission Deadline for “Complete Bid Document” Site visits if necessary hosted by the city/venue	- Prospective Congress President - Prospective Congress venue	- EBMT Education and Events Department
20-21 Oct 2023	Evaluation and Presentation of Bids – Final Decision During the Board Meeting	- EBMT Board	- Prospective Congress President and/or Congress venue

3. Venue Selection Process

3.1. Selection of venues

Annual Meetings of the EBMT 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 EBMT members wishing to host the Annual Meeting of the EBMT are requested to submit an “Expression of Interest to Bid” and produce a “Complete Bid Document” describing location and accessibility, overview of congress venue, scope for programme sessions, exhibition and posters, hotel accommodation, etc.

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

The EBMT Education and Events Department evaluates the suitability of the various venues (conducting a site-visit covered by the city if necessary) and produces an evaluation report for the Board. Only venues evaluated by EBMT to be suitable for an Annual Meeting will be voted upon by the Board in the October Board Meeting. The meeting is awarded to an individual (Congress President) linked to a particular venue.

Venues are currently selected 4 years in advance.

3.2. 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** (see section “Requirements to organise an Annual Meeting of the EBMT” for more details)
- **Availability of congress venue and hotels in March/April** (taking into consideration the Easter holiday period)
- **Sufficient number of hotel rooms** availability of 4*, 3*, and compliant 5* hotels near the venue and in the city
- **Bid supported by a Local Organising Committee** made up of EBMT members only
- **Venue evaluated by EBMT to be suitable for an Annual Meeting**
- **Bid document fully complete and received by submission deadline**

Evaluation criteria

- **Costs for EBMT** (congress venue and exhibition space rental, technical equipment, AV services, catering, support staff, etc.)
- **Varied geographical coverage** (to avoid repetition of countries and cities)
- **Accessibility** (directness of flights/geographical location, accessibility of the city and venue for people with limited mobility or other disabilities)
- **Experience of congress venue** of managing meetings of a similar size
- **Attractiveness of venue**
- **Hotel offer** (number of rooms, cost, and proximity to congress venue)

- **Local organising committee** (scientific strength, avoid repetition of Congress Presidents to ensure fair opportunity for interested EBMT members)
- **Tax implications** of holding a meeting in a particular country (and currency)
- **Local rules and regulations concerning participation of pharmaceutical companies**
- **Security factors**
- **Sustainability measures** (both environmental and social)
- **Local legacy projects**
- **Special efforts made by the city council or convention bureau** to make the venue more attractive (city grant, free local transport, hosting of welcome reception, etc)

3.3. “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 during the proposed dates
- Any relevant supporting documents (eg. venue brochures)

3.4. “Complete Bid Document”

Before preparing the “Complete Bid Document”

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

The main contact of the venue should then contact Noemi San Emeterio Huang (Education and Events Director) at noemi.san-emeterio@ebmt.org to ensure a full understanding of the requirements and to discuss the proposed bid.

Only once EBMT has confirmed that the venue is feasible, and has invited the candidates to submit the bid, should the “Complete Bid Document” be prepared. If necessary, a site visit (covered by the city) 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 from the 15th of March to the 15th 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 and floorplans
- Capacity (halls, meeting rooms, etc)
- Exhibition space (including poster area)
- Facilities/services available. Please specify what is included in the offer. Indicate whether any services are exclusive to the venue (eg. catering, technical equipment, AV services, etc) or whether outside suppliers 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 2027. 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 (4*, 3*, compliant 5*)
- number of rooms
- number of rooms within walking distance
- walking distance from congress venue and/or time of travel via public transport
- approximate room rates per category (single/double) and overview of congress rates
- 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 the Annual Meeting of the EBMT:

- **Welcome reception:**
 - usually hosted at congress venue
 - standing buffet
 - up to 1,500 delegates

- **Networking Event:**
 - usually hosted at a venue suggested by Local Organising Committee
 - for 800 – 900 delegates
 - cocktail or seated style dinner and local entertainment

4. Requirements to organise the Annual Meeting of the EBMT

4.1. 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 2023 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 Congress President will be informed accordingly of the changes and their impacts.

