



EUROPEAN SOCIETY FOR
ORGAN TRANSPLANTATION

ESOT CONGRESS

BID MANUAL 2025 & 2027

Send your application to:

ESOT OFFICE

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This bid manual outlines the main requirements for hosting an ESOT Congress, supported by the bidding city's convention bureau, congress centre and relevant agencies, intending to submit an expression of interest.

This document includes general information about the ESOT, financial, logistical and operational requirements to host the ESOT biennial Congress as well as an outline of the roles and responsibilities of all parties involved, detailed information on the bid process and selection criteria.

The ESOT Congresses are hosted in European cities with the requisite infrastructure to fulfil the meeting requirements. Tourist-type resorts are not eligible as venues.

Within this call, venues will be selected four years (two Congresses) in advance. This is a one off procedure due to the pandemic situation. The principles of selection and the process will apply to every selection process from here onwards.

ESOT wishes to thank the cities, convention bureaus, congress centres, local authorities, governmental institutions and all European National transplant organisations involved in this bid process for their willingness to host the ESOT Congress 2025 or 2027.



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PART A - General information about the Congress

Aim

Produce a fair and transparent process for the selection of venues and local organisers for future biennial meetings.

General information about ESOT

The European Society for Organ Transplantation (ESOT) is a multi-disciplinary organisation of professionals involved with all aspects of transplantation across Europe. Our Society represents an exceptional opportunity for the transplant community to confront opinions and to elaborate a European identity in the scientific, therapeutic and ethical domains. Several Organ Expert Sections and various Committees, within ESOT, represent expert knowledge in these multiple specialities.

At the heart of ESOT is a focus on education and training. ESOT is the umbrella organisation under which the vast majority of European transplant activities are organised and cooperates with many organisations to structure and streamline these activities in Europe. ESOT trains and supports its members through an extensive educational and basic science programme and encourages excellence through an awards and grants programme.

Furthermore, ESOT gathers the European and international transplant scene at its biannual Congress. Many professionals in the field of transplantation convene to share the latest results of various aspects of transplantation research. Our Goals:

- *Promote organ and cell donation and transplantation on a European level*
- *Increase public awareness to stimulate donation and support transplantation*
- *Promote education of physicians, surgeons, scientists and other professionals in the field*
- *Foster European multicenter controlled trials*
- *Facilitate scientific exchange and clinical best practice through a European network*
- *Exchange knowledge and views with non-European regional societies*
- *Facilitate participation of young investigators at meetings*
- *Recognise new key opinion leaders*
- *Provide information and help European bodies*
- *Establish a broad and transparent grants programme*

Governance

ESOT is governed by its individual members, who meet every two years in a general assembly, held in conjunction with the ESOT Congress. Between assemblies, powers of the organisation are delegated to the Council, in general, and executive powers to the Executive Committee.



General information about the ESOT Congress

ESOT holds its congress every two years in a different European city, based on rotation and a bidding system. The ESOT Congress is the leading platform for the exchange of best practice in organ transplantation and a key networking opportunity for the global and broader health community in transplantation.

The event is run by the ESOT through a selected group of Key Opinion Leaders, forming the Scientific Programme Committee (SPC) and builds on an inspiring theme pertinent to the field of organ transplantation.

Why is the ESOT Congress important?

The event provides an unparalleled opportunity for representatives from the entire spectrum of the organ transplantation community to attend; these include scientists, researchers, Allied Health Professionals such as nurses, psychologists, ethical and law specialists, patients and patient advocates: all of whom want to be seen at the forefront of organ transplantation.

Aims of the ESOT Congress

Each Congress is built on a theme that is not only chosen to build on the previous event but also explore issues that are timely and current. For example, the 2021 ESOT Congress theme, 'Interplay – Connect – Interface', will provide a convenient platform for Congress delegates to build on the momentum of Multidisciplinary approach and cutting edge Technologies.

