

Bid Manual and Guide

for the Organization of an

International Annual Congress of the

European Society for Cardiovascular & Endovascular Surgery - (ESCVS)



ESCVS

The European Society for Cardiovascular
and Endovascular Surgery



...brings together what belongs together!

SECTION A: INTRODUCTION

This document has been produced to provide a protocol, information and structure for teams who are bidding to host the Annual ESCVS Congress.

The ESCVS, founded in 1951, is the oldest European Society in the field of Cardiovascular Surgery, always maintained a high degree of competency in their strong interrelated fields of cardiac, vascular and cardiovascular surgery with respect of each speciality, and always permitted a wide forum for technical and socio-cultural interchange.

The sites of past and future venues are listed below:

2000 – Dresden (Germany), 49th	2011 – Moscow (Russia), 60th
2001 – Budapest (Hungary), 50th	2012 – Dubrovnik (Croatia), 61st
2002 – Helsinki (Finland), 51st	2013 – Regensburg (Germany), 62nd
2003 – Istanbul (Turkey), 52nd	2014 – Nice (France), 63rd
2004 – Ljubiliana (Slovenia), 53rd	2015 – Istanbul (Turkey), 64th
2005 – Athens (Greece), 54th	2016 – Belgrade (Serbia), 65th
2006 – St. Petersburg, 55th	2017 – Thessaloniki (Greece), 66th
2007 – Venice (Italy), 56th	2018 – Strasbourg (France), 67th
2008 – Barcelona (Spain), 57th	2019 – Groningen (The Netherlands), 68th
2009 – Warsaw (Poland), 58th	2021 – Padova (Italy), 69th
2010 – Izmir (Turkey), 59th	2022 – Liège (Belgium), 70th

SECTION B: APPLICATION TO HOST AN ANNUAL CONGRESS

1. Location and timing of the ESCVS Annual Congress

The Annual Congress of the ESCVS is proposed to be held between April and May, however the exact dates should be suggested by the host Local Organizing Committee (LOC) and have to be approved by the ESCVS Executive Committee. The supposed date should not conflict with any other international meeting in the field of cardiovascular science and should also not conflict with any international or national holidays.

2. Application to host the ESCVS annual congress

The Annual Congress is organized on behalf of the ESCVS by a Local Organising Committee (LOC). The local bid committee should be appropriately constituted with a Chairperson (President of the LOC), Scientific program chair – both vascular and cardiac. This structure should reflect the eventual Local Organizing committee (LOC) structure should the bid be successful. All members of the LOC should be active members of the ESCVS.

The LOC must have a legal entity with which the ESCVS can contract and which will take legal and financial responsibility for running the ESCVS Annual Congress.

The successful bidder will be required to sign a contract with the ESCVS two years before the meeting will take place.

