



Standard Operational Procedure (SOP)

for

The EAACI Annual Congresses Selection of Location

Date: 20 November 2017

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1 Part A: PROCEDURE SPECIFICATIONS

1.1 Scope and definitions

The scope of this procedure covers the decision-making process for the selection of locations for the EAACI Annual Congress.

“Convention and Visitors Bureau (CVB)” are not-for-profit organisations representing a specific destination and promoting the economic development of communities through travel and tourism.

“Request for Proposal (RFP)” is a document that stipulates what services the organisation wants from an outside contractor and requests a bid to perform such services.

“EAACI Annual Congress Geographical Rotation”. For the selection of locations for its Annual Congresses, EAACI prefers to follow a geographical rotation system and will primarily consider bids received from preferred region for the relevant year. Nevertheless, other regions are also allowed to bid.

1.2 Standard Operational Procedure for the location selection

The EAACI President and EAACI Vice-President Congresses write at the end of November each year to ExCom Members, Section Board Members, Interest Group Chairs and National Allergy Society presidents under consideration of EAACI Annual Congress Geographical Rotation asking for suggestions for Annual Congress locations 3 or 4 years ahead of the meeting.

A detailed Request for Proposal (RFP) will be attached, which should be shared with the relevant Convention and Visitors Bureau and/or Congress Centre in the city being considered.

Apart from ExCom Members, Section Board Members, Interest Group Chairs and National Allergy Society presidents, also EAACI Headquarters can approach the convention bureaus and suitable venues (for instance, but not limited to, Amsterdam, Budapest, Barcelona, Berlin, Brussels, Copenhagen, Dublin, Glasgow, Hamburg, Helsinki, Istanbul, Lisbon, London, Madrid, Manchester, Milano, Moscow, Munich, Paris, Stockholm, Seville, and Vienna).

Several factors need to be taken into consideration, of which the most important ones are a suitable and affordable venue for 8,000 to 9,000 attendees, an attractive city from both attendee and sponsor/exhibitor perspectives, sufficient hotel rooms with good access to the venue, easy accessibility of the city by plane from most European capitals and from major non-European destinations, political landscape and other potential risks. Repetition of venues should be avoided.

Recent Annual Congresses Locations	
2010	London, Great Brittan
2011	Istanbul, Turkey
2012	Geneva, Switzerland
2013	Milan, Italy
2014	Copenhagen, Denmark
2015	Barcelona, Spain
2016	Vienna, Austria
2017	Helsinki, Finland
2018	Munich, Germany
2019	Lisbon, Portugal

Analysis of initial proposals by the Vice President Congresses and EAACI Congress and Events Manager according to RFP requirements is followed by vote on a short-list of 3 or at least 2 locations at ExCom Meeting in February each year.

EAACI Vice-President Congresses and EAACI Congress and Events Manager visit these 3 or 2 short-listed locations and further analyse the offers (also regarding feedback from Founder Sponsors). The final ExCom in November.

EAACI Congress Chair can be suggested by National Societies, members of Interest Groups or Sections, ExCom, EAACI President, Vice-President Congresses, individuals or groups who can support the meeting from a scientific and clinical point of view. In addition, Congress Chair can be recruited in an open call.

1.3 Timeline for 2022 selection

Following timeline should be applied to 20xx location selection process:

1 st round of the Tender	Timeline
Invitation to participate in the Tender Process	beginning of November 20xx-4
Deadline for submission of the Bids (via online form)	mid December 20xx-4
Assessment of Bids, interview of Tenderers (conference call), if needed	mid December year 201xx-4 – January 20xx-3
Shortlist of 2 or 3 venues	February 20xx-3 (Summit / ExCom Meeting)
Announcement of 2 or 3 shortlisted Tenderers (venues)	end of February 2019

2 nd round of the Tender	Timeline
More detailed Assessment Criteria to be fulfilled by 2 or 3 shortlisted venues	March – April 20xx-3
Site visit of shortlisted venues with VP Congresses	April – August 20xx-3
Assessment of Bids, feedback from Founder Sponsors	April – August 20xx-3
Final decision	November 20xx-3 (ExCom Meeting)
Announcement of the final decision	December 20xx-3

1.4 Background information about EAACI and its annual congresses

The following information is provided to assist venues with the preparation of a proposal for EAACI to consider.

