



### **Guidelines for proposals to host the ENEA biannual Congress**

Proposals are invited to host the biannual ENEA Congress and requirements are shown below. Nominations may also be received from the ENEA Executive Committee.

#### **Timings and process**

1. The call for bids will be sent out by the ENEA Office usually five years in advance
2. The call for bids will specify the deadline for the ENEA Executive Committee to receive the letter of intent **and** information sheet.
3. All of the letters of intent **and** information sheets will be considered by the ENEA Executive Committee.
4. If shortlisted, full proposals must be received by the ENEA Executive Committee 4 years in advance.
5. Site visits will take place if necessary.
6. The results of the site visit will be discussed at the next ENEA Executive Committee Meeting.
7. The location will be formally announced at the Annual General Meeting held during the ENEA Congress.
8. The ENEA Executive Committee will make the decision on the congress location and their decision is final.

NB: Bids which meet the necessary criteria will also be considered for further upcoming meetings.

#### **Division of responsibilities**

1. ENEA will be responsible for all aspects of the meeting, including appointing the Program Organizing Committee, appointing any local management company, publication of abstracts etc, responsibility for the budget and financial management of the meeting.
2. ENEA will appoint the Professional Congress Organizer (PCO) who will act on their behalf.
4. For full details regarding the allocation of responsibilities between the ESE Executive Committee and PCO and LOC, please contact the ENEA office at [then@endoscience.de](mailto:then@endoscience.de)

#### **Meeting guidelines**

1. The Congress is held early September, over four days. It is usually held between Wednesday and Sunday.
2. Typically, the Congress attracts between 400 - 700 participants.
3. There needs to be 500 m<sup>2</sup> available for the exhibition and catering. Catering must be in the same space as the exhibition; this excludes space for posters.
4. There are typically 100 posters, which require a minimum of 200m<sup>2</sup>. Ideally, these should also be located with the exhibition and catering.

### **Minimum requirements**

The chosen location should satisfy the following minimum requirements:

1. Availability at the chosen venue for four days in early September of the appropriate year. One additional day is required prior to the meeting for set-up of the registration area, posters and exhibition hall.
2. The venue should be available to hold the congress for the suggested dates and, if required, should be accessible for a site visit before the meeting
3. An international airport within easy reach of the city.
4. 700 hotel bedrooms within easy reach of the venue in a range of categories, including budget.
5. A plenary hall with a capacity of 700 minimum.
6. Four parallel halls with capacities of at least 100
7. At least 2 smaller meeting rooms for committee meetings, press office.
8. An organizers office (approx. 20m<sup>2</sup>), which is to be situated in close proximity to the main registration area.
9. A speakers' preview room, which is networked to the conference halls.
10. Registration area of 20m<sup>2</sup> plus back office space of 20m<sup>2</sup>
11. Storage space prior to the congress for congress bag packing and congress materials storage
12. Exhibition space of 500m<sup>2</sup> including catering space, which must be in the same area as the exhibition.
13. Space for 100 posters to be displayed in the exhibition area if possible in an area of 200 m<sup>2</sup>. Poster boards should be 2m high by 1m wide if possible and will be used double sided.

### **Social events**

A welcome reception is usually held at the meeting venue. An informal social evening is usually held including dinner and light entertainment. The expected numbers at the informal social evening would be around 150.

### **Financial arrangements**

All financial arrangements and contracts will be undertaken by ENEA. ENEA will be responsible for underwriting any losses from the ENEA Congress.

### **Details for bid documents**

#### **Step 1: LETTER OF INTENT AND INFORMATION SHEET**

The letter of intent should inform the ENEA Secretary that the applicant wishes to host the ENEA Congress. The name of the proposed city and venue should also be included, with available dates. The letter of intent should also confirm if the applicant would also be interested in hosting the congress in the future if the actual bid is unsuccessful.

