



Guidelines for the site selection of the 20th Annual Congress EuGMS 2024 (prev. 2023)

In March 2020, due to the COVID-19 pandemic, the EuGMS Full Board decided to postpone for one year the upcoming in person congresses (Athens 2020 to 2021, London 2021 to 2022, Helsinki 2022 to 2023. Accordingly, the bid to determine the city that would host the EuGMS Congress in 2024 (former 2023) was also prolonged until February 28th 2021. Valid applications received in 2020 from Turkey and Spain remain in effect.

Deadline for proposals: 28 February 2021

EUROPEAN GERIATRIC MEDICINE SOCIETY

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Guidelines for the site selection of the 20th Annual Congress of the European Geriatric Medicine Society in 2024 (prev. 2023)

Introduction

The European Union Geriatric Medicine Society (EUGMS) was founded in June 2000 to develop and foster geriatric medicine in all countries of the European Union and to encourage the provision of geriatric medical services to all older citizens in the EU. It aims to promote education, continuing professional development and high-quality evidence-based geriatric medicine. By 2015, the EuGMS activities involved several Special Interest Groups and Task and Finish Groups (Working Groups). Since its foundation EuGMS has gained international reputation and has developed cooperation with an increasing number of European and international organizations.

EuGMS' visibility is growing both inside and beyond the European Union.

In 2017 the name of the Society was changed to European Geriatric Medicine Society (EuGMS) whereby the focus of the activity broadened to all European countries instead of to the European Union members only. The aim is to spread educational activities and high professional standards across European continent and in particular in the countries where geriatric medicine is still emerging or has yet to obtain well-established professional and scientific independence and recognition

EuGMS congress activities started with the first congress in Paris in 2000. It was followed by congresses every second year until 2010. After that EuGMS congresses have been organized every year, preferably in September / October.

Future congresses will be organized across Europe, 2020 in Greece, 2021 in the UK, 2022 in Finland.

Proposals for the 2024 (prev. 2023) Congress site are invited with this Request For Proposal (RFP), with a special invitation to all member countries who have not applied for the Congress so far.

EUMGS Congresses so far:

2000 Paris

2002 Firenze

2004 Vienna

2006 Geneva

2008 Copenhagen

2009 Glasgow: Palliative Care and End of Life issues

2010 Dublin: Geriatric medicine: new challenges, techniques and technologies

2011 Malaga: New therapies for an ageing Europe

- 2012 Brussels: Clinical aspects of longevity
- 2013 Venice: Improving outcomes in geriatric medicine
- 2014 Rotterdam: Geriatric Medicine Crossing Borders
- 2015 Oslo: Geriatric medicine for future Europeans
- 2016 Lisbon: Discovering new ways in the World of Geriatrics
- 2017 Nice: Developing preventive actions in geriatrics
- 2018 Berlin: Advancing Geriatric Medicine in a Modern World
- 2019 Krakow: Evidence based Medicine in geriatrics
- 2020 E-Congress
- 2021 Athens: Growing old in better health, building synergies across Europe
- 2022 London: (...)
- 2023 Helsinki: (...)

ANNUAL CONGRESS PROFILE

The purpose of the annual congress is to offer education and networking opportunities for the attendees. This is accomplished through possible one day pre-congress meetings, workshops, and other educational activities, followed by a 3-day conference of plenary sessions with state-of-the-art lectures, podium presentations, as well as parallel sessions and an exhibit area with exhibitors. The three major social events will take place during the congress, an opening reception, (compliance allowing) a conference dinner, and a closing session. In addition, before and during the congress, the EuGMS also conducts its annual business and board meetings.

Currently the congress begins on Wednesday afternoon with parallel sessions followed by an opening ceremony in the late afternoon / evening, congress program (7 parallel sessions) proceeds during Thursday to Friday with the closing session on Friday afternoon. Please see www.EuGMS.org for details on recent congresses.

1. Important figures:
 - Expected number of participants: 1,500/2,000
 - Exhibition: approx. 1,000 sq. m.
 - Posters: 1000 posters
 - Period: the last week of September / the first two weeks of October
2. Bids should be from medium to large European cities serviced by an international airport and having at least 1,000/1,500 hotel rooms in 4 and 3 star categories. Hotels should be within a 30 min. radius from the congress venue by public transportation.

3. All bidders must consider the pharmaceutical codes of practice of the EFPIA (European Federation of Pharmaceutical Industries and Associations) when presenting a proposal.
4. Halls, capacities and facilities required:
 - Plenary Hall for 1,500 participants
 - Parallel Halls: 7 halls with a capacity for 200/250 people theatre style each
 - Office / Secretariat / Meeting rooms: 6 minimum with a capacity of 20 to 50 people.
 - Exhibition/Catering area: approx. 1,000 of net exhibition space, a total of 2,000 gross space for both exhibition and catering space.
 - Poster area: approximately 1000 posters – with Poster area of adequate capacity.
 - Hotel Rooms: the city should have at least 1,000/1,500 hotel rooms of various categories, easily accessible to the Congress Centre. It is preferable to have a large number of rooms in a small number of hotels.

DECISION MAKING PROCESS

- Proposals to be received by 29 February 2020
- March to May 2020: Review by Academic and Executive Board
- June 2020: Executive Board agrees on shortlisted countries
- September/October 2020: Full Board decides on EuGMS Congress site 2024 (prev. 2023)

PROPOSAL APPLICATION FORM

The proposal shall contain the following sections:

1. Letter of invitation

- 1.1 This section shall contain a letter of invitation providing basic clues and conditions to attract 2024 (prev. 2023) EuGMS Congress.