The European Academy of Allergy and Clinical Immunology (EAACI) is an association of clinicians, researchers and allied health professionals, dedicated to improving the health of people affected by allergic diseases. With over near 11,000 members from 124 countries and 63 and international member societies, EAACI is the largest medical association in Europe in the field of allergy, and is the primary source of expertise for specialised medical professionals.

EAACI congresses, focused meetings and allergy schools provide an educational and informational platform for medical professionals, offers the unique opportunity to learn about new discoveries and to exchange experience with scientists in the field of allergy and clinical immunology.

The EAACI Annual Congress attracts every year more and more participants. According to our current assumptions we expect more than 8 500 participants in 2020 and 2021 (an estimation based on the statistics from the EAACI Congress 2017 in Helsinki and EAACI Congress 2018 in Munich).

This 5 day event is a major flagship event for EAACI.

Facts and Figures	
Frequency:	Annual
Time of year:	June
Official language	English
Selection of venue	EAACI Executive Committee
Congress duration	Saturday to Wednesday lunchtime (4.5 full days)
Build-up phase	Wednesday, Thursday and Friday prior to congress
Dismantle phase	Wednesday afternoon and Thursday after the congress
Expected participants	8,000 – 9,000 participants

Day of the Congress	Event
Thursday, Friday	Build-up phase; EAACI Internal Meetings (Board of Officers, Executive Committee)
Saturday morning	UEMS Knowledge Examination in the morning, Postgraduate Courses in the afternoon
Saturday evening	Official start, Opening Ceremony at 19:00
Sunday	Full day, Exhibition
Monday	Full day, Exhibition
Tuesday	Full day, Exhibition
Wednesday	Half day, no Exhibition, Closing Ceremony at 12:00; Dismantling

2 Part B: Requirements and key evaluation criteria

2.1 Requirements

All information and mandatory document shall be submitted via dedicated website <http://www.eaaci.org/bidding-annual-congress>

Bidders will be asked to:

- Fill in the mandatory online form
- Download and fill in:
 - Annex 1 - Space Requirement Matrix (room allocation proposal with rental fees)
 - Annex 2 - Legal Entity Form
 - Annex 3 - Declaration of Integrity
- Attach:
 - Annex 4 - Map of Congress Centre location within the city (if possible include public transport connection to airports/city center)
 - Annex 5 - General floor plan of the venue and Session rooms, Exhibition hall
- Provide additional information relevant to Assessment Criteria if needed
 - Annex 6 - Optional

2.2 Key Evaluation Criteria for the 1st round of the Tender

- Availability in June – avoiding national/European public holidays
- Experience hosting large scientific congresses of similar size/ scope (more than 6,000 attendees)
- Capacity of the venue (maximum number of delegates)
- Minimum amount of 17 Session room (fixed / to be built up)
- More than 9,000 m² of Exhibition Space available
- Cost (estimated rental of the congress venue, exhibition space)
- Accessibility (directness of flights/geographical location)
- Attractiveness of venue (state of repair, renovations, infrastructure inclusion)
- Attractiveness of location for attendees and for EAACI
- A minimum of 6,000 hotel rooms located within 30 - 45minutes from the venue by public transport (category, price range of rooms)
- Security factors
- Regulatory environment related to Exhibitors
- City Support Package

All session rooms, meeting rooms and the exhibition space should be available simultaneously and be closely located next to each other in connected buildings within the same complex. The exhibition must be fully integrated within the Congress Centre in preferably one hall or two connecting halls on one level. Foyer space should not be included in the space calculation. Temporary structures (room build) are acceptable, where the venue has demonstrable experience of building these for congresses.

Provision of false or misleading information will lead to immediate exclusion from the bidding process.

3 Part C: FINAL PROVISIONS

3.1 Awarding of contract

It should be noted that the final choice of venue will be dependent upon the fees quoted as well as upon the proven ability of the Tenderer to understand and deliver the requirements. Any appointment will be subject to successful contract negotiation.

3.2 Choice of law in International setting

The contract shall be constructed in accordance with and shall be governed in all respects by the laws of Switzerland.

All disputes between EAACI and contracted venue arising out of or in connection with the final contract shall be settled by arbitration according to the proceedings of the ICC-Arbitration rules which will be in force at the outset of the proceedings.

The place of arbitration shall be Zurich, Switzerland. The arbitration panel shall consist of one sole arbitrator and the language of arbitration shall be English.

3.3 Confidentiality

Tenderers have to acknowledge the confidentiality of all provided information and data.

Tenderers will be entitled to use the information and data provided by EAACI only in connection with the bid proposal submission.