



**EUROPEAN SOCIETY FOR  
IMMUNODEFICIENCIES**

**CALL FOR BID GUIDELINES**

**&**

**SITE SELECTION OF THE ESID CONGRESS 2022**

## I. INTRODUCTION

1. The European Society for Immunodeficiencies (ESID) would like to invite the membership to make suggestions concerning the location of the Biennial Meeting of ESID in 2022.

### 1.1. Location of previous ESID Meetings:

Year	City	Country	Category
2008	S'Hertogenbosch	The Netherlands	Biennial
2010	Istanbul	Turkey	Biennial
2012	Florence	Italy	Biennial
2014	Prague	Czech Republic	Biennial
2016	Barcelona	Spain	Biennial
2017	Edinburgh	UK	Focus
2018	Lisbon	Portugal	Biennial
2019	Brussels	Belgium	Focus
2020	Birmingham	UK	Biennial
2021	More information on bidding procedure will be available end of 2018		Focus
2022	TBC	TBC	Biennial

- 1.2. In accordance with ESID's Constitution, the biennial meeting should be organised in collaboration with the partner societies – INGID (International Nursing Group for Immunodeficiency's) and IPOPI (International Patient Organisation for Primary Immunodeficiencies).

## 2. Season

The ESID biennial meeting is usually held beginning of October but can be left to the congress chair assessment, considering climate and conflict with other congress (es) or meeting(s).

3. Bids to hold the Congress are presented 4 years in advance.

## 4. ESID Congresses important figures:

Expected number of participants: 2000 - 2500

Length of meeting: up to 4 days

Exhibition: around 500-600 sq. m. (net)

Posters: 300 per day (3 shifts, 1<sup>st</sup> day 5-15 posters / 2<sup>nd</sup> day 300 posters / 3<sup>rd</sup> day 300 posters)

More information about the size of the congress can be found at the section VI. General of this document.

5. **A) Letters of intent** indicating venue, available dates and scientific committee should be submitted to **ESID Secretariat by 30 April 2018:**

ESID Secretariat

Kenes Associations Worldwide

c/o Laurie Tufts  
 7 Rue François-Versonnex  
 PO Box 6053 | 1207 Geneva | Switzerland  
 Telephone: +41 (0) 22 906 9149 | Fax: +41 (0) 22 732 26 07  
 Email: [esid.admin@kenes.com](mailto:esid.admin@kenes.com)

**B) Final bid** (Information sheet at the end of this document) to be submitted to **ESID Secretariat** (kindly refer to above indicated address) **by June 15, 2018.**

**II. TIMETABLE FOR BIDS**

Official Announcement of the Call for Bids	January 2018
Letter of Intent (city and venue) to be sent to the ESID Secretariat	April 30, 2018
<i>ESID Council will inform potential bidders after a short reviewal period if they have been shortlisted and can go ahead with preparing the full bidding document</i>	
Bid document to be completed by the bidder	June 15, 2018
Kenes International to prepare Site Selection Report	6 weeks
ESID reviewing the bids and the Site Selection Reports	August 2018
Bid presentations to be submitted to the Council of ESID & presented at the ESID General Assembly	During the ESID 2018 Biennial Meeting Lisbon, Portugal October 24 – 27, 2018
ESID Members Online Voting starts*	November 03, 2018
ESID Members Online Voting ends*	December 01, 2018

\*Please note that the final scores are per city and comprise of combined votes from ESID, INGID and IPOPI based on weighted averages of ESID: 75%, INGID and IPOPI 12.5% each.

**III. FINANCES AND PROFIT DISTRIBUTION**

According to the contract with the core PCO (Professional Congress Organizer), Kenes International is responsible for full pre-financing the meeting and therefore, there is no financial risk for the Local Hosting Committee.

The meeting profit distribution decided by the ESID board is as follow:

- 100% of total profit will go to ESID Society
- A lump sum of EUR 10,000 will be transferred to the LOC chair’s institution in order to support and cover any administrative costs that occurred during the congress preparation. The EUR 10,000 will form the basic contribution and based on the performance of the chair can be negotiated with the ESID board to up to EUR 15,000.

#### IV. APPOINTMENT OF KENES INTERNATIONAL and SITE SELECTION

ESID has appointed Kenes International to act as a long term (core) PCO (Professional Congress Organizer) and be responsible for the organization, administration and financial aspects (incl. budget management and pre-financing) of the Meeting. The ESID Society together with the core PCO has full executive responsibility for management of the Meeting. Responsibilities of the core PCO have been defined in the contract signed between the ESID & Kenes Int.

Distribution of assignments among ESID, the local hosting committee (LHC) and Kenes (the core PCO) is in Appendix to this document.

Realizing the importance of selecting the optimal venue for the International Meeting, ESID has also appointed Kenes International to act as a consultant in the site selection process.

