

Bid Guidelines

Congress of joint European Neonatal Societies

2023

Organising Institutions



1. BID SUBMISSION INFORMATION

1.1. GUIDELINES FOR HOSTING THE CONGRESS OF JOINT EUROPEAN NEONATAL SOCIETIES

As a host candidate of the *jENS congress*, you accept that the congress will be organised according to the rules and guidelines of the European Society for Paediatric Research (ESPR), The Union of European Neonatal and Perinatal Societies (UENPS) and The European Foundation for the Care of Newborn Infants (EFCNI).

1.2. CONGRESS EDITIONS

Past Edition

- 2015 jENS meeting, Budapest, Hungary (15th – 20th September 2015)
- 2017 jENS meeting, Venice, Italy (31st October – 4th November 2017)
- 2019 jENS meeting, Maastricht, The Netherlands (17th – 21th September 2019)
- 2021 jENS meeting, Online edition (14th – 18th September 2021)

1.3. WHO IS ENTITLED TO SUBMIT THE BID PROPOSAL FOR 2023:

- Active Members of ESPR (MEMBERSHIP FEE PAID DURING THE YEAR OF THE BID SUBMISSION)
- National Societies of UENPS
- Members of EFCNI

Bid proposers must fulfil only one of the requirements as indicated above to be entitled to present a proposal.

1.4. BID PROCESS

While maintaining the right to directly select a candidate city for future jENS congresses, the Executive Committee chooses to launch an official bid.

This process shall be divided into two stages:

Stage 1

There is a call for action from the ESPR, UENP and EFCNI, where all eligible candidates interested to present a proposal are asked to send a presentation (max. 6-7 slides, pdf format) summarising the main benefits related to hosting the next jENS edition in their city.

We recommend the presentation to include the following information:

- Accessibility via an international airport (direct flights from main cities in Europe and/or daily flights from and to key cities across the world);
- Public transportation from and to the airport and to the congress venue;
- Suitable accommodation available in the city;
- Size of and facilities at the congress venue;
- Attractiveness of the city to host the congress;
- Your contact details, affiliation and confirmation of eligibility.

More information on the requirements you can find under sections 1.7-1.10.

A maximum number of 5 locations/applicants will be selected by the Executive Committee (in accordance with the PCO) for stage 2 of the bid process.

Stage 2 (only for selected applicants, not required at first stage)

This stage includes the preparation of a more detailed application by the selected applicants based on the criteria as explained in '1.10 Criteria for Selection' as well as '1.11 Sum up'

1.5. IMPORTANT DATES AND CONTACT PERSON

All letters for the Stage 1 bid process must be sent as follows:

A copy of the bid proposal and the information sheet by e-mail (kindly send the file of the proposal as .pdf file) to **info@mcascientificevents.eu** not later than **31st January 2022**.

Your proposal should not include any economic agreement or suggestion which will be effected by the official PCO and the Societies directly.

1.6. PROFESSIONAL CONGRESS ORGANIZER (PCO)

The official *jENS* PCO will be in charge of organising the conference. No other agencies as well as local subcontractors will be involved in the organization.

WHEN:

(PLEASE AVOID CLASHES WITH THE MOST TRADITIONAL NATIONAL HOLIDAYS AND MAIN RELIGIOUS FESTIVES)

- Middle of September/End of October-beginning of November. Please find below the congress format:

| • Set-up Day | 1 st Day | 2 nd Day | 3 rd Day | 4 th Day |
|-----------------------------------|---------------------|---------------------|---------------------|-----------------------------|
| Exhibition Area Set-up (full day) | Exhibition Area | Exhibition Area | Exhibition Area | Exhibition Area Dismantling |
| Pre congress | Full day | Full day | Full day | Half day |
| Opening Ceremony | | | | Closing Session |

1.7. CONGRESS CENTRE / HOTEL WITH A CONGRESS CENTRE:

Rooms and capacities:

- 1 Plenary Room between 600 and 1.000 seats
- 5 Parallel Rooms between 100 and 500 seats
- 3 Lounges (ESPR, UENPS, EFCNI lounges)
- Exhibition area minimum of 1000 sqm (including booths and catering)
- 1 Staff and 1 AV team rooms

1.8. CITY HOTELS AVAILABILITY:

- 4 star hotels within walking distance to the congress venue for approximately 160 speakers
- Minimum of 1000 rooms available for 4 nights booking for participants.