**The letter of intent must also include the completed information sheet.**

## **FULL PROPOSAL**

The ENEA Executive Committee will consider all letters of intent and information sheets and a recommended shortlist will be prepared. The ENEA Executive Committee will inform the shortlist of candidates that they should prepare a full proposal. The full proposal should include the information outlined below:

### **1. MEETING DATES**

The meeting dates available at the suggested venue should be clearly stated. The dates should be provisionally booked by the applicant, but the contract will be negotiated by the PCO and signed by the ENEA Executive Committee.

### **2. A BRIEF DESCRIPTION OF THE STATUS OF NEUROENDOCRINOLOGY IN THE HOST COUNTRY**

Information concerning the size and history of the local member national society should be given.

### **3. LETTERS OF SUPPORT**

The proposal should contain a letter of support from other national and local authorities that wish to support the meeting. Details of expected support from the city should be provided, e.g., civic hospitality, marketing support etc.

### **4. A BRIEF DESCRIPTION OF THE PROPOSED HOST CITY**

The description should include size and population and previous experience with handling conventions, and any other background, that would be of interest.

### **5. ACCESS AND TRANSPORT**

Details of access for international travelers (i.e. airlines servicing the city, distance of airport from city, frequency of flights from major destinations) should be described with sample flight costs from major international capitals. Please provide information regarding any free tickets carriers might be prepared to give to assist with the meeting.

ENEA does not provide shuttle buses for ground transportation or public transport passes as standard. It is essential that information is provided with regard to internal transportation between the hotels and the conference venue. In addition to this, it is requested that details of financial support (from local convention bureau/local authorities) for the supply of public transport travel passes is included.

### **6. NAME AND DESCRIPTION OF THE SPECIFIC CONVENTION SITE PROPOSED**

Details should be given as to the number and size of meeting rooms available, the facilities for lunch, mid-morning and mid-afternoon breaks, the welcome reception and other receptions, the space for exhibition and posters, and details of the audio-visual services and equipment available. Pictures of the various rooms would be welcome. The experience of the designated site in running major international meetings should be outlined. Details should be provided of the location of the centre in relation to the city, and details of the age of the building and any refurbishment plans.

The layout of the venue, including proposed floorplans with contact details and costs must be provided.

## **7. DESCRIPTION OF THE HOTEL ACCOMMODATION IN OR ADJOINING THE CONVENTION SITE**

Indicative pricing should be provided for each hotel, including breakfast and taxes. The numbers of rooms available at each hotel should be provided and the category (star rating). A range of accommodation should be available from 3 – 4 star and availability of budget accommodation should also be described.

The names, price ranges and contact details of suggested hotels should be included in the bid document. Distances from the hotels to the venue should be provided with a map showing the locations.

## **8. DESIGNATION AND DESCRIPTION OF THE LOCAL ORGANISING COMMITTEE (LOC)**

At the time of application, the full list of LOC members is usually incomplete and would be completed after gaining the nomination, information and signature will be requested only for the Chairperson and one or two persons who will be committed to assist with the local arrangements.

## **9. SOCIAL PROGRAMME**

Social venues available for the welcome reception and informal evening congress dinner should be described, as well as their approximate cost and the number of guests that can be accommodated.

## **10. LOCAL COSTS**

The budget will be set-up and maintained by the PCO on behalf of the ENEA Executive Committee. However, the initial proposal should contain as much information as possible with regard to local costs; e.g., hire charges at the venue for the conference rooms, audio-visual equipment and personnel, and catering. In addition, details of costs should be included concerning the social venues (hire, transport, catering).

The nominated PCO will provide support to the shortlisted cities in the development of a full meeting budget with as many accurate prices for the venue, accommodation and local services as possible, which must be submitted alongside the full proposal.

This will enable the Congress and ENEA Executive Committee to ascertain if the venue and location are viable in the first instance. A site visit will not be carried out without this information in advance. It is accepted that these cost estimates will usually apply to the year that the bid is made, rather than the year that the congress will be held.

