BID MANUAL
EADV Spring Symposium
2021/2022/2023
INTRODUCTION

This bid manual outlines the requirements for an EADV Board Member or any European based National Dermatology Society intending to submit an expression of interest and to bid to host the EADV Spring Symposium in 2021/2022/2023.

This document contains general information about the European Academy of Dermatology and Venereology, the EADV Spring Symposia and its financial, logistical and operational requirements. It outlines the roles and responsibilities of all parties involved and information on the bid process and selection process.

We strongly recommend the bidder to work together with a local convention/tourist bureau, with the congress venue suggested as well as possibly any other party who might be relevant in the bidding and implementation of the EADV Spring Symposium.

EADV wishes to thank the bidding organizations, convention offices, congress venues and all others involved in this bid process for their willingness to host the EADV Spring Symposium in 2021/2022/2023.
CONTENTS

INTRODUCTION ................................................................................................................................. 2

1 ABOUT EADV ..................................................................................................................................... 4
  1.1 EADV MEMBERS ....................................................................................................................... 4
  1.2 ACTIVITIES ............................................................................................................................... 4

2 GENERAL INFORMATION ABOUT THE EADV SPRING SYMPOSIUM ........................................... 5
  2.1 BACKGROUND AND OBJECTIVES OF THE SYMPOSIA ....................................................... 5
  2.2 HISTORY – 5 PAST SPRING SYMPOSIUM ............................................................................ 5
  2.3 SCIENTIFIC PROGRAMME AND ABSTRACTS ........................................................................ 5
  2.4 PERIOD ......................................................................................................................................... 6
  2.5 WHAT MAKES A SUCCESSFUL SPRING SYMPOSIUM? ....................................................... 6
  2.6 ATTENDANCE AT THE SPRING SYMPOSIUM ....................................................................... 6
  2.7 LANGUAGE .................................................................................................................................. 6

3 GENERAL CONDITIONS ................................................................................................................... 7

4 TENDER PROCESS TIMELINE ......................................................................................................... 8

5 REQUIREMENTS ............................................................................................................................... 9
  5.1 CONGRESS CENTRE .................................................................................................................... 9
    5.1.1 MINIMUM VENUE REQUIREMENTS: .............................................................................. 9
    5.1.2 MINIMUM AV REQUIREMENTS: ..................................................................................... 9
    5.1.3 OTHER .................................................................................................................................. 9
    5.1.4 SCHEDULE .......................................................................................................................... 10
  5.2 CATERING ................................................................................................................................... 10
    5.2.1 FUNCTIONS ...................................................................................................................... 10
  5.3 HOTEL ACCOMMODATION ......................................................................................................... 11
    5.3.1 REQUIREMENTS ............................................................................................................... 11
  5.4 DESTINATION ............................................................................................................................. 12
    5.4.1 TRANSPORTATION ......................................................................................................... 12
    5.4.2 SECURITY AND VISA ....................................................................................................... 12
  5.5 LOCAL CONGRESS ORGANIZER .............................................................................................. 12
  5.6 INSURANCE, CANCELLATION AND LIABILITY ........................................................................ 13
  5.7 BUDGET ..................................................................................................................................... 14

6 ADDITIONAL REQUIRED FILES .................................................................................................. 14

................................................................................................................................................................ 15

7 .......................................................................................................................................................... 15
1 ABOUT EADV

EADV is a non-profit association, founded in 1987, dedicated to advance excellence in clinical care, research, education and training in the field of dermatology and venereology. EADV provides a unique platform for bringing people together and sharing ideas.

EADV organizes annually one main congress in one of the European capitals and one Spring Symposium, likewise in a city within the geographic boundaries of Europe as well as training and fostering courses and online teaching for CME-CPD.

1.1 EADV MEMBERS
The EADV counts over 7000 individual members from almost 100 countries (in 2018) and supporting organisation members, including national associations, organizations active in the field of dermatology and venereology as well as corporate health care companies.

