



Bidding Guidelines for Proposals from ESTRO members and officers to host the Annual/EIOF Meeting

1. Introduction

ESTRO seeks bids from interested ESTRO members and officers to host the ESTRO Annual /EIOF Congress.

An ESTRO Annual/EIOF Congress aims to be an event that:

- Offers the most relevant and cutting edge science and education in radiation oncology, radiation biology, radiation physics and radiation technology to the professional community of radiotherapy and oncology.
- Offers the opportunity to meet and network with colleagues in the field of radiotherapy and oncology.
- Offers the largest industrial exhibition in radiation oncology in Europe and the opportunity to view the latest products and services in cancer treatment and cancer care.

The ESTRO office, in close collaboration with a national organising committee, will organize ESTRO 33 centrally. Bids to host the Annual Meeting will be accepted from ESTRO members in close cooperation with their National Society. Detailed requirements are outlined below.

1.1. Bidding process

1. ESTRO will send out the call for bids to ESTRO members and Radiation Oncology National Societies at least 2 years in advance. Ideally the location of the next Annual Congress is announced at the previous congress.
2. ESTRO members and officers in cooperation with their National Societies only are invited to bid. Bids from venues, or convention bureaus will not be considered.
3. The call for bids will specify the deadline for providing a Letter of Intent to ESTRO.
4. The proposed bid should contain a Letter of Intent and the support from the National Society. Upon review and acceptance of the Letter of Intent, an official invitation to prepare a bid will be issued. At least 3 locations will be asked to provide a full bid.
5. There should be a note made in the proposal that the Host Society accepts that the Scientific Program Committee will be separate from the Organising Committee, and will be formed by the ESTRO to be wide ranging both in interests and geography.
6. Full bid proposals should be received by the ESTRO Headquarters by the deadline stated for discussion by the ESTRO Board. A first site visit by the ESTRO headquarters will be organised thereafter.



7. The proposed location(s) will then be reviewed at the ESTRO Board, with input from ESTRO's Corporate Council Members. At this stage, the ESTRO management makes a strategic recommendation assessing the different bids received to the Board
8. If needed, a second site visit with ESTRO Board representatives will be organised.
9. Final selection of the destination will be made by transparent vote in the ESTRO Board, at least 24 months in advance.

1.2. Bidding Deadlines

For the ESTRO 33 which will be held in 2014 the bid, process and deadlines are as follows:

February 1, 2012	Invitation to bid
February 20, 2012	Letters of Intent due
February 24, 2012	Review letters of intent
February 27, 2012	Invitation to prepare full bid proposal
March 15, 2012	Bid deadline
March 19, 2012	Review of bids
March 26, 2012	Site visits and inspections
April 2, 2012	Analysis of bids and recommendations
April 10, 2012	Optional second site visits
April 15, 2012	Final Selection

For the 3rd EIOF Congress which will be held in 2015, the bid, process and deadlines are as follows:

January 2012	Invitation to bid
October 10, 2012	Letters of Intent due
October 15, 2012	Review letters of intent
November 1, 2012	Invitation to prepare full bid proposal
November 15, 2012	Bid deadline
November 30, 2012	Review of bids
December, 2012	Site visits and inspections
January, 2013	Analysis of bids and recommendations
February, 2013	Optional second site visits
March 1, 2013	Final Selection

2. Congress Organization

2.1. Responsibilities

ESTRO Headquarters

ESTRO, through its Headquarters office, will take central control of the following aspects of the congress:

- management of scientific programme
- management of committees and partner organisations



- branding
- global marketing strategy and execution, in close collaboration with local marketing
- public relations (global)
- congress communications (global)
- industry relations and global fundraising , in close collaboration with local fundraising
- overall budget management
- selection and management of Local PCO and/or other service providers for logistics and management

National Committee

The promoters of the selected bid will be part of a National Organising Committee consisting of members from different regions from their country. The National Organising Committee will work closely with the ESTRO in the local organisational aspects of the meeting, including:

- involvement in scientific programme (a clinician and a physicist nominated by the ESTRO Congress scientific programme committee)
- local/regional fundraising
- local/regional marketing
- social programmes (within defined budgets and approved by ESTRO)
- local/regional Public Days and PR (Patients' Programme)
- other local/regional activities as negotiated and agreed by ESTRO

During the first meeting with all the members of the committee, each member will be assigned a specific task concerning one or more of the above activities.

3. Details for bid documents

3.1. Letter of Intent

The letter of Intent should inform the ESTRO that the promoter(s) of the bid wish to host an ESTRO Annual Congress and include an explanation and motivation. It should also include the names of one or more National Organising Committee candidate chairpersons active in ESTRO. The chairpersons will be nominated by the ESTRO Board. The letter of Intent should be accompanied by a letter of support by the National Society. It should confirm that the National Society will not hold its own meeting the year of the Congress or will incorporate its meeting into the ESTRO Congress, and that the hosting of the meeting is fully supported by the National Society. The name of a proposed city and venue should also be included, with available dates. Upon review of the Letter of Intent, the bidding committee may be invited to submit a full bid proposal.

3.2. Full bid proposal

The full proposal should include the information outlined below:

1. The confirmation that the national meeting will not be held the year of the ESTRO Congress

2. Meeting Dates



The meeting dates available at the suggested venue should be clearly stated. They should have been provisionally booked by the bidding committee (or Convention bureau) but the contract will be negotiated and signed by the ESTRO.