Information should be included with regard to local funding, e.g., from the hosting local government body.

## **11. PROGRAMME ORGANISING COMMITTEE (POC)**

There should be a note made in the proposal that the Program Organizing Committee will be separate from the Local Organizing Committee, and will be formed by the ENEA to be wide ranging both in interests and geography.

ENEA is not able to pay any costs associated with preparing a bid.

Should you require any assistance in preparing the bid document please contact the ENEA Office at then@endoscience.de or on +49 9187 97 424 11.

## **Guidelines for division of responsibilities for the ENEA Congress**

These guidelines are intended to provide a clear definition of the respective responsibilities of the parties responsible for running the ENEA biannual Congress. The responsible parties are as follows:

- ENEA Executive Committee (ExCo)
- Program Organizing Committee (POC)
- Local Organizing Committee (LOC)
- Professional Congress Organizer (PCO)

### **Responsibilities**

#### **ENEA Executive Committee**

The ENEA Executive Committee will have final responsibility for the standard and success of the meeting. The ENEA Executive Committee will be responsible for the following:

1. Final decision on the location of the meeting.
2. Approval of the dates for the meeting, taking into account climate, religious holidays, holiday periods etc.
3. Approval of the POC members, as provided by the POC Chair
4. Specifying reporting requirements to the ENEA Executive Committee from the other responsible parties, including attendance to the Executive Committee meetings, expectations regarding presentations and/or written reports.
5. Approval of the overall meeting program, supplied by the POC.
6. Approval of the scientific program, supplied by the POC.
7. Approval of proposed slots for satellite sessions, supplied by the POC. This approval should take into consideration the budget for the meeting and the overall sponsorship plan.
8. Approval of the local Destination Management Company if required, proposed by the PCO following an interview process.
9. Approval of the social program, proposed by the PCO.
10. Language of the Congress.
11. Approval of the budget for the meeting.
12. Approval of pre-financing arrangements for the meeting.
13. Approval of the registration fees for the meeting.

#### **Program Organizing Committee – POC**

1. Proposal by the POC Chair to the ENEA Executive Committee of the members of the POC. Responsibility for the planning of the dates, agenda and papers for the POC meetings, and the necessary logistical arrangements, in liaison with the PCO.
2. Responsibility for the planning of the scientific program.
3. Responsibility for setting slots for satellite sessions within the program
4. Responsibility for reviewing satellite session programs to ensure that the scientific standard of the meeting is maintained and overlap with the scientific program and speakers is avoided.
5. Responsibility for invitation of all invited speakers and chairs, in liaison with the PCO. Members of the POC will accept responsibility for sessions within the program and send formal invitations to the speakers in the first instance. All correspondence to the speakers will to be drafted by the PCO.
6. Setting of abstract deadlines, registration deadlines, following liaison with the PCO.
7. Planning of free oral sessions. Taking responsibility for the evaluation of the submitted abstracts in liaison with the PCO.
8. POC Chair and LOC Chair to have responsibility for approval of all written materials related to the meeting, including marketing flyers, website, preliminary program and final program.

10. Ensuring that CME is gained for the scientific program, and the scientific program is evaluated according to the requirements of CME, in liaison with the PCO.
11. Ensuring proper declarations of conflict of interest from the speakers, as required by current guidelines, in liaison with the PCO.

