

Bid for ESSKA Congress 2016

Application deadline for
2016 Congress:

01.01.2011

Submit bid book in
electronic format (pdf,
word, excel) to
kirsch.sandy@chl.lu



Bid for ESSKA Congress 2016

All candidates will be invited (at their own expenses) to the following ESSKA Board Meeting on neutral ground (probably Geneva, March 2011) in order to present their location.



Bid for ESSKA Congress 2016

Among all presented locations, ESSKA Board will decide to visit 2 locations in 2011 at candidate's expense (September + November 2011).

Final decision will be taken by ESSKA Board after these 2 visits.



Bid for ESSKA Congress 2016

Required basic parameters
for the organisation of an
ESSKA Congress, related to:

1. Congress venue
2. Meeting rooms
3. Hotels
4. Evening events
5. Accessibility
6. Tax situation
7. Support



1. Congress Venue

Location:

either in the city or in the outskirts; when outskirts then accessibility and connection to the city must be excellent

Entrance :

Entrance area should be spacious for the registration counters, cloakroom and hand-out counter of congress bags



1. Congress Venue

Exhibition Area:

1.200 m² (net)

Approx. 50 exhibitors

(depending on escape routes, pillars, etc. this can mean 2.500 – 3.000 m² gross)

Delivery area :

At-grade, space for at least 4 trucks



2. Meeting Rooms

Plenary:

1.200 people, seating in Theatre style

Poster exhibition:

600 posters on 300 posterwalls

600 m² net



2. Meeting Rooms

Lecture halls for parallel sessions/workshop rooms

Parallel 1	450-500	Theatre
Parallel 2	300	Theatre
Parallel 3	250	Theatre
Parallel 4	200	Theatre
Parallel 5	150	Theatre
Parallel 6	150	Theatre
Room	100	Theatre
Room	100	Theatre
Room	80-100	Theatre
Room	80-10	Theatre
Room	80	Theatre
Room	50-80	Theatre

Other meeting rooms

Room	40	U-shape
Room	20	board style
Room	20	board style
Room	20	board style
Room	15	board style
Room	10	board style

3. Hotels

- Hotels should be centrally located and within easy distance to the congress venue
- Hotels of different categories and price ranges: 5* - 3*
- Approx. 2'000 people need to be accommodated over 4-5 days



4. Evening Events

Welcome Reception (Wednesday)

- 800 – 1000 people
- Reception with drinks and snacks
- At the congress venue or nearby
- Free of charge for the congress participants
- Sponsorship by city hall or any other local or regional entity?



4. Evening Events

President's Dinner (Thursday)

- 160 – 180 people
- Sit-down dinner with music, no dancing
- By invitation only
- Sponsorship by city hall or any other local or regional entity?



4. Evening Events

Gala Dinner (Friday)

- Approx. 500 people
- Sit-down dinner with music/entertainment
- Atmosphere and style of the evening is according to the Congress Chair's liking
- Sponsorship by city hall or any other local or regional entity?



5. Accessibility

By airplane:
international airport is mandatory!



6. Tax situation

Before allocation of the congress to a specific country, the tax situation should be clarified by an internationally renowned tax office.

(f.ex. which taxes need to be paid on scientific / industry revenues of the meeting, etc.)



7. Support

Application should be supported by National Societies

Preferably 1 application / country

