



European Society of Thoracic Surgeons (ESTS)
Hosting Requirements - ESTS Annual Meetings 2022 and 2023



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.

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 2007):

Dublin	Ireland	2019
Ljubljana	Slovenia	2018
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
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 1200 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 sqm Audio-visual Preview Room 70 sqm
- 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 8
- Minimum 600 m2 exhibition space net for exhibition plus 300 sqm additional space for the poster exhibition with approx. 150 posters and the catering (coffee breaks).
- Minimum 6 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 or Tuesday as per Council Decision

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 MUST be supported by the National Society.
- Applications should be received no later 20 December 2019
- 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 April 2020
- ESTS could request additional information to the applicants if any of the technical specifications seems not to fill the bid requirements.



5. APPLICATIONS

Applications shall be sent by email to the ESTS Central Office (no later than December 20th 2019):

ESTS SECRETARIAT

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Executive Director

European Society of Thoracic Surgeons

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www.ests.org

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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

Specifically, there will be a three stages process:

FIRST STAGE:

This will be a desktop paper based assessment of the submission. The purpose of this initial screening is not to waste excessive amount of time or resources flying the ESTS team around if there are no basis for working together. This is **Just a preliminary screening to remove proposals that are clearly not suitable**. No decision is made at this stage.

Essentially the reviewing team will have to answer two questions:

1. Is the proposed venue/city suitable?

Yes/No answer, to be examined by PCO representative, Director of annual meeting, secretary general.

- a. Is the city proposed listed among the destination that the British foreign Office advises not to travel to (as ESTS office is based in the UK)?

If YES then destination excluded.

- b. Is the venue suitable in terms of facilities as per call for application (e.g. no large lecture theatre, splitted in several small sites, etc)?

If NO then excluded.

- c. Is there a SIGNIFICANT risk of currency exchange?

If YES then excluded

- d. Is there a difficulty in travel (e.g. VISAS for delegates, poor connections)?

If YES then excluded.

2. Is the proposal affordable?

Yes/No answer, to be examined by PCO representative, Director of Annual Meeting, Treasurer and Secretary General.

- a. Is the cost of the VENUE ONLY (as the major determinant of cost):

- i. Less than the average from the previous three years:

accept proposal as is and move to next stage.

- ii. In line with the average from the previous three years:

accept proposal as is and move to the next stage.

- iii. More than 10% of the average from the previous three years: discuss at ad hoc webex

Council meeting.

If Council agrees then move to next stage of review.

If the bid, after paper evaluation, is deemed acceptable it will enter into a second review.



SECOND STAGE:

Assessment will be based on the Council/PCO evaluation of the following parameters:

Facilities: preferred (but not exclusive) city centre location, suitable exhibition space, newer conference venue.

Connections: large airports with easy connection to city centre preferred.

Previous conference venues: The ESTS aims to be as inclusive as possible and to represent all its members, with that in mind we seek particularly applications from Countries that never hosted the annual congress or did several years ago.

THIRD STAGE:

The Venues with the highest scores will be inspected after Council decision and on mandate of the ESTS Council. It is expected that the National Society(ies) or the Local Convention Bureau will cover the cost of travel and accommodation for the ESTS team.

The following items will also have to be provided ahead of the visit.

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. 1.500 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:

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