



REQUEST FOR PROPOSAL (RFP) for the EACTAIC ANNUAL CONGRESSES

This is a call to the EACTAIC Representative Council members following the EACTAIC Bylaws to submit **“Suggestions for future Meeting sites and a responsible organiser for each”**.

EACTAIC's Association Management *AIM Italy Srl* is responsible for organizing the EACTAIC Annual Congress. The Congress organization is conducted in-house, with support from preferred suppliers. External Professional Congress Organisers (PCOs), Destination Management Companies (DMCs) are not used; the LOC has to be involved on the scientific part only, not on the logistic aspects. We advise national representatives to seek support from their City Convention Bureaus or equivalent organizations.

Procedure for you:

Once you, as national representative, have received this RFP, please contact your local Convention Bureau and provide them with EACTAIC's RFP. The Convention Bureau will prepare the bid books including different suggestions (no costs, in case only averages); no services/venue has to be reserved and defined in this phase.

An e-mail with the bid book must be sent to the EACTAIC Executive Office, C/O AIM Italy Srl, Via Flaminia 1068, 00189 Rome, Italy or eactaic@aimgroup.eu **by May 31 of two calendar years before the year the congress should take place**. Mark for the attention of the EACTAIC Association Manager.

Please note that bid books arriving later than this deadline will not be considered.

By the same date, you, as RC member, are required to propose a suitable person as **Local Organizing Committee (LOC) Chair** to the EACTAIC Executive Office via e-mail to eactaic@aimgroup.eu (this can also be part of the bid book).

Proposals for the LOC Chair are required to contain the following information:

- CV of proposed person (1-2 pages);
- Full contact details;
- Track record of congresses organized by this person for other national and international organizations;
- List of EACTAIC Annual Congresses attended by the proposed person within the past 10 years;
- A letter of support signed by at least 5 national EACTAIC members, who are full members in good standing.

Please note that LOC Chairs (as well as all members within the LOC) are required to be full EACTAIC members in good standing position.

What happens next:

By July of the same year the application has been sent (so, 2 years before the congress will take place) the EACTAIC Executive Office evaluates the bid books and produces a short list of the most suitable venues.

After the **Board meeting to be held immediately before the EACTAIC Annual Congress** the EACTAIC Board informs the RC members about the countries that have submitted their bid and the recommendation from the Board taking, if possible, the final decision.

After this, the respective Representative will be notified.



LOC workload - financial compensation

No financial compensation will be provided.

Confidentiality:

All information provided in the application will be held confidential by all parties involved.

The decision as to which application has been successful must remain strictly confidential until officially announced by the EACTAIC Executive Office.

Any violation of confidentiality will result in the decision to rescind the decision.

Should you have any questions regarding these specifications, please feel free to send them to the EACTAIC Association Manager, via eactaic@aimgroup.eu. Please do not contact any of the EACTAIC Directory Board members.

Thank you in advance for your efforts.

Sincerely,

Patrick Wouters
EACTAIC President

Gianluca Paternoster
EACTAIC Annual Events Chair



1. GENERAL INFORMATION

a. The dates

The EACTAIC Annual Congress should take place between mid-September and mid-October, preferably from Wednesday to Friday (exhibition set-up and dismantling one day before/after). The dates should not conflict with international holidays (including Jewish & Muslim holidays) or national holidays and shall be placed 4 weeks apart from any national or international Congress relating to the field of cardiothoracic and vascular anaesthesia and intensive care.

b. Proposed timetable

NB. All the panel session **must** include 1 oral presentation

Wednesday

	Main auditorium 500-700 pax	Auditorium 1 150-250 pax	Auditorium 2 100-200 pax	Room 1 for workshops	Room 2 for workshops	Room for EACTAIC Business Meetings
08:30-10:30	Opening + Panel 1 (Hot topics - LOC)					
10:30-11:00	<i>Coffee break</i>					
11:00-13:00	Panel 2	Panel 3	Panel 4	Workshop	Workshop	Educational committee
13:00-14:30		Industry Sponsored Symposium	Industry Sponsored Symposium			
13:00-14:30	<i>Lunch</i>					
14:30-16:00	Panel 5 - ESAIC	Panel 6	Panel 7	Workshop	Workshop	Scientific committee
16:00-16:30	<i>Coffee break</i>					
16:30-18:00	Panel 8 - SCA	Panel 9 Pro-Con debate	Panel 10	Workshop	Workshop	Programme committee
18:00 20:00	Welcome reception					