1.2 ACTIVITIES
- JEADV, the official EADV journal (monthly publication)
- EADV Newsletter (quarterly publication)
- Annual EADV Congress
- Annual EADV Spring Symposium
- Educational programmes for residents
- Educational programmes for specialists
- E-Learning
- Masterclass
2 EADV SPRING SYMPOSIUM

2.1 BACKGROUND AND OBJECTIVES OF THE SYMPOSIA
The Scientific Programme, assembled by the EADV Scientific Programming Committee, continues the long-established tradition of scientific and academic excellence. Furthermore, the Spring Symposium will welcome a number of internationally renowned clinicians, scientists and society presidents as speakers.

The EADV Spring Symposium is addressed to a wide range of specialists and trainees who are active in the fields of dermatology and venereology.

The educational goal of the Spring Symposium is providing knowledge and best practices in:

- **Diagnosing** different dermatological conditions using clinical skills and state of the art diagnostic methods;
- **Treating** skin diseases with pharmaceutical, chemical, biological, immunological methods, as well as the latest laser, light, photo, radio, cryo and surgical technology;
- **Preventing** skin cancer, allergy, various infections, local and systemic complications and loss of quality of life in dermatovenerology;
- **Researching** cells, tissues, processes with the help of the latest achievements in dermatopathology, laboratory medicine, genetics, molecular biology, computer and nanotechnology.

2.2 HISTORY – 5 PAST SPRING SYMPOSIUM

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>Budva, Montenegro</td>
<td>1161</td>
</tr>
<tr>
<td>2017</td>
<td>Brussels, Belgium</td>
<td>1697</td>
</tr>
<tr>
<td>2016</td>
<td>Athens, Greece</td>
<td>2451</td>
</tr>
<tr>
<td>2015</td>
<td>Valencia, Spain</td>
<td>1493</td>
</tr>
<tr>
<td>2014</td>
<td>Belgrade, Serbia</td>
<td>1511</td>
</tr>
</tbody>
</table>

2.3 SCIENTIFIC PROGRAMME AND ABSTRACTS
The EADV’s Scientific Programme Committee will develop the scientific programme.

The local chairperson of the Symposium will be invited to scientific programming meetings and is responsible for providing scientific support, local speakers and selecting abstract reviewers when requested. The EADV ICO (In-house Congress Organizer) manages the speaker and abstract submission, the accreditation applications, and expense refunds.

The following types of session and meetings are organized during the Symposia:

- Interactive clinical cases
- “Best of...” sessions
- Interactive quizzes
- Scholarship Ceremony
- Networking Symposium
- EADV business meetings (Executive Committee, Board and Committee meetings) can also be organized in the headquarter hotel or in the venue
2.4 PERIOD
The EADV Spring Symposium ideally takes place in late April or in May.

2.5 WHAT MAKES A SUCCESSFUL SPRING SYMPOSIUM?
- Record breaking number of international and regional participants
- Well attended sessions is a key factor of a successful programme
- High number of industry participants
- High number of abstract submissions
- Logistically flawless and well organized Symposium
- Successful networking and interaction opportunities

2.6 ATTENDANCE AT THE SPRING SYMPOSIUM
EADV’s request is based on an expected participation of 1’500-2’000 attendees (approximately 150 faculty members and some 60 EADV and support service staff), and approximately 20 journalists.

It is important to note that due to the European Union directive (2001/83/EC, article 86) regarding the prohibition of advertising and promotion of prescription-only drugs to the general public, two types of badges will be issued; Health Care Professional and non-Healthcare Professionals. The latter one will not give access to the Industry organized Sessions restricted to Health Care Professional only due to product information on prescription medication during the session.

2.7 LANGUAGE
The official Symposium language is English. No simultaneous interpretation or translations will be organized.
3 GENERAL CONDITIONS

1. The tender document is available to all active EADV members or any European based National Dermatology Society who would like to host the Spring Symposium in their country. At least one EADV active member should be involved.