#### **Local Organizing Committee – LOC**

1. Proposal of an active LOC committee to the ENEA Executive Committee.
2. Liaison with the PCO to design the meeting poster.
3. Chairing of regular LOC meetings, with participation of the PCO by teleconference if possible. The LOC chair should maintain minutes from the meetings, and these should be supplied to the ENEA Executive Committee and the PCO. NB: a budget of €10000 will be provided to the LOC Chair at least two years in advance of the meeting to cover LOC costs. The LOC will be responsible for accounting for these monies and in the event of a surplus this amount will be deducted from the monies returned to the LOC through the split of surplus and registration fees. If there is a loss to the meeting the LOC will not be required to return these funds.
4. Attendance at site visits with the PCO and members of the Congress Committee, POC and ENEA Executive Committee. Assistance with planning of these site visits.
5. Assistance in selection of a local Destination Management Company if required, to work with the central PCO on the following arrangements: venue planning, social event planning; provision of local staff; transport passes; hotel accommodation. Attendance at presentations during selection process. Attendance at meetings with DMC once selected, as required.
6. Carrying out site visits and local planning, when requested by the PCO.
7. Planning of the scientific venue, in liaison with the PCO.
8. Responsibility for obtaining local sponsorship. Communication should be maintained with the PCO to ensure effective organization.
10. Suggestion of social venues and entertainment to the POC for the Welcome Reception, President's dinner, informal social event. Planning of these events in liaison with the PCO.
12. Contacting the civic authorities to request hospitality from the city.
13. Support to the PCO to obtain local ruling on taxation issues.
14. Planning of the opening and closing ceremonies in liaison with the PCO.
15. LOC Chair and POC Chair to have responsibility for approval of all written materials related to the meeting, including marketing flyers, website, preliminary program, final program, abstract book.
16. The LOC may be asked for assistance in the organization of a press conference for local media representatives and journalists.
17. The Chair of the LOC may be asked to attend the ENEA Executive Committee meeting at the Congress one year prior to their congress.
18. Other responsibilities may be delegated to the LOC by either the ENEA Executive Committee or the PCO as required.

#### **Professional Congress Organizer – PCO**

The PCO is suggested by the Standing Office, who reports to the ENEA Executive Committee. The Executive Committee will finally approve the PCO.

1. Attendance at site visits during the selection process. Preparation of an evaluation for the Congress Committee, so that a recommendation can be suggested to ENEA Executive Committee. The PCO will usually provide support in the preparation of the national society's full proposal relating to ensure that the bid is comprehensive and includes a full budget for the congress, which meets the requirements of ENEA.

2. Managing the venue and all associated contractors, including negotiating and signing the contract, taking out insurance, liaising with the venue to ensure all facilities are provided, arranging audiovisual, catering, exhibition and all other venue-related issues.
3. Delegate management, including web-based registration and credit card payment, providing delegate materials etc.
4. Accommodation management, either directly or via its trusted partner.
5. Speaker and chairperson management, including support to the POC , issuing speaker invitations, reporting back to the POC as needed, managing speaker accommodation, issuing speaker briefings and paying speaker expenses.
6. Managing the administration of all prizes and grants under the direction of the ENEA Secretary.
7. Setting up and managing the Congress web site.
8. Managing web-based abstract submission, marking, and online publication
9. Provision of all additional congress materials including the congress web based application and e-posters.
10. Managing all publicity for the event.
11. Managing social events, including identifying and booking suitable venues, catering etc.
12. Creating and managing the working budget and cash flow statement providing regular updates to the ENEA Treasurer and POC, alerting the ENEA Treasurer if any items go substantially over budget, and reconciling the figures after the event.
13. Ensuring the Congress complies with health and safety and other legislation.
14. Reporting to the ENEA Executive Committee up to three times per year on request.
15. Providing and managing all staffing for the congress.
16. Managing all travel and other expenses as authorized by the ENEA Executive Committee.
17. Contact with the national airline, to become the 'official carrier' of the Congress.
18. Preparation of a final meeting report, in liaison with the LOC and POC for submission to the ENEA Executive Committee.
19. Management of any taxation requirements required for the Congress.
20. Provision of the necessary financial statements for the Congress, and payment of the surplus to ENEA if applicable in accordance with the contractual arrangements. ENEA will remit the balance to the PCO after the final statement, according to the contractual arrangements, if the Congress has a deficit.
21. Maintaining a spreadsheet containing details of all previous ENEA meetings, including abstract numbers, registration numbers in each category, final budgets, details of exhibition space etc.