REQUEST FOR PROPOSAL (RFP) for the EACTAIC ECHO Courses

This is a call to EACTAIC's ECHO Subspecialty Committee (SSC) and Representative Council (RC) members following the EACTA Bylaws § 6.3/9 to submit **"Suggestions for future Meeting sites and a responsible organiser for each".**

EACTAIC Association Management Company AIM Italy Srl is responsible for organizing the EACTAIC ECHO Course. The EACTA Course organization is conducted in-house, with support from preferred suppliers. Professional Congress Organisers (PCOs), Destination Management and Marketing Companies (DMCs) or other agencies are not used.

We advise national representatives to seek support from their City Convention Bureaus or equivalent organisation.

The EACTAIC Echo Course venue:

For logistic and economic reasons, the venue of the EACTAIC Echo Course should preferably be a hospital/University Hospital with conference facilities and hotels nearby and a reduced rental fee.

Procedure:

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/or 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 course should take place**. Mark for the attention of EACTAIC Association Manager.

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

By the same date, you as RC or Echo SSC member are required to propose a suitable person as **Local Organizing Committee (LOC) Chair** to the EACTAIC Executive Office via email 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 LOC person (1-2 pages)
- Full contact details
- Track record of conferences organized by this person for other national and international organizations
- List of EACTA Annual Congresses attended by the proposed person within the past 10 years
- Support letter signed by at least 5 national EACTA members (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:

The executive office will compare the bids and present a report with ranking of the bids in order of preference to the DB before the EACTAIC Annual Congress to be held in the autumn of the same year the application has been received with cc to chair of the Echo SSC.

During the AC meeting the EACTAIC Directory Board informs the RC members about the countries that have submitted their bid books and that are in the final.

Immediately after a decision will be taken by the board of Directors and the respective Representative will be notified.

<u>LOC workload - financial compensation</u>
No financial compensation will be provided.

<u>Confidentiality:</u>
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 offiially announced by the EACTAIC Executive Office
Any violation of confidentiality will result in the decision to rescind the respective site.
Should you have any questions regarding these specifications, please feel free to send them to 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

***

Recommendations for Organizing the ECHO Course RFP

Part I - INTRODUCTION History of the ECHO Courses
The ECHO course is the second flagship meeting of EACTAIC. It is more content-specific and application oriented than the Annual Congress.
The ECHO Courses have until now taken place in the following venues, under the guidance of the following Local Hosts:

City	Dates	Number of participants	LOC
Zagreb 2022	11.06-14.06.2022	TBD	Zdenko Povšić-Čevra
Virtual 2021	12.06-15.06.2021	450	EACTAIC BoD, Echo Subcom
Gdansk 2019	22.06-25.06.2019	220	Romuald Lango
Athens 2018	23.06-26.06.2018		Theofani Antoniou
Valencia 2017	30.09-03.10.2017		Paula Carmona Garcia
Istanbul 2016	03.09 - 06.09.2016		Ozcan Erdemli
The Hague 2015	12.09 - 15.09.2015	206	Joost van der Maaten
Leipzig 2014	17.05. -20.05.2014	352	Jorg Ender
Montpellier 2013	07.09. - 10.09.2013	224	Pascal Colson
Basel 2012	08.09. - 11.09.2012	222	Manfred Seeberger
Gent 2011	10.09. - 13.09.2011	150	Patrick Wouters
Berlin 2010	11.09. - 14.09.2010	150	Joachim Erb

Leicester 2009	05.09. - 08.09.2009	150		Justiaan Swanevelder
Rome 2008	27.09. - 30.09.2008	150		Fabio Guarracino
Copenhagen 2007	22.01. - 25.01.2007	100		Eric Sloth
Vienna 2006	2006			Heinz Tschernich
Zurich 2005	2005			Edith Schmidt
Bergamo 2004	2004			Marco Ranucci
London 2003	2003			Rob Feneck
Uppsala 2002	2002			Jan Hultman

From 2017 on the EACTAIC TOE certification exam is organized during the ECHO course (date TBD)

The ECHO Course in a nutshell
The ECHO Courses are a product of EACTAIC's ECHO Subspecialty Committee (ECHO SSC).
Within the group the educational objectives/courses content/course template are discussed and brought forth to the EACTAIC Annual Events Chair for approval.
Traditionally the course will take place over 4 days from Saturday until Tuesday with Basic and Advanced Courses on Saturday/Sunday and Certification Course and Critical Care Hands On Course on Monday/Tuesday.
Typically, 2 auditoria for 100-150 people for 4 days are needed, plus space to accommodate 4-6 workshops. These can either be separate small rooms for 20-40 people, or a big hall subdivided in a suitable manner as agreed upon by the LOC and/EACTA Congress Manager or the PCO.
In general, this template shows only minor variations from one year to another. Major changes are always possible but need to be discussed well beforehand with the EACTAIC Annual event chair (and the DB) and by EACTAIC's Professional Congress Organizer (PCO).
The ECHO Course is a low-budget endeavor due to uncertain sponsoring income, so that the venue should be preferred either a hospital / University premise or an affordable congress hotel congress center.
In order to maximize sponsoring income concerted efforts of both Local Organizing Committee (LOC) and PCO will be required.