2. A country can host an EADV event (Spring Symposium or Congress) only once every 3 years.

3. Only duly completed bids will be considered.

4. Bids not responding to criteria listed in the Bid Manual and in the Annexes will not be accepted.

5. The Bid document will be assessed by the EADV office who will report to the Board of Representatives.

6. The EADV will inform the shortlisted tenderers prior to the Board presentation. The shortlisted bids will be submitted for review to the EADV Board of Representatives and will be briefly presented at EADV Board Meeting by the Head of Congress & Corporate Relations during a Q&A session before final vote.

7. The shortlisted venues must be functional and available for a site visit before the Board Meeting in May 2019. The Head of Congress & Corporate relations or a member of the Congress Department will conduct the site visit, which costs should be covered by the tenderer (except travel expenses). The Board Member supporting the bid will be informed of the visit and invited to join.

8. The EADV ICO manages the registrations at the Spring Symposium. No third parties will be involved unless specifically requested by EADV.

9. The tenderer must submit a minimum of 1 and a maximum of 3 years availability. The dates must be end of April or beginning of May and should not be during competitive congresses or events, EADV Courses or other events affecting the success of the Spring Symposium. Attention to major religious festivities is to be given.
# 4 TENDER PROCESS TIMELINE

## IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2018</td>
<td>Publication of the Bid Manual</td>
</tr>
<tr>
<td>01 December 2018</td>
<td>Opening of Bid 2021/2022/2023</td>
</tr>
<tr>
<td>28 February 2019</td>
<td>Closure of Bid</td>
</tr>
<tr>
<td>February 2019</td>
<td>First Assessment for all draft received</td>
</tr>
<tr>
<td></td>
<td>Feedback to tenderers</td>
</tr>
<tr>
<td>March 2019</td>
<td>Final Assessment</td>
</tr>
<tr>
<td>29 March 2019</td>
<td>Confirmation of Shortlisted venues</td>
</tr>
<tr>
<td>April 2019</td>
<td>Submission of shortlisted venues to Board for review</td>
</tr>
<tr>
<td>08-09 May 2019</td>
<td>EADV Board of Representatives vote</td>
</tr>
<tr>
<td>15 May 2019</td>
<td>Announcement of final decision</td>
</tr>
</tbody>
</table>
5 REQUIREMENTS

5.1 CONGRESS CENTRE

### 5.1.1 MINIMUM VENUE REQUIREMENTS:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Auditorium</td>
<td>1200 Persons</td>
</tr>
<tr>
<td>3 Auditoria</td>
<td>500 Persons</td>
</tr>
<tr>
<td>10 Meeting Rooms</td>
<td>15-50 Persons</td>
</tr>
<tr>
<td>1 Speaker Preview Room</td>
<td>200 sqm</td>
</tr>
<tr>
<td>Registration Area</td>
<td>500 sqm + backoffice</td>
</tr>
<tr>
<td>Catering Area</td>
<td>1000 sqm</td>
</tr>
<tr>
<td>e-Poster Area</td>
<td>200 sqm</td>
</tr>
<tr>
<td>Function Area</td>
<td>800 sqm</td>
</tr>
</tbody>
</table>

### 5.1.2 MINIMUM AV REQUIREMENTS:

- 1 screen (3x3 or 4x3 m) (or larger depending on the size of the room)
- 1 projector (single projection)
- 1 wired lectern microphone
- 3 wired microphones for the head table (standard electro acoustic)
- 2 question and answer microphones (or more, depending on the size of the room)
- 2 monitoring assistants for medium-sized rooms and 4 for larger rooms
- 1 English speaking audio-visual technician (if 1 audio and 1 visual technicians are needed, this has to be specified)

