

August 24, 2018

## REQUEST FOR PROPOSAL FOR ESMIT SCHOOL VENUES

The European School of Nuclear Medicine (ESNM) was founded in 1997 as the “educational outreach programme” of the EANM since it focussed on the organisation of seminars in Central & Eastern Europe for colleagues who could not afford to attend the annual congress of the association.

Since its inception, the ESNM has grown in terms of both the number of contributing volunteers and the range of activities. The group enlarged when it was decided to incorporate the chairpersons of all Committees to ensure the delivery of state of the art education in every subspecialty, the so-called Education Representatives. The ESNM is the umbrella organisation for all educational activities of the EANM.

In 2015 the ESNM Leadership and the Education Representatives had the vision that continuing education on a multimodality imaging and interdisciplinary basis would become increasingly important in the near future.

Consequently, the European School of Multimodality Imaging and Therapy (ESMIT) was established and offers a full programme of Continuing Medical Education (CME), of interest not only to nuclear physicians but also to physicists, radio pharmacists, radiochemists, radiologists, and many more.

The ESMIT has a permanent secretariat in Vienna under the leadership of an Executive Director. The ESMIT Course Manager is responsible for the organisation of the biannual ESMIT courses. The organisation is conducted in-house, with some help from preferred and long-term contracted suppliers for graphics, printing, freight forwarding etc. **Local PCOs, DMCs or other agencies are not used.**

### **In overall terms the UNIVERSITY that can host an ESMIT Biannual School should:**

1. Have a sufficient number of rooms and full technical equipment preferably on one level; availability on suitable dates (we cannot change to other times of the year than listed in the questionnaire)
2. Have sufficient 3, 4 star hotels and hostels close in max. 15 minutes' distance by public transport to the venue
3. Have easy access by rail, road and air (max. one hour by train from airport to facility) and a good (public) transport infrastructure
4. Offer all services related to the School organization, including costs for catering, room rental, technical equipment, on-site support, meals at Faculty Dinner and venue of & catering at the Welcome Reception, for a total budget of **maximum € 15,000.-**.

### **Guidelines for bidding:**

- The request for proposal is available online to all members of the EANM. These may contact their universities for assistance with submitting the proposals.
- The ESMIT has set up a professional secretariat in Vienna to organise the courses of the School 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 and within this document.
- Every **local host** is obliged to attend (at least) one ESMIT School Meeting. Travel and accommodation costs will be covered by the ESMIT. Consequently, the local host of the ESMIT Spring School 2018 needs to participate in the ESMIT Autumn School 2017, held from September 01-03, 2017 (just to cite one example).

**Procedure and decision making:**

- Please send the completed questionnaire, brochures of the possible universities/hospitals, but no touristic information to the ESMIT Office, [esmit@eanm.org](mailto:esmit@eanm.org)
- The ESMIT Office will evaluate all proposals and make a short list of possible venues.
- The decision on the venue will be taken by the ESMIT leadership and the destination will be notified accordingly. Negotiations and site-inspections will be conducted thereafter.

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

Thank you in advance for your efforts!

**ESMIT VENUE QUESTIONNAIRE – please answer in the order given!****1. VENUE: SPECIFICATIONS & REQUIREMENTS****The Dates:**

The ESMIT Schools are organised in the following scheme:

- a) ESMIT Spring School should take place end of March, April or beginning of May.
- b) ESMIT Autumn Course should take place end of August or mid of September.

The Courses should be held when no lectures are given (holidays, weekends, in between semesters) in order to not interfere with university/hospital actions. The dates should not conflict with other international or national medical events.

**Please indicate hereunder, which option is preferred / is feasible (a or b). In case the university is available during both options (a and b), please indicate it as well. If there are any no-go dates or preferred dates, please note it accordingly. If no indications on date were not added, the ESMIT reserves the right to pick any date at its discretion.**

Please add your answer here

Course pattern:

- Thursday afternoon – course setup, registration opening
- Friday – registration, lectures (*4 course tracks run in parallel in separate rooms, max. 40 participants per track*), case reading sessions (*2 room with minimum 20 computers with high-resolution screens each*), lunch & coffee breaks (*standing buffet for around 160 persons*)
- Saturday – lectures, case reading sessions, lunch & coffee breaks
- Sunday – lectures, case reading sessions, lunch & coffee breaks
- Sunday late afternoon – dismantling

Please state here that you agree on the above-mentioned course of actions:

Lecture rooms:

- 2 rooms à 40 seats each for practical case reading sessions (set-up: 40 tables with 2 chairs each, each table equipped with computers with high-resolution screens)
- 4 rooms à 40 seats each for theoretical lectures (set-up: classroom style)
- 1 room with a capacity of around 160 persons for coffee & lunch breaks (standing buffets)
- Optional: 1 storage / luggage room
- Rental-free

Please indicate here if the above-mentioned rooms are available in the university at the given times:

Technical infrastructure / WLAN:

- Please specify hereunder A/V possibilities (standard is screen, beamer, lectern, microphones) of the venue including prices (indicating gross and net price plus VAT rate).
- For the practical case reading sessions minimum 40 wide screens with stable internet connection are needed. Please inform us hereunder about availability, specifications and number of this needed equipment. In case the university has a special firewall, please state it accordingly.
- Please assure that the venue provides WLAN FREE OF CHARGE and that minimum 80% of the participants can access the internet at the same time. Please add your positive reply hereunder.
- Rental-free

Information required from the venue:

- Location (public transportation to and from, distance to various hotels)
- Number and size of meeting rooms including floor plans and technical specifications
- Audio-visual equipment
- Catering:
  - local, in-season produce to avoid costly transportation of goods
  - provides cutlery, dishware, cups, glassware, napkins, and linens
  - offers coffee and juices
  - offers vegetarian meal selections
  - arranges 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. Please make sure to send an offer including the net as well as the gross price and also indicating the VAT rate of your country.

Please add your answer here

**ESMIT VENUE QUESTIONNAIRE – Touristic information**

Please note that it would help a lot to be informed about the following items.

*In case you cannot answer the questions in full, please be informed that your proposal will still be taken into account and that it is not a reason for exclusion.*

**2. ACCESS**

Describe the access by airplane:

- Frequency of direct flight connections from various European capitals
- Connection from airport to the venue (what, time, cost)
- Connection from airport to major hotels (what, time, cost)

Describe the access by train:

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

**4. HOTEL & HOSTEL SITUATION**

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 (indicating gross and net price plus VAT rate)
- city tax
- and the proximity to the venue (how to get there, how long it takes)

**5. RESTAURANTS**

Please provide us with an overview of restaurants close to the venue that can be contacted regarding the organization of the Faculty Dinner. Please note that the price per menu should not exceed the amount of € 50.- (incl. meals and drinks).

**6. WELCOME RECEPTION VENUE**

At the first evening of each School, we are organizing the so-called Welcome Reception for all facilitators, attendees and local organizers. This evening event should be organized at a venue that nicely represents the city and can be offered to the ESMIT free of charge. Around 160 persons are invited to this cocktail reception and small appetizers should be served, accompanied with wine, beer and soft drinks.

Please inform us about the venue(s) suitable for this event and the proximity to the venue.

**7. 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?)

Thank you very much for filling the form and for returning it accordingly to the ESMIT Office,  
[esmit@eanm.org](mailto:esmit@eanm.org)