

EANM Executive Office

Schmalzhofgasse 26, 1060 Vienna, Austria
Tel: +43-(0)1-890 44 27, Fax: +43-(0)1-890 44 27-9
E-mail: office@eanm.org, URL: www.eanm.org

**REQUEST FOR PROPOSAL
FOR EANM CONGRESS VENUES**

Today, the European Association of Nuclear Medicine (EANM) counts more than 20.000 members. The institutional congress of the association welcomes more than 5.500 participants from all over Europe, the United States and many other countries on an annual basis.

EANM has a permanent secretariat in Vienna.

The Congress Manager of the EANM is responsible for the organisation of the Annual Congress. Congress organisation is conducted in-house, with some help from preferred and long-term contracted suppliers for abstract handling, registration/housing/social programme, A/V, graphics, printing, freight forwarding etc. **Local PCOs, DMCs or other agencies are not used.**

In overall terms the city that can host the EANM Annual Congress should:

1. Have a track record of large congresses to have taken place in the city
2. Have a state of the art congress centre with full technical equipment and exhibition space preferably on one level; availability on suitable dates (we cannot change to other times of the year than listed)
3. Have easy access by rail, road and air (max. one hour by commuter train from airport to downtown)
4. Have sufficient 3, 4, 5 star hotels close in max. 15 minutes distance by public transport to the congress centre
5. Have a good (public) transport infrastructure
6. Have the capacity for EANM and participating companies to host social events in attractive off-site venues
7. The City/the Government be willing to offer support to the congress

Guidelines for bidding:

- The request for proposal will be sent to all members of the EANM. These may contact their Convention Bureaus or the applicable congress centre for assistance with submitting the proposals.
- EANM has set up a professional secretariat in Vienna to organise the congresses of the Association on their own, therefore, **proposals by "Professional Congress Organizers" (PCOs) and "Destination Management Companies" (DMCs) or other agencies will NOT be accepted.**
- In order to base our decision on objective criteria, we have assembled questions that we ask you to answer in the order given.
- As the EANM is very much trying to organize its congresses as "Green Meetings", we are assessing the environmental awareness of the destinations we choose and have incorporated a few questions with regard to this subject.

Procedure and decision making:

- The EANM Executive Office will evaluate all proposals and make a short list of possible venues.
- According to the EANM Bylaws the EANM Board decides on the future venues.

Should you have any questions regarding these specifications, please feel free to e-mail.

Thank you in advance for your efforts!

**EANM VENUE QUESTIONNAIRE – please answer
in the order given!**

1. TRACK RECORD OF HOSTED CONGRESSES

Please provide us with a list of congresses size 5.000 people and up that have taken place / will take place in your city/in the congress centre you are proposing to EANM (of course the event dates will be handled confidentially). Please give us a list of references.

2. CONGRESS CENTRE: SPECIFICATIONS & REQUIREMENTS

The Dates:

The EANM Annual Congress should take place mid to end October. The dates should not conflict with international holidays (including Jewish & Muslim holidays) or national holidays.

Meeting pattern:

Wednesday – exhibit setup
Thursday – exhibit & congress setup
Friday – exhibit & congress setup
Saturday – exhibit setup & registration opening
Saturday evening – congress opening (followed by welcome reception)
Sunday – lectures, exhibition
Monday – lectures, exhibition
Tuesday – lectures, exhibition
Tuesday afternoon - exhibit teardown
Wednesday – exhibit teardown
Wednesday until noon – lectures
Thursday – exhibit teardown

Lecture rooms:

1 Plenary session hall à 2.500 seats minimum
4 rooms à 400 - 500 seats minimum
3 rooms à 250 – 300 seats minimum
3 rooms à 100 seats minimum

Technical infrastructure / WLAN:

- The congress centre must be equipped with an intranet which serves as hub for our preferred A/V partner to distribute the presentations into the lecture rooms.
- Please specify A/V possibilities (standard is screen, beamer, lectern, microphones) of your centre including prices.
- The congress centre must provide WLAN FREE OF CHARGE. The congress centre must guarantee that minimum 80% of the congress delegates can access the internet at the same time. Please specify download capacity.

Poster presentation:

500 sqm net floor space (can be separate from the exhibition)

Exhibition:

3.000 sqm net exhibition space ON ONE LEVEL with minimum 500 kg/square metre weight capacity and minimum ceiling height of 5 metres; plus enough storage space for crates and other packing material. Exhibition space without columns is preferred.