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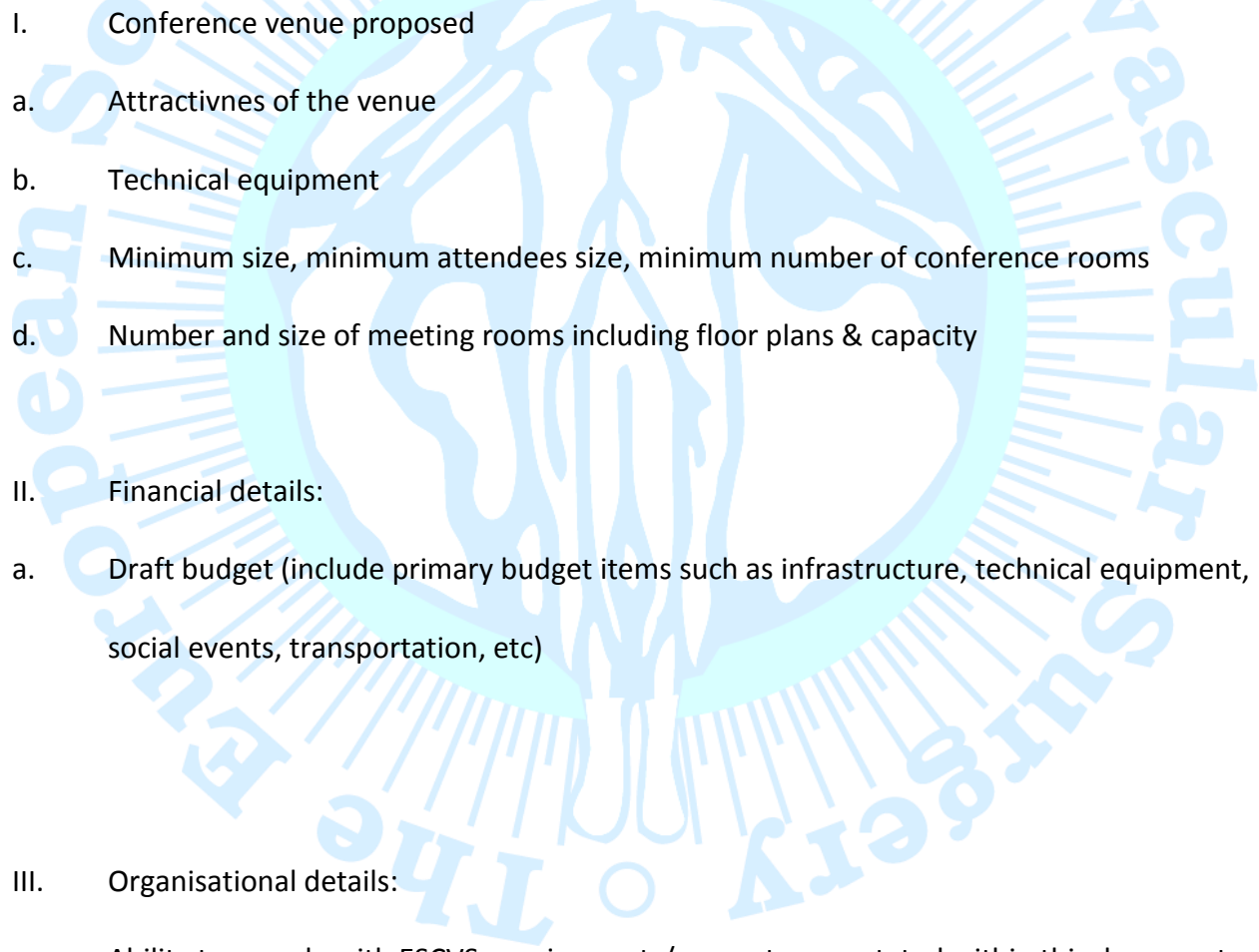
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4. Bid document template

The bid document presented should address the following areas:

(all areas are more detailed specified in the following Sections of this document)