To increase networking, as well as learning and interactivity, the 2021 meeting will also focus on providing education and training opportunities throughout the programme including specially tailored meetings, forums, debates and sessions in various dynamic formats, based on five tracks.

The ESOT Congress principles are to:

- *Convene and engage with a broad community of organ transplantation stakeholders*
- *Educate, inform and exchange knowledge to support the ESOT Mission and Vision*
- *Generate financial resources to support the ESOT activities*
- *Build for the future: attract more funds, new members and partners, new generation / future leaders*
- *Improve the position, visibility and ESOT purpose*

See appendix 1 - the list of past and upcoming Congresses.



PART B - Roles and responsibilities of ESOT

ESOT retains the overall responsibility for the organisation of the ESOT Congress.

ESOT Office

The ESOT office handles all aspects of the Congress: project management, event branding, finances, participant administration, exhibition and sponsorship management, abstract handling, registration and on-site logistics. ESOT will liaise and coordinate the different Committees involved in the preparation of the Congress.

Congress Organising Committee

The ESOT Congress Organising Committee (COC) is responsible for defining the optimal format and content of the congress programme. It establishes a clear set of guidelines and principles to ensure a sustainable strategy as well as evaluate past Congresses. The COC provides advice and guidance as appropriate to ESOT on developing and monitoring a general strategic approach to deliver successful plans and promotes a sustainable model for its congresses.

The ESOT Executive Committee appoints the COC. It looks at the upcoming Congress organisation, advising on various aspects, such as promotion, programme development, strategy, bringing innovative ideas on board, social event calendar, etc.

Scientific Programme Committee

The Programme Chairs are responsible for developing the content of the Congress programme, by firstly identifying relevant tracks/themes, then appointing a Scientific Programme Committee (SPC) who will shape the content within each track. The SPC will help with the abstract selection process by securing abstract reviewers and identifying session topics based on session proposals received.

The ESOT President-Elect will assume one of the positions as Congress Co-chair. The other Co-chair is from the country that hosts the Congress.



PART C - Bidding process and selection criteria

The ESOT Congress bidding process spreads over 12 months and has been established and mandated by the ESOT Executive Committee.

Expressions of interests

ESOT is calling out to European cities to submit expressions of interest in hosting the ESOT Congress to be held in September (preferably)/ October of 2025 or 2027.

Based on several pre-selection criteria (similar to the ones presented in detail in the bid requirements), ESOT will only invite a small number of destinations to bid, from the expressions of interests to be received before **Friday, April 16, 2021**.

Expressions of interest have to be directly registered with Mrs Devi Mey, Business Development Director: devi.mey@esot.org

Bidding process



1. ESOT issues an open call to cities wishing to bid for an ESOT Congress
2. Bids should be submitted to ESOT office no later than September 24, 2021.
Please refer to PART D for all materials that need to be submitted as part of the Bid.
3. The ESOT Congress Team will proceed with site inspections, in cities that comply with the assessment criteria between October 2021 and November 2022. If travel restrictions will continue to apply, a first virtual tour can be organised.
4. The review and evaluation process is based on the rating of the number of criteria divided into the following categories:
 - I. logistical and organisational parameters
 - II. financial and economic parameters
 - III. destination (eg: attractiveness, safety, accessibility)
 - IV. convention bureau availability and support
 - V. professional perception
5. The ESOT Executive committee will consider bids and will select cities for the next stage based on the assessment criteria and according to ESOT Strategic priorities. These options will be ranked by the ESOT office according to the selection criteria and presented to the ESOT Council.
6. The Council will vote and select the host cities for the 2025 and 2027 Congresses



ESOT Site inspection

Applicants are required to cover the costs of a 1-2 day site inspection for 2 ESOT staff (round trip air ticket to the applicant city, accommodation, meals and local transportation).

Criteria for selection

ESOT will particularly pay attention to the following criteria to select the host city of the ESOT Congress 2025 or 2027.

