



**EACS**  
European  
AIDS  
Clinical  
Society

# Bidding Guidelines for Proposals to host the 21<sup>st</sup> European AIDS Conference #EACS2027





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## 1. Introduction

The European AIDS Clinical Society (EACS) is a not-for-profit organisation whose mission is to promote excellence in standards of care, research and education in HIV infection and related co-infections, and to actively engage in the formulation of public health policy, with the aim of reducing HIV across Europe.

Established in 1991, it dedicated to convening scientists from across Europe to facilitate the exchange of the latest information on the clinical aspects of the HIV/AIDS and co-infections.

The European AIDS Conference first convened in 1987, serves as the society's flagship event. Held biennially, it is a vital gathering for clinicians, researchers, nurses, and representatives of people living with HIV from Europe and worldwide. The conference is carefully designed to provide diverse opportunities for engagement, discussion, and learning about the latest research and clinical advancements in HIV treatment.

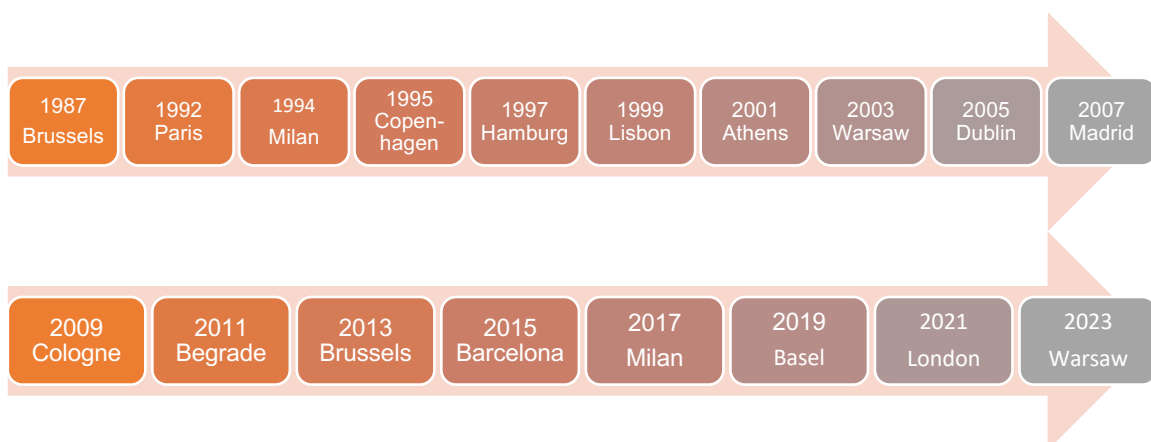
To ensure the Conference maintains high standards, EACS collaborates with a professional conference organiser (PCO), crucial for its design and utilisation of new technology in plenary lectures and sessions. The European AIDS Conference also draws high-quality papers, receiving over 800 abstracts.

With the goal of attracting 3,000 participants, the Conference features an exciting scientific programme, inclusive lectures, face-to-face workshops, and more.

Proposals to host the 21st European AIDS Clinical Conference will be considered from an EACS member with the support from a named Governing Board or a city convention centre with support from an EACS member and/or Governing Board member.

### 1.1. Conference History:

The upcoming European AIDS Conference Conference will take place in Paris from 15-18 October 2025. Please find below the host cities of the past editions of the European AIDS Conference:



## 1.2. Process:

1. EACS issues a Call for Expression of Interest to its members.
2. An EACS member, serving as the local or national ambassador of a hosting city, submits their Letter of Interest, which must be endorsed by at least one member of the Governing Board.
3. The Governing Board shortlists the Letters of Interest from three local or national ambassadors.
4. The EACS Secretariat or its designated PCO announces a shortlist of maximum 3 destinations and may request additional information from the shortlisted ambassadors.
5. Shortlisted ambassadors are invited to present their proposed destination to the EACS Governing Board.
6. The designated Professional Conference Organiser (PCO) presents a SWOT analysis of the short-listed destinations to the Governing Board.
7. The EACS Governing Board evaluates the proposals and selects the destination.
8. The selected destination undergoes a confirmation process, including formal contracting arrangements as necessary.
9. The destination is publicly announced at the 20<sup>th</sup> European AIDS Conference (#EACS 2025).

## 1.3. Timeline for the RFP of the 21st European AIDS Conference (#EACS2027):

- March 2024: Launch Letter of Interest.
- 20 June 2024: Deadline for the submission of the Letter of Interest.
- 3 July 2024: Short list notifications to candidates.
- 7 November 2024: Deadline for the submission of the bid book.
- December 2024-January 2025: Site inspection.
- End January 2025: Notification of the selected destination

For the selection of the destination of the next edition, 22nd European AIDS Conference (#EACS 2029), the same process will be in place but in 2026.