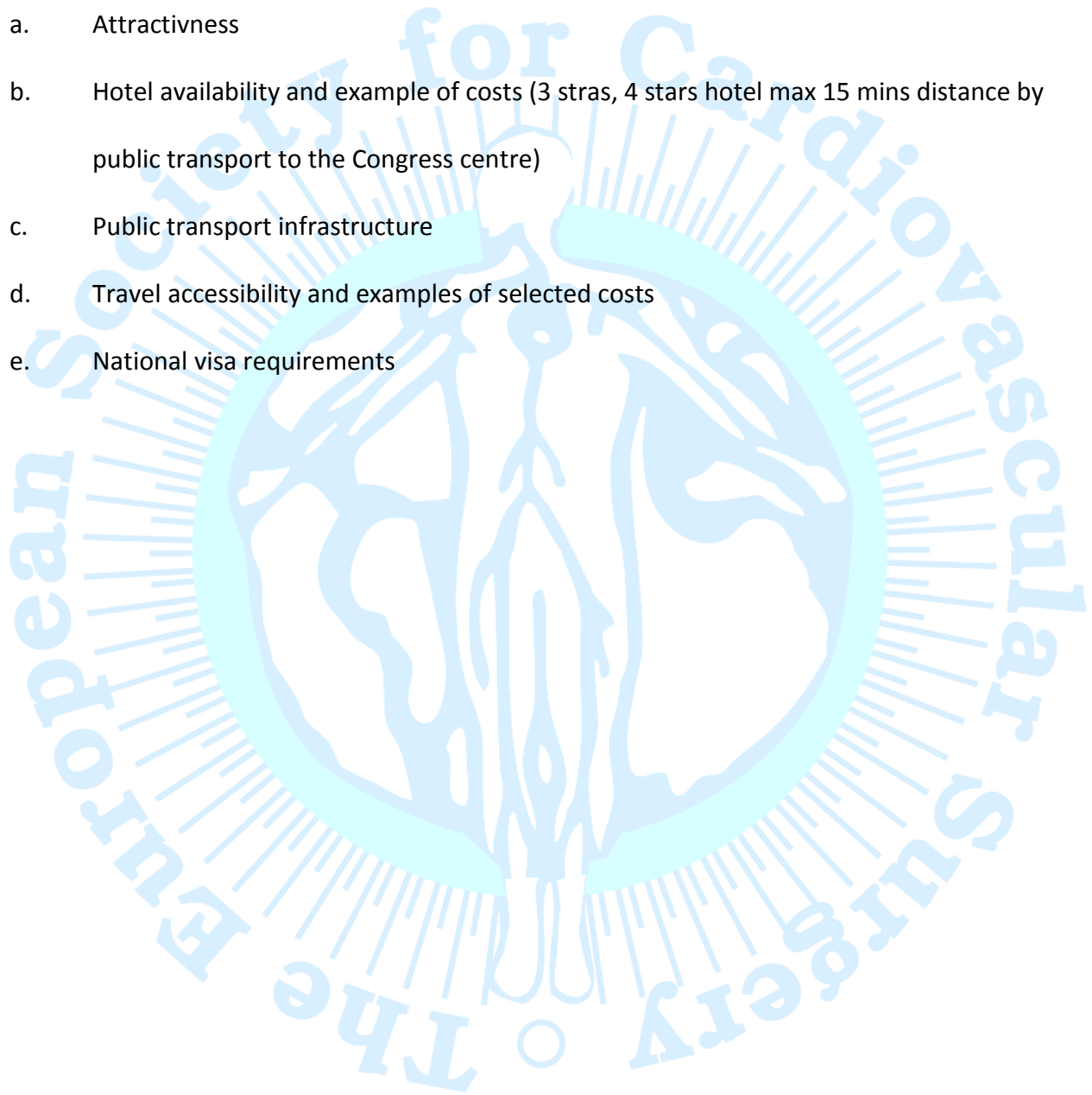
Name of applicant and supporting organisation with whom the Contract will be signed

- 
- I. Conference venue proposed
 - a. Attractivnes of the venue
 - b. Technical equipment
 - c. Minimum size, minimum attendees size, minimum number of conference rooms
 - d. Number and size of meeting rooms including floor plans & capacity
 - II. Financial details:
 - a. Draft budget (include primary budget items such as infrastructure, technical equipment, social events, transportation, etc)
 - III. Organisational details:
 - a. Ability to comply with ESCVS requirements/guarantees as stated within this document
 - b. Potential local co-hosts (National/Regional Surgical Societies)
 - c. Proposed appointment of a Professional Congress Organiser

- d. Having a structure that has the ability to handle the MedTech grants requirements

IV. City Highlights

- a. Attractiveness
- b. Hotel availability and example of costs (3 stars, 4 stars hotel max 15 mins distance by public transport to the Congress centre)
- c. Public transport infrastructure
- d. Travel accessibility and examples of selected costs
- e. National visa requirements