Thursday

	Main auditorium 500-700 pax	Auditorium 1 150-250 pax	Auditorium 2 100-200 pax	Room 1 for workshops	Room 2 for workshops	Room 1 for EACTAIC Business Meetings	Room 2 for EACTAIC Busi- ness Meetings
08:30-10:30	Panel 10	Panel 11	Panel 12	Workshop	Workshop	subcom 1 subcom 2 subcom 3 subcom 4 subcom 5 1hr45 min each	SM task force + graduated fellows social event + programme director meeting
10:30-11:00	<i>Coffee break</i>						
11:00-13:00	Panel 13	Panel 14	Panel 15	Workshop	Workshop		
13:00-14:30	General Assembly** Timing TBD on the basis of the industry Symposia	13:30-14:30 Industry Sponsored Symposium	13:30-14:30 Industry Sponsored Symposium				
13:00-14:30	<i>Lunch</i>						
14:30-16:00	Panel 16 - EACTS	Panel 17	Panel 18	Workshop	Workshop		
16:00-16:30	<i>Coffee break</i>						
16:30-18:00	Panel 19 - Pro- Con debate	Panel 20	Panel 21	Workshop	Workshop		

Friday

	Main auditorium 500-700 pax	Auditorium 1 150-250 pax	Auditorium 2 100-200 pax	Room 1 for workshops	Room 2 for workshops	Room for EACTAIC Business Meetings
08:30-10:30	Panel 22	Panel 23	Panel 24	Workshop	Workshop	subcom 6 subcom 7 subcom 8 1hrs 45 min each
10:30-11:00	<i>Coffee break</i>					
11:00-13:00	Panel 25	Panel 26	Panel 27	Workshop	Workshop	
13:00-14:30		Industry Sponsored Symposium	Industry Sponsored Symposium	Workshop	Workshop	
13:00-14:30	<i>Lunch</i>					
14:30-15:30	Panel 28 Problem Learning Discussions	Panel 29 Problem Learning Discussions	Panel 30 Problem Learning Discussions	Workshop	Workshop	
15:30 16:30	Closing Ceremony + best oral/best poster awards + grant awards					



c. Preferences regarding the Congress venue

As a Congress Venue both a Congress Hotel and a Congress Centre can be chosen. In any case, they are required to have the necessary meeting rooms and sufficient exhibition space.

For Congress centres, it would be important to have hotels nearby to accommodate participants and faculty members.

2. VENUE SPECIFICATIONS & REQUIREMENTS

All the requirements are just indication and will be contracted, contacted and negotiated by the PCO. Please do not put any option or block any space/service during the bid

Meeting rooms

- Plenary session hall for 600 pers. minimum, theatre style
- Lecture rooms for 100 and 250 pers. minimum, theatre style
- 3-6 Workshop rooms for 50 pers. minimum, theatre style
- 2-3 rooms for 50 pers. for business meetings, theatre style

Poster presentation & exhibition space

- 900 sqm. net floor space
- exhibition and poster space on one floor no columns

General information about the venue

- Location:

Congress Hotel:

how to reach the Congress Hotel with public transport
distance to downtown

Congress Centre:

how to reach the Congress Hotel with public transport
distance to downtown
distance to various hotels

- Ownership i.e. management of the Congress Hotel/Congress Centre
- Number and size of meeting rooms including floor plans and technical specifications
- Details of the exhibition space including floor plans and technical specifications
- Security, audio-visual equipment, business centre, car and bus parking area
- Catering: Please indicate if there is a preferred supplier or if is possible to have conference packages. No detailed cost is required.
- Please include the contact details in order for the PCO to ask for a quotation and negotiate.
- Are there any other preferred suppliers that the Congress organiser has to use when renting your venue (e.g. A/V, others?)

Green Meeting policy of the venue

In order to act in a sustainable way, EACTAIC prefers Congress Hotels / Congress Centres which are having an active and on-going sustainability programme and policies.

This includes:

- A comprehensive environmental policy
- Programmes to recycle and otherwise reduce solid waste
- A barrier-free congress centre



- Environmental-friendly equipment
- Energy from renewable sources
- Energy- saving lightning
- Programmes for the conservation of energy and water.
- Please specify the “green meeting” policy of the facility.

