

CALL FOR EXPRESSION OF INTEREST FOR HOSTING THE ESPD ANNUAL MEETING IN 2021

Prague, 1st August 2017

The **European Society for Pediatric Dermatology** (ESPD) is calling for expressions of interest for hosting the **21st ESPD Annual Meeting**. The requirements in detail and general procedure are outlined below:

Please be informed that as of 2015, the appointed company C-IN acts as ESPD Office on behalf of ESPD in all matters of Meeting coordination, including venue selection, budget, event layout, support of administration, registration, abstract handling, logistics and accommodation. Please do not involve a local PCO in your expression of interest document.

The ESPD Office will work in close cooperation with the local hosts (Local Organising Committee – LOC) who may be entrusted with responsibilities connected to venue recommendation, local sponsorship and exhibition contracting, social programme, and a scientific programme proposal (to be discussed and validated with the ESPD Scientific Programme Committee).

Kindly note that ESPD is not responsible for costs incurred in the preparation of the bid, whichever the result.

The ESPD Annual Meeting is ideally being held in **May or June, for 3 days (usually Thursday through Saturday)**. However, the date might be changed upon agreement between ESPD, ESPD Office and the Local Organising Committee. The Meeting anticipates between 600 to 800 delegates, 15-20 exhibitors and 200 posters.

The closing date for submitting the expression of interest is **Friday, 8 September 2017.**

Previous and nearest ESPD Meetings:

2014	Kiel, Germany
2016	Paris, France
2017	Palma de Mallorca, Spain
2018	London, UK
2019	Dubrovnik, Croatia
2020	Vienna, Austria

SUGGESTED APPLICATION REQUIREMENTS:

For your application to be considered for evaluation, the expression of interest should:

1. Be done in writing to office@espd.info e-mail address and before 8 September 2017.
2. Name the proposed location city and convention centre/venue.
3. Ensure the following facts about the selected convention centre/venue:
 - Ability to host up to 1.000 delegates and approx. 15 exhibitors.
 - Availability of at least 1-2 rooms to accommodate parallel sessions with number of seats ranging from 250 – 500.
 - Availability of a plenary hall that can accommodate at least 800 delegates.
 - Suitable exhibition space – 15-20 exhibitors, 300-400 sqm netto.
 - Space for 100 poster boards

- 3 smaller meeting rooms for around 25 persons to be used for various purposes (office, slide preview room, internal meetings)
 - Costs calculation of meeting and exhibition spaces
4. Identify suitable hotel accommodation providing up to 400 rooms in a different price range.
 5. Ensure the accessibility of the airport with good connections to all major European destinations.
 6. Propose namely the members of the Local Organising Committee, including the chairperson (the chairperson will also act as the President of the 21st ESPD Annual Meeting).
 7. Identify any benefits offered to the Meeting organiser by the destination (financial subvention, social function hosting, free transport pass or similar).

BASIC INFORMATION ABOUT THE MEETING:

a) Preliminary schedule

Wednesday – Day 0

Exhibition set-up (full day), registration set-up(afternoon).

Thursday – Day 1

10:00	Registration opens
14:00	Meeting starts
14:00 – 19:00	Plenary and parallel sessions
19:00	Welcome Cocktail

Friday – Day 2

9:00 – 19:00	Plenary and parallel sessions
20:30	Invited Speakers and ESPD Board dinner (possibly to be held Thursday / ESPD Dinner (if applicable))

Saturday – Day 3

9:00 – 14:00	Plenary and parallel sessions
14:00	Departures, dismantling

Most of the scientific programme consists of invited speakers' talks. Additional presentations are presented as free communications based on abstract evaluation process. There are typically 2 parallel sessions in the programme.

b) Food and beverages

- Lunches are normally not included in the registration fee.
- Coffee breaks are included in the registration fee.

c) Social programme

- Welcome Cocktail is included in the registration fee
- Invited Speakers' dinner – upon invitation only. Approx. 80 participants.
- ESPD dinner (if applicable – upon decision of the ESPD EB) is to be paid separately from the registration fee. Approx. 200 participants.

d) Split of responsibilities

ESPD Office:

- Budget
- Website
- Registration management
- Abstracts management
- Speaker & Chair liaison
- Accommodation management (can be outsourced to local DMC)
- Venue selection (in cooperation with LOC and to be approved by ESPD EB)
- Venue (organisation)
- AV and technical equipment
- Catering
- International Sponsorship & Exhibition
- Social Programme
- Marketing - Promotion & Advertising
- Printing

ESPD (Executive Board):

- Approval of all functions managed by the ESPD Office
- Supervision of related tasks (e.g. scientific programme etc.)

Local Organising Committee (LOC):

- Recommendation of possible venue/s
- Contacts with local authorities
- Local sponsorship and exhibition
- Social programme suggestions
- Accreditation / CME credits (in cooperation with the ESPD Office)
- Proposal for a scientific programme (to be discussed and validated with the ESPD Scientific Programme Committee)

e) Financials:

- ESPD manages the Meeting's overall budget and is also financially liable in case loss occurs.
- In case meeting generates profit, **Local Hosts receive 25% of the net financial benefit** to support non-profit research, training and teaching activities. The remaining net financial benefit (75%) goes to ESPD. Profit share is payable against taxable invoice (30 days payment terms) once Meeting budget is closed.

f) Communication:

- ESPD Office is reporting to the ESPD Executive Board and LOC about preparations of the Meeting on regular basis.
- All parties work together ensuring the ESPD Annual Meeting is a success.

SELECTION PROCESS:

The expressions of interest will be reviewed by the ESPD Executive Board and the ESPD Office. All expressions of interest received by the closing date (8 September 2017) will be considered for evaluation. Kindly note that **only complete applications** (as specified in the APPLICATION REQUIREMENTS section) **can be considered for evaluation.**



The eligible candidates will be invited to **make a presentation** at the next ESPD Board Meeting to be held in Palma de Mallorca on **Thursday, 19 October 2017** around lunch time (at the occasion of the 17th ESPD Annual Meeting). Further information for preparing such presentations will be given at a later stage.

Please **submit your application** via e-mail to office@espd.info not later than **8 September 2017**. Please make sure the application is not excessively long. Feel free to include any attachments that are relevant to your application.

Should you have any questions, do not hesitate to contact the ESPD Office via [e-mail](#) or at +420 261 174 318.