### 5.1.3 OTHER

<table>
<thead>
<tr>
<th>Location</th>
<th>Central</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Walking distance from hotels</td>
</tr>
<tr>
<td>Connectivity</td>
<td>Should have powerful Wi-Fi and networking capacity</td>
</tr>
</tbody>
</table>
5.1.4 SCHEDULE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-Up</td>
<td>Monday, Tuesday, Wednesday</td>
</tr>
<tr>
<td>Registration</td>
<td>Wednesday, Thursday, Friday, Saturday</td>
</tr>
<tr>
<td>Opening</td>
<td>Thursday 2PM</td>
</tr>
<tr>
<td>Networking</td>
<td>Thursday 6PM</td>
</tr>
<tr>
<td>End</td>
<td>Saturday Noon</td>
</tr>
<tr>
<td>Dismantling</td>
<td>Saturday 1PM to Sunday 8PM</td>
</tr>
</tbody>
</table>

5.2 CATERING

Should the congress centre have an exclusivity agreement with a caterer, all information regarding the basic offer must be submitted to the EADV ICO. Price-quality ratio is another key factor for selection.

Lunches and coffee breaks are not included in the registration fee, however, delegates should be able to purchase snacks, drinks and meals in the congress centre.

According to EADV records, 70% of participants have lunch in the congress centre. Assuming an attendance of 1’500 participants, 1’000 meals may be consumed daily during the Spring Symposium (usually sandwiches, salads, cakes).

5.2.1 FUNCTIONS

**Networking Symposium**

After the Networking Symposium, a rich cocktail reception will be served to the participants. This is included in the registration fee. Up to 700 persons should attend. Ideally, the reception should take place inside the venue or in a place within walking distance.

**Board Dinner**

The Board dinner is a dinner organized exclusively for the EADV board members, the Executive members, committee chairs, local chair and co-chairpersons.

It usually takes place in the Headquarter hotel the evening prior to the Board meeting.
5.3 HOTEL ACCOMMODATION

EADV guarantees accommodation to the participants at favourable rates and class standards. The local Convention Bureau should provide the total number of rooms available in the city based on hotel category and indicate the average rates (no agencies should be involved at the application stage). It is not necessary to pre-book rooms at this point. The average accommodation booking is 3 nights.

<table>
<thead>
<tr>
<th>5.3.1 REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>• Central</td>
</tr>
<tr>
<td>• Walking distance from venue</td>
</tr>
<tr>
<td><strong>Headquarter Hotel</strong></td>
</tr>
<tr>
<td>• 4/5*</td>
</tr>
<tr>
<td>• 100 Rooms for EADV Board and Speakers</td>
</tr>
<tr>
<td>• Meeting space for a 1 Day Board Meeting, fishbone set-up, 70 persons, with sound system and AV.</td>
</tr>
<tr>
<td><strong>Staff Hotel</strong></td>
</tr>
<tr>
<td>• 3/4*</td>
</tr>
<tr>
<td>• 60 Rooms</td>
</tr>
<tr>
<td>• 4 Nights</td>
</tr>
<tr>
<td>• Walking distance from venue</td>
</tr>
</tbody>
</table>

EADV will ask a local agency to contract the hotels and to handle the hotel bookings. Please include a list and description with price range of suggested hotels in the bid document. These bookings will later be transferred to a selected local Professional Congress Organizing (PCO) or a Destination Management Company (DMC).
5.4 DESTINATION

5.4.1 TRANSPORTATION
Air connections and ground transportation must be guaranteed. Costs, security and organization are key to the destination selection. Adequate public transportation is preferred to the organization of a shuttle service. No airport transfers will be provided. Venues and/or destinations contribute to the negotiations of advantageous transportation passes to be offered to delegates.

5.4.2 SECURITY AND VISA
Safety and security issues of the bidding country as well as political stability are elements of importance when selecting the destination. It is likewise important that the hosting country does not have restrictions on visa issuance for citizens of any specific country.