1.9. SOCIAL PROGRAMME

- Welcome cocktail on the first day for 1000 people (preferably in the exhibition area)
- Networking dinner for 1000 people (preferably standing with hot and cold buffet, type of dinner: informal)

1.10. CRITERIA OF SELECTION:

- **BENEFITS OFFERED BY THE OFFICIAL INSTITUTIONS TO THE CONFERENCE:**

- welcome cocktail hosted by the mayor
- free/reduced transportation around the main ground and underground lines
- city maps and information brochures from the touristic bureau free of charge for all participants
- info point at the airport and at the railway station
- info point assistant at the hotel for the speakers
- city card with discount to the main museums, restaurants, shops etc
- marketing of any kind offered

(PLEASE INCLUDE THE LIST OF THE BENEFITS OFFERED BY THE OFFICIAL INSTITUTIONS AND THE NAME OF THOSE INSTITUTIONS WHICH WILL OFFER ONE OR MORE AMONG THE ABOVE-MENTIONED BENEFITS)

Involvement of local Members.

- **GOOD VALUE FOR MONEY**

- **EASY TO REACH** (PLEASE INFORM ABOUT THE HUB AIRPORT OF THE CITY AND THE ROUTES AVAILABLE)

- **APPROPRIATE CONGRESS FACILITIES** (PLEASE PROVIDE A DETAILED DESCRIPTION OF THE FACILITIES AND PICTURES)

- **ATTRACTIVENESS OF THE CITY**

1.11. SUM UP

| | |
|--|---|
| CITY | |
| Country: | |
| Dates: | |
| Year: (2021 or 2023) | |
| THIS LOCATION IS A: - City: - Resort area: - Other: | VENUE - Hotel: - Convention centre: - Resort: - Other: |

| |
|--------------------|
| APPLICANT |
| Name of applicant: |
| Occupation: |
| Affiliation: |
| Email: |
| Tel: |

| | | |
|---|--|--|
| FINANCIAL SUPPORT | | |
| <u>Sponsors</u> : any contact with local and/or national company | Cooperation with the Fund Raising Dept. of the Organising Secretariat in order to achieve local/national financial support | |
| <u>Registrations</u> : any contact with the local representatives of the national societies, ministry of health, medical universities, school of medicines. | Guaranteed number of local/national registrations | |

| COMPETING LOCAL OR NATIONAL MEETINGS (3 MONTHS BEFORE OR AFTER SUGGESTED DATES) | | | |
|--|-------------|--------------|--|
| NAME OF COMPETING MEETING | CITY | DATES | EXPECTED NUMBER OF PARTICIPANTS |
| | | | |
| | | | |
| | | | |

1.12. BENEFITS OFFERED BY THE INSTITUTIONS

| BENEFIT | PLEASE TICK IF YES | INSTITUTION OFFERING THE BENEFIT | CONTACT PERSON OF THE INSTITUTION |
|--|---------------------------|---|--|
| welcome cocktail hosted by the major | | | |
| free/reduced transportation around the main ground and underground lines | | | |
| city maps and information material brochures from the touristic bureau free of charge for all participants | | | |
| info point at the airport and at the railway station | | | |
| info point assistant at the hotel for the speakers | | | |
| city card with discount to the main museums, restaurants, shops etc | | | |
| marketing of any kind offered | | | |

Name and Signature of the applicant:

Date and Place:

The official PCO should give the technical advice on the proposal. However, the final decision on the next congress destination will be taken the Executive Committee.