



## **Bids and conditions for hosting the EAPC World Research Congress**

The European Association for Palliative Care (EAPC) World Research Congress is held biennially and attracts between 1000-1500 delegates.

### Process for bids:

Only bids submitted by a national EAPC member association will be considered. Bids for the congress are submitted to the EAPC CEO. These are assessed and discussed by the EAPC Research Network and the EAPC Board of Director. The final decision on location is made by the EAPC Board.

### Congress requirements:

#### **General requirements:**

<b>Number of delegates:</b>	1000- 1500
<b>Duration of congress:</b>	3 days (Thursday to Saturday)
<b>Time:</b>	May/June
<b>Structure:</b>	Plenary/parallel/poster presentations. Meetings pre-congress and during congress
<b>Official language:</b>	English (translation is not offered)

A congress 'Core Group' will be formed consisting of:

- EAPC RN chair
- EAPC President
- Chair of the Scientific Committee
- Chair of the Local Organising Committee
- Project manager/congress coordinator
- EAPC CEO

### Venue:

- Main hall capacity of at least 1000
- Other rooms as specified below
- All rooms must have audio-visual equipment
- Wireless internet connection must be available
- Rooms must all be accessible to those with disabilities

### Rooms and capacity

Main Hall capacity 1000-1500

One Hall with a minimum capacity of 250 (Paediatric Palliative Care)

Five smaller halls, minimum capacity 100



Five meeting rooms (capacity 10-50)

Adequate space for display of 300-600 posters.

One media check room

All halls and preferably the meeting rooms must have audio-visual equipment

Wireless Internet must be available

#### Hotel accommodation:

The hosting city needs to have sufficient hotel rooms at reasonable distance from the congress centre for the participants, including options for some low-cost hotel accommodation.

#### Travel accessibility:

The congress city should be served by an international airport with good connections to other major European cities and must have good, reasonably priced public transport.

#### Budget

The congress budget must be approved in advance by the EAPC CEO, the EAPC RN & the LOC. The congress must be self-financing and must not result in any loss to the EAPC or EAPC RN.

#### Exhibition:

The congress exhibition consists of both industry stands; not-for-profit stands and partner organisation stands (journals and member associations). Charges for exhibition space differ according to the type of organisation and are agreed in advance by the PCO and the EAPC. The LOC are expected to liaise with Industry sponsors and help to secure sponsors.

#### Organisation:

The organisation of the congress is responsibility of:

1. European Association for Palliative Care (EAPC)
2. European Association for Palliative Care Research Network (EAPCRN)
3. Local Organising Committee (LOC)
4. Professional Congress Organiser (PCO)
5. Scientific Committee (SciCom)

#### Scientific Committee:

The EAPCRN and the EAPC Board of Directors agrees and appoints the Chair of the Scientific Committee (SciCom). The Chair of the Scientific Committee is asked for recommendations for the committee and the EAPC Board appoints the remaining SciCom. The SciCom prepares all aspects of the scientific programme and selects and invites speakers and session chairs.



### Local Organising Committee

The LOC chair and local organising committee is nominated by the national membership organisation. The committee composition should be representative of palliative care and have members from different professional and organisational backgrounds. Gender balance should also be considered. The chair of the LOC is also a member of the SciCom. The LOC promotes the congress at a national level, contacts industry exhibitors and sponsors locally and at a national level. The LOC also assists with visa administration for non-EU delegates.

### Budget:

Congress costs are a major consideration and income and expenditure are agreed in advance and the budget of the Congress is approved and monitored closely by the Core Group. A contract is agreed in advance and signed by all parties (EAPC, LOC & PCO).

### Procedure:

The EAPC will open the bidding procedure by contacting all member associations. Those expressing an interest in hosting the EAPC World Congress will be sent this document and other details relating to the process. The closing date will be strictly adhered to.

Via the EAPC CEO, the EAPC Board and EAPCRN will receive all bid documents. Before making their decision, the board may request further details and documentation. The process considers all the above-mentioned criteria and the bid should describe the venue, accommodation and other information such as prices and distance to congress centre, accessibility and local points of interest.

The bid should demonstrate the involvement and interest of the local national association(s) and any support from the government and from other organisations that might be of importance for the EAPC World Congress (for example hosting city or tourist bureau). The proposed chair of the LOC should sign and submit the bid to EAPC CEO [julie.ling@eapcnet.eu](mailto:julie.ling@eapcnet.eu)

Results of the board decision will be communicated to all bidding associations within one week of the board meeting.