The recommended structure of the **Local Organising Committee (LOC)**, is (all EBMT members):

- Congress President*
- Scientific Chair
- Local Nurse*
- and other local or national HCP representatives forming the **National Scientific Committee (NSC)**

The maximum number of participants on the NSC is 30, unless otherwise agreed by the EXCOM.

The LOC, 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.

*Please refer to the "EBMT 2027 - Congress President Role Description" document for the full duties and responsibilities of the Congress President, which include:

- Coordinating the LOC
- Drafting the Welcome Letter
- Contacting local and national sponsors
- Creating the first draft of the scientific programme
- Abstract allocation
- Suggesting the social programme
- Representing EBMT at a national level

**The Local Nurse is invited to join the Nurses Group Board and Scientific Committee 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 Congress President in selecting the nursing representative.

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

As members of the Scientific Council, Working Party Chairs work along with the LOC in the development and execution of the scientific programme.

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

The **EBMT Executive Office** will provide organisational support and manage all aspects of the Annual Meeting, including the relationship with the sponsoring companies.

The **EBMT Education and Events Department** and other supporting Units 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 and timing, hotel management, contracts with suppliers, logistics and operational aspects, abstract handling and coordination of scientific programme, speaker management, coordination of sponsorship, registration, social programme, congress website, meeting statistics, digital marketing, etc.

Parallel programmes:

The scientific programmes of the various groups are developed in parallel and in close consultation with the CP and the EBMT Executive Committee. The Congress President and Scientific Council must work in coordination to successfully integrate the programmes. The Congress President shall attend EBMT Board meetings in the year prior to the Annual Meeting to give progress reports and discuss the programme (if there are Congress co-Presidents, only one shall attend the Board meetings).

Nursing programme: Nurses Group

Data Management programme: Data Management Group

Quality Management programme: JACIE office

Cell Therapy Day: CTIWP Chair

Paediatrics Day: PDWP and IEWP Chairs

Patient, Family and Donor Day: Patient Advocacy Committee (PAC)

Pharmacists Day: Pharmacists Committee

Psy Day: local psychologist or psychiatrist appointed by the Congress President

Transplant Coordinator's Day: jointly organized with WMDA

Multi-stakeholder's Forum: organized by an EBMT Board member appointed by the EBMT President and Congress President, and who is involved with the GoCART project

Lab Technicians Day: organized by EBMT Board member appointed by the EBMT President and Congress President

Trainee Day: Trainee Committee

Practise Harmonization Day: Practise Harmonisation Committee

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 process:

- **March 2026:** Kick off meeting with the Scientific Chair and EBMT President.
- **June – July 2026:** Industry Meeting
- **May – June 2026:** The programme is presented to the Scientific Council and Board of Association during the EBMT Board meeting with all speakers and chairs proposed.
- **July 2026:** Programme room allocation: give days and times to the sessions. Speaker invitations are sent.
- **September 2026:** The scientific programme for the EBMT Annual Meeting is published.
- **January 2027:** Abstract selection and allocation of oral sessions and posters.

B) Allocation of profit and risk

The Allocation of profit and risk as stated reflects the reality of the EBMT as it stands now in June 2023 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 Congress President 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 (eg. 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.

4.2. Venue requirements

Expected participants:	5.500 – 6.500 participants
Meeting dates:	End of March (3 rd or 4 th week) or beginning of April (1 st or 2 nd week) – taking into consideration Easter holidays (it should not be scheduled during Easter, ie. weeks containing Good Friday and Easter Monday)
Build-up exhibition / registration area:	Friday – Saturday (2 days) (the registration area has to be operational by Friday afternoon)
Days of the meeting:	Sunday – Wednesday afternoon (3 ½ days)
Minimum Lecture Room requirements for 4 days (theatre setup):	1 Auditorium = 1,300 – 1,500 seats* 6 Lecture halls = 500 – 750 seats* 6 Lecture halls = 300 – 450 seats* 3 Lecture halls = 100 – 250 seats*
Minimum Meeting Room requirements for 4 days:	30 - 40 smaller rooms = 30 – 200 m ² each (Meeting rooms, hospitality suites, staff offices, Speaker's Ready Room, VIP room, etc.)

