

UEGW SPECIFICATIONS – ANNUAL CONGRESS OF THE UEGF

VENUES APPOINTED UNTIL 2014 -

NEXT CALL WILL BE MADE IN 2010 FOR THE YEARS 2015 – 2019!

The United European Gastroenterology Federation (UEGF) organizes the institutional congress of the federation, which is the United European Gastroenterology Week (UEGW) and welcomes more than 10.000 participants from all over Europe, the United States, the Asian Pacific Area and many other countries on an annual basis.

Since May 2006 the UEGF has set up a Secretariat in Vienna under the leadership of an Executive Director. Congress organization is conducted in-house, with some help from preferred and long-term contracted suppliers for abstract handling, registration/housing/social programme, A/V, graphics, printing, freight forwarding etc. Local PCOs, DMCs or other agencies are only used at exceptional case.

In overall terms the city that can host the UEGW should:

1. Have a track record of large congresses to have taken place in the city
2. Have easy access by rail, road and air (and within half an hour distance of an international airport)
3. Have a state of the art congress centre with full technical equipment and exhibition space on one level
4. Have sufficient 3, 4, 5 star hotels close to the congress centre
5. Have a good (public) transport infrastructure
6. Have the capacity for UEGF and participating companies to host social events in attractive off-site venues
7. The City/the Government be willing to offer support to the congress
8. Be attractive and of interest to the participants with regard to its touristy and cultural opportunities and programme

Guidelines for bidding:

- The request for proposal will be sent to Convention Bureaus in main cities of Europe
- UEGF has set up a professional secretariat in Vienna to organise the congresses of the Association on their own, therefore, proposals by “Professional Congress Organizers” (PCOs) and “Destination Management Companies” (DMCs) or other agencies cannot be accepted
- In order to base our decision on objective criteria, we have assembled questions that we ask you to answer in the order given (you may attach brochures as you deem necessary)

Please note:

- The venues are appointed until 2014
- In the year 2010 we will be the calling for proposals for the years 2015-2019

Should you have any questions regarding this request for proposal, please feel free to contact the UEGF Secretariat at uegf-secretariat@vereint.com.

Thank you for your efforts!

Sincerely,

Doris Möstl
Executive Director

UEGF VENUE QUESTIONNAIRE – please answer in the order given!

1. TRACK RECORD OF HOSTED CONGRESSES

Please provide us with a list of congresses size 5.000 people and up that have taken place / will take place in your city 2002 - 2010 in the congress centre you are proposing to UEGF (of course the events 2007 and up will be handled confidentially). Please give us reference addresses of the organisers, so that we may call them to discuss with them the quality of your city as congress venue.

2. ACCESS

- a) Describe the access by airplane:
- Frequency of direct flight connections from various European capitals
 - Flight connections from international destinations (USA, South America, Asian Pacific Area ...)
 - Connection from airport to the congress centre (what, time, cost)
 - Connection from airport to major hotels (what, time, cost)
- b) Describe the access by train:
- Frequency of trains from various European capitals
 - Number of train stations
 - Connection from train station(s) to congress centre (what, time, cost)
 - Connection from train station(s) to hotels (what, time, cost)
- c) Describe the access by road:
- The equipment is very large and the exhibiting companies transport great amounts of equipment to the congress city. Therefore excellent road conditions and easy customs formalities are vital.
- Main highways coming from where?
 - Distance to main European capitals in Kilometres?
 - Customs formalities for large medical equipment?

3. CONGRESS CENTRE: SPECIFICATIONS & REQUIREMENTS

The Dates:

The UEGW should take place mid to end October. The dates should not conflict with international holidays (including Jewish & Muslim holidays) or national holidays.

Meeting pattern:

Friday to Sunday – exhibit setup
Saturday morning – Postgraduate Teaching, satellites, business meetings, common interest group meetings, ESGENA conference
Sunday – Postgraduate Teaching, opening ceremony in the evening, satellites, common interest group meetings, business meetings, ESGENA conference
Monday – Plenary opening session, parallel sessions with lectures, lunch sessions, poster exhibition, opening of technical exhibition, satellites, breakfast meetings, common interest group meetings, business meetings, ESGENA conference
Tuesday – parallel sessions with lectures, lunch sessions, poster exhibition, opening of technical exhibition, satellites, breakfast meetings, common interest group meetings, business meetings
Wednesday until 15:00 – parallel sessions with lectures, lunch sessions, poster exhibition, technical exhibition, breakfast meetings, satellites, business meetings, common interest group meetings
Wednesday afternoon – exhibit teardown
Thursday/Friday – exhibit teardown

Meeting Rooms:

- 1 Plenary session hall à 3.500 seats minimum
- 1 room à 1.500 seats minimum
- 3 rooms à 800 – 1.000 seats minimum
- 4 rooms à 400 - 800 seats minimum
- 8 rooms for lunch session (50 seats)
- Smaller rooms are required for
 - business meetings
 - offices
 - common interest groups

ESGENA (European Society of Gastroenterology and Endoscopy Nurses and Associates)

- This congress will be held in conjunction with the annual UEGW.
- Attendees: approx. 400 – 500 nurses
- Scientific Programme Saturday afternoon – Monday afternoon
- 1 room Saturday
- 2 rooms Sunday
- 1 room Monday
- Poster display on Sunday

Poster presentation:

- Sufficient sqm net floor space for max. 400 posters (can be separate from the exhibition)

Exhibition:

- 3.000 – 4.000 sqm net exhibition space with enough storage space for crates and other packing material.

Information required from the Congress centre:

- Location (public transportation to and from, distance to downtown, distance to various hotels)
- Owner i.e. management of the congress centre, sample contract
- Number and size of meeting rooms including floor-plans and technical specifications
- Details of the exhibition area including floor-plans, technical specifications (details of freight lifts, weight allowance per square metre, ceiling height etc.)
- Security, audiovisual equipment, business centre, car and bus parking area
- Bank, post office, emergency medical facilities, customs broker
- Catering: exclusivity (price list)? Right to bring in own caterer?
- Any other preferred suppliers that the congress organizer has to use when renting your venue (f.e. catering, A/V, others?)
- Information on pricing and pricing structure – a complete proposal (taking into account the above specifications) is kindly requested

4. HOTEL SITUATION

The UEGW needs the following hotel accommodation within 30 minutes public transport distance from the congress centre:

- 5*
- 4*
- 3*
- 2*

Please provide us with an overview of the hotel situation in your city:

- number of rooms in the various categories
- the price range in EURO for each category
- and the proximity to the congress centre (how to get there, how long it takes)

5. TRANSPORT WITHIN THE CITY

- Describe the traffic situation within the city
- Describe the public transport net in the city (routes, cost, congress ticket available, how long in the night does it function?)

6. OFF-SITE VENUES FOR SOCIAL EVENTS

- Many of the exhibiting companies look for venues to take their clients out. Please name a few options and the distance by bus from the congress centre / major congress hotels.

7. EXPECTED SUPPORT – IN KIND OR IN MONEY – FROM GOVERNMENT / CITY / OTHER AUTHORITIES?

- Describe what the Government would be willing to sponsor
- Describe what the City is willing to sponsor (f.e. Majors reception or the like)
- Which airline would you designate as official carrier?
Is this airline willing to give a barter agreement? Please specify Terms of the agreement?

8. ATTRACTIVENESS OF CITY TO PARTICIPANTS

- In brief words, summarize why your city is attractive to attendees
- List possible accompanying persons programs and approx. cost
- List pre- and post congress possibilities and approx. cost