## 2. Conference Organisation

The European AIDS Conference is organised by the European AIDS Clinical Society in collaboration with a Professional Conference Organiser (PCO). The PCO for the 21st European AIDS Conference has not yet been determined. Four entities are involved in the organisation of the Conference:

- **Conference Co-Chairs** which include an EACS Co-Chair, a Local Conference Co-Chair, a Local Community Co-Chair.
- **EACS Secretariat**.
- **PCO**, appointed by the EACS.
- **Programme and the Scientific Committees** which consist of clinicians, researchers, basic scientists, and community members engaged in the management and research of people living with HIV.

### 3. Conference Details

#### 3.1 Framework:

The European AIDS Conference is held biennially in different European countries (as defined by WHO Europe). EACS will designate a Professional Conference Organiser (PCO) to oversee the Conference in close collaboration with a local hosting venue. Letters of Intent to host the European AIDS Conference will be considered from EACS members, provided they have support from a named Governing Board, or from a city convention center with backing from an EACS member. Notably, institutions themselves (e.g., universities) cannot apply for candidacy.

In the event of a bid from a country not represented on the Governing Board, support can be sought from a Governing Board member from other countries or regions.

The proposed local co-chair should be highly regarded in the field of HIV Medicine and must have the backing of their University/Hospital/Academic institution. It is important to emphasise that hosting the European AIDS Conference entails a significant time commitment.

It is recommended to seek support from national/regional community organisations.

#### 3.2 Period:

The Conference takes place **biennially**, rotating among various European countries. The optimal timeframe for organising the Conference is in **October or November**. It typically commences on a Wednesday and concludes on a Saturday. The setup for the exhibition, posters, and registration counter usually begins on Tuesday or possibly even Monday, depending on the venue's facilities.

#### 3.3 Participants:

The European AIDS Conference aims to attract **3,000 delegates** or more with an exciting scientific programme, inclusive of lectures and face-to-face workshops. It is designed to present the latest clinical aspects and research developments in the **field of HIV Medicine and co-infections**.

Most participants originate from Europe (WHO Europe), with additional attendees from North America and Asia, and a smaller contingent from South America and Australia.

#### 3.4 Conference Structure:

The Conference spans four days from Wednesday to Saturday. It commences on Wednesday morning with educational workshops (typically 3-4), followed by symposiums in the afternoon and the Opening Ceremony in the evening.

The programme typically consists of:

- **Day 1:**
  - Pre-conference workshops, press conference and sponsored sessions.
  - Opening ceremony followed by the welcome reception in the exhibition hall.
- **Day 2 and day 3:**
  - 2 plenaries per day, parallel sessions, meet-the-experts sessions, special sessions, press conferences, meetings, sponsored sessions and ePosters in the exhibition hall.
- **Day 4:**
  - Exhibition is closed.
  - One session room is up and running until early afternoon.

## 4. Destination Requirements

### 4.1 Destination:

The bidding destination must meet the following criteria:

- The host city should have excellent transportation links to destinations within and outside Europe. Additionally, there should be convenient access to local attractions and amenities for visitors.
- The destination should be appealing and recognised as a prominent center in the field of HIV and co-infections.

### 4.2 Venue Requirements:

Description	Days	Minimum capacity
Registration Area	5	For 3,000 participants
Organiser Office	5	50sqm
EACS Office	4	50sqm
EACS Meeting Room	3	20pax (U-Shape)
Host(ess) Room	3	30sqm
Staff Lunchroom	4	80sqm
Speaker Preview Room	4	100 sqm
Exhibition/F&B/Poster Area	5 (incl. 2.5 days setup)	5,000 sqm
Pre-Conference Course 1	0.5	400 pax*
Pre-Conference Course 2	0.5	160 pax*
Pre-Conference Course 3	0.5	100 pax*
Parallel Session Room 1	3	2,500 pax*
Parallel Session Room 2	3	800 pax*
Parallel Session Room 3	3.5	550 pax
Parallel Session Room 4	3	500 pax (Theatre style)
Overflow/Other	3	200 pax (Theatre style)
Press Conference Room	3	80 pax (Theatre style)
Workshop Room 1	2	80 pax (Theatre style)
Workshop Room 2	2	80 pax (Theatre style)
Workshop Room 3	2	80 pax (Theatre style)
6 x Meeting Rooms	3	80-140 sqm

*Note: A centrally located conference centre, easily accessible by public transportation and some close-by hotels would be preferred.*

### 4.3 Social Programme:

The destination should also offer venues suitable for the social program, capable of accommodating a seated dinner for a minimum of 150 participants and a cocktail networking event for approximately 250 participants.

The Welcome reception and coffee breaks are typically held in the exhibition hall.

