Guidelines for the site selection of the 18th Annual Congress EuGMS 2022

Deadline for proposals: 28 February 2019

EUROPEAN GERIATRIC MEDICINE SOCIETY

EuGMS Secretariat
Tel. (+39) 010 553591 • E-mail secretariat@eugms.org
Mailing Address: Via Roma, 10 – 16121 Genoa - Italy
www.eugms.org

EuGMS Registered Office:
Clos Chapelle aux Champs 30. Boîte 3037
1200 Brussels - Belgium

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Guidelines for the site selection of the 18th Annual Congress of the European Union Geriatric Medicine Society in 2022

Introduction

The European Union Geriatric Medicine Society (EuGMS) was founded in June 2000 to develop and foster geriatric medicine in all countries of the European Union and to encourage the provision of geriatric medical services to all older citizens in the EU. It aims to promote education, continuing professional development and high-quality evidence-based geriatric medicine. By 2015, the EuGMS activities involved several Special Interest Groups and Task and Finish Groups (Working Groups). Since its foundation EuGMS has gained international reputation and has developed cooperation with an increasing number of European and international organizations. EuGMS’ visibility is growing both inside and beyond the European Union.

In 2017 the name of the Society was changed to European Geriatric Medicine Society whereby the focus of the activity broadened to all European countries instead of to the European Union members only. The aim is to spread educational activities and high professional standards across European continent and in particular in the countries where geriatric medicine is still emerging or has yet to obtain well-established professional and scientific independence and recognition.

EuGMS congress activities started with the first congress in Paris in 2000. It was followed by congresses every second year until 2010. After that EuGMS congresses have been organized every year, preferably in September / October. Future congresses will be organized across Europe, 2018 in Germany, 2019 in Poland and 2020 in Greece.

Proposals for the 2022 Congress site are invited with this Request For Proposal (RFP), with a special invitation to all member countries who have not applied for the Congress so far.

EUMGS Congresses so far:
2000 Paris
2002 Firenze
2004 Vienna
2006 Geneva
2008 Copenhagen
2009 Glasgow: Palliative Care and End of Life issues
2010 Dublin: Geriatric medicine: new challenges, techniques and technologies
2011 Malaga: New therapies for an ageing Europe
2012 Brussels: Clinical aspects of longevity
2013 Venice: Improving outcomes in geriatric medicine
2014 Rotterdam: Geriatric Medicine Crossing Borders
2015 Oslo: Geriatric medicine for future Europeans
2016 Lisbon: Discovering new ways in the World of Geriatrics
2017 Nice: Developing preventive actions in geriatrics
2018 Berlin: Advancing Geriatric Medicine in a Modern World
2019 Kraków: Evidence based Medicine in geriatrics
2020 Athens: (…)

**ANNUAL CONGRESS PROFILE**

The purpose of the annual congress is to offer education and networking opportunities for the attendees. This is accomplished through possible one day pre-congress meetings, workshops, and other educational activities, followed by a 3-day conference of plenary sessions with state-of-the-art lectures, podium presentations, as well as parallel sessions and an exhibit area with exhibitors. The three major social events will take place during the congress, an opening reception, (compliance allowing) a conference dinner, and a closing session. In addition, before and during the congress, the EuGMS also conducts its annual business and board meetings.

Currently the congress begins on Wednesday afternoon with parallel sessions followed by an opening ceremony in the late afternoon / evening, congress program (7 parallel sessions) proceeds during Thursday to Friday with the closing session on Friday afternoon. Please see [www.EuGMS.org](http://www.EuGMS.org) for details on recent congresses.

1. Important figures:
   - Expected number of participants: 1,500/2,000
   - Exhibition: approx. 1,000 sq. m.
   - Posters: 1000 posters, one shift
   - Period: the last two weeks of September / the first two weeks of October

2. Bids should be from medium to large European cities serviced by an international airport and having at least 1,000/1,500 hotel rooms in 4 and 3 star categories. Hotels should be within a 30 min. radius from the congress venue by public transportation.

3. All bidders must consider the pharmaceutical codes of practice of the EFPIA (European Federation of Pharmaceutical Industries and Associations) when presenting a proposal.

4. Halls, capacities and facilities required:
   - Plenary Hall for 1,500 participants
   - Parallel Halls: 7 halls with a capacity for 200/250 people theatre style each
- Office / Secretariat / Meeting rooms: 5 minimum with a capacity of 20 to 50 people.
- Exhibition/Catering area: approx. 1,000 of net exhibition space, a total of 2,000 gross space for both exhibition and catering space.
- Poster area: approximately 1000 posters – (300 double sided poster boards) with Poster area of adequate capacity.
- Hotel Rooms: the city should have at least 1,000/1,500 hotel rooms of various categories, easily accessible to the Congress Centre. It is preferable to have a large number of rooms in a small number of hotels.

**DECISION MAKING PROCESS**

- Proposals to be received by 28 February 2019
- March to May 2019: Review by Academic and Executive Board
- May 2019: Executive Board agrees on 2 finalists
- September/October 2019: Full Board decides on EuGMS Congress site 2022

**PROPOSAL APPLICATION FORM**

The proposal shall contain the following sections:

1. **Letter of invitation**
   - 1.1 This section shall contain a letter of invitation providing basic clues and conditions to attract 2022 EuGMS Congress.