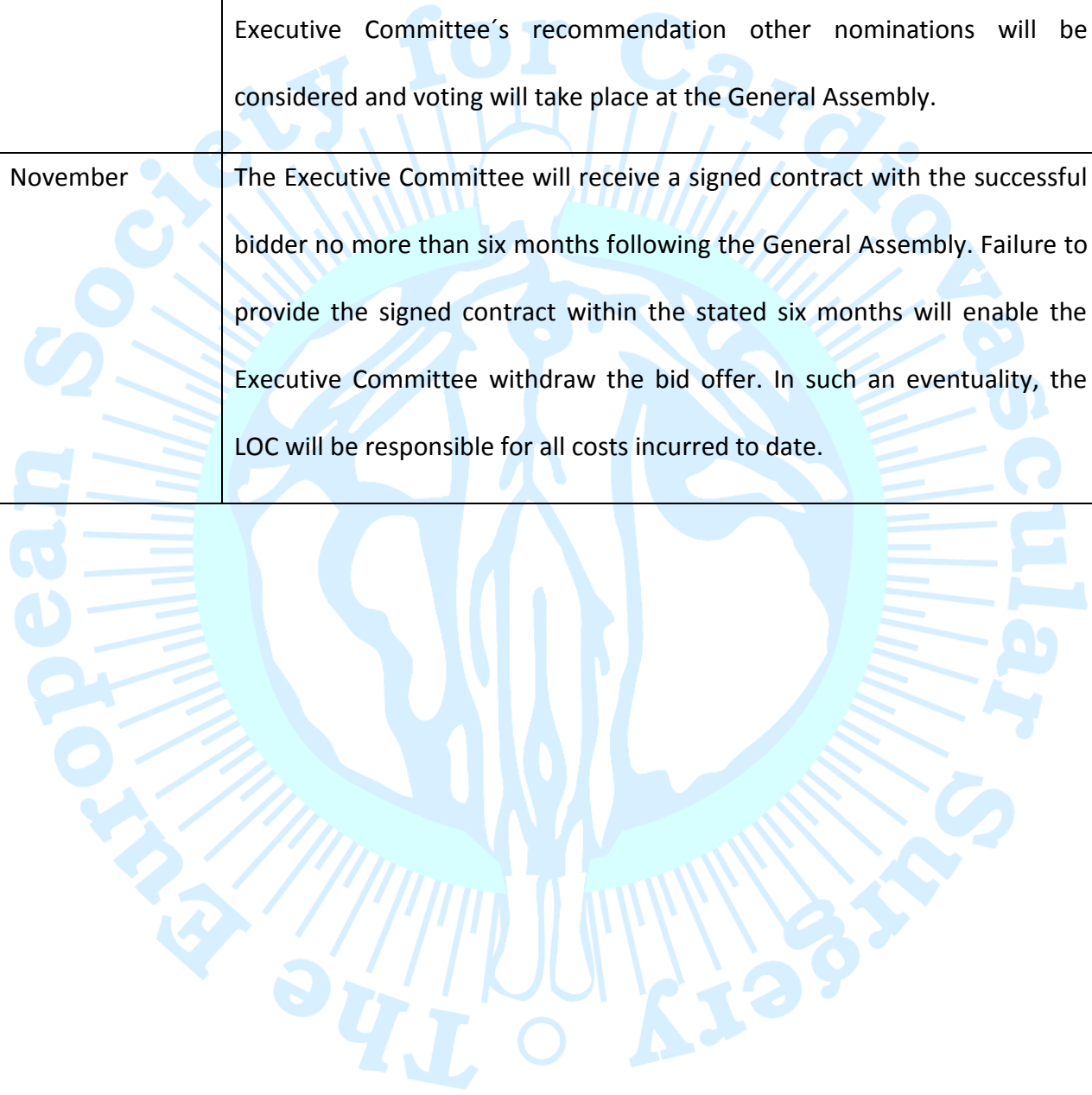


5. Schedule for considering applications

The bid process will follow the general schedule.

Date	Action
June	Call for bids goes out.
Before November 1st	Submission deadline Bid documents should be sent electronically to the ESCVS General Secretary (secretary@escvs.com)
December 15	ESCVS Executive Committee review submissions and request further information if required
January 15	ESCVS Executive Committee will review the bid documents using the suggested criteria detailed within Section B.3 to assist on the decision-making process. A shortlist bids will be selected.
EC meeting – February	Bid committees will be notified of approved status and invited to present at the Executive Committee meeting. Applicants will be asked to give a short 10-minute presentation. The EC members will vote, a simple majority will suffice. In the event of a tied vote the President will have the casting vote.