Letters of intent that are submitted to the ESID Secretariat will be forwarded to Kenes International for a preliminary suitability study of the suggested city and venue. Kenes International will directly contact the bidders for further consultations regarding proposed cities and venues; bids with venues considered unsuitable may be revised and resubmitted. Kenes International will provide Bidders with professional support and advise more appropriate venues to host the ESID Congress in 2018.

In the event that ESID does not receive any letters of intent within the designated period, or no suitable venues can be found from those submitted, Kenes will propose alternative venues suitable to host the ESID congress. Kenes may be also appointed to prepare additional options in the region upon the request of the ESID Board.

Furthermore, Kenes International will prepare a comparative Site Selection Report. This report will provide the ESID with a thorough analysis of the bid submitted as to the suitability and feasibility of the proposed venues and destinations.

#### V. DECISION MAKING PROCESS

Short-listed venues will be presented to the Executive Committee and membership of the ESID at the ESID General Assembly during the ESID 2018 Meeting Lisbon, Portugal, 24 – 27 October, 2018.

##### **Expected day of presentations\*:**

(tbc) ESID Annual General Assembly (presentation to members)

*\* you will receive more detailed information about the presentation date, timings and venue from the ESID Secretariat closer to the event date.*

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**Final decision**

**December 01, 2018**

Deadline of ESID Call for bids 2022 online voting\*

*\*Online voting platform will be open for 1 month after the congress for members to cast their votes  
All bidders can send any material they would like to be included in the online section for review to the ESID Administrative Office.*

*Please note that the final scores are per city and comprise of combined votes from ESID, INGID and IPOPI based on weighted averages of ESID: 75%, INGID and IPOPI 12.5% each.*

After the decision of the membership, Kenes will be mandated to start negotiations with selected venue/s and fix the agreement. The final confirmation and official announcement of the 2020 host city of the ESID Meeting will be between 2 and 6 months after the online voting has been closed.

## VII. GENERAL

**Timetable:** (example\*)

### Tuesday

All day: ..... Arrival of participants  
Afternoon: Registration Opens at 16:00 – 19:00 (if necessary, groups only)

### Wednesday

All day: ..... Arrival of participants  
Registration open 09:00 – 20:00  
Education Day, Opening Keynote  
Evening: ..... Opening Ceremony & Welcome reception

### Thursday & Friday

All day: ..... Registration open 07:30 – 18:30  
Annual General Assembly, Scientific Sessions, Workshops, Educational Symposia etc.  
Evening: ..... Leisure or Social Events - Annual Dinner/Faculty Dinner

### Saturday

Morning: ..... Registration open 08:00 – 14:30  
Scientific Sessions, Workshops, Educational Symposia etc.  
Early afternoon: ..... Closing Lecture

**Halls and facilities required** (all capacities are calculated based on theatre style seating):

1. Plenary Hall for a minimum of 1500.
2. Parallel Halls (in addition to the plenary hall):
  - 1 hall with a capacity of 600 – 800 people
  - 2 hall with a capacity of 300-500 people
3. 2 workshops for at least 150 people  
Minimum 6 smaller rooms / offices for LOC, ESID, Kenes Int'l, Speaker Ready Room, Press Room, General meeting Room
4. Exhibition/catering and posters:  
At least nett sqm 600 of gross exhibition  
Approximately 300 posters per day: minimum 1200 sqm gross

## VI. SOCIAL EVENTS

Social events should be prepared and including at least

- ▶ Opening Reception – generally after the Opening Keynote and Opening Ceremony. In the Congress Center exhibition area
- ▶ ESID Annual Dinner – main event of the Meeting

- ▶ Faculty Dinner for invited guests only (100-125 pax)
- ▶ Maximum travel time to any out of town social venue: 30 minutes

**VII. HOTEL ROOMS**

The bidding city should have at least 1100 hotel rooms of various categories easily accessible to the Congress Center. It is preferable to have large number of rooms in few hotels. City should also be able to offer a selection of low cost / budget accommodation.

**VIII. BID CONTENTS**

This fill-in **Information sheet** is a mandatory part of the bidding kit

**1- CONGRESS CENTER**

Please fill in technical details:

*Larger Session Halls*

	PLENARY	HALL 1	HALL 2	HALL 3	HALL 4
Size (sqm)					
Pax capacity (Theater style)					
Cost per day					

*Offices / Secretariat*

	HALL 5	HALL 6 (OPTIONAL)
Size (sqm)		
Pax capacity (Theater style)		
Cost per day		

*Offices / Secretariat*

	1	2	3	4	5	6
Size (sqm)						
Pax capacity						
Cost per day						

*Public Space*

	EXHIBITION & CATERING SPACE	POSTER SPACE
Size (sqm)		
Cost per day		
Cost for set up / dismantling		