2. **Local Geriatric community – Presentation and commitment**
   - This section shall contain:
     2.1 a detailed presentation of major national geriatric societies including history and executive board;
     2.2 a detailed presentation of the national geriatric community with number of members and/or e affiliates, scheduled period for the annual national Geriatric congress or meeting (if any) or other major national events for category in year 2022, number of delegates usually attending annual national congress or meeting, list of stakeholders to be involved;
     2.3 a detailed presentation of the in loco operations that national society will enforce to promote 2022 EuGMS Congress;
     2.4 expected number of local participants;
     2.5 letter of commitment to ensure local logistic support to organization of the 2021 EuGMS Annual Congress.
3. **Letters of support**

This section shall contain all letters of support participants can produce involving: local authorities, Convention Bureau, community services, other organizations.

4. **Presentation of applicant city**

This section shall contain:

4.1 a general presentation of the town, main facilities, features and attractions;
4.2 a map of the city with pointer of: suggested venue(s), main public train/bus station, and international airport;
4.3 public transportation plan;
4.4 a document indicating the international airport serving the city, its distance from the city centre and all public transportation connections.

5. **Accommodation capacity**

*Any accommodation suggested in this section must be in accordance with standards as expressed in ANNUAL CONGRESS PROFILE par. n.2 and n.5*

This section shall contain a document providing the total number of rooms available in town, average room cost in Euro expressing range from min to max and a list of the main hotels in town.

6. **Suggested dates for 2022 EuGMS Annual Congress**

This section shall contain a document indicating the dates the applicant city suggests for 2022 EuGMS Congress.

7. **Suggested venue**

*Any venue suggested in this section must be in accordance with standards as expressed in ANNUAL CONGRESS PROFILE par. n. 4*

This section shall contain:

7.1 a presentation of the venue and brochure providing general information, detailed public transportation connections to the city centre/to airport/to main central station, parking places, exclusivity (if any) on catering, technical support, other services;
7.2 a floor plan of the venue;
7.3 a detailed list of the halls/rooms, exhibition areas, other spaces, providing for each space surface in square metres, capacity, AV equipment, other services;
7.4 a document illustrating detailed prices and payment terms and conditions.
8. **Suggestion for Opening Reception**

This section shall contain a document providing a suggested plan for the opening reception which will involve at least 1500 participants to the 2022 EuGMS Congress. The reception is to be held in the venue, the first day of the Congress in the late afternoon and shall consist in a short welcoming ceremony with lecture and cocktail. The presence of a local patron/patroness might be appreciated.

9. **Suggestion for Social Dinner**

This section shall contain a document providing a list of suggested locations for the social dinner which will involve all participants. Social dinner is generally set to a limited number of places, 250/300. The event is preferably to be held at walking distance from the Congress venue (if in the city centre) or in the city centre.

10. **VISA requirements**

This section shall contain a document providing information about Visa requirements.

11. **Organizing Committee**

This section shall contain a document providing the list of members of the Organizing Committee and contact information.

*In order to facilitate the EuGMS Boards’ review and decision, each applicant shall fill in the EuGMS Application Form here attached.*

More information about the EuGMS and past Congress programs can be found on our website at: [www.eugms.org](http://www.eugms.org). The applicants are welcome to liaise with the EuGMS Secretariat if they would require clarification on any points prior to submitting a proposal.

The proposal should be submitted – within 28 February 2019 – to the following address:  
[secretariat@eugms.org](mailto:secretariat@eugms.org)

**Our contact address:**
EuGMS Secretariat  
Mrs. Benedetta Bellotti  
e-mail [secretariat@eugms.org](mailto:secretariat@eugms.org)  
Tel. (+39) 010 5535937  
Website [www.eugms.org](http://www.eugms.org)
ANNEX: SOP EuGMS CONGRESS SITE SELECTION

Procedure
- The next congress site should be selected 3 years in advance.
- EuGMS and its core PCO are the main congress organizers and have the main responsibility.
- The National Society in the country of the next Congress should have sufficient local knowledge and adequate resources to contribute to the local organizing committee.
- The National Society can propose up to 30% of national speakers.
- The National Society will be involved with a 15% share of the final congress profit or deficit.

Timeline
- 15 months before selection process begins (June 2018): first strategic thoughts (geographical distribution, economic aspects, thematic focus etc.) by EB and PCO
- Decision for 2022: a special invitation to Central-Eastern European countries AND all countries which have not applied for the Congress organisation so far.
- 12 months before selection process begins (September 2018): open for expressions of interest by Full Board
- 9 months before selection process begins (December 2018): open for proposals by Full Board
- 7 months before selection process begins (February 2019): Proposals received in Secretariat for distribution to Executive- and Academic Board
- 6 months before selection process begins (March 2019): Academic Board together with Executive Board, and PCO review and rank the proposals
- 4 months before selection process begins (May 2019): Academic Board will prepare a proposition of 3-4 final candidates and present to the Executive Board
- 3 months before selection process begins (June 2019): Executive Board will agree on 1-2 finalists that should be presented for a final decision to the FB
- SELECTION (September 2019): Full Board will give final vote and selection of 2022 congress site

Reference is made to the EuGMS Academic Rules for Congress Organizers, on the EuGMS Website, link: