

# 26<sup>th</sup> European Conference on General Thoracic Surgery European Society of Thoracic Surgeons (ESTS) Hosting Requirements – ESTS 2018 and 2019

# 1. ESTS

### Overview

The European Society of Thoracic Surgeons joins together more than 1500 members coming from 84 different countries all over the world.

Every year since 1993, a European Conference on General Thoracic Surgery is celebrated, achieving a high quality scientific content.

# **Congress Information and History**

The Congress is held annually by the end of May / beginning of June and usually attracts approx. 1.400 - 1.600 delegates.

Previous Congresses (from 2006)

Naples, Italy 2016

Lisbon, Portugal 2015

Copenhagen, Denmark 2014

Birmingham, UK 2013

Essen, Germany 2012

Marseille, France 2011

Valladolid, Spain 2010

Krakow, Poland 2009

Bologna, Italy 2008

Leuven, Belgium 2007

# 2. CONGRESS REQUIREMENTS, AVAILABILITY AND PRICES

# **Congress Venue**

The proposal must be submitted only if all the spaces, areas and lectures halls are reserved on a first option basis.

### Minimum requirements:

- 1 Auditorium up to 1000 delegates
- 1 Auditorium or Lecture Hall up to 500 delegates
- 1 Lecture hall up to 300 delegates
- 3 Lecture halls up to 200 delegates each
- 3 smaller meeting rooms for 60 to 80 delegates
- 1 Congress Office 70 sqm
- 1 ESTS Office 70 sgm1 Audiovisual Preview Room 70 sgm
- 1 Registration Counter area available for registration from Saturday 16:00 and subsequent days from 07:00
- 1 Room / Area within conference venue for up to 150 participants for invitation only Presidential Reception
- Prayer room
- Meeting room available at HQ Hotel:
   Saturday 11:00 18:00, Wednesday 06:30 13:00
- Business meeting rooms at conference venue for 10-30 delegates:
   Sunday x 4, Tuesday x 6



- 600 m<sup>2</sup> exhibition space net for exhibition plus additional space for the poster exhibition with approx. 150 posters and the catering (coffee breaks).
- 4 Hospitality suites for industry

All the auditoria must be sound proof.

### Time schedule for the lecture halls:

- Saturday

Set-up of Main Auditorium, Breakfast Session rooms and AV Preview Room: 08:00 – 20:00 Rehearsal of Postgraduate Course: 18:30 – 19:00

Sunday

Set-up of lecture halls: 08:00 - 20:00

Use of Main Auditorium (PGC – Pre-Congress course), Breakfast Session rooms x 3 (from 07:00 – 08:30) and AV Preview Room

Monday to Wednesday

Congress days, each day as full day except Wednesday until 13:00

- Wednesday

Dismantling between 14:00 - 22:00

# **Exhibition requirements:**

The exhibition area should be located close to the meeting rooms to make it easy for participants to visit the exhibition and to offer attractive exhibition space to the industry. The poster exhibition shall be placed within/near the exhibition area and the catering within the exhibition as well

## Time schedule for the exhibition:

Saturday

Set-up of exhibition 08:00 – 20:00

Exhibition days: Sunday from 12:00, Monday, Tuesday as full day, Wednesday until 13:00

- Wednesday

Dismantling between 14:00 - 00:00

# Mandatory Costs / Staff (if applicable):

Please quote additional costs that need to be considered (if applicable), such as:

- Electricity/power supplies
- Waste disposal
- Cleaning
- First aid
- Surveillance
- Others

## **Audiovisual Requirements in the meeting rooms**

Each lecture hall needs to be equipped with basic technical equipment:

- 1 table microphone for each 2 persons at the table
- (1 table up to 5 people at the lecture halls 1 table up to 8 people at the Main auditorium)
- 1 lectern with fixed microphone
- 1 screen
- 1 data projector according to the room size
- 1 wireless microphone (3-4 in Auditorium) with podium
- Laser pointer





## IT / Telecommunication

- V-LAN / In-house network connection from AV Preview Room to the lectern and control in each room
- Phone lines
- Internet fixed drops
- WiFi

## **Catering Options**

Please provide an offer based on the following requirements:

- Coffee break
- Welcome reception
- Lunch box/breakfast box
- Presidential Reception for 150 participants: buffet with drink options

## 3. SOCIAL EVENTS

There are two major social events during the congress:

- 1. Welcome reception for approx. 700 participants on Sunday at the congress venue exhibition area.
- 2. Gala dinner on Tuesday evening for approx. 400 guests The venue for the Gala Dinner should be pre-booked.

## 4. HOTELS

Please provide a hotel room capacity of approximately 1.300 hotels rooms with the following allocation:

60 % of the rooms in 4-star hotels

25 % of the rooms in 3-star hotels

15 % of the rooms in deluxe / 5-star hotels

Please state the average price for a single room in each category VAT and breakfast included. Also indicate the distance to the congress venue either by walking or public transportation. All the hotels should be pre-booked during the bid procedure.

# BID PLANNING PROCESS / BIDDING PROCEDURES

- The call for bids is published and available on the ESTS website www.ests.org
- Only one application will be accepted from each Country.
- The application should be supported by the National Society.
- Applications should be received no later by 12st September 2016.
- Only applications with an existing congress venue can be accepted.
- The decision by the ESTS Council will be notified to the applicants no later than 1 October 2016.
- ESTS could request additional information to the applicants if any of the technical specifications at the Book Bid seems not to fill the bid requirements.



Applications shall be sent by email to the ESTS Central Office:

ESTS SECRETARIAT
Sue Hesford – ESTS Executive Director
1 The Quadrant Wonford Road
Exeter EX2 4LE (UK)
Email: sue@ests.org.uk
www.ests.org

The Core PCO - Professional Congress Organizer for the ESTS Congresses is: VIAJES EL CORTE INGLES SA
Guillem Torres – ESTS Conference Project Leader
C/ Alberto Bosch 13 – 28014 Madrid (Spain)

E-Mail: guillemtorres@viajeseci.es www.viajeselcorteingles.es

The choice of venues will be made, among others, based upon the following selection criteria:

- Suitability of meeting rooms
- Good accessibility of the city and the congress venue
- Availability of hotels within walking distance and no more than 30 minutes distance by public transportation
- Cost aspects, i.e. competitive and feasible prices compared to previous ESTS
   Congresses

# **BID BOOK CONTENT**

Description of the host organization.

Detailed description of the congress venue.

Proposed dates booked on 1st option.

Detailed cost calculation of the congress venue including rental fee, cost for technical equipment, AV, IT, mandatory staff costs, catering, etc

## Overview of

- the host city and its international flight connections
- infrastructure, public transportation, distance from congress venue to hotels, leisure attractions, climate
- visa restrictions and visa requirements especially for EU participants
- Currency and VAT applied
- security aspects
- information about any possible restrictions for the pharma industry to present their products/to exhibit or to invite delegates

Hotel room booking for approx. 1.300 rooms in 3 to 5-star category. List & Rates + Location map: prices and distance to the congress venue.

Social events: proposal for gala dinner – description, rental fee and catering options.



Should you have any questions, please contact:

Guillem Torres – ESTS Conference Project Leader C/ Alberto Bosch 13 – 28014 Madrid (Spain) E-Mail: guillemtorres@viajeseci.es

www.viajeselcorteingles.es

Sue Hesford – ESTS Executive Director 1 The Quadrant Wonford Road Exeter EX2 4LE (UK) Email: sue@ests.org.uk www.ests.org

Enrico Ruffini – Director of the ESTS Annual Meeting E-Mail: enrico.ruffini@unito.it