Requirements from the convention bureau

- Obtaining the support of the government, ministries of health, transport
- Support in kind
- Appealing welcome structure for Congress participants
- Quality of site inspection
- Staff commitment and interest, perspective for future collaboration

Logistical and organisational parameters

- Quality and suitability of Congress venues (congress centre and HQ hotel)
- International accessibility (transportation network)
- Wide range of hotel categories near the Congress venue
- Competitiveness of rates
- Contract conditions
- City ambience, public safety, etc
- The attractiveness of the destination
- Efforts to implement environmentally friendly solutions
- Politically stable destination
- The appeal of the destination as a country and city
- Visa application/immigration services
- Possibility of sightseeing tours pre and post-event
- Transportation around the city, to and from the airport

Financial, economic and political parameters

- Financial feasibility of the project
- Business environment – laws, tax, etc.
- The average cost of the stay for delegates
- Ability to secure financial support from the government
- Membership growth potential
- Living costs



Timeline

2021

April 16, 2021	All Expressions of Interest received by ESOT office
May 11, 2021	Announcement of cities to be invited to bid for the 2025 or 2027 Congress
September 24, 2021	Bids received by ESOT office
October 2021 – November 2021	Site inspections of selected cities ESOT will survey the ESOT membership to assess preferences

December 2021

Bid presentations to the ESOT Executive Committee
Shortlist of bidding cities
Ranking by the ESOT Office

2022

May 2022	May 2022 (Council Meeting)
May 2022	Official announcement of the 2025 and 2027 host cities
9 months from the selection	Working on agreements and contracts

Part D – Bid documents requested

Cities invited to bid for the 2025 or 2027 ESOT Congress should submit a bid before September 24, 2021 needs to include:

- *Full Bid, including all basic requirements outlined below and an Executive Summary*
- *Letters of support submitted in the Expressions of Interest*
- *Letters of support from relevant authorities in sectors such as government, health, tourism and philanthropy*

The bid should include a series of chapters corresponding to the requirements expressed in the following sections.



Basic requirements

Congress venue

The requirements below are guidelines based on the current format of the Congress. It should be noted that the site for the ESOT Congress should be located centrally and should be easily reached from an international airport, from national destinations by both public and private transportation. The Congress venue should accommodate up to 3,500 delegates during 3,5 days.

Expected participants:	3,000 to 3,500 participants
Meeting month:	September (preferably) / October
Build-up exhibition /registration area:	Friday – Saturday (2 days) (Saturday afternoon: Group Registration)
Days of Meeting:	Sunday – Wednesday afternoon (3 ½ days)

Meeting rooms – a compact event

Meeting rooms should be located within proximity from one another, in a centrally located venue:

- Plenary Session Hall: seating capacity of at least 2,500 people.
- Parallel Session Rooms: possibility to conduct ten concurrent sessions per day with room configurations for around 20, 100, 250, 500 participants. Summary of meeting rooms (capacity is in theatre style; however, different settings are often arranged):
 - *Room for plenary sessions for 2500-3000*
 - *Room for 1000-800*
 - *Room for 700-600*
 - *Room for 500-400*
 - *Room for 250*
 - *Room for 250*
 - *Up to 8 small meeting room's size 50- 90*
 - *Adequate speaker-ready room*
 - *Adequate registration area*
- AV equipment in the meeting rooms – please describe the technical equipment available and please indicate what is included in the renting price.
- Press: sufficient space to set up a press centre (unless already built) with adequate space/offices, satellite communication, telephone, fax and PC/E-mail/internet services available
- Offices and meeting rooms: a minimum requirement of 8-10 offices should be available for use. Dedicated organisers offices should also be available.
- Specify the preferred suppliers list that the Congress organisers are invited to use when renting the meeting rooms.



