

EEIG ECI EFIS

European Economic Interest Grouping
28 rue du docteur Roux 75724 Paris cedex 15, France
479 493 413 RCS PARIS, France

EEIG ECI-EFIS Member Societies

*French Society for Immunology
(SFI)*

*British Society for Immunology
(BSI)*

*German Society for Immunology
(DGfI)*

*Italian Society of Immunology,
Clinical Immunology and
Allergology (SIICA)*

*Scandinavian Society for
Immunology (SSI)*

*Spanish Society of Immunology
(SEI)*

*Austrian Society for Allergology
and Immunology (ÖGAI)*

*Dutch Society for Immunology
(NVVI)*

*Turkish Society for Immunology
(TSI)*

*European Federation of
Immunological Societies (EFIS)*

CALL FOR TENDERS:

A CORE PCO FOR THE EUROPEAN CONGRESS OF IMMUNOLOGY (ECI)

PREMISE

The **European Federation of Immunological Societies (EFIS)** is a non-profit umbrella organization representing 33 European national immunology societies, including, as well, associations from Eurasia and the Middle-East. EFIS thus represents nearly 13,000 individual researchers and clinicians working in the fields of immunology and allergology.

One of the chief objectives of EFIS is to organize the triennial **European Congress of Immunology (ECI)**, the venue of which is selected by the EFIS General Assembly (GA) six years in advance from among bids submitted by EFIS Member Societies to host the event. Four ECIs have thus far been held:

1st ECI – Paris, 2006

2nd ECI – Berlin, 2009

3rd ECI – Glasgow, 2012

4th ECI – Vienna, 2015

The 5th ECI will be held in Amsterdam in September 2018.

The **European Economic Interest Grouping ECI-EFIS (EEIG ECI-EFIS – hereinafter EEIG)** was established by the following EFIS-affiliated national immunology societies with more than 500 members:

- Société Française d'Immunologie (SFI)
- British Society of Immunology (BSI)
- Deutsche Gesellschaft für Immunologie (DGfI)
- Società Italiana di Immunologia, Immunologia Clinica e Allergologia (SIICA)
- Scandinavian Society for Immunology (SSI)
- Sociedad Española de Immunología (SEI)
- Österreichische Gesellschaft für Allergologie und Immunologie (ÖGAI)
- Nederlandse Vereniging voor Immunologie (NVVI)
- Türk İmmünoloji Derneği (TSI)

and

- EFIS

whose purpose is to provide the legal and financial framework necessary to organize the ECI, with a view to fostering the economic activity of its members. All EEIG members agree not to organize their annual meeting in the year the ECI is held.

The nine national societies of the EEIG collectively count more than 10,000 basic and clinical research scientists, with EFIS representing nearly 3,000 individuals from smaller European immunology societies.

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Based on the decision of the EFIS GA of where an ECI will be held, the EEIG appoints the following organizational and scientific committees:

- A **Steering Committee**, whose Chairperson is appointed by the national society hosting the ECI, and is composed of one or more representatives of the national society hosting the ECI, one or more representatives of EFIS and of each EEIG member societies, and at least two representatives of EFIS-affiliated societies with fewer than 500 members;
- A **Scientific Program Committee**, whose Chairperson, appointed by the national society hosting the ECI, designates committee members from among three representatives proposed by each EFIS-affiliated society;
- A **Finance Committee**, whose Chairperson is the incumbent Treasurer of EFIS, and is composed of the incumbent Treasurers of EEIG member societies;
- A **Local Organizing Committee**, whose Chairperson is nominated by the national society hosting the ECI and whose members are natural persons belonging to the same society. At present, by virtue of the EEIG Articles of Association, the Local Organizing Committee has – following approval of a provisional budget by the EEIG – exclusive powers to:
 - organize arrangements and logistics of the ECI, including inspection of and negotiations with the selected congress venue, together with a professional congress organizer (PCO);
 - organize and promote the congress with qualified staff;
 - coordinate satellite meetings and symposia with other European organizations;
 - plan and organize social events together with the PCO;
 - project accounting and settlement of accounts on behalf of the EEIG.

A contract with the above-mentioned PCO for its services will be signed by the EEIG-President, the President of the Steering Committee (= ECI President) and the President of the hosting society.