2. Local Geriatric community – Presentation and commitment

This section shall contain:

- 2.1 a detailed presentation of major national geriatric societies including history and executive board;
- 2.2 a detailed presentation of the national geriatric community with number of members and/or affiliates, scheduled period for the annual national Geriatric congress or meeting (if any) or other major national events for category in year 2024, number of delegates usually attending annual

- national congress or meeting, list of stakeholders to be involved;
- 2.3 a detailed presentation of the in loco operations that national society will enforce to promote 2024 (prev. 2023) EuGMS Congress;
 - 2.4 expected number of participants, expectation of local interest in attending (what type of doctor or health professionals are you expecting) and what about neighbouring countries
 - 2.5 letter of commitment to ensure local logistic support to organization of the 2024 (prev. 2023) EuGMS Annual Congress.
 - 2.6 The member society's experience of running local Congresses and their plans for a good local organising committee including any alliances they plan across other disciplines locally and/or with neighbouring countries;
 - 2.7 What legacy they anticipate (eg building their society etc)
 - 2.8

3. Letters of support

This section shall contain all letters of support participants can produce involving: local authorities, Convention Bureau, community services, other organizations.

4. Presentation of applicant city

This section shall contain:

- 4.1 a general presentation of the town, main facilities, features and attractions;
- 4.2 a map of the city with pointer of: suggested venue(s), main public train/bus station, and international airport;
- 4.3 public transportation plan;
- 4.4 a document indicating the international airport serving the city, its distance from the city centre and all public transportation connections.
- 4.5 Proposals for "going green", ie any city or other relevant initiatives to reduce carbon footprint

5. Accommodation capacity

Any accommodation suggested in this section must be in accordance with standards as expressed in ANNUAL CONGRESS PROFILE par. n.2 and n.5

This section shall contain a document providing the total number of rooms available in town, average room cost in Euro expressing range from min to max and a list of the main hotels in town.

6. Suggested dates for 2024 (prev. 2023) EuGMS Annual Congress

This section shall contain a document indicating the dates the applicant city suggests for 2024 (prev. 2023) EuGMS Congress.

7. Suggested venue

Any venue suggested in this section must be in accordance with standards as expressed in ANNUAL CONGRESS PROFILE par. n. 4

This section shall contain:

- 7.1 a presentation of the venue and brochure providing general information, detailed public transportation connections to the city centre/to airport/to main central station, parking places, exclusivity (if any) on catering, technical support, other services;
- 7.2 a floor plan of the venue;
- 7.3 a detailed list of the halls/rooms, exhibition areas, other spaces, providing for each space surface in square metres, capacity, AV equipment, other services;
- 7.4 a document illustrating detailed prices and payment terms and conditions.
- 7.5 Proposals for “going green”, ie any relevant initiative for waste management, recyclable materials, plastic free policy

8. Suggestion for Opening Reception

This section shall contain a document providing a suggested plan for the opening reception which will involve at least 1500 participants to the 2024 (prev. 2023) EuGMS Congress. The reception is to be held in the venue, the first day of the Congress in the late afternoon and shall consist in a short welcoming ceremony with lecture and cocktail. The presence of a local patron/patroness might be appreciated.

9. Suggestion for Social Dinner

This section shall contain a document providing a list of suggested locations for the social dinner which will involve all participants. Social dinner is generally set to a limited number of places, 250/300. The event is preferably to be held at walking distance from the Congress venue (if in the city centre) or in the city centre.

10. VISA requirements

This section shall contain a document providing information about Visa requirements.

11. Organizing Committee

This section shall contain a document providing the list of members of the Organizing Committee and contact information.

In order to facilitate the EuGMS Boards’ review and decision, each applicant shall fill in the EuGMS Application Form here attached.

More information about the EuGMS and past Congress programs can be found on our website at: www.eugms.org. The applicants are welcome to liaise with the EuGMS Secretariat if they would require clarification on any points prior to submitting a proposal.

The proposal should be submitted – within 29 February 2020 – to the following address:

secretariat@eugms.org

Our contact address:

EuGMS Secretariat

Mrs. Benedetta Bellotti

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ANNEX: SOP EuGMS CONGRESS SITE SELECTION

Procedure

- The next congress site should be selected 3 years in advance.
- EuGMS and its core PCO are the main congress organizers and have the main responsibility.
- The National Society in the country of the next Congress should have sufficient local knowledge and adequate resources to contribute to the local organizing committee.
- The National Society can propose up to 25% of national speakers.
- The National Society will be involved with a 15% share of the final congress profit or deficit.

Timeline

- ***Decision for 2024 (prev. 2023): a special invitation to Central-Eastern European countries AND all countries which have not applied for the Congress organisation so far.***
- 7 months before selection process begins (February 2021): Proposals received in Secretariat for distribution to Executive- and Academic Board
- 6 months before selection process begins (March 2021): Academic Board together with Executive Board, and PCO review and rank the proposals
- 4 months before selection process begins (May 2021): Academic Board will prepare a proposition of shortlisted candidates and present it to the Executive Board

- 3 months before selection process begins (June 2021): Executive Board will agree on shortlisted finalists that shall be presented for a final decision to the Full Board
- SELECTION (October 2021): Full Board will give final vote and selection of 2024 congress site

Reference is made to the EuGMS Academic Rules for Congress Organizers, on the EuGMS Website, link:

[http://www.EuGMS.org/about-us/rules-for-congress-organizers.html?sword list\[\]=academic&sword list\[\]=rules&no cache=1](http://www.EuGMS.org/about-us/rules-for-congress-organizers.html?sword list[]=academic&sword list[]=rules&no cache=1)