Facilities and services

- Centrally located and within quick and easy reach from hotels
- Wifi and local network facilities
- AV systems
- On-site human resources – specify if trade unions regulations are applied
- Bank, post office, emergency medical facilities, prayer room, etc
- Decoration and signage in the building and outside
- Air conditioning/Heating
- Safety and security
- Environmental policies of the centre

Please provide brochure, floor plans, access map, a quote with the pricing structure, basic contractual conditions, Meeting Rooms Operating Manual, renovation plans up (until 2027) and highlight additional costs.

Exhibition and open areas

A minimum requirement of 5,000 square meters gross is required to accommodate:

- Stands
- Exhibition areas
- Catering area Also;

- Welcome and registration area: sufficient space to handle the registration and inquiries, of 3,500 participants.
- Information on pricing and pricing structure – conditions, etc.
- Specify the preferred suppliers list that the Congress organisers are invited to use when renting the exhibition area.

Please provide brochure, floor plans, quote with the pricing structure, basic contractual conditions as well as the Exhibition Operating Manual.

Catering

- Please provide the basic cost per person for coffee and lunch breaks
- User-pay service offering a selection of warm drinks, cold drinks, fruits, etc. for a coffee break and buffet catering
- Small mineral water bottles for speakers in the meeting rooms
- Welcome reception cocktail in the exhibition hall (on day 1: 3,000 delegates).
- Setup, furnishing and decoration of the catering area.

Please provide basic cost for the request above.



Housing

ESOT offers negotiated rates to congress delegates with a wide selection of hotel accommodation to meet the various needs. Delegates are also free to organise their accommodation, and it is estimated that the ESOT will handle approximately 50% of delegate hotel bookings. Around 3,000 delegates will need hotel accommodation. To meet this need, the host venue must have a total capacity of at least 9-10,000 rooms in the various categories located within the city itself.

There MUST be at least 300 rooms within walking distance to the congress centre.

The destination should be able to provide the following amount of hotel accommodation in the following categories:

HQ hotel – 4-star hotel within short walking distance of the Congress venue for the ESOT faculty and VIPs

- Room block of 250 rooms for 3 nights (Sunday to Wednesday)
- Room block of 50 rooms on shoulder nights (before and after the event).
- Located next to the congress centre.
- Meeting space for ESOT business meetings: up to 4 meetings rooms – size 30 people.
- Meeting rooms for ESOT business partners: up to 4 additional meeting rooms – various sizes.

Offer to be included in the bid with pricing and full booking conditions.

- Please note that ESOT or its PCO would contract with the HQ hotel.
- Please provide brochure and floor plans.

Other hotels

- Identify 4 to 5 stars hotels able to allocate 500 rooms.
- Identify 2 and 3 stars hotels able to allocate 1000 rooms.
- Proximity of the congress centre (how to get there, how long does it takes).

Please note that at a later stage, ESOT would proceed to a *Request for Proposal* to find a professional conference organiser whom would manage hotel contracts and hotel reservations, registrations, onsite staff management and social events. ESOT would manage the PCO. Please provide a description of the hotels as well as their location on a city map.

Depending on agreements with the ESOT Office, hotels are negotiated at different stages, to avoid intrusion by various organisations or unwarranted rates due to congress demand.

NOTE: We kindly ask not to contact any hotel during this bidding phase



General information and facts about the destination

Please provide information on the following points:

Description

- Geography
- Climate
- Population
- Attractiveness of the destination to participants
- Stable political and economic situation
- Safety and security

City attractiveness to delegates

- Infrastructure & Communications
- Accessibility – travelling to your destination
- Visa requirements and customs practices
- Transportation within the city
- Political, economic and safety situation
- Medical services (in case of a health emergency for a delegate)
- Exchange rates
- VAT and other taxes issues
- Past events references

Social programme and ancillary events

Please provide information on the following points:

Local Host Cultural event

Please give a short description of a potential cultural event, organised ESOT and aimed at supplying Congress delegates and faculty with a cultural experience of the destination.