ACCESS

Access by airplane

- Frequency of direct flight connections from the major European capitals (daily basis)
- Frequency of flight connections from international destinations (daily basis)
- Transfer possibilities from the airport to the Congress Hotel/Congress Centre (including time and cost)
- Availability of shuttle transfer from airport to downtown

Access by train

- Frequency of trains from major European capitals
- Number of train stations at the destination
- Connection possibilities from the train station to the Congress Hotel/Congress Centre (including time and cost)

Access by road

The road conditions and easy custom formalities are very important for the exhibiting companies. Please describe:

- Main highways to the destination.
- Distance to the main European capitals (in kilometres)
- Are there certain days where there is a public ban on driving trucks in your city/country?
- Local rules and conditions which can affect transport

HOTEL ACCOMMODATION

Please include only a list of suggested hotels nearby. No room block has to be optioned, not for participants, nor for speakers.

PUBLIC TRANSPORT

Please describe the public transport within your city (routes, cost, congress ticket available, operating hours at night).

EXPECTED SUPPORT (IN KIND OR MONEY)

- Please describe what the Government would be willing to sponsor
- Please describe what the City is willing to sponsor (welcome reception, free public transportation pass, funding etc.)
- Please describe if there is any other authority willing to sponsor (in kind or money)
- Which airline would you designate as official carrier? Is this airline willing to give a barter agreement? What are the terms of agreement?

OFFSITE VENUES FOR SOCIAL EVENTS

The EACTAIC Congress dinner is traditionally on the Thursday evening. Please name a few options in your destination, where the EACTAIC Congress dinner could be carried out (capacity of approx. 150



pers., within 30 minutes shuttle time from Congress Hotel/ Congress Centre). Final decision about menu, prices, location will be taken in a later stage, so no option is required before the end of the bidding process.

CONFIDENTIALITY

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ANNEX 1 TO THE RFP - EACTA CONGRESSES 1986-2022

	Country City	Date	Attendance
2022	Lithuania, Vilnius	5-7 October 2022	
2021	Online (EACTA/ICCVA)	27-29 October 2021	540
2020	Grenoble/Online	4-6 November 2020	560
2019	Belgium, Ghent	4-6 September 2019	677
2018	United Kingdom, Manchester	19-21 September 2018	742
2017	Germany, Berlin	19-21 April 2017	821
2016	Switzerland, Basel	11-13 May 2016	620
2015	Sweden, Gothenburg	10-12 June 2015	600
2014	Italy, Florence (EACTA/ICCVA)	17-19 September 2014	820
2013	Spain, Barcelona	06-08 June 2013	705
2012	Netherlands, Amsterdam	23-25 May 2012	677
2011	Austria, Vienna	01-04 June 2011	301
2010	United Kingdom, Edinburgh	09-11 June 2010	695
2009	Greece, Athens	27-29 May 2009	720
2008	Turkey, Antalya	11-14 June 2008	
2007	Poland, Cracow	11-13 June 2007	
2006	Italy, Venice	24-27 May 2006	
2005	France, Montpellier	01-04 June 2005	
2004	United Kingdom, London	09-11 June 2004	
2003	Czech Republic, Prague	31 May, 02 June 2003	1000
2002	Ireland, Dublin	12-15 June 2002	600
2001	Germany, Weimar	16-19 May 2001	600
2000	Denmark, Aarhus	21-24 June 2000	
1999	Hungary, Budapest	16-19 June 1999	600
1998	Norway, Trondheim	17-20 June 1998	600
1997	Greece, Thessaloniki	26-29 June 1997	600
1996	Belgium, Leuven	22-25 May 1996	700
1995	Spain, Madrid	14-17 June 1995	500
1994	Finland, Turku	01-04 June 1994	400
1993	Switzerland, Zurich	13-16 April 1993	500
1992	Netherlands, Maastricht	09-12 June 1992	450
1991	Italy, Milan	04-07 June 1991	
1990	Austria, Vienna	13-16 May 1990	700
1989	Sweden, Uppsala	14-16 June 1989	500
1988	France, Lyon	08-10 June 1988	
1987	Germany, Goettingen	1987	
1986	United Kingdom, Cambridge	1986	



Annex 2 - Structure of the sessions

Proposed structure of the scientific sessions:

Scientific Session - 120 min.

20 min. lecture
20 min. lecture
20 min. lecture
10 min. oral presentation
20 min. lecture
20 min. lecture
10 min. discussion

Scientific Session - 90 min.

18 min. lecture
18 min. lecture
10 min. oral presentation
18 min. lecture
18 min. lecture
08 min. discussion

Opening Ceremony - 120 min.

20 min. Opening ceremony
20 min. lecture
20 min. lecture
10 min. oral presentation
20 min. lecture
20 min. lecture
10 min. discussion

PBLD - 60 min.

15 min. clinical case
15 min. clinical case
15 min. clinical case
15 min. discussion

Pro-con Sessions - 90 min.

The format of **Workshops** and **Masterclasses** is free.