#### 4.4 Accommodation

The city should offer at least 3,000 rooms, mainly in the 3-, 4-, and 5-star hotel category. 500 rooms in 3- and 4-stars should be within a maximum 10-minute walking distance to the conference venue.

#### 4.5 Financial commitment

The destination and local conveners are mandated to commit in writing to EACS of a minimum fundraising goal from industry, partners, local connections, networks, local authorities, and convention bureau. Furthermore, they are instructed to introduce the congress PCO to local and national networks to facilitate sponsorship and explore other potential revenue opportunities.

#### 4.6 Legacy Projects

The destination must propose at least two potential legacy projects, which are initiatives designed to leave a positive and lasting impact on the city/region where the Conference is held. These legacy projects will be led by the Conference local co-chair and the community co-chair.

Significantly, these projects aim to play a crucial role in advancing healthcare, not just in HIV, but also in associated fields.

#### 4.6 Local Conference Co-Chairs

The destination must have its bid supported by local conference co-chairs:

- **Local Co-Chair** uses status and connections to promote conference, secure local support, and advise on local insights.
- **Local Community Co-Chair** engages and represents local communities, ensuring their involvement and tangible benefit.

The local co-chairs play a key role in the conference organisation by leveraging local connections for authorities, sponsors, venues, and promotion.

Ultimately, the local co-chairs ensure the host destination provides full support to successfully deliver the Conference and leaves a lasting, positive impact.

#### 4.7 Sustainability

Sustainability is a key priority for EACS, encompassing environmental, social, and economic dimensions. The conference venue and city partners should have sustainability certifications and practices in place, such as ISO 20121 or comparable standards.

Clear sustainability objectives, metrics, and reporting should be demonstrated in the destination's bid to track progress and accountability.

The [UN Sustainable Development Goals](#) provide a framework for the conference sustainability initiatives. These 17 UN objectives provide helpful guidance on sustainability goals and actions.

## 5. Submission Procedures

### 5.1 Letter of Interest:

It should contain the name of the endorsing Governing Board member, along with the proposed local chair candidate. The Letter of Interest must outline the extent of local and national support, substantiated by relevant letters of endorsement. Additionally, it should specify the preferred city and venue for the Conference, along with available dates and alternative options. (Please refer to the Call for Expression of Interest in hosting the 21st European AIDS Conference, #EACS2027).

### 5.2 Bid Book:

The bid book should encompass and detail the following:

- The clearly stated meeting dates and alternatives options.
- Scientific background of the named local chair, highlighting their experience in organising similar scientific conferences in HIV or related fields.
- Information on the interest and commitment of the local scientists and societies in organising the European AIDS Conference.
- Letter of support from the Governing Board member.
- Presentation of the proposed destination, including accessibility by plane/train at the selected dates, visa and customs regulations, city and tourist attractions, and references of other international congresses of similar scale.
- Presentation of the conference centre, covering location, contact details, accessibility via public transportation, meeting room capacity in theater style, available exhibition, poster, and registration areas in square meters, catering arrangements, etc.
- Evaluation of the costs associated with the conference centre in the proposal.
- Clear and detailed presentation of accommodation capacity, including the number of hotel rooms across different categories (3 to 5 stars). Distance from hotels to the venue should be provided.
- Average prices of hotels of the, 4, 5-stars category based on the conference year.
- Accessibility between the conference venue, airport, train station and hotels, including transfer times, especially during peak hours.
- Letters of support from national/regional community organisations.
- Miscellaneous considerations such as governing support for social events, local speakers, public transportation, etc.

### 5.2 Submission Format:

- The proposal should not exceed 30 pages.
- Proposals must address all the components stated above.
- Proposals must be submitted only in electronic format (PDF).
- All bid applications will undergo screening for completeness before evaluation.
- Incomplete applications may be returned to the applicant.

### 5.3 Information to Consider Including in the Application:

Including the following in the bid book is highly encouraged and advantageous:

- Written commitments from government or any institution for additional funding or sponsorship of cocktail reception or free advertising in the city, or transportation.
- Support from a national/regional HIV (or allied specialty) society.
- Local/national political support.
- Financial and/or in-kind support by the local/national government. This could be in the form of a Civic Reception.





## 6. Financial Arrangements

All financial arrangements and contracts are handled by EACS through its designated PCO. The EACS Bureau will officially approve the budget for the 21st European AIDS Conference. In collaboration with the PCO, Conference co-chairs will participate in selecting the local service providers. The conference venue must provide financial offers with fixed prices for the year of the Conference.

## 7. Bidding Application

The short listed candidates submission for the 21st European AIDS Conference (#EACS2027) should be sent by email in PDF format no later than **7 November 2024 (23:59 CET)** to the attention of the EACS President at [EACSConference-bid@eacsociety.org](mailto:EACSConference-bid@eacsociety.org).

Should the bidder have any questions, please feel free to contact by email:

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