<p>General Assembly at the Annual Congress</p>	<p>Executive Committee will make a recommendation to the General Assembly. The General Assembly will vote on the Executive Committee's recommendation. In the event that the General assembly rejects the Executive Committee's recommendation other nominations will be considered and voting will take place at the General Assembly.</p>
<p>November</p>	<p>The Executive Committee will receive a signed contract with the successful bidder no more than six months following the General Assembly. Failure to provide the signed contract within the stated six months will enable the Executive Committee withdraw the bid offer. In such an eventuality, the LOC will be responsible for all costs incurred to date.</p>



6. Budget and accounts

Applications to host the meeting must be accompanied by a preliminary budget. This part of the submission should include an estimate of predicted registration and industry income and information on possible tax implications. Other potential income should also be included in the budget, such as: destination funding, government funding, other body funding or educational grants. Quasi final registration fees grid (including VAT, if applicable) should be presented as well (inspired from previous edition rates).

Two budget scenario should be provided:

- One with predicted registration and other income and expenses and anticipated delegate numbers and budget surplus
- One showing the minimum delegate numbers required for a breakeven (that is, no profit/no loss) budget.

The bid should try to present at least two different venues and concepts depending on the budget (attractive congress centre, a congress centre in a university or a hotel – possibly less expensive venue).

These budgets will be reviewed by the ESCVS Executive Committee and will be discussed as part of the review process.

SECTION C: ORGANISATION OF THE ANNUAL CONGRESS

1. Duration of the meeting

The duration of the Annual Congress is recommended 2&1/2 day optimal (3 days maximum – this has to be approved by the ESCVS EC), commencing on Thursday (or Friday) and concluding on Saturday (Sunday) in 12.00. The Annual Congress starts officially on Thursday (Friday) evening with an Opening Ceremony. The Scientific Program will commence on Thursday(Friday) morning and will last until Saturday (Sunday) 12.00.

Highlights of the Scientific program are: Lerich Lecture, Lifetime Achievement Award, Kieffer Lecture, Cardiac/ Vascular Young Surgeon Award.

There are minimally two interdisciplinary sessions during the congress, highlighted and placed in the centre of the scientific program. Then there are two parallel sessions – vascular and cardiac.

Also obligatory is a Resident/Junior Members Session in agreement with the ESCVS Junior Committee.

ESCVS suggests to include two Lunch Symposia between the sessions in the morning and in the afternoon, and coffee breaks.

2. The host body (local organising committee – LOC)

The Annual ESCVS Congress is organised by the LOC, with the required help of a Professional Congress Organiser (see point 3, below), that is approved by the ESCVS. The overall responsibility for the Annual ESCVS Congress rests with the LOC.

The LOC must develop a website for the meeting which must be linked to the ESCVS website and regularly maintained and updated. The domain is required to be www.escvsyear.com

3. The professional congress organiser (PCO)

The ESCVS Executive Committee will be required to endorse the recommendation from the LOC on the tender process and appointment of the PCO.

Functions of the PCO include:

- Preparing and executing a marketing plan for the congress. Active promotion including advertising, the distribution of fliers, newsletters, e-bulletins, management of the congress website and attending related congresses.
- Congress registration
- Abstract submission portal, abstract evaluation management
- Congress printed material
- Congress finance including budget, cash-flow, bank account

- Preparing and executing strategy for sponsorship (this should take into account a local industry compliance codes).
- Congress accommodation
- Venue and onsite management, catering
- Recording of the required sessions (with the approval of speakres)
- Delegate and VIP transportation if required
- Social program
- Onsite staffing
- Delegate evaluation and full congress report
- Organising an industry feedback meeting onsite and producing a report
- Facilitating and executing a formal debrief session between the PCO and LOC of the next ESCVS Annual Congress and documenting this session

4. Update meetings with the ESCVS executive committee

Regular meetings should take place between the LOC, ESCVS Execuitve Committee, ESCVS Scientific Program Committee chairs and PCO. These meetings will be diarised during the schedule of activities meeting 2 years prior to the Congress.