REPRESENTATIVE FEATURES AND NUMBERS OF THE ECI (BASED ON ECI 2015 STATISTICS):

- Held in early September;
- 3 and ½ days, beginning Sunday afternoon, ending Wednesday afternoon;
- A scientific program built according to a 4-track system – Innate Immunity, Adaptive Immunity, Diseases of the immune system, Immune interventions – to guarantee an appropriate balance between basic research breakthroughs and clinical applications;
- Several awards and prizes, including the [ACTERIA Prizes awarded by EFIS](#), the [EFIS-EJI Ita Askonas Award](#), Bright Sparks awards and best poster prizes;
- More than 300 Travel Grants awarded by participating organizations (EFIS, national societies, etc.);
- 3630 paying delegates from 81 countries;
- Abstracts submitted: 3000;
- 4 Keynote Lectures, 45 Symposia (including Guest Society Symposia) with 130 oral presentations, 72 Workshops with 425 oral presentations, 2360 poster presentations;
- approximately 80 pharma/industry exhibitors and sponsors, with more than 770 m² of exhibition space sold.

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PURPOSE OF THE PRESENT CALL BY THE EEIG ECI-EFIS

The EEIG intends to engage a core PCO to manage the organization of at least two future ECIs, beginning with ECI 2024 (the venue of which will be decided in September 2018). Any contractual arrangements may be renewed should the performance and services rendered by the engaged PCO be considered satisfactory and competitive.

REQUIREMENTS

The EEIG is seeking a core PCO that will work closely with the national societies whose bids have been chosen to host ECI 2024 and ECI 2027 to provide, at minimum, the following services:

- Overall planning and financial management of the congresses, in cooperation with the EEIG ECI-EFIS and the hosting national societies;
- Consultation on the conceptual planning, coordination and implementation of the congresses;
- Support in the selection of venues;
- Advertising and printed materials;
- Design, set up and maintenance of congress websites;
- Development and provision of congress apps;
- Supervision of all technological needs;
- Registration of congress participants;
- Relations with invited speakers and chairpersons;
- Handling and processing of abstracts;
- Handling of CME procedures;
- On-site organization of the congresses;
- Accounting services and settlement of accounts;
- Hotel bookings;
- Planning and organization of social/networking events;
- Organization of congress programs;
- Marketing and sale of exhibition space;
- Management of exhibitors and sponsors;
- Necessary insurance compliance;
- Relations with media.

CONTRACTUAL PROVISIONS

The EEIG is the contracting party for the services of the core PCO selected to manage and organize ECI 2024 and beyond. The EEIG expects the ECI – as the primary showcase of the European immunology community – will be managed according to state-of-the-art professional standards.

The EEIG intends to lease to the selected PCO the rights to plan, organize and implement the ECI from 2024 onward, for which a leasing fee based on the number of paying participants to each event will be charged. Current leasing fees (cost basis: 2018) are:

- | | |
|--|----------------|
| - For up to 2,800 paying participants: | No leasing fee |
| - Over 2,800 paying participants = | EUR 63,000 |
| - Over 3,275 paying participants = | EUR 78,750 |
| - Over 3,750 paying participants = | EUR 105,000 |
| - Over 4,225 paying participants = | EUR 131,250 |
| - Over 4,700 paying participants = | EUR 157,500 |
| - Over 5,175 paying participants = | EUR 183,750 |
| - Over 5,650 paying participants = | EUR 210,000 |

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As a further basis of your tender, please bear in mind that congress delegate fees are not 'high end', but are rather moderate ([ECI 2018 fees available here](#)).

The PCO will be obliged to manage finances in such a way that there is no deficit in the contribution margins deriving from the congresses ("no-loss guarantee"). If the final expenses, including the leasing fee for any congress, exceed the income, the PCO shall indemnify the EEIG and assume any deficits that may occur.

The core PCO must agree to take into account the prerogatives and territorial competence of the above-mentioned Local Organizing Committees of the national societies hosting the ECI.

The core PCO must also acknowledge that pre-financing of events is at the PCO's expense.

DOCUMENTATION TO SUBMIT

Parties wishing to tender an offer for their services should submit, **by April 30th, 2018**,

- a full company profile, including documentable evidence of experience with organizing events of similar scale anywhere in Europe;
- a profit-driven model for ECI 2024 and beyond;
- In particular, please outline how revenue, on top of leasing fees, will be distributed.

TIMELINE AND DEADLINES

- Launch of Call for Tenders: March 30th, 2018
- Deadline for the submission of bids: April 30th, 2018
- Shortlisted bids: May 11th, 2018
- Invitation to shortlisted bidders for presentations and interviews in Paris: June, 2018 (T.B.D.)

DECISION

A decision will be made after presentation/interviews of the short-listed bids.

SUBMISSION

Please submit tenders, addressed to EEIG ECI-EFIS as a single .pdf file, by e-mail to: office@efis.org