*All rooms and additional rooms/space, poster exhibition and industry exhibition space must be available simultaneously and be closely located next to each other in connected buildings within the same complex. The exhibition area must be fully integrated within the meeting space and in a high-traffic area. Temporary structures are only acceptable where these are commonly built by the congress venue.

General and technical set-up of Lecture Rooms	<ul style="list-style-type: none">- Seating: theatre style- Stage with headtable for 2-4 people including at least 2 table microphones- 1 lectern including microphone- Microphones for audience Q&A- Computer and beamer for single data projection including remote control (<i>please indicate the brand and type of the beamers and computers</i>)- Screen for single projection- Lighting and audio- Technician(s) for projection, sound, lights- Wireless Internet connection throughout the venue
Catering services:	Please inform if there is an exclusive caterer in the venue.

Additional room/space: Speaker Ready Room, registration and badge pick-up area, catering area in the exhibition area.

Poster exhibition: It will take place within the exhibition area. EBMT may choose to do e-poster displays, printed posters, or a combination of both.

Industrial exhibition:	
Exhibition area:	12,000 – 15,000 m ² gross (including space for catering)*
Exhibition opening:	Sunday - Wednesday (3 ½ days)
Exhibition build-up:	2 days before opening of exhibition (Friday – Saturday)
Exhibition dismantling:	Tuesday evening or Wednesday afternoon

*The exhibition must be housed in one sole area, located near the lecture rooms and the rest of the spaces, in a high-traffic area.

Hospitality suites: From 30 m² - 200 m² built in rooms or open space with possibility to build 25-30 rooms with the same capacity (at least 2,000 m²).

4.3. Hotel requirements

The EBMT offers all delegates a wide-selection of hotel accommodation to meet their 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)
4*	2,500	800	2,800	21,350
3*	500	450	950	6,650
5*	N/A	500	500	1,750
Approx. Total Rooms	3,000	1,750	4,250	29,750

EBMT will manage all bookings and send the final rooming list to the hotels.

There **MUST** be at least 700 – 900 rooms in 4* and 3* hotels within walking distance to the congress centre.

5. Introduction to the scientific programme

5.1. General overview of the Annual Meeting

Introduction

The EBMT invites its members to submit Expressions of Interest to Bid to host the upcoming 53rd Annual Meeting of the EBMT that will take place in 2027. The Annual Meeting will include:

53rd Meeting of the Physicians,
43rd Meeting of the EBMT Nurses Group,
26th Meeting of the Data Management Group,
21st EBMT Patient, Family and Donor Day (PFD),
19th Meeting of the Quality Management Group,
16th Cell Therapy Day,
16th Paediatrics Day,
12th Pharmacists Day,
11th Psy Day,
9th Transplant and Search Coordinators Day,
8th Multi-stakeholder Forum on Innovative Cellular Therapies,
7th Lab Technicians Day,
6th Trainee Day, and
5th Practise Harmonisation Day

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

The Annual Meeting of the EBMT is the society's key activity in terms of scientific networking. It is also one of the primary sources 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/beginning of April (it should not be scheduled during the Easter holiday, i.e. weeks containing Good Friday and Easter Monday) anytime from 15 th March (earliest start date) to 15 th April (latest end date).
• Venue	European city with capacity to host the meeting
• Official language	English
• Selection of venue	EBMT Board (based on evaluation of bids satisfying predefined criteria by EBMT's Education and Events Department)
• Duration	Sunday to Wednesday (3 ½ days in the venue)
• Industry Day	Sunday
• Exhibition build-up	Friday and Saturday (2 days)
• Exhibition dismantling	Tuesday evening or Wednesday afternoon
• Group badge pick up	Saturday afternoon

5.2. Programme structure and content

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

- ❖ **Physicians' sessions:**
 - 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
 - Industry Symposia
- ❖ **Nursing sessions**
- ❖ **Data management sessions**
- ❖ **Statistical sessions**
- ❖ **Quality Management Sessions**
- ❖ **Paediatrics Day**
- ❖ **Cell Therapy Day**
- ❖ **Patient, Family and Donor Day**
- ❖ **Pharmacists Day**
- ❖ **Psy Day**
- ❖ **Transplant and Search Coordinator's Day**
- ❖ **Multi-stakeholder Forum on Innovative Cellular Therapies**
- ❖ **Lab Technicians Day**
- ❖ **Trainee Day**
- ❖ **Practise Harmonisation 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

Opening Session

Welcome addresses are given by the Congress President, Local Dignitary (optional), EBMT President, Nurses Group President, and 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 (eg. art, music, culture, etc.) and this is at the discretion of the LOC. The Congress President will present a proposal to the Board for sign-off.

