



European Society of Thoracic Surgeons (ESTS) Hosting Requirements - ESTS 2027 to 2028

www.ests.org

1. ESTS

1.1 OVERVIEW

The European Society of Thoracic Surgeons joins together more than 1700 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 at the end of May and usually attracts approx. 1.400 - 1.600 delegates.

1.2 PREVIOUS CONGRESSES (FROM 2007):

Athens Greece 2026
Venue under review 2025
Barcelona Spain 2024
Milano Italy 2023
The Hague Netherlands 2022
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

2.1 CONGRESS VENUE - AVAILABILITY

ESTS Congress Dates: Last weekend of May (Sunday, Monday, and Tuesday)

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

2.2 CONGRESS VENUE - FACILITIES

Minimum requirements

(based on previous editions, but flexible depending on the type of venue, number of lecture halls, common areas, etc)

- 1 Auditorium up to 1200 delegates
- 1 Auditorium or Lecture Hall up to 400 delegates
- 1 Lecture hall up to 250 delegates
- 3 Lecture halls up to 200 delegates each
- 6 meeting rooms for 60 to 80 delegates
- 1 Congress Office 70 sqm
- 1 ESTS Office 70 sqm Audio-visual Preview Room
- Registration area
- 1 Room / Area within conference venue for up to 150 participants for invitation only Presidential Reception on Monday Lunch Time
- Prayer room
- Business meeting / office rooms for 30 delegates: Sunday x4, Monday x6, Tuesday x6
- The exhibition area should be located close to the meeting lecture halls. Minimum 600 m2 exhibition space net for exhibition plus additional space in the same area for the Poster Exhibition (100 board panels double side), Training Village (250 sqm) and catering stations (coffee breaks and welcome reception). Ceilings should have an appropriate height for the design booth construction.
- 1 Meeting room available on Saturday 11:00 - 18:00 - for 25 pax U-Shape (ExCom meeting)
- All the auditoria must be sound proof.

2.3 SET UP / EVENT / DISMANTLING SCHEDULE

Friday (option half day also accepted)

Set-up Exhibition Area, Registration Area, Speaker's Preview Room, Main Auditorium

Saturday

Set-up. Exhibition area and all meeting rooms, common spaces

Registration Desks open by 16:00h

Sunday to Tuesday

ESTS Congress – event live Lecture Halls and Exhibition Area until 16:00h

Tuesday afternoon from 16:00h

Dismantling

2.4 DETAIL OF 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
- Insurance
- VLAN
- IT (WiFi, internet drops, etc)
- Mandatory staff
- Others

2.5 IT & AV

Audio Visual Requirements in the meeting rooms (included or to be quoted)

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

- Sound equipment
- 1 microphone for each 2 persons at the presidential table
- 1 lectern with fixed microphone
- 1 screen
- 1 data projector according to the room size
- 1 wireless microphone - podium at the aisle (number according to the size of the room)
- Laser pointer

IT

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

2.6 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 five major social events during the congress:

1. Past President's Dinner for approx.. 60 participants on Saturday evening (seated dinner, formal venue).
2. Welcome Reception for approx. 500 participants on Sunday late afternoon at the congress venue exhibition area (cocktail format)
3. Networking Event: Junior Meeting & WGT Women Get Together for approx. 200 participants on Sunday evening (standing open buffet or finger cocktail)
4. Presidential reception for approx. 100 participants on Monday lunch time.
5. ESTS Party dinner for approx. 400 participants on Monday evening.

The quotes should include:

- Description of the venue
- Distance from city center and / or from the Congress venue
- Catering options
- Rental fee (if applicable)
- Any type of extra cost such as staff, surveillance etc

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.

5. BID PLANNING PROCESS / BIDDING PROCEDURES

5.1 GENERAL INFORMATION

- 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 than **Monday 11 September 2023**
- Only applications with an existing congress venue can be accepted.
- The decision by the ESTS Board of Directors **will be notified to the applicants no later than mid October 2023.**
- ESTS could request additional information to the applicants if any of the technical specifications seems not to fill the bid requirements.

5.2 APPLICATIONS

Applications shall be **sent by email** to the ESTS Secretariat **and** to Director of the Annual Meeting **(no later than 11 September 2023)**

ESTS SECRETARIAT

Sue Hesford
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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 arranging site visits by the ESTS Team if there is 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 Board of Directors meeting.

If the Board of Directors agree then move to next stage of review.

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

Applications

SECOND STAGE:

Assessment will be based on the Board of Directors/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: ESTS aims to be as inclusive as possible and to represent all its members, and seek particularly applications from Countries that have not hosted the annual meeting or did so several years ago.

THIRD STAGE:

The Venues with the highest scores will be inspected after a decision by the Board of Directors and on mandate of the ESTS Board. 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.

5.3 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/party dinner - description, rental fee and catering options.

SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT

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