



Venue Bid Manual for the Annual Meeting of the EBMT

54th Annual Meeting of the EBMT (2028)

55th Annual Meeting of the EBMT (2029)

56th Annual Meeting of the EBMT (2030)

57th Annual Meeting of the EBMT (2031)

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Preliminary comments regarding the Annual Meeting of the EBMT Venue Bid Manual

This document reflects the reality of the EBMT as it stands now in October 2024, and does not reflect any possible or eventual changes of the society we are not aware of currently.

EBMT is in a process of evolution, transitioning from a joint Destination/Local Organising Committee bidding process to a separated bidding process for the Destination/Venue and the Scientific Organising Committee.

The new Destination/Venue bidding process aims to select a maximum of 3 destinations/venues in each European region to rotate between them on a regular basis and create long-term partnerships.

EBMT will conduct a bid to select cities in Europe that have an infrastructure (congress venue, hotels, transportation systems...) capable of hosting our Annual Meeting, and allow the space to grow in the coming years.

The Annual Meeting of the EBMT will remain a hybrid meeting with both in-person and virtual components to adapt to the current global landscape.

It is of the utmost importance that the conditions of the bids reflect the flexibility of contracting conditions and long-term commitment that is needed in the coming years.

Only candidates whose bids include both long-term agreement proposals and strategic proposals for risk reduction and favourable adaptability to changing conditions with the future impact of COVID-19 and/or analogous pandemics/emergency situations in mind will be considered.

The EBMT's Leadership reserves the right to change the organisation or the conditions/requirements to hold the Annual Meeting of the EBMT. Decisions are made during Board Meetings and candidates considering hosting our Annual Meeting will be informed accordingly including any possible changes and their impact.

1. Timing for the Annual Meeting of the EBMT Venue Selection Process (Oct 2024 – July 2025)

Timeline	Action	Responsible	Addressee
29 Oct 2024	- Announcement of “Invitation to Venue Bid” (including deadlines)	- EBMT Education and Events Department	- Prospective Congress Venue and Destination Convention Bureau
30 Nov 2024	- Submission Deadline for Complete Venue Bid Document” for the Annual Meeting of the EBMT, and any relevant supporting documents (eg. venue brochures)	- Prospective Congress Venue and Destination Convention Bureau	- EBMT Education and Events Department
15 Jan 2024	- Pre-Selection of a maximum of 4 candidates per Region - Site visits if necessary hosted by the city/venue	- EBMT Education and Events Department	- Selected Congress Venue and Destination Convention Bureau
July 2025	- Final Decision on selected venue in each region. - Final Decision on venue confirmed for 2028, 2029, 2030 and 2031 Annual Meeting of the EBMT	- EBMT Education and Events Department - EBMT Leadership	- Selected Congress Venue and Destination Convention Bureau

The Scientific Organising Committee selection will undergo an independent bidding process three years prior to the Annual Meeting of the EBMT.

The Scientific Organising Committee, led by the Congress President(s) and Scientific Chair(s), will be selected in a bid process open to EBMT members within the selected region.

The details for the 2028 Scientific Organising Committee bid will be announced in 2025.

2. Venue Selection Process

2.1. General overview of the Annual Meeting of the EBMT

Description

- Frequency Annual
- Format Hybrid - in-person with live stream
- Official language English
- In-person attendees 6.000 – 7000 participants
- Time of year Between Mid-March and Mid-April
(it should not be scheduled during the Easter holiday, i.e. weeks containing Good Friday and Easter Monday) anytime from 15 March (earliest start date) to 15 April (latest end date).
- Venue European city with the capacity to host the meeting
- Duration Sunday to Wednesday (3 ½ days in the venue)
- Lecture Halls 17 lecture halls from 1300 to 150 seats
- Exhibition Area 11,000 to 14,000 m² gross
- Industry Day Sunday
- Exhibition build-up Thursday, Friday and Saturday (3 days)
- Exhibition dismantling Wednesday afternoon and Thursday morning
- Group badge pick up Saturday afternoon (Held in the Registration Area)
- Selection of venue EBMT Leadership
(based on evaluation of bids satisfying predefined criteria by the EBMT Annual Meeting Unit)

2.2. Selection of venues

Annual Meetings of the EBMT are hosted yearly in European cities rotating between 4 regions: Northern, Eastern, Southern and Western and within pre-selected venues in each region.

Pre-selected hosting cities and venues must fulfil the requisite infrastructure to fulfil the meeting requirements and allow the space to grow in the coming years. Tourist-type resorts are not eligible as venues due to the increasingly strict Pharmaceutical Industry codes of conduct on participation in meetings at national and international level.

