

GUIDELINES FOR THE PREPARATION OF A BID FOR THE YEAR 2016

Thank you for your interest in bidding for EMAS' 2016 congress. Please read these guidelines carefully as they will provide you with important information that must be taken into consideration before presenting a bid including an estimate of costs.

PREAMBLE

- EMAS organizes a congress convening all its members every two years starting in 2012 (2012, 2014, 2016, 2018 etc.).
- Duration of the congress is approximately 4 – 5 days
- Expected participants: 2,000
- EMAS bears the responsibility for organizing and holding the congress
- It has been deemed acceptable and reasonable not to reselect a city in which the European Menopause and Andropause Society has already held a congress or is planning to hold a congress.

The following table is presentation of previous congress destinations:

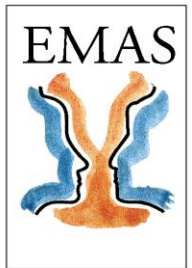
Year	Location
2014	Belgrade
2012	Athens
2009	London
2006	Istanbul
2003	Bucharest
2002	Madrid
2000	Copenhagen
1997	Vienna
1995	Montreux
1991	Lisbon

All bids must be sent to the EMAS Administrative Office at the following address:

EMAS Administrative Office
c/o Kenes Associations Worldwide
PO Box 1726
rue de Chantepoulet 1-3
1211 Geneva 1, Switzerland
Tel # +41 22 908 0489

Each bid must be submitted via an EMAS Board Member or an EMAS National Society. Bids sent in directly by a Congress or Convention Center will not be considered.

The EMAS Congress will preferably be hosted by a National Menopause Society (“Host Society”) of the country submitting a bid. National societies **must have a minimum of 10 members in good standing** from the time of bidding through the year of the Congress, in this case 2012-2016.



BID DOCUMENT

- Applicants should complete the enclosed appendix and prepare a bid including points A – K (see next pages) not exceeding 15 pages
- All letters mentioned on the next page (see A/C/K) should be enclosed in the bid.

NATIONAL MENOPAUSE SOCIETY/ CONVENTION CENTER

- It is not permitted for the National Menopause Society “Host Society” or convention center to provide gifts or incentives to the EMAS Board Members. No receptions are to be held at conventions promoting the intent to bid. The National Menopause Society “Host Society” must prepare a simple proposal. A verbal presentation will not be made to the Board; the bid document must be able to stand alone.

BID SELECTION PROCESS

- The submitted invitations will be first evaluated by Kenes International and the findings will be presented to the EMAS Board.
- At a meeting prior to the General Assembly, the EMAS Board will select three applicant cities, which will be presented to the General Assembly. These three applicants will be informed by the EMAS administration. If there are less than three suitable applicant cities then the same procedure will apply.
- Following the board’s proposal, EMAS members will vote for one of the three applicant countries at the General Assembly of EMAS. The elected country will be informed by the EMAS Administration.

COMMITTEES

The organization of the EMAS Congress is made up as follows:

1. Organizing Committee (OC):

Made up of EMAS Board members and the President of the Host Society: the duties/positions within this committee are distributed by the EMAS Board

2. Local Organizing Committee (LOC):

The President of the Host Society is appointed President of the Local Organizing Committee: the members of the LOC are appointed by the LOC President

3. Scientific Committee (SC):

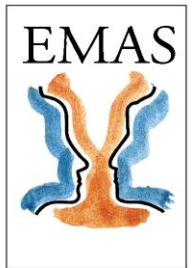
The SC shall have a maximum of ten members; at least three members of the EMAS Board shall also serve on the SC.

4. EMAS Professional Congress Organizer (EMAS – PCO):

EMAS has selected Kenes International as its Long Term Professional Congress Organizer to organize EMAS Congresses.

5. Destination Management Company (DMC):

The EMAS PCO is entitled to hire a local representative in order to assist in the tasks of preparing and organizing the congress. The EMAS PCO is responsible for the acts of any DMC.