The LOC will also organise and hosts two Executive Committee meetings (2-day meetings) in the congress venue city (in September/October of the preceding calendar year of the Congress, in

January/February (according to the abstract submission deadline) of the calendar year when the Congress takes place). The date of those meetings will be decided by the ESCVS EC and LOC.

5. The venue

The LOC will identify the appropriate conference centre and will be exclusively responsible for the contract between the LOC and the conference centre.

A lecture theatre to accommodate at least 250 seats for the Leriche Lecture, Lifetime Achievement Award and Presidential Address will be required. In addition, at least 5 smaller lecture theatres for approximately 50 - 100 people will be required for parallel sessions.

Video recording of the scientific sessions, or video taping of the Leriche Lecture, Kieffer Lecture and Lifetime achievement award lecture.

Suitable Audio Visual and IT infrastructure will be required.

The LOC should provide a meeting room for the Executive Committee meeting in the capacity of approx. 15 people equipped with data projector, screen and laptop.

All exhibition space for the Industrial exhibits and Poster presentations will be required. The duration of the exhibit is 3&1/2 days (the day before the first congress day is the build of the exhibit, the third congress day after 12h, a breakdown of the exhibit).

6. Delegate accommodation

Accommodation will be offered in a range of hotels in different price categories to meet the needs of all delegates. It is the responsibility of the PCO to contract hotel accommodation.

7. Congress promotion

The LOC will be responsible, together with the PCO and with help of the ESCVS Committees, for drafting preliminary announcements, newsletters, and e – bulletin about the Annual Congress.

All those materials will be distributed by the PCO.

Advance promotion will be via the ESCVS website, then by the congress website which should be launched at the preceding Annual Congress. Fliers announcing the Annual Congress may not be distributed before the preceding Annual Congress. The organiser will be given a free both at the preceding Annual Congress promotion. The last page of the printed Final Program (inserted in the congress bags) will be covered by the flier of the next Annual Congress.

Other promotional activity may include advertising in the scientific journals and attending related congresses. Members of the ESCVS Committees help to promote the congress in their national societies.

8. Finance

An agreement will be reached and signed (in the contract) between the ESCVS and LOC on the financial responsibilities of the Congress. The handling of all legal matters, including all taxes and compliances with the monetary regulations will be the responsibility of the LOC.

The LOC should be obliged to update and report to the ESCVS the status of the budget during the Congress preparation and prior to the Congress at the EC meetings.

Registration fees for the Annual Congress will be arranged between the LOC and the ESCVS prior to the signing of the contract.

9. Insurance

The LOC and the PCO must consult with the ESCVS on an adequate level of insurance in case of any kind of damage which might happen due to the Congress organization.

SECTION D: SCIENTIFIC PROGRAMM

1. Scientific program committee

The Scientific Programm of the Annual Congress is the responsibility of the Local Scientific Vascular and Cardiac Program Committee under the leadership of ESCVS Scientific Vascular and Cardiac Program Committee.

One member of each (cardiac and vascular) Local Scientific Program Committee shall be selected as a member of the ESCVS Scientific Program Committee (both cardiac and vascular) for one year (e.g. since congress 2022 till congress 2023).

ESCVS Advisory Board members (cardiac and vascular) are included in the scientific program preparation.

The first meeting of the Scientific Program Committees should take place 12 months at latest prior to the Annual Congress. At the first meeting an outline of the Program and symposia, keynote and invited speakers etc. will be defined.

During the EC meetings, the Scientific Program will be evaluated and discussed with LOC and EC.

Regular email communication between the members of the Local Scientific Committee and ESCVS Scientific Committee will be lead by the Chairperson of each (Vascular/ Cardiac) Committee.

Scientific program should be finalized for the final approval by the ESCVS 6 month before the Congress.

2. Invited faculty

All invited faculty should be invited at least 12 months prior to the Annual Congress, invites should be issued by the LOC and PCO detailing the signature of the ESCVS President, LOC President and the ESCVS Scientific Program Committee Chair.

