

BIDDING GUIDELINES

EBCOG FULL CONGRESS

BI-ANNUAL MEETING



EBCOG

European Board and College of
Obstetrics and Gynaecology



EBCOG

European Board and College of
Obstetrics and Gynaecology



1. INTRODUCTION

The European Board and College of Obstetrics and Gynaecology provides a forum for the exchange of experience among specialists, interested in Gynaecology, and -Obstetrics. This goal is achieved with biannual congresses, with accredited courses, fellowships and awards. The congress will be essentially a European Board and College Congress in association with preferably the annual congress of a member National society. On behalf of EBCOG we would like to formally open the application process for future Congresses.

Hosting of congresses are open to all member national societies, and all are invited to apply.

To keep this process transparent and fair, we would like to clearly outline the different ways in which member countries can work with EBCOG:

EBCOG Congress Partnership

When: every 2 years (even years). Possibility for multiple partnerships each year

First available opening: 2024

What it entails:

EBCOG will host a session or two at a member society's local Congress. EBCOG is responsible for planning scientific societies and contributing speakers. As this is a smaller EBCOG presence there is an opportunity for multiple partnerships throughout Europe each year.

Application Process:

This is a less formal process. An email request can be made to the Officers outlining the desired intention to host the Congress.

Full EBCOG Congress – application process covered in this bidding guide

When: 1 Congress a year, every 2 years (odd years)

First available opening: 2025

What it entails:

This is the traditional EBCOG Congress that takes place every 2 years, with the last being held in Athens 2021 and the next in Krakow 2023. EBCOG will partner with a member national society and their appointed PCO to host this Congress within Europe. EBCOG is responsible for planning and executing the scientific program, and providing speakers. The



EBCOG

European Board and College of Obstetrics and Gynaecology



full financial responsibility will be placed on the member society; EBCOG will sign an MoU and agree with the national society a defined sum of money for its role in contribution towards scientific programme and speakers from across Europe and beyond. It will bear no financial responsibilities for the organisation of the Congress.

Application Process:

In order to be considered for a full EBCOG Congress, the bidding society should submit a Bid-Book that includes the following items:

- Recommended Venue
- Venue information, including:
 1. Available dates
 2. Suggested hall allocation
 3. Floor plans and capacities (or links to online information)
 4. Contact information for venue
 5. Information about exclusive suppliers (AV, Catering, etc.)
- Hotel Information, including:
 1. General information about number and type of hotels
 2. General pricing information
- Information about city/national support for meeting
- Contact details of the Convention Bureau (if applicable).

It is recommended that interested parties request the assistance of the local Convention Bureau to prepare the bid document. It is possible to use a local agent for this task.

We look forward to receiving your applications and to continue these new types of Congresses into the future.



EBCOG

European Board and College of
Obstetrics and Gynaecology



2. BIDDING GUIDELINES

2.1 Rules

- Only electronic bid documents will be accepted.
- Additional promotion may **NOT** be undertaken by individual bidders.
- Canvassing through individual or mass email, purchase of booth space or additional advertising at other meetings is not permitted. Infringement of the canvassing rules will mean the bid is very likely to be disqualified.
- The bid will be discussed during the Council meeting of the EBCOG.

2.2 Local Society Requirements

- There can only be bids by the official EBCOG Council representative(s) from a given country.
- The EBCOG Treasurer will check the Member's financial status and non-paying countries will be automatically excluded.
- All the bids accepted will be presented at the EBCOG Council in November 2022, where a final decision will be made.
- Provide funding for a site visit by at least 2 of the organizing committee (should the need arise).
- We **anticipate that Bidding** Countries will merge their national Congress with the EBCOG's congress.

2.3 Voting Procedure

Should there be more than one National society bidding for joint congress in the same year, a voting process may take place in the council.



EBCOG

European Board and College of
Obstetrics and Gynaecology



2.4 Timeline

- Deadline to submit letter of intent: 15 September 2022
- Deadline to submit full bid: 14 October 2022
- Destination will be chosen at the EBCOG Council meeting in Brussels, November 2022
- A runner-up will be chosen in case the destination does not fulfil the requirements as described in the site selection report.

2.5 Contact Information

Bids should be submitted to:

EBCOG Central Office
centraloffice@ebcog.eu

2.6 Previous/Upcoming Congresses:

Full Congresses

2021 Athens GREECE

2023 Krakow POLAND

Congress Partnership

2017 Antalya TURKEY

2022 Athens GREECE



EBCOG

European Board and College of
Obstetrics and Gynaecology



3. EBCOG CONGRESS INFORMATION

3.1 Preferred Dates / Season

- Beginning of May dates are preferred
 - Check the local holidays while looking for congress dates.

3.2 Preferred Day Pattern

Set-up: [Wednesday]

Meeting: [Thursday - Saturday]

3.3 Meeting Requirements

The Convention centre must meet the following minimum criteria (the goal is for possibly over one-thousand total participants):

- 1 plenary hall for 1000 people
- 4 parallel halls for 200 people
- 4 parallel halls for 100 people
- Speaker Ready Room
- Executive lounge (could be the Speaker Ready Room)
- 1500m2 for exhibition and catering

3.4 City Requirements

- Good International travel links
- Minimum of 800 hotel rooms in 3- and 4-star categories, within 15-20 minutes from the congress venue by public transportation.

3.5 Congress Timetable:

Wednesday

- Set up of the registration area, exhibition and conference rooms for Thursday morning sessions



EBCOG

European Board and College of Obstetrics and Gynaecology



- Registration open in the afternoon

Thursday

- All day sessions

Friday

- All day sessions
- Gala Dinner in the Evening

Saturday

- All day sessions
- Breakdown in the evening

3.5 Hotel/Accommodation Requirements

Bid should include an initial room block of [500 – 750] rooms as follows:

- Focus on hotels that are within 15 – 20 minutes walking distance
- 75% in 4*; 25% in 3*
- Peak nights are Thursday and Friday
- 50% of room rates should be under 250€ due to compliance



EBCOG

European Board and College of
Obstetrics and Gynaecology



4. BID BOOK TEMPLATE

This template can be used as a basis for the bid document. Other formats are also acceptable as long as the required information is included.

Venue Name:

Venue Contact Information:

1. Suggested hall allocation
2. Proposal for venue rental
3. Floor plans and capacities (or links to online information)
4. Contact information for venue
5. Information about exclusive suppliers (AV, Catering, etc.)

Convention Bureau (where applicable):

Contact Information:

4.1 Accommodation

Recommended Faculty Hotel:

Additional information to include if possible –

- Information on hotels within walking distance
- Hotel Map relative to venue
- Public transportation information between hotels and venues

Please note that all room block will be managed by the PCO appointed by the member society.



EBCOG

European Board and College of
Obstetrics and Gynaecology



4.2 Transportation

Airport

- International airport: YES / NO
 - If no, what is nearest International airport (please add information about connections to city):

Distance from City centre:

Public transportation from Airport to city center: YES / NO

- Average cost from airport to city:

4.3 Support from The Hosting City

Example: Subvention, Reception, Public transportation, entrance to attractions:

4.4 Proposed Dates In 2025

DATE	COMMENTS

Please advise all public and religious holidays during or adjacent to the suggested dates
Please confirm availability with venue.