

## European AIDS Conference/EACS Bidding Guidelines

### Introduction

The European AIDS Clinical Society (EACS) is a not-for-profit society of European clinicians and researchers in the field of HIV / AIDS. Established in 1991, it aims at bringing together scientists from all over Europe to facilitate an exchange of the latest information regarding clinical aspects of the disease.

#### **Past conferences:**

Brussels - 1989 & 1990  
Paris - 1992  
Milan - 1994  
Copenhagen - 1995  
Hamburg - 1997  
Lisbon - 1999  
Athens - 2001  
Warsaw - 2003  
Dublin - 2005  
Madrid – 2007  
Cologne - 2009

#### **Future conferences:**

Belgrade - 2011

#### **Open dates for future EACS Conferences:**

2013 & 2015

## **Bidding Guidelines** (Last updated December 2009)

### **Requirements for host country:**

- Application should come from an EACS member
  - Only an individual can apply for candidacy. No institution, University etc. can apply.
  - Destination must be located in Europe (preferably in a EU Country)
- Applicant must be linked to a respected university or scientific institution with a clear mission regarding education.

### **Proposals should include and describe the following:**

- A letter from the EACS member of the host country acknowledging their interest in bidding for the conference.
- A bid book containing the following information:
  - Presentation of the proposed destination
  - Presentation of the conference centre
  - Presentation of the accommodation capacity
  - Presentation of the accessibility
  - Misc. (support from government for social events or local speakers, etc.)

### **Facts and Requirements:**

- Number of expected participants: 4,500 to 5,000 delegates
- Best period for the conference: October
- Should start on a Wednesday and end on a Saturday (set-up of the exhibition/posters/registration counter on Tuesday or even Monday, depending on the structure of the conference facilities)

**Conference Center Requirements:**

<i>Main Plenary Hall</i>	min. 2,500 persons
<i>Additional session hall</i>	min. 1,200 persons
<i>2-3 breakout rooms</i>	200 – 500 persons
<i>Min. 8 smaller rooms</i>	max. 10-60 persons (for the organizers, hospitality suite, interview room, preview room, etc.)
<i>Poster exhibition</i>	around 350 posters
<i>Speaker preview room</i>	50 m <sup>2</sup>
<i>Press Conference room</i>	around 80 persons
<i>Exhibition space</i>	1,000 m <sup>2</sup> net (should be close to the poster exhibition)
<i>Catering area(s)</i>	should be part of the exhibition or close to the exhibition)
<i>Registration area</i>	around 15-20 metres long counter with back office space

**Accommodation:**

The city should offer at least 2,200 rooms mainly in the 5 and 4 star Hotel category.

**Accessibility:**

The host city should have an airport with connections to major European cities and preferably with good intercontinental destinations.

**Submission procedures:**

1. Proposals should be submitted (3) **three years** prior to the date of the conference
2. Interested EACS members must submit a letter of intent and a proposal:
  - a. No later than **June 1, 2010** for the 14<sup>th</sup> European AIDS Conference/EACS in 2013
  - b. No later than **June 1, 2012** for the 15<sup>th</sup> European AIDS Conference/EACS in 2015
3. The proposal should not exceed 30 pages
4. Proposals are required to address all of the components stated above.
5. Proposals must be received only in an electronic format (pdf or MS Word)
6. All bid applications will be screened for completeness prior to the evaluation
7. Incomplete applications may be returned to the applicant.

**Useful information to consider including in the application:**

- Make sure to include an evaluation of the costs of the conference centre in your proposal
- Average price in hotels of 5, 4, 3 stars category based on the year of the conference.
- Written commitments from government or any institution for additional funding or sponsorship of cocktail reception or free advertising in the city would be useful.