



## Call for Expression of Interest

in hosting the 19<sup>th</sup> European AIDS Conference, 2023 and/or the 20<sup>th</sup> European AIDS Conference 2025

Call Open 11 March 2021: The European AIDS Clinical Society (EACS) is issuing a call for Expressions of Interest in hosting the 2023 and/or 2025 Conference(s) to establish a shortlist of a maximum six potential venues/destinations. A different host city/venue will be selected for 2023 and 2025; interested candidates may submit bids for 2023 (submit just 2023 dates) or 2025 (submit just 2025 dates) or for both years (submit dates for both 2023 and 2025). The same city will not be chosen for both years.

## Key Information

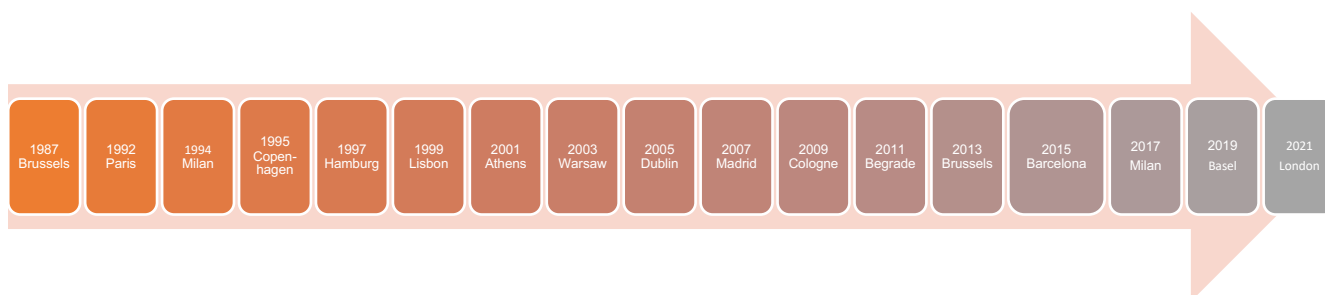
**Date:** October/November 2023/2025, core event dates Wednesday-Saturday avoiding public holidays and large local events.

**Conference:** Please use the 2019 website as a general reference: <https://eacs-conference2019.com>.

**Attendees:** c. 3,000 attendees onsite

## Conference History

The EACS 2021 Conference will be held in London from 27-30 October. Please see hosts of the European AIDS Conference for the past 16 editions below:



## Submission of Letter of Interest

The Letter of Interest should not exceed three A4 pages and should be signed by the professor/doctor who is acting as the local/national ambassador for the European AIDS Conference for 2023 and/or 2025. The local/national ambassador should be a paid-up member of EACS. Each bid should be supported by one (or more) members of the EACS Governing Board (who may or may not also be the local/national ambassador). Each member of the EACS Governing Board may only support one host city's Letter of Interest.

It should include:

- The scientific appeal/rationale of bringing a Conference to your city/country
- An explanation of why the city/venue/country is a good fit for the European AIDS Conference

- The support of one (or more) members of the EACS Governing Board
- Information about local national/supporters of the bid e.g. national societies, key opinion leaders (KOLs)
- Other information that may be relevant to the bid e.g. a vision for the Conference, engagement by the local/national ambassador in EACS activities and/or European AIDS Conferences, local/national sources of Industry support for the Conference etc.

Local/national ambassadors are recommended to contact their proposed host city's Convention Bureau who will be more than happy to offer support in developing a proposal. Please contact EACS' Professional Conference Organiser (PCO), Dermot Ryan, Account Director, K.I.T. Group: [dryan@kit-group.org](mailto:dryan@kit-group.org) if you require assistance with being connected with your local Convention Bureau.

### **Venue Requirements**

<b>Description</b>	<b>Days</b>	<b>Capacity</b>
Registration Area	5 days	for 3,000 participants
Organiser Office	5 days	50sqm
EACS Office	4 days	50sqm
Host(ess) Room	3 days	30 sqm
Staff Lunch Room	4 days	50 sqm
Speaker Preview Room	4 days	80 sqm
Exhibition/F&B/Poster Area	2.5 days set-up/2.5 days event	5,000 sqm
Pre-Conference Course 1	0.5 days	400 pax*
Pre-Conference Course 2	0.5 days	160 pax*
Pre-Conference Course 3	0.5 days	100 pax*
Parallel Session Room 1	3 days	2,500 pax*
Parallel Session Room 2	3 days	800 pax*
Parallel Session Room 3	3.5 days	550 pax*
Parallel Session Room 4	3 days	500 pax*
Overflow/Other	3 days	200 pax*
Press Conference Room	3 days	80 pax*
Workshop Room 1	2 days	80 pax*
Workshop Room 2	2 days	80 pax*
Workshop Room 3	2 days	80 pax*
6 x Meeting Rooms	3 days	80-140 sqm

\*Assume plenary-style set-up.

- The venue should either be centrally located or have excellent links to the city centre.
- The venue should be compliant with the European Federation of Pharmaceutical Industries and Associations (EFPIA) code.

Please note a detailed proposal and budget is only required from those shortlisted. Detailed proposals at this stage will not be considered.

### **Destination Requirements**

The city should offer at least 3,000 hotel rooms in the 3-star and 4-star hotel categories with low-cost options to accommodate all budgets.

The destination should be compliant with the European Federation of Pharmaceutical Industries and Associations (EFPIA) code.

The destination should have good flight connections to major European cities.

### **Submission of Letter of Interest**

The Letter of Interest for the 19<sup>th</sup>/20<sup>th</sup> European AIDS Conference for 2023/2025 should be sent by email in PDF format no later than 15 April 2021, for the attention of the EACS President to: [EACSConference-bid@eacsociety.org](mailto:EACSConference-bid@eacsociety.org).

### **Shortlisting**

As a pre-requisite, the venue and destination need to meet the basic requirements as previously detailed. EACS' objective is to host a conference of scientific excellence that will attract and engage a wide audience; this will be assessed through the Letter of Interest.

### **Questions**

Please direct any question to EACS' Professional Conference Organiser (PCO): Dermot Ryan, Account Director, K.I.T. Group: [dryan@kit-group.org](mailto:dryan@kit-group.org).

### **Timelines:**

15 April 2021:	Deadlines for submission of Letter of Interest.
May 2021:	Shortlisting process. The EACS Governing Board will select a shortlist of six venues. The result will be communicated by the end of May 2021.
1 June 2021:	EACS' PCO, will send a detailed Request for Proposal (RFP) to the shortlisted candidates.
30 June 2021:	Deadline for submission of RFP.
July/August 2021:	Detailed technical analysis of bids. Site visits (COVID-19 dependent)
Early September 2021:	Presentation of the bid by the host city ambassadors to the EACS Governing Board (via Zoom)
Late September 2021:	Confirmation of successful host cities for 2023 and 2025.