The 2024 calls for bids will decide the 2 to 3 pre-selected venues in each region for future editions and the destinations and venues for:

- 2028 - 54th Annual Meeting of the EBMT - preferably Northern Region
- 2029 - 55th Annual Meeting of the EBMT - preferably Eastern Region
- 2030 - 56th Annual Meeting of the EBMT - preferably Southern Region
- 2031 - 57th Annual Meeting of the EBMT - preferably Western Region

The final rotation model and order between the 4 regions will be decided during this bid process.

EBMT considers the below division of the 4 European regions:

- Northern Region: Denmark, Estonia, Finland, Iceland, Ireland, Latvia, Lithuania, Netherlands, Norway, Sweden, United Kingdom of Great Britain and Northern Ireland.

- Eastern Region: Austria, Bulgaria, Czechia, Hungary, Poland, Republic of Moldova, Romania, Slovakia, Slovenia.
- Southern Region: Albania, Andorra, Bosnia and Herzegovina, Croatia, Gibraltar, Greece, Italy, Malta, Montenegro, Portugal, Serbia, Spain.
- Western Region: Belgium, France, Germany, Liechtenstein, Luxembourg, Monaco, Switzerland.

The final rotation model and order between the 4 regions will be decided during this bid process.

Hereafter, calls for bids will be announced every 4 years, in each process EBMT will select the next 4 years' destination and venues.

Destinations and venues wishing to host the Annual Meeting of the EBMT are requested to submit a "Complete Venue Bid Document" describing location and accessibility, overview of congress venue, scope for programme sessions, Industry exhibition, hotel accommodation, etc.

Only the bids submitted before the deadlines will be eligible for consideration.

The EBMT Annual Meeting Unit evaluates the suitability of the various venues (conducting a site-visit covered by the city if necessary) and produces an evaluation report for the EBMT leadership. Only venues evaluated by EBMT to be suitable for an Annual Meeting of the EBMT will be voted upon by the EBMT leadership in June 2025.

The Scientific Organising Committee call for bids will be announced each year (3 years prior to the Annual Meeting of EBMT), EBMT members of the selected region wishing to host the Annual Meeting of the EBMT are requested to submit their documentation.

2.3. Eligibility and evaluation criteria

Aim

Produce a fair and transparent process for selection of venues for future Annual Meetings of the EBMT.

The following factors will be taken into consideration in assessing each bid:

Eligibility criteria

- Destination must be a European city (tourist resorts are not eligible)
- Suitability of congress venue (see section "Requirements to organise an Annual Meeting of the EBMT" for more details)
- Availability of congress venue and hotels between mid-March and mid-April (taking into consideration the Easter holiday period)
- Sufficient number of hotel rooms availability of 4*, 3*, and compliant 5* hotels near the venue and in the city
- Venue evaluated by EBMT to be suitable for an Annual Meeting of the EBMT.
- Venue Bid Document fully complete and received by submission deadline

Evaluation criteria (per order of importance)

- Suitability of the Venue (available space and capacity for lecture halls, meeting rooms, Industry exhibition, poster exhibition, welcome reception, registration area, and available dates)
- Costs for EBMT (congress venue space rental, technical equipment, AV services, catering, support staff, etc. and cost increase limitation policies)
- Accessibility (directness of flights/geographical location, accessibility of the city and venue for people with limited mobility or other disabilities)

- Local rules and regulations applying to/concerning the participation of pharmaceutical companies
- Hotel offer (number of rooms, cost, and proximity to congress venue)
- Security factors
- Special efforts made by the city council or convention bureau to make the venue more attractive (city grant, free local transport, hosting of the Welcome Reception, etc)
- Sustainability measures (both environmental and social)
- Local legacy projects
- Tax implications of holding a meeting in a particular country (and currency)

2.5. “Complete Venue Bid Document”

Before preparing the “Complete Venue Bid Document”

Prior to preparing the “Complete Venue Bid Document”, the Eligibility and Evaluation Criteria and Annual Meeting of the EBMT Requirements sections should be read carefully.

The main contact of the venue should then contact Florence Caffort (Annual Meeting of the EBMT Unit Manager) at florence.caffort@ebmt.org to ensure a full understanding of the requirements and to discuss the proposed bid.

If necessary, a site visit (covered by the city) should be arranged to assess feasibility. The final bid document should include the below detailed information and contents outline and must be submitted by the deadline set in the call for bids.

An Excel spreadsheet that must be completed with key bid data is also provided by EBMT.

