



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 9th **European Congress of Immunology (ECI 2030)**. 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 7th ECI (Dublin, 1-4 September 2024), during which the successful bid and venue for ECI 2030 will be chosen.

PRELIMINARY INFORMATION

The European Economic Interest Grouping ECI-EFIS (EEIG ECI-EFIS) 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 Inmunologia (SEI)
- Österreichische Gesellschaft für Allergologie und Immunologie (ÖGAI)
- Nederlandse Vereniging voor Immunologie
- Türk İmmünoloji Derneği (TSI)
- European Federation of Immunological Societies (EFIS)

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. There is general consensus among EEIG ECI-EFIS Members not to organize their annual meetings in years when the ECI is held.

Also, national societies intending to bid to host ECI 2030 should be aware that the EEIG ECI-EFIS has engaged a core Professional Congress Organizer (PCO) – the [OIC Group](#) – to manage all operations related to the organization of ECI 2024 and ECI 2027. The collaboration with the OIC Group is provisionally set to terminate with the conclusion of ECI 2027, but it is possible that the engagement may be renewed. Therefore, the successful society hosting ECI 2030 should take into account that they **may** have to interact with a core PCO in the organization of the congress.

MINIMAL BID 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 covering both basic and clinical Immunology. By way of example:

- 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 congress, including social events, together with the Core PCO
- Coordination of European Scientific Society Satellite Meetings
- Organizing and promoting the congress together with qualified staff

9.2. Promotion

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



9.3. 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., 3000, 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)

9.4. Organizational timetable

The deadline for submission of bids for the organization of ECI 2030 is **15 May 2024**.

Bidding societies will be expected to formally present their proposals during the EFIS General Assembly in September 2024. The venue decided by the majority of EFIS society delegates will be announced during the EFIS General Assembly.

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

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Thomas Wiley, EFIS Coordinator – office@efis.org