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

Please provide a floorplan and the contact details of eventual mandatory suppliers in order for the PCO to contact them.
The presence of some space to be used as exhibition area is welcomed but not mandatory and can be evaluated.
- Technical infrastructure/WLAN:
- Standard A/V equipment: Screen, Beamer, Microphones
- WLAN free of charge must be provided by the Congress Centre/Congress Hotel.

HOTEL ACCOMMODATION
Please include only a list of suggested hotels nearby. No room block has to be optioned, not for participants, nor for speakers.
From 2017 onwards the TOE ECHO exam will be organized in conjunction with the ECHO Course, preferably after the certification Course (on Tuesday)

Selection of the host and venue for the ECHO course

All members of the ECHO SSC may submit a proposal to host the ECHO Course, indicating all details described below in the section "venue requirements".

EACTAIC's Professional Congress Organizer (PCO) will analyze the venues that have applied and make feasibility summaries for the EACTAIC Annual Events Chair, who approves the venue together with the Directory Board. The venue should be decided upon and secured 2 years before the actual ECHO Course to take place there.

The person/group, whose venue proposal has been chosen, will act as Local Organizing Committee (LOC) for the respective year. The members of the LOC will propose a member that will be appointed by the DB in agreement with the chair of the ECHO SSC.

Part II - LEADERSHIP and RESPONSIBILITIES

General comments

Organizing an Annual ECHO Course is a complicated process involving many parties and therefore demanding clear lines of communication.

The Echo <u>SubSpecialty Committee (SSC</u>) chair and Program delegate are responsible for the learning objectives, general format and outlines of the program and ensure input and support from within the entire ECHO SSC. The Chair of the ECHO SSC will function as the link to the other parties involved in the ECHO Course organization.

The <u>Local Organizing Committee</u> is mainly responsible for the practical implementation of the scientific part of the program including the workshops and will be able to provide local flavor into the scientific program. The chair of the LOC will be the link and contact person with the other parties involved in the Organization of the ECHO Course. The LOC will as well establish contacts with local sponsors for sponsoring support but all the part related to amount and negotiations has to be shared with the PCO.

<u>EACTAUC's PCO</u> (integrated within EACTAIC's Association Management Company (AMC), AIM Italy Srl) will take care of the secretarial, administrative, accreditation, management and financial and sponsoring aspects of the EC. The PCO activities will be managed by a key account manager, further called the Congress organizer.

The <u>Chair of the Annual Events (= chair of the Congress Committee)</u> will provide strategic guidance and will ensure the liaison with the Directory Board.

The main bodies involved in the organization of EACTAIC's Annual congress each with a specific role and responsibilities are summarized in the table on the following page.

The burden of the EC organization will rest on the LOC-chair and Congress manager (PCO) who should work closely together. In order to guarantee a smooth operation and collaboration. These key persons should make sure that these guidelines are followed. All three parties involved should under all circumstances act in the best interest of EACTAIC.

Role of the ECHO SSC

- Establishes the program of the Echo Course in close collaboration LOC chair;
- Defines the educational objectives/courses, content/course template for the future years and submit the details to the EACTAIC Congress Chair/DB **by the DB meeting at the latest one year in advance of the ECHO course.**
- The Echo SSC chair is the linking pin between the ECHO SSC on one hand and LOC, PCO and Congress chair on the other hand. He does this in close collaboration with the Program delegate of the ECHO SSC;

- If changes concerning content or the template of the Course are expected that would require significant implication on either planning of the meeting rooms (both spatial and temporal) and budget this should be announced well before the venue feasibility check by the PCO. Both the PCO and the EACTAIC Annual events chair will need to be informed about any major changes;
- Keeps oversight and monitors the compliance with the goals and TOR of the ECHO course;
- Assures from 2017 on that the ECHO TOE exam will be implemented and ensures the necessary liaising with EACVI;

Information needed by PCO from ECHO SCC:
- Program of Course modules (Basic, Advanced, Certification, Hands On, TOE/TTE);
- Timing of Exam within ECHO Course (also the PCO is in contact with ESC);
- Decision which sessions/workshops will be hands-on or not and requirements (staff, instructors, models, machinery, equipment;
- E-learning elements before/after.