Table of contents of the “Complete Venue Bid Document”

1. Introduction

Present a one-page summary overview of the destination and congress venue, highlighting its suitability for hosting an Annual Meeting of the EBMT, including dates available from mid-March and mid-April (*Sunday to Wednesday, it should not be scheduled during Easter, ie. weeks containing Good Friday and Easter Monday*)

- 2028 - 54th Annual Meeting of the EBMT
- 2029 - 55th Annual Meeting of the EBMT
- 2030 - 56th Annual Meeting of the EBMT
- 2031 - 57th Annual Meeting of the EBMT

The final rotation model and order between the 4 regions will be decided during this bid process.

For this purpose, we request all destinations and congress venues also to communicate available dates for:

- 2032 - 58th Annual Meeting of the EBMT
- 2033 - 59th Annual Meeting of the EBMT
- 2034 - 60th Annual Meeting of the EBMT
- 2035 - 61st Annual Meeting of the EBMT
- 2036 - 62th Annual Meeting of the EBMT
- 2037 - 63th Annual Meeting of the EBMT
- 2038 - 64th Annual Meeting of the EBMT
- 2039 - 65th Annual Meeting of the EBMT

We request all destinations and congress venues to communicate detailed space proposals and costs based on 2028 or 1st available year.

2. Presentation of congress venue overview

Provide an overview of the venue and the concept proposed for EBMT, including the following:

- Location within city
- Layout and floorplans
- Capacity (halls, meeting rooms, etc)
- Industry exhibition space
- Additional spaces (poster exhibition, registration, welcome reception, meeting rooms...)
- Facilities/services available.
- Please specify what is included in the offer. Indicate whether any services are exclusive to the venue (eg. catering, technical equipment, AV services, etc) or whether outside suppliers can be contracted.

3. Breakdown of costs

Produce a separate overview of the estimated costs involved, specifically including the following:

- Cost of congress venue for the full duration of the meeting, including set-up and breakdown. Indicate whether the Industry exhibition space is included within this or charged separately. If charged separately please estimate costs.
- Cost of renting technical equipment available at the congress venue. Please detail what equipment/service is provided and estimate costs of the additional technical equipment/services that would need to be contracted separately.
- Catering costs (cost of lunch bags or hot lunches, coffee breaks, on-site restaurants, etc.)
- Costs of any other services provided by the congress (hostesses, security, furniture rental, cleaning, communications, electricity and other commodities, etc.). Indicate whether these are included in the cost of the congress venue or whether they are mandatory and will be charged separately. If so, give an indication of average costs. Please indicate any services where the congress venue and/or other suppliers have exclusivity rights.
- Special efforts made by the city or convention bureau subventions, financial support or contributions to the meeting.
- Hotel costs. Estimate prices for the different categories of hotels between mid-March and mid-April 2028 or first available year. These should be based on negotiations with the main hotel chains in the city (see hotel requirements).
- Please include the information if there are any services exclusive to the proposed Congress Venue.

4. Terms and Conditions Policies

Outline of general Terms and Conditions policies:

- Contracting, cancellation and postponement conditions.
- Conditions/strategic proposals for risk reduction and favourable adaptability to changing conditions in case of force majeure events.
- Cost increase limitation policy for the services and facilities offered over the period between venue selection and the Annual Meeting of the EBMT.
 - Any established policies regarding maximum allowable increases in rental fees, service charges, or other associated costs.
 - The process for notifying clients of any impending cost changes.
 - Any guarantees or measures implemented to ensure that costs remain predictable over the specified timeframe.

5. Hotel capacity within the city

Present an overview of the following:

- number of hotels in the different categories (4*, 3*, compliant 5*)
- number of rooms
- number of rooms within walking distance
- walking distance from congress venue and/or time of travel via public transport
- approximate room rates per category (single/double) and overview of congress rates
- provide a list of hotels and the recommendation for the Headquarters hotels (walking distance for speakers, organisers, Board, etc.)

6. Travel to and within the city

Present an overview of the accessibility of the city from major European cities - flights, trains, etc. (including number/destination of direct flight connections; number of scheduled flights per day).

Present an overview of public transport within the city and indicate accessibility of the congress venue. If there are any travel passes, special arrangements for keeping travel costs for delegates to a minimum please indicate.

7. Track record

Include a list of similar international meetings organised in the congress centre and city, indicating meeting dates, size, organiser, etc.

8. Local support

Include any letters of support for hosting the meeting from the Local Mayor, Convention Bureau, airlines, hotel chains, etc.