ESOT will organise an official Gala dinner for its faculty (around 200 pax). Support in terms of finding a suitable venue may be required.

Ancillary events

Ancillary events, including the ESOT General Assembly, sponsors dinners and receptions may be organised by ESOT, Congress partners or sponsors, outside of the Congress hours. Support in terms of finding a suitable venue may be required.

Convention bureau involvement

Please provide information on the involvement of the convention bureau and the type of support that could be offered by the bureau and the city.

ESOT is looking for support and wishes to know from the list below, which ones could be possible:

- Grant to support the Welcome Reception
- Grants for delegate boosting (for example to cover the participation of a keynote speaker, or travel grants for delegates from low and middle-income countries)
- Free shuttle service between airport and HQ hotel/Congress venue (arrival and departure days)
- Free public transport for delegates during dates of Congress
- Free city maps to be available at the congress centre for the delegates
- Free of charge banners and signs of the Congress in some dedicated areas within the city at the time of the Congress to mobilize awareness of the city supporting the cause of organ transplantation
- Ease access to local, regional and international media (newspapers and TV).
- Access to a free image bank of the destination
- Cultural or historical venues that could host a dinner and/or reception



Please provide a project outline that would demonstrate how to generate a lasting impact of the ESOT Congress and ESOT mission in the destination.

Access to the local media/press

The success of the Congress also relies on good access to local media network and a friendly local press. ESOT would like to know if the host organisation could help in this matter and highlight its experience in working with press and media.

Access to local authorities and government

A close link to local authorities (could be facilitated by the city's convention bureau) as well as good relationships with the government (e.g. Ministry of Health) to secure their participation to both, or secure any form of support to the ESOT Congress.

Long-lasting impact within the region

A brief overview of how the Congress could leave a long-lasting impact within the region and how the city could help drive this impact.



Annexe 1 – past congress dates and locations

YEAR	# & TITLE	CITY	COUNTRY	DATE
1983	1st ESOT Congress	Zurig	Switzerland	23 - 25 November
1985	2nd ESOT Congress	Munich	Germany	27-29 November 1985
1987	3rd ESOT Congress	Gothenburg	Sweden	11–13 June 1987
1989	4th ESOT Congress	Barcelona	Spain	1- 4 Novembre 1989
1991	5th ESOT Congress	Maastricht	The Netherlands	7 -10 October 1991
1993	6th ESOT Congress	Rhodes	Greece	25 - 28 October 1993
1995	7th ESOT Congress	Vienna	Austria	3 - 7 October 1995
1997	8th ESOT Congress	Budapest	Hungary	2 - 6 September 1997
1999	9th ESOT Congress	Oslo	Norway	20 - 24 June 1999
2001	10th ESOT Congress	Lisbon	Portugal	6 -11 October 2001
2003	11th ESOT Congress	Venice	Italy	20 - 24 september 2003
2005	12th ESOT Congress	Geneva	Switzerland	15 – 19 October 2005
2007	13th ESOT Congress	Prague	Czech Republic	29 September – 2 October 2007
2009	14th ESOT Congress	Paris	France	30 August -2 September 2009
2011	15th ESOT Congress - a meeting with a difference	Glasgow	United Kingdom	4-7 September 2011
2013	16th ESOT Congress - Pushing the limits	Vienna	Austria	8-11 September 2013
2015	17th ESOT Congress - from the Heart of Europe to the Heart of transplantation	Brussels	Belgium	13-16 September 2015
2017	18th ESOT Congress - Transplantation Big Bang Barcelona	Barcelona	Spain	24 -27 September 2017
2019	19th ESOT Congress - inspiring minds, driving progress	Copenhagen	Denmark	15 -18 september 2019
2021	20th ESOT Congress - interface, connect, interplay	Milan	Italy	29 Aug - 01 Sep 2021
2023	21 st ESOT Congress	Athens	Greece	17 – 20 September 2023