



## **Bidding Guidelines for the European Congress of Immunology (ECI)**

The European Federation of Immunological Societies (EFIS) hereby invites its [Members](#) to bid for the organization of the **7<sup>th</sup> European Congress of Immunology (ECI 2024)**. Applications should cover all items listed below. All applications will be examined by the EFIS Board before presentation at the EFIS General Assembly at the [5<sup>th</sup> ECI](#) (Amsterdam, 2-5/09/2018), during which the successful bid and venue for ECI 2024 will be chosen.

### PRELIMINARY INFORMATION

A European Economic Interest Grouping (EEIG) was established by

- La Société Française d'Immunologie (SFI)
- The 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 Espanola de Immunologia (SEI)
- Austrian Society for Allergology and Immunology (ÖGAI)
- Dutch Society for Immunology (NVVI)
- Turkish Society of Immunology (TSI)
- European Federation of Immunological Societies (EFIS)

whose purpose is to organize and oversee an international conference in the field of Immunology (ECI) every three years, in a different European city under the aegis of EFIS, with a view to fostering and developing the economic activity of its members and enhancing or increasing the outcome of said activity. EFIS is a member of the Grouping and represents those national societies with fewer than 500 members. All EEIG Members agree not to organize their annual meeting in years when the ECI is held.

### BIS CONTENTS

#### **1. Host Society**

#### **2. Date(s)**

#### **3. City**

#### **4. Site(s)**

#### **5. Facilities for:**

##### 5.1. Scientific sessions

- 5.1.1. Plenary sessions (specify number of halls and their capacities)
- 5.1.2. Symposia (specify number of halls and their capacities)
- 5.1.3. Workshops (specify number of halls and their capacities)
- 5.1.4. Posters (Number of posters that can be displayed simultaneously)

##### 5.2. Exhibition area (Space available in square meters)

##### 5.3. Organization meetings: Small meeting rooms/offices (Specify number)

Please indicate if all the facilities above are on the same site. If not, please specify the distance to the main venue.

##### 5.4. Refreshment/concession facilities (At the main site? Located within walking distance?)

##### 5.5. Availability of Internet/Wi Fi



## **6. Housing**

- 6.1. Hotel types (price range, distance from meeting venue, number of rooms)
- 6.2. Low cost housing (price range, distance from meeting venue, number of rooms)

## **7. Transportation**

- 7.1. To city
- 7.2. Within city

## **8. Program**

- 8.1. Scientific

The overall program should cover four balanced tracks. Both basic and clinical Immunology must be covered

- A. Innate Immunity
- B. Adaptive Immunity
- C. Diseases of the immune system
- D. Immune interventions

The program should be prepared by a qualified scientific committee, consisting of at least 2 representatives of the organizing society and of the EEIG Member national societies, and three representatives (cumulatively) of national societies with fewer than 500 members.

- 8.2. Social

- 8.2.1. Events included in registration fees
- 8.2.2. Optional Congress events

- 8.3. Satellite Meetings

## **9. Administrative Organization**

The steering committee oversees the general organization of the congress: scientific program, budget and promotion. It is composed of one representative of the organizing society, one of EFIS and of each of the EEIG Member national societies, and one representative of the societies with fewer than 500 members. The steering committee shall appoint the President and the Secretary General of the congress and the President of the Scientific Program Committee.

- 9.1. Organizing Committee (list individuals who have agreed to serve)

The Local Organizing committee oversees the local organization of the congress:

- Dealing with and inspecting the premises and rooms in which the Conference is to be held.
- Organizing the arrangements and logistics of the Conference together with the Professional Congress Organizer (PCO)
- Coordination of European Scientific Society Satellite Meetings
- Organizing and promoting the Conference together with the qualified staff
- Selecting and organizing social events together with the PCO

- 9.2. PCO (name, expertise)

- 9.3. Promotion

A promotion committee should be formed, composed of one representative of each of the national societies of the EEIG and of the PCO



#### 9.4. Financial aspects

Please provide the following information in your budget plan:

- i. How will the Congress be financed? What firm commitments exist regarding support?  
Please provide an estimated budget based on the number of registered (paying) participants (e.g., 3500, 4000, etc.)
- ii. Registration fees: full, student, advanced (in Euros), excluding VAT
- iii. Financial support (if any) for invited speakers
- iv. Financial support (if any) for young investigators (a) from developed countries (b) from developing countries
- v. Plans for Congress income
- vi. Requirement for advance funding by EFIS (amount)

#### 9.5. Organizational timetable

The deadline for submission of your application for the organization of **ECI 2024** is **June 1<sup>st</sup>, 2018**.

The outcome of the EFIS General Assembly voting and successful bid will be publicly announced by 15/09/2018.

**Please e-mail the complete application package as a single .pdf file to:**

**Pablo Engel** ([pengel@ub.edu](mailto:pengel@ub.edu))

**Thomas Wiley** (<mailto:office@efis.org>)