PREPARING THE BID

The following must be taken into account when preparing a bid:

A. Backing and support

A letter from the Host Society accepting to host the congress is required. This is best supported by letters from the local and /or national government and from the local convention center. These letters need to illustrate the track record of the Host Society and the convention center's previous experience in holding large meetings.

B. Conference facilities

A detailed description of the existing facilities is required to include the size of the main and subsidiary halls, number and capacity of break out halls, exhibition area, support facilities, simultaneous translation of sessions, audiovisual aids, projection, sound and video, press facilities, slide testing area, back-up staff, stewards, 24-hour security, etc. Details must also be provided regarding those services that are provided exclusively by the venue.

C. Exhibition

The exhibition is planned as an integral and educational part of the congress.

A minimum build up period of 48 hours (24 hours for breakdown) has to be allowed, with good access for loading and unloading. Approximately 1.000m sq. of exhibition space should be available.

An official document stating that pharmaceutical companies can import their goods without any difficulties and without reservation for the congress is mandatory.

D. Posters and Abstracts

Approximately 150 abstracts are to be expected:

Approx. 100 e-posters

Approx. 50-100 free communications

E. Social program and program for accompanying persons

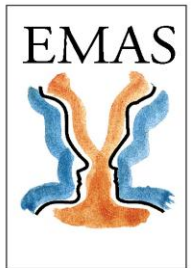
An outline of the congress social program will be needed. The opening ceremony should be simple and not be overly extravagant, reflecting national customs and history.

F. Accommodation

A range of facilities of varying prices will be required. The document should indicate the average room costs, hotel grade, the number of beds and distance from the convention center- walking or public transportation. As a guide, 80% of congress registrants should be within a 10 minute walk of the convention center or less where possible.

G. Airport

The airport must be of international standard, with direct flights to and from most major European cities. Please indicate name of airlines which fly to your airport.



H. Traveling and reception

It is important to have simple and easy access for the delegates to and from the main international airport and/or railway station (please indicate distances and comment). Shuttle buses, personnel, special congress check-in, luggage facilities etc. are all required.

I. Timing of congress

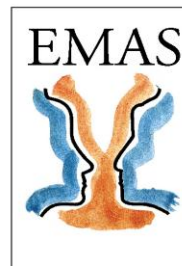
Discussion needs to take place with the secretaries of the major international and national societies to avoid clashes. The congress should ideally be held in May.

J. Free access for interested participants

It is essential to confirm free access to the proposed convention country by all interested participants in all programs, regardless of political, religious or ethnic origin.

K. Tourist Attractions

Main tourist attractions should be listed.



Appendix 1

INFORMATION SHEET ON THE MEETING VENUE

1- Congress Center

Halls

	Plenary	Hall A	Hall B	Hall C	Hall D
Size (sqm)					
Pax Capacity					
Theatre Style					
Cost Per Day					

Public Space

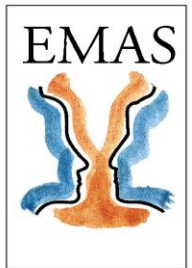
	Exhibition Space	Poster Space
Size (sqm)		
Cost per day		

Special rates for move in/out:

2- Accommodation and Travel

Hotels

Category	Number of hotels	Number of rooms	Average cost	Breakfast included	Tax rates included
5star				Yes No	Yes No
4star				Yes No	Yes No
3star				Yes No	Yes No



3- Support from Hosting City

Ex. Get-Together reception, public transportation tickets, entrance to museums:

Public transportation from hotels to congress center:

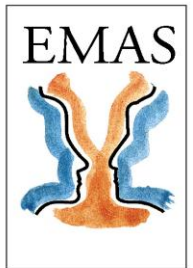
Yes	No
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Average cost of public transportation:

4- Possible Dates (May - preferred)

Indicate Public Holidays 1 month either side of suggested dates

YEAR	DATE	COMMENTS



5- Reference

Name 3 large scientific/medical events that took place in the city within the last 3 years:

(Please include a contact person for each event)

Name of the event, dated	Contact person