



EACS
European
AIDS
Clinical
Society

European AIDS Conference Bidding Guidelines

The European AIDS Clinical Society (EACS) is a not-for-profit society of European clinicians and researchers in the field of HIV / AIDS. Established in 1991, it aims at bringing together scientists from all over Europe to facilitate an exchange of the latest information regarding clinical aspects of the disease.

Past conferences:

2013	Brussels
2011	Belgrade
2009	Cologne
2007	Madrid
2005	Dublin
2003	Warsaw
2001	Athens
1999	Lisbon
1997	Hamburg
1995	Copenhagen
1994	Milan
1992	Paris
1990 & 1989	Brussels

Next conference:

2015, October 21-24 Barcelona

Open venues for future European AIDS Conferences

2017 - 2019

Bidding Guidelines

Requirements for host country:

- Application should come from an EACS member
- Destination must be located in Europe
- Applicant must be linked to a respected university or scientific institution with a clear mission regarding education. An institution per se (University etc.) cannot apply for candidacy, only an individual can.

Proposals should include and describe the following:

- A formal letter of intent from the EACS member acknowledging their interest in bidding for the conference as the host country.
- A bid book containing the following information:
 - Presentation of the proposed destination
 - Presentation of the conference centre
 - Presentation of the accommodation capacity
 - Presentation of the accessibility
 - Misc. (support from government for social events, local speakers, transportation etc.)

Facts and Requirements:

- Number of expected participants: 3,500 to 4,000 delegates
- Best period for the conference: October
- Should start on a Wednesday and end on a Saturday (set-up of the exhibition/posters/registration counter on Tuesday or even Monday, depending on the structure of the conference facilities)



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Conference Center Requirements:

<i>Main Plenary Hall</i>	min. 2,800 persons
<i>Additional session hall</i>	min. 1,200 persons
<i>2 breakout rooms</i>	(200) – 500 persons
<i>3 breakout rooms for MTP</i>	Around 100 pax each
<i>Min. 8 smaller rooms</i>	max. 10-60 persons (for the organizers, hospitality suite, interview room, preview room, etc.)
<i>Poster exhibition</i>	around 350 posters
<i>Speaker preview room</i>	50 m ²
<i>Press Conference room</i>	around 80 persons
<i>Exhibition space</i>	1,000 m ² net (should be close to the poster exhibition)
<i>Catering area(s)</i>	should be part of the exhibition or close to the exhibition)
<i>Registration area</i>	around 15-20 metres long counter with back office space

Accommodation:

The city should offer at least 3,000 rooms mainly in the 5, 4 and 3 star Hotel category.

Accessibility:

The host city should have an airport with connections to major European cities and preferably with good intercontinental destinations.

Submission procedures:

1. Proposals should be submitted (3) **three years** prior to the date of the conference
2. Interested EACS members must submit a letter of intent and a proposal:
 - No later than **September 15, 2014** for the 16th European AIDS Conference/EACS in 2017



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3. The proposal should not exceed 30 pages
4. Proposals are required to address all of the components stated above.
5. Proposals must be received only in an electronic format (PDF or MS Word)
6. All bid applications will be screened for completeness prior to the evaluation
7. Incomplete applications may be returned to the applicant.

Useful information to consider including in the application:

- Make sure to include an evaluation of the costs of the conference centre in your proposal
- Average price in hotels of 5, 4, 3 stars category based on the year of the conference.
- Written commitments from government or any institution for additional funding or sponsorship of cocktail reception or free advertising in the city or transportation would be useful.