

European Conference on General Thoracic Surgery European Society of Thoracic Surgeons (ESTS) Hosting Requirements – ESTS 2020 and 2021

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. 1.300 - 1.500 delegates.

Previous Congresses (from 2006)

Innsbruck, Austria 2017
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

2. CONGRESS REQUIREMENTS, AVAILABILITY AND PRICES

Congress Venue

Leuven, Belgium 2007

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
- 3 Lecture halls up to 200 delegates each for breakfast sessions and lunch workshops
- 5 smaller meeting rooms for 60 to 80 delegates as Hospitality suites
- 1 Congress Office 70 sqm
- 6 Business meeting rooms at conference venue for 10--30 delegates
- 1 ESTS Office 70 sqm
- 1 Audiovisual Preview Room 50 sgm available from Friday noon
- 1 Registration Counter area available from Friday noon
- 1 Room / Area within conference venue for up to 100 participants for invitation only Presidential Reception on Monday lunch time
- Prayer room
- Meeting room available at HQ Hotel:
 Saturday 11:00 18:00, Wednesday 07:00 08:00



• 600 m² exhibition space net for exhibition plus additional space for the Eposter Area, with around 15 plasma screens.

All the auditoria must be sound proof.

Time schedule:

FRIDAY

Setup Registration Area and AV Speaker's Preview Room Main exhibitors (5 in total) download their materials for the booth

SATURDAY

Setup lecture halls, exhibition, common areas etc Registration and AV Speaker's Preview Area opens from 16.00h to 19.00h

SUNDAY TO WEDNESDAY

Congress

WEDNESDAY AFTERNOON

Dismantling

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 Eposter area shall be placed within/near the exhibition area and the catering within the exhibition as well

Time schedule for the exhibition:

- Exhibition setup

Saturday

- Exhibition days

Sunday Monday Wednesday

- Dismantling

Wednesday at the end of the scientific sessions

Request for quotes

As per the current Scientific Grid, Congress days are Sunday to Wednesday noon, dismatling on Wednesday from 12m.

But, although not officially decided, the Congress days could change from Sun-Wed to Sun-Tue. It means that the Scientific sessions could finish in Tuesday early aftermoon, dismantling afterwards.

For this reason, two quotes are requested:

Option 1 - Congress days: Sunday to Wednesday

Option 2 - Congress days: Sunday to Tuesday

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. 500 participants on Sunday at the congress venue exhibition area.
- 2. Gala dinner on Monday evening for approx. 400 guests

The venue for the Gala Dinner should be prec 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 1st September 2017.
- 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 15th October 2017.
- 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

Marco Scarci – Director of the ESTS Annual Meeting

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