**2- ACCOMMODATION AND TRAVEL**

**Hotels**

CATEGORY	NUMBER OF HOTELS	NUMBER OF ROOMS	AVERAGE COST	BREAKFAST INCLUDED		TAXES RATES INCLUDED		WIFI INCLUDED	
				Yes	No	Yes	No	Yes	No
5 star				Yes	No	Yes	No	Yes	No
4 star				Yes	No	Yes	No	Yes	No
3 star				Yes	No	Yes	No	Yes	No
2 star				Yes	No	Yes	No	Yes	No

Average distance from Congress Center: \_\_\_\_\_

Public Transportation to Congress center:

Bus  yes  no Average cost of public transportation: € \_\_\_\_\_  
 Metro  yes  no Average cost of public transportation: € \_\_\_\_\_  
 Tram  yes  no Average cost of public transportation: € \_\_\_\_\_

**Airport**

International airport:  yes  no

Average distance from City Center: \_\_\_\_\_

Means of transportation: \_\_\_\_\_

Average cost airport to city: € / \$ \_\_\_\_\_

**3- SUPPORT FROM THE HOSTING CITY**

Ex.: Get-Together reception, Public transportation tickets, entrance to museums:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4- POSSIBLE DATES IN 2018**

DATE	COMMENTS


**5- REFERENCES**

Name 3 scientific/medical events that took place in the city within the last 3 years:



Appendix 1

**ESID INTERNATIONAL MEETING MANAGEMENT AND ORGANISATION**

**DISTRIBUTION OF ASSIGNMENTS**

ESID	Kenes International	LOC
<p><b>Scientific</b></p> <ul style="list-style-type: none"> <li>▪ Scientific Program: topics, invited speakers, review and scheduling of abstracts (together with Kenes International)</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>▪ Assistance in the marketing (especially to the domestic market)</li> <li>▪ Approval of the Promotional Announcements/Materials and printed Final Program (with Kenes International)</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>▪ Sponsorship Solicitation (in cooperation with Kenes International)</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ Negotiate and sign contract with the congress venue, catering, AV supplier, technical supplier, stand builder, etc.</li> <li>▪ Finance and Budget Management</li> <li>▪ Selection of Local DMC, signing contract with the DMC (in full coordination and approval of the LOC)</li> <li>▪ On Site Management, Staff (using also local staff hired via the DMC as necessary).</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>▪ Creative - Graphic Design (overall graphic concept of the Meeting, logo, stationery, etc.)</li> <li>▪ Printing of the First and Second Announcements, Preliminary and/or Final Program</li> <li>▪ Setting up a marketing plan to include promotion in various channels</li> <li>▪ Website promotion, email campaigns</li> </ul> <p><b>Registration</b></p> <ul style="list-style-type: none"> <li>▪ Set up of registration forms on the website</li> <li>▪ Registration Processing</li> </ul> <p><b>Scientific</b></p> <ul style="list-style-type: none"> <li>▪ Abstract Processing and Technical Assistance in Creating the Scientific Program (with the Committee)</li> <li>▪ Assistance in Business and Scientific Meetings (with Committee)</li> <li>▪ Administration of Satellite Symposia, Scientific Sessions and all Technical Arrangements</li> <li>▪ Final Program and Abstracts book or CD-Rom or coordinating with Journal – as required by the society.</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>▪ Sponsorship Solicitation (with EANS or/and LOC)</li> </ul> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>▪ Social Events: coordination, organization and operation on site (with the LOC and DMC, <b>ESID to approve the budget</b>)</li> </ul> <p><b>Accommodation and Tours</b></p> <ul style="list-style-type: none"> <li>▪ Offer Accommodation for the participants and optional Tours (including the negotiations with the DMC)</li> </ul> <p><b>Exhibition</b></p> <ul style="list-style-type: none"> <li>▪ Exhibition Sales and Management</li> </ul>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ Assistance to Kenes International in recruiting volunteers (English speaking)</li> <li>▪ Assistance in the local promotion</li> </ul> <p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>▪ Sponsorship Solicitation (in cooperation with Kenes International)</li> </ul> <p><b>Social Events</b></p> <ul style="list-style-type: none"> <li>▪ Recommending and choosing the venues, giving the “local flavour” (with Kenes International)</li> </ul>

*Appendix 2*

**1. The ESID LOC Chair is expected to have the following prerequisites:**

- Be an active member of the local PID community and preferably and active ESID member well-known by the ESID board and faculty
- Preferably have previous experience at National/ Regional/International PID Society level and meeting organisation
- Show commitment and be in a position to sustain reliable communication (especially e-mail) with the ESID Secretariat, congress team and board
- All positions require substantial commitment of time and energy. Consequently candidates should be willing to commit him (her) self to the task (several face-to-face meetings, telephone conferences etc.)