Role of the Professional Conference Organizer (PCO)

The organizational burden for the EACTAIC ECHO Course is carried by EACTAIC's PCO. The tasks and responsibilities are in accordance with what is in general understood by the event sector and are here briefly described or specified.
- The PCO functions in a preemptive and anticipating way;
- The PCO will appoint a Congress manager who will take care of EACTAIC's PCO tasks;
- Plays an important role in the selection of ECHO COURSE Site and venue. The PCO prepare Request for Proposals (RFP) 2 years before hand. Based on the RFP's the PCO prepares a comparative report between bids in order to facilitate the final selection by the DB;
- Contracts venue, negotiates advantageous deals, hotel contracts, commission etc.;
- Ensures marketing and publicity, administration, financial (incl. VAT issues, insurance, ..), website implications, speaker management, workshop coordination and logistical support;
- Proposes, keeps and enforces Time line and To Do List together with EACTAIC Congress manager;
- Proposes EC budget to the DB for approval; further the PCO will monitor and provide regular updates of the budget and justifies deviations with the Secretary General (DB) (see as well part III);
- Practical organization and management of all aspects the EC, except the composition of the scientific programme; it includes catering, AV, socials, PR, printing, etc.;
- Ensures a web-based evaluation that should be launched immediately after closure of the course;
- Sponsorship & exhibition; active and assertive seeking of sponsoring in close collaboration with LOC
- Secures long term sponsorship;
- Ensures UEMS accreditation of the ECHO Course;
- Assures registration during the Course and provides assistance to delegates (request, registration, certificates, etc.);
- PCO congress manager is linking pin for LOC chair and Echo SSC chair.

Role of the Local Organizing Committee (LOC)

The Local Organiser cooperates with the Echo subcom to develop the scientific and educational part of the program in line with the echo course instructions.

- The Local Organiser is encouraged to be creative, propose new items, ideas and speakers, i.e. add local identity to the educational event. He ensures local context and flavor into the AC;
- The LOC will propose preliminary and final program for approval by the EACTAIC ECHO SSC and subsequently by the EACTAIC Annual Events Chair;
- Significant deviations from the template need formal approval by the Echo SC and EACTAIC Congress chair prior to implementation;
- Collaborates closely with PCO;
- Helps in providing local contacts for Sponsoring and exhibition;
- LOC chair is linking pin for PCO and ECHO SSC.

Role of the EACTAIC Annual Events Chair

The main function of the EACTAIC Annual Events Chair is:

- to assure the scientific level of the course as advised by the ECHO SCC and local host;
- Keeps oversight and monitors the overall organization of the Echo Course;
- Supervises compliance with the "Guide for the EACTAIC ECHO Course";
- The Congress Manager together with the EACTAIC Annual Events Chair establishes a timeline and to-do- list for the respective ECHO Course;
- Trouble shooting, advisory role in case of problems;
- Linking pin between the Local Host, the EACTAIC ECHO SSC and the EACTAIC Congress Manager.

PART III - VENUE REQUIREMENTS

As soon the venue is decided by the DB the EACTAIC Congress Manager can define the venue requirements.
Currently the recommendations are as follows:

The ECHO Course is a low-budget endeavor due to uncertain sponsoring income, so that the venue should be

- preferred either a hospital / University premise or an affordable congress hotel;
- congress center;
- Easy access to the city (airplane, train);
- Willingness of the city/government to support the EACTAIC ECHO course;
- Willingness of local / international industry partners to support the EACTAIC ECHO course.

PART IV - ORGANISATIONAL ISSUES

ECHO Course venue (convention centre/hotel)

Following site selection, the ECHO Course venue will be booked by the PCO and preliminary contracts including incremental down payment are drawn-up.
The ECHO Course venue including all necessary space, all technical equipment and food & beverage (F&B) and daily catering are negotiated by the EACTAIC Congress Manager.
The EACTAIC Congress Manager will be the only person authorized to order meeting space, technical equipment, services and give directions to the venue/hotel in the preparatory phase and

onsite. This will also be stated in the contract with the ECHO Course venue.

Furthermore, accommodation allotments in hotels will be pre-booked by the EACTA Congress Manager (if this will be exceptionally needed – usually no rooms are booked not for speakers, nor for delegates).

Budget / Finances

The EACTAIC Congress Manager has set up a standard budget format for the EACTAIC ECHO Courses, which includes all congress related income and expenses. It is updated and calculated for each destination, taking into account the local facets. The template of the budget shall be agreed upon with the Secretary General of EACTAIC and present the figures in comparison with the approved budget and targets.

The Congress Manager is responsible for overviewing the budget that was approved by the DB. The budget should be respected and all elements with budget implications should be very well discussed between the Congress Manager, the EACTAIC Secretary General and the Local Host. The Congress manager will monitor and provide regular updates of the budget and justifies deviations with the Secretary General (DB).

Exhibition / Sponsoring

To arrange an EACTAIC ECHO Course without sponsorship is financially impossible.

At least a small trade exhibition should be the goal. The Congress Manager will make a list of contacts. The list should be extended by the Local Host and the DB with their personal contacts. The Congress Manager produces a sponsor options catalogue and distributes it to potential sponsors.

Graphics / Printing / Mailing

The EACTAIC appointed graphic designer will work on all printed material for the EACTA ECHO Course. The graphic designer seeks estimates of at least three printers for the print work and the EACTAIC Secretary General will decide the company to award the contract to, taking into account the advice of the EACTAIC Congress Manager.

IT issues

The following features should be considered for future EACTAIC ECHO Courses:

- Webcasting for the EACTAIC e-Academy (depending on financial situation, DB to decide);
- Free WIFI for all delegates;
- Web based evaluation of the Course.

Website for the ECHO Course

The EACTAIC ECHO website will be established and maintained by the EACTAIC Congress Manager.