9. Social Programme

Present samples of ideas for the social programme for the Annual Meeting of the EBMT:

- Welcome reception - On the 1st open day: Sunday evening
 - Must be hosted at congress venue (outside the exhibition area)
 - Standing cocktail buffet dinner with drinks (water, soft drinks, wine)
 - For 1000 – 1300 delegates
 - From 19:45 to 21:00
- Networking Event - On 3rd day open day: Tuesday evening
 - Usually hosted in an external venue, easily accessible from congress venues.
 - Standing cocktail buffet dinner with drinks (water, soft drinks, wine) and local entertainment
 - For 900 – 1000 delegates
 - From 19:30 to 1:30am

3. Requirements to host the Annual Meeting of the EBMT

3.1. Venue requirements

Expected participants:	6.000 – 7000 participants
Meeting dates:	Between mid-March (3 rd or 4 th week) and mid-April (1 st or 2 nd week) – taking into consideration Easter holidays (it should not be scheduled during Easter, ie. weeks containing Good Friday and Easter Monday)
Build-up exhibition / registration area:	Thursday, Friday – Saturday (3 days) (the registration area has to be operational by Friday afternoon)
Days of the meeting:	Sunday – Wednesday afternoon (3 ½ days)
Minimum Lecture Room requirements for 4 days (theatre setup):	1 Auditorium = 1,300 to 1,500 seats* 5 Lecture halls = 500 to 750 seats* each 6 Lecture halls = 300 to 450 seats* each 3 Lecture halls = 200 to 250 seats* each 2 Lecture halls = 150 seats* each
Minimum Meeting Room requirements for 4 days:	25 - 30 smaller rooms = 30 – 200 m ² (EBMT meeting rooms, Industry meeting rooms, staff offices, Speaker's Ready Room, VIP room, etc.)

**All rooms and additional rooms/space, poster exhibition and Industry exhibition space must be available simultaneously and be closely located next to each other in connected buildings within the same complex. The exhibition area must be fully integrated within the meeting space and in a high-traffic area. Temporary structures are only acceptable where these are commonly built by the congress venue.*

General and technical set-up of Lecture Rooms	<ul style="list-style-type: none"> - Seating: theatre style - Stage with head table for 4-6 people including at least 2 table microphones - 1 lectern including microphone - Minimum 2 microphones for audience Q&A - Computer and beamer for single data projection including remote control (please indicate the brand and type of the beamers and computers) - Screen for single projection - Lighting and audio - Technician(s) for projection, sound, lights - Wireless Internet connection throughout the venue
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Catering Basic Needs	Sunday:	AM Coffee Break 2000-2500 people PM Coffee Break 2000-2500 people
	Monday	AM Coffee Break 2000-2500 people Lunch Box 3000-3500 people PM Coffee Break 2000-2500 people
	Tuesday	AM Coffee Break 2000-2500 people Lunch Box 3000-3500 people PM Coffee Break 2000-2500 people
	Wednesday	AM Coffee Break 1000 people Lunch Box 800 people
	<i>Please inform if there is an exclusive caterer in the venue.</i>	

Additional room/space:	Speaker Ready Room - min 40m ² Registration and badge pick-up area - min 1300m ² Catering area in the exhibition area.
Poster exhibition:	Space for 700-900 posters EBMT may choose to do e-poster displays, printed posters on double-sided boards, or a combination of both.
Industry exhibition:	
Exhibition area:	11,000 – 14,000 m ² gross (including space for catering)*
Exhibition opening:	Sunday - Wednesday (3 ½ days)
Exhibition build-up:	2 days before opening of exhibition (Friday – Saturday)
Exhibition dismantling:	Wednesday afternoon

**The exhibition must be housed in one sole area, located near the lecture rooms and the rest of the spaces, in a high-traffic area.*

Hospitality Suites: From 30 m² - 200 m² built in rooms or open space with possibility to build 25-30 rooms with the same capacity (at least 2,000 m²).

Welcome Reception: At congress venue (outside the exhibition area), on the 1st open day: Sunday evening, post Opening Ceremony from 19:45 to 21:00. Standing cocktail buffet dinner with drinks (water, soft drinks, wine), for 1000-1300 delegates

3.2. Hotel requirements

The EBMT offers all delegates a wide-selection of hotel accommodations to meet their various needs. Delegates are also free to organise their own accommodation and it is estimated that the EBMT will handle approximately 50% of delegate hotel bookings. Around 4,500 delegates will need hotel accommodation. In order to meet this need, the host city must have a total capacity of at least 12,000 rooms in the various categories located within the city itself.

Level	Rooms booked through EBMT (group & individual bookings)	Estimated direct bookings through various channels	Approx. total rooms needed	Total room nights (average stay approx. 3-4 nights)
4*	2,000	1300	3,300	11,550
3*	500	450	950	3,325
5*	NA	500	500	1,750
Approx. Total Rooms	2,500	2,250	4,750	16,625

Rooms booked through EBMT: EBMT will manage all bookings and send the final rooming list to the hotels.

There MUST be at least 600 – 800 rooms within walking distance to the congress centre.

4. Contact details

EBMT

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08019 Barcelona.

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