**2. Summary of tasks**

<b>Timeline</b>	<b>Task</b>	<b>Description</b>
- 3 years	<b>Bidding</b>	<ul style="list-style-type: none"> <li>• Application, presentation during ESID annual meeting</li> </ul>
- 3 years	<b>Venue</b>	<ul style="list-style-type: none"> <li>• confirmation of the venue for ESID 2022, first contacts with organizers (Kenes)</li> <li>• dates for ESID 2022 (exclude collision with other congresses)</li> </ul>
- 2 years	<b>Visuals First announcement</b>	<ul style="list-style-type: none"> <li>• Decision on congress tagline and theme</li> <li>• concept of graphics</li> <li>• First announcement, advertisement during previous ESID meeting</li> </ul>
- 1 year	<b>Communication Speakers Policies</b>	<ul style="list-style-type: none"> <li>• Save the date message, web online, first announcement and letter (January)</li> <li>• ESID policies, awards, travel grants, speaker’s benefits (Spring)</li> </ul>
	<b>Scientific programme</b>	<ul style="list-style-type: none"> <li>• Meeting objectives, scientific topics</li> <li>• first program outline ready (by May)</li> <li>• program timeline, structure of sessions</li> <li>• inclusion of Educational day, cooperation with Education WP</li> <li>• revision of the scientific program by scientific committee (July)</li> <li>• revision of the program by ESID board (July)</li> <li>• invitation of speakers (August, September)</li> <li>• ,revision of acceptance (October)</li> <li>• preliminary program full ready (October)</li> <li>• invitation of chairs of parallel sessions and workshops (autumn)</li> </ul>
	<b>CME Accreditation</b>	<ul style="list-style-type: none"> <li>• CME accreditation (July)</li> </ul>
	<b>Awards Social Programme</b>	<ul style="list-style-type: none"> <li>• ESID award decision, preparation, design (Autumn)</li> <li>• social program together with local organizers (Autumn)</li> <li>• negotiation with sponsors</li> <li>• negotiations with City Hall and Congress center, local benefits</li> </ul>

		<ul style="list-style-type: none"> <li>• advertising, leaflets distribution</li> </ul>
<p><b>Congress year</b></p>		<ul style="list-style-type: none"> <li>• revision of program, update on invited speakers (January)</li> <li>• decision on registration fees and policies January, (February)</li> <li>• abstract topics, poster sessions topics, reviewers for abstracts, chairs of poster walks (January)</li> <li>• call for abstracts (January – March)</li> <li>• 2nd announcement, letter of invitation (March)</li> <li>• prospectus for industry, industry involvement monthly updates</li> <li>• ongoing continuous negotiations with potential sponsors</li> <li>• contact with INGID and IPOPI (site visit, programs, benefits) (January – March)</li> <li>• site visit (April)</li> <li>• social program venues and financing update (April)</li> <li>• flow cytometry satellite announcement and preparation (April)</li> <li>• confirmation letters to speakers including their schedule (April)</li> <li>• letters to chairs of sessions (May)</li> <li>• CME director’s declaration (May)</li> <li>• scientific committee disclosures (June)</li> <li>• abstract deadline (May - June)</li> <li>• abstract review (June – July)</li> <li>• PID art organisation (June – July)</li> <li>• abstract book negotiations (July- August)</li> <li>• abstracts review finish (July)</li> <li>• abstract selection for oral presentations for parallel sessions and for workshops and poster walks, organisation of poster walks (July)</li> <li>• notification of WPs chairs, selected abstracts for WPs available (July)</li> <li>• invitation for poster walks moderators (July)</li> <li>• early registration deadline (July)</li> <li>• badges, bags (August)</li> <li>• last revision of the scientific program, finalization (September)</li> <li>• late breaking abstracts review (September)</li> <li>• abstract schedules letters to presenters (September)</li> <li>• program book (September)</li> <li>• opening day minute (September)</li> <li>• EFPIA (ethical standards committee letter) (October)</li> <li>• coordination of social events (September – October)</li> <li>• final invitations, web reminders (September - October)</li> </ul>

		<ul style="list-style-type: none"><li>• meeting rooms on site for small scientific groups (October)</li><li>• Congress on-site duties</li></ul>
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**3. Agreement between ESID and LOC Chair (Local Organising Committee Chair)**

A lump sum of EUR 10,000 will be transferred to the LOC chair’s institution in order to support and cover any administrative costs that occurred during the congress preparation.

The EUR 10,000 will form the basic contribution and based on the performance of the chair can be negotiated with the ESID board to up to EUR 15,000.

Signed on: \_\_\_\_\_

Signed on: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*LOC Chair (ESID 2022)*

*ESID President*