5.5 LOCAL CONGRESS ORGANIZER
The applicant must submit three possible Local Congress Organizers among which EADV will select the most appropriate for the Academy. EADV reserves the right to open the RFP to other Local Congress Organizers than the suggested ones.

EADV and the Local Congress Organizer will sign a contract independently from the tenderer.

The contract between EADV and Local Congress Organizer should be finalized and concluded by all parties no later than 12 months before the opening the event. Failing this, EADV will have the right to draw up a similar agreement with another Local Congress Organizer.
5.6 INSURANCE, CANCELLATION AND LIABILITY

**Insurance**
Participants will be advised to take personal insurances for their participation at the Symposium. EADV will take a third party and legal liability insurance coverage that provides a minimum indemnity limit of € 5,000,000 for any one occurrence. EADV will expect insurance coverage from the venue, offsite venues, hotels, and service providers.

**Cancellation or modification for reason beyond control**
The event may be anticipated or postponed to a different date or cancelled or its time frame changed by EADV as a result of a) any negative circumstances beyond anyone’s control or b) extenuating circumstances beyond the control of EADV. In case of anticipation, postponement or change of the time frame of the event, the Applicant remains bound and obliged and has no claim against EADV.

EADV shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Symposium.

**Liability**
In no event EADV or any parties shall carry any liabilities for any direct, consequential, special, incidental, indirect or punitive damages, lost revenue, profits or income, diminution in value, loss of business, reputation or opportunity or similar costs suffered by EADV or any partners and their own counterparts.

**Venue of competent Jurisdiction**
All legal relationship between EADV and the Applicant shall be governed solely by Swiss Law. In the event of any controversies arising from any legal relationship between EADV and the Applicant, inclusive of such issues as validity, nullity, violation or termination of such legal relationship, the parties shall first attempt to reach a settlement. Failing this within one month from the time when the controversy arose, EADV and the Applicant irrevocably submit for the determination of such disputes to the exclusive jurisdiction of the regular Courts at the seat of EADV(at present: Lugano, Switzerland).
5.7 BUDGET

The rental budget (Annex II) of the facilities must be as detailed as possible. The budget must be quoted entirely in Euro.

In case ‘event-tailored’ constructions in the congress centre are unavoidable to comply with the needs of the symposium, all components and single costs must be provided. Information regarding the standard technical equipment, costs for personnel with their varying qualifications, possible insurance costs and coverage, security, cleaning, other legal requirements or binding agreements of exclusivity between the congress centre and suppliers must be provided.

EADV requires information regarding the VAT and local taxation. EADV requires an official statement indicating recognition of the Spring Symposium as an activity of a “non-profit” medical educational society exempt from local taxation, from the Local Taxation Authorities. This statement should accompany the Spring Symposium tender document.

6 ADDITIONAL REQUIRED FILES

- Description of the benefits for the dermatological and venereological community to host the Symposium in this specific destination
- Description of applicant country’s Visa regulations
- Description of applicant country’s Tax regulations
- Tax exempt statement (if applicable)
- Description of exclusivity agreement between the congress centre and suppliers (if applicable)
- Description of possible Government or city subventions available for applications
- Brochures and floorplans (Congress centre, HQ hotel, etc.)
- A letter from the congress centre office confirming that no work/construction will be foreseen in/around the congress centre 3 months before and during the event.
- Any other material, you might think would support your application
- Annex I & II
## CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberley</td>
<td>Zimmermann</td>
<td>Head of Congress &amp; Corporate Relations</td>
<td><a href="mailto:Kimberley.zimmermann@eadv.org">Kimberley.zimmermann@eadv.org</a></td>
</tr>
<tr>
<td>Alessandro</td>
<td>Tomei</td>
<td>Senior Logistics Coordinator</td>
<td><a href="mailto:Alessandro.tomei@eadv.org">Alessandro.tomei@eadv.org</a></td>
</tr>
</tbody>
</table>