3. A brief description of the status of Radiation Oncology in the host country

And Information concerning the objectives of the bidding committee should be given.

4. Letters of support

The proposal should contain a letter of support from the National Society as well as from other national, regional- and/or local authorities that wish to support the meeting. Details of expected support from the city should be provided, including availability of scientific grants, civic hospitality, marketing support etc.

5. A brief description of the proposed host city

The description should include size and population and previous experience with handling conventions, and any other background, that would be of interest.

6. Environment and Social Responsibility programmes

The ESTRO Congress will aim to reduce damage to the environment to a minimum. Cities and/or venues with an infrastructure or programs which support this aim will have an advantage. Details on such infrastructure or programs are requested.

7. References

An overview should be provided of international meetings and congresses of similar size and scope, organized in the city, including references and contact details.

8. Access

Details of access for international travellers (i.e. airlines servicing the city, distance of airport from city, frequency of flights from major destinations) should be described with sample flight costs from major international capitals. Please provide information if any airlines might be prepared to be appointed as the official carrier of the congress.

9. Transport

Information with regard to public transportation between the hotels and the conference venue should be provided.

10. Name and description of the specific venue proposed, including

- location
- contact details
- number and size of meeting rooms
- floor plans of all meeting rooms
- floor plan of proposed exhibition area
- facilities for lunch, breaks, and welcome reception
- details of the audio-visual services

Experience of the designated site in running major international meetings should be outlined. Details should be provided of the age of the building and any refurbishment plans and timelines.

11. Description of the hotel accommodation in or adjoining the convention site

A clear and detailed overview of the number of hotel rooms in the different hotel categories (from 3 - 5*) should be included in the proposal



12. Social programme

Social venues available for the congress celebration and President's dinner should be described

13. Designation and description of the National Organizing Committee

Information should be given outlining the interest of the future NOC members in Radiation Oncology and their experience in conducting similar meetings in the past. As at the time of application the full list of NOC members is usually incomplete and will be completed after gaining the nomination, information and signatures will be requested only for the chairperson and one or two persons who will be committed to assist with the local arrangements.

14. Health Care Regulations

An overview should be provided of any existing or future health care regulations specific for the region, which may impact the congress.

15. Local partners

An overview of possible local Professional Congress Organizers and other key service providers should be provided, if appropriate.

4. Congress Details

- 4.1. The Congress takes place every year, rotating among various countries in Europe.
- 4.2. The Congress is preferably held at the first half of May. Flexibility is given considering weather and major holidays. Dates are to be recommended by bidding committees but approved by ESTRO.
- 4.3. The conference is held over **5 days**, between Friday and Tuesday.
- 4.4. The congress aims to attract 4,000 to 5,000 participants, as a minimum.

5. Minimum destination and venue requirements

The bidding destination should satisfy the following minimum requirements:

5.1. Destination and hotels

- An international airport within easy reach of the city and sufficient availability of direct flights from other regions of the world
- 5,000 hotel bedrooms within easy reach of the venue in a range of categories, including budget hotels. A number of hotels located in the direct vicinity of the congress venue.
- Ease of immigration (visa requirements) and customs procedures.
- Professional infrastructure for congresses (availability of convention bureau, sufficient pool of suppliers, trained professionals, etc. with a track record in the organization of international congresses of similar size and scope - references will be sought).

5.2. Venue

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- Availability of an appropriate meeting venue for 10 days, 3 days of which are required for set up and 2 for dismantling of meeting infrastructure and exhibition.
- A plenary hall with a capacity of 2,500 participants and 8 parallel meeting rooms with capacities varying between 200 - 750
- Smaller meeting rooms for committee meetings - 10 minimum
- A speakers' preview room, which is networked to the conference halls.
- Registration area of 300m² plus back office space of 50m²
- Commercial exhibition space of 15,000m² including catering space
- Space for 1500 posters to be displayed in a central area of the conference centre.

5.3. Social Programme

- Following the opening ceremony on the first congress day, the welcome reception must take place in the exhibition and poster area.
- A congress celebration should take place on one of the congress evenings. This celebration should aim to attract 2000 participants and have a strong local flavour. Tickets for this celebration may or may not be included in the registration fee.
- ESTRO Presidents dinner for an anticipated 300 guests.
- One evening minimum should be kept free to allow entertaining by corporate partners

6. Financial arrangements

All financial arrangements and contracts will be undertaken by the ESTRO. The Board will officially agree upon the congress budget. Any deviation of more than 10% on congress expenses will have to be officially agreed upon by the Board.

7. Notes

7.1. Support

It is recommended that the bidding committees request the assistance of the Convention Bureau or Congress Centre to prepare and fulfil the bid. Convention Bureaus cannot bid directly. If a local agent or congress organizer is used for this task, the ESTRO is not committed to use the services of the local agent for the congress. The ESTRO is not able to pay any costs associated with preparing a bid.

7.2. Assistance

Should you require any assistance in preparing the bid document please contact

Mr. Agostino Barrasso - Congress Manager
ESTRO Office
Email: abarrasso@estro.org - Phone: +32-2.7759345

7.3. Mailing address

The letter of intent should be sent by email in PDF format, for the attention of the ESTRO President, Professor Vincenzo Valentini, to acortese@estro.org.

Full bid documentation should be sent by mail for the attention of the ESTRO President, Professor Vincenzo Valentini to:

ESTRO Office
83 Avenue Mounier
B - 1200 Brussels
Belgium