Presidential Symposium

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

Plenary, Educational and 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 Annual Meeting of the EBMT took place in 2012. The Day forms integral part of the Annual 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 programme 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.

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 one expert and a limited number of participants, with the objective of encouraging conversations and discussion.

Working Party Sessions

Working Party Chairs are responsible for the programmes of the Working Party sessions. These sessions are regarded as a forum for:

- presenting the results of phase I/II studies run by the Working Parties
- 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 Working Party Chairs outside of the main scientific programme, generally on Monday and Tuesday morning. These meetings are generally attended by a core group of active Working Party members, but are open to all EBMT 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 abstract allocation defined by the LOC and approved by 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 the number of sessions.

Poster Sessions

The poster sessions will take place on Monday and Tuesday evenings after the scientific sessions have finished. The poster area will be located in appropriate space with ample room for participants to view the posters and engage in discussion. No other meeting should be organised in parallel. Posters will be on display throughout the day (in two shifts), 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.

Trainee Day

The EBMT Trainee Day is designed to provide a platform for trainees to engage and feel part of EBMT. The sessions are planned by trainees for trainees and cover a range of trainee-focused topics, including case-based approaches to the management of common transplant and cellular therapy complications, as well as interactive discussions about the experience of trainees in different parts of the world.

Practise Harmonisation Day

Sessions designed by the EBMT Practise Harmonisation Committee where the latest practice changes and updates are discussed.

General Assembly Meeting

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

Industry Symposia

Industry symposia are organised on Sunday. The only exceptions are the Presidential Sponsor symposia, which can take place on Monday or Tuesday (lunch time).

B) Nurses sessions

The Nurses programme includes the Nurses Group Educational Day, Opening and Closing Sessions, Educational and Workshop Sessions, Oral and Poster Sessions, National Group Meetings, Nurses Annual

General Meeting, and Awards.

The Nurses Group Scientific Committee will finalize the programme structure and content by June of the given year.

C) Data Management sessions

The Data Management Group programme consists of a series of Educational Sessions.

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 and Donor Day

The Patient, Family and Donor Day has become an integral part of the yearly Annual Meeting of the EBMT. 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) Other sessions

Statistical Sessions

The Statistical Sessions are organised within the overall programme include a workshop and a symposium.

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 programme 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.

Lab Technicians Day

The Lab Technicians Day brings a series of workshops dedicated to technical personnel working in the areas of collection and processing within transplant and cellular therapy programmes. These educational workshops give a particular focus on apheresis and laboratory technical aspects and will extend and strengthen the educational offering that our current Cell Therapy Day and Physicians' and Nurses' programmes provide, and to a broader range of participants.

F) Industry symposia

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

There is currently a **max. of 5 slot preferences with up to 6 parallel sessions on Sunday**. Depending on the level of contribution, sponsors receive priority in the allocation of symposia slots and rooms. Presidential Sponsor symposia may take place on Monday and 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 2023 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 Congress President will be informed accordingly of the changes and their impacts.

Sunday evening: WELCOME RECEPTION (free admission for all registered participants with Sunday access)
The Welcome Reception takes place after the Opening Session on Sunday. The Welcome Reception, including a standing buffet snack and drinks, will last 1-2 hours. The Welcome Reception is usually hosted at the congress venue (up to 1.500 attendees)

Tuesday evening: NETWORKING EVENT (ticketed)
This event includes cocktail style dinner, music and dancing. The Networking Event is usually hosted at a venue suggested by the Congress President to EBMT Education and Events Department and Board (approximately 800-900 attendees).

6. Contact details

EBMT

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