(The EANM exhibition consists mainly of heavy weight imaging equipment. Therefore, the entire exhibition should fit into one state of the art exhibit space on one level, where trucks can drive in to unload and upload; and the stand-building teams find enough storage space for crates and other packing material.)

Information required from the congress centre:

- Location (public transportation to and from, distance to downtown, distance to various hotels)
- Owner i.e. management of the congress centre, sample contract
- Number and size of meeting rooms including floor plans and technical specifications
- Details of the exhibition area including floor plans, technical specifications (details of freight lifts, weight allowance per square metre, ceiling height etc.)
- Security, audiovisual equipment, business centre, car and bus parking area
- Bank, post office, emergency medical facilities, customs broker
- Catering: exclusivity (price list)? Right to bring in own caterer? Green Meeting provisions of caterer:
 - is the caterer familiar with planning environmentally friendly meetings
 - local, in-season produce to avoid costly transportation of goods
 - reusable cutlery, dishware, napkins, and linens
 - provide bulk condiments, beverages, and other food items instead of individually wrapped packages
 - provide reusable coffee mugs rather than disposable cups
 - offer fair trade, organic coffee and juices
 - offer vegetarian meal selections; vegetables consume less land base and energy to produce
 - arrange to have leftover food donated to a local food bank or soup kitchen
- Any other preferred suppliers that the congress organiser has to use when renting your venue (f.e. catering, A/V, others?)
- Information on pricing and pricing structure – a complete proposal (taking into account the above specifications) is kindly requested

Green Meeting policy of the venue:

The association gives preference to congress centres that have active and on-going sustainability programmes and policies. Specifically, preference is given to facilities that have:

- A comprehensive environmental policy;
- Programmes to recycle and otherwise reduce solid waste;
- Programmes for the conservation of energy and water;
- Programmes to reduce the use of harmful chemicals;
- Programs to improve indoor air quality; and
- Environmental initiatives above and beyond those listed herein.

Please specify the “green meetings” policy of your facility.

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3. ACCESS

a) Describe the access by airplane:

- Frequency of direct flight connections from various European capitals
- Flight connections from international destinations (USA, South America ...)
- Connection from airport to the congress centre (what, time, cost)
- Connection from airport to major hotels (what, time, cost)

b) Describe the access by train:

- Frequency of trains from various European capitals
- Number of train stations
- Connection from train station(s) to congress centre (what, time, cost)
- Connection from train station(s) to hotels (what, time, cost)

c) Describe the access by road:

Nuclear Medicine equipment is very large and the exhibiting companies transport great amounts of equipment to the congress city. Therefore excellent road conditions and easy customs formalities are vital.

- Main highways coming from where?
- Distance to main European capitals in Kilometres?
- Customs formalities for large medical equipment?
- Are there certain days where there is a public ban on driving trucks in your city/country?

4. HOTEL SITUATION

The EANM congress needs the following hotel accommodation within 30 minutes public transport distance from the congress centre:

- 5* 800
- 4* 1000
- 3* 700
- 2* 300

Please provide us with an overview of the hotel situation in your city:

- number of rooms in the various categories
- the price range in EURO for each category
- and the proximity to the congress centre (how to get there, how long it takes)

Green Meeting policy of hotels offered to EANM:

The association gives preference to hotels that have active and on-going sustainability programmes and policies. Specifically, preference is given to hotels that have:

- A comprehensive environmental policy;
- Programmes to recycle and otherwise reduce solid waste;
- Programmes for the conservation of energy and water;
- Programmes to reduce the use of harmful chemicals;
- Programmes to improve indoor air quality; and
- Environmental initiatives above and beyond those listed herein.

Please specify the “green meetings” policy of the hotels you are proposing to EANM.

5. TRANSPORT WITHIN THE CITY

- Describe the traffic situation within the city
- Describe the public transport net in the city (routes, cost, congress ticket available, operating hours at night?)

6. OFF-SITE VENUES FOR SOCIAL EVENTS

- Many of the exhibiting companies look for venues to take their clients out. Please name a few options and the distance by bus from the congress centre / major congress hotels.

7. EXPECTED SUPPORT – IN KIND OR IN MONEY – FROM GOVERNMENT / CITY / OTHER AUTHORITIES?

- Please describe what the Government would be willing to sponsor
- Please describe what the City is willing to sponsor (f.e. Mayor’s reception or the like)
- Which airline would you designate as official carrier?

Is this airline willing to give a barter agreement? Terms of the agreement?