Local organizer is bound to invite minimum of 70 lecturers (35 vascular and 35 cardiac speakers) that will be provided with hotel accommodation (maximum of three nights) as well as congress registration and social events fee. In addition members of the Executive committee, Chairs of the cardiac and vascular scientific program committees as well chair of Junior Committee should be invited speakers and provided with hotel accommodation (average of three nights) as well as congress registration and social events fee (maximum of 15 people).

3. Abstract management

Abstracts, call for abstracts will be the responsibility of the LOC, as well as the online abstracts evaluation system.

The selection of abstracts will be the responsibility of LOC and the ESCVS Executive Committee. All members of the ESCVS Executive Committee, Chairs of the Scientific program Committee and selected members of the LOC should be reviewers.

4. Abstract publication

Selected abstracts will be published in the supplement of the official Journal of the ESCVS – The Journal of Cardiovascular Surgery. The LOC will contact the publisher – Minerva Medica – before the call for abstracts opens to ensure that all required information and details are understood. The publisher will confirm the process, information required, timelines and costs.

Specific arrangements for the publication of abstracts should be arranged by the LOC, ESCVS Executive Committee and publisher – format of the book (electronic/paper/online)

5. Young vascular/cardiac surgeon award

LOC is bound to present three awards for best presented works of young cardiac surgeons and three awards for best presented works of young vascular surgeons. Selection of winners will be made by jury elected by Executive Committee of the ESCVS. All six awarded young surgeons will get the diploma (prepared by the LOC).

6. Lifetime achievement award

The ESCVS Executive Committee will nominate a colleague with outstanding achievements in the field of cardiovascular surgery who have achieved prominence in medicine and have contributed to the advancement of the Society or the knowledge of cardiovascular medicine.

Selection of the awarded colleague and announcement of the award is the responsibility of the ESCVS.

Lifetime Achievement Award, Leriche lecture and Kiefer lecture as highlights of the congress should be placed in the centre of the scientific program.

Design, production and costs of the Lifetime Achievement Award are the responsibility of the LOC.

7. CME accreditation

CME accreditation should be organized and applied by the LOC.



SECTION E: INDUSTRY

1. Sponsorship

The LOC is responsible for all sponsorship raised for the congress.

2. Exhibition

The duration of the exhibition is 2&1/2 days, commencing Thursday (Friday) and concluding Saturday (Sunday) at 12.00. Appropriate build will be on Wednesday (Thursday) and breakdown on Saturday (Sunday) afternoon.

The exhibition hall should accommodate other congress features such as catering, registration etc. The welcome reception could also take place in the exhibition area.

It is essential that there is dedicated time allowed within the program for contact between exhibitors and delegates.

The LOC should provide both the ESCVS and the next ESCVS Annual Congress Organizer with a booth in the exhibition area. These booths will be provided free of charge for the duration of the Congress.

SECTION F: CONGRESS REGISTRATION

1. General

It is desirable to set a registration fee in line with previous Annual Congress, keeping fees to a reasonable level in order to encourage attendance by young investigators and members from less privileged countries. The cost of social event such as the Gala dinner should be separated from the congress fee.

All delegate fees must be approved by the ESCVS Executive Committee prior to publication on the congress website. All fees must be in EURO and must include the local VAT and TAXES.

2. Registration fee categories

ESCVS members will obtain a reduced registration fee.

There should be three periods, early, late and onsite registration. The difference between early and late should be 20-25%.

The individual categories are:

ESCVS full member, ESCVS non-member, ESCVS Junior member, ESCVS Trainee non-member, Medical technician – Perfusionist - Nurse, Exhibitor- Industry Professional.

If a delegate wishes to become an ESCVS member prior to the congress application, he/she can contact the ESCVS Secretariat directly.

There should be a possibility of paying the membership fee onsite as well. The membership income should be passed to ESCVS.

The early registration deadline must be after the abstract notification date to allow accepted oral and poster presenters time to register at the early registration fee.

3. Bursaries

The LOC is encouraged to award bursaries or travel fellowship for individuals from less developed countries to attend the Annual Congress. The mechanism for awarding such bursaries will be agreed and approved by the President of the Congress and ESCVS Executive Committee.

Prof. Matthias Thielmann, MD, PhD, FAHA

ESCVS General Secretary