

Request For Proposal to Host

The European Congress on Biotechnology 2022 (ECB2022) and/or 2024 (ECB2024)

1. INTRODUCTION	
Background	The European Federation of Biotechnology is Europe's largest non-profit Federation of national biotechnology associations, learned societies, universities, scientific institutes, biotech companies and individual biotechnologists.
Request for Proposal (RFP) for ECB 2022 and 2024	This RFP invites the submission of bids to host the Congress in 2022 and/or 2024. All costs relating to the submission of a bid must be borne by the host destination. The EFB and TFI Group take no responsibility for any costs relating to successful or unsuccessful bid submissions.
Next Congress	The next Congress will take place at MECC Maastricht, Netherlands in 2020 The dates of the Congress are 28 June – 1 July 2020. www.ecb2020.com ;
Bid Eligibility	The criteria for bid success will include but may not be limited to:
	YES/NO
	The provision of written evidence of financial support provided by the Host of €70,000 minimum. Please note that 50% of the financial support (€35,000) is to be paid 1 year in advance of the Congress (by end June) and 50% of the financial support (€35,000) is to be paid in the year of the Congress (by end June).
	The presence of a 'Biotechnology Centre of Excellence' within the Host region. This should include evidence of the strength of the local biotechnology community and/or National Society, including representatives from both industry and academia, and demonstration of commitment from national and local industry and institutions to sponsor the congress or exhibit at the congress on commercial terms.
	The commitment of named senior biotechnologists to involvement in the Local Organising Committee and Scientific Programme Committee. Note that the Chair of the Scientific Programme Committee is selected from the Local Organising Committee, working closely with the Chair of the Congress Organising Committee from the EFB Executive Board.
	The commitment to co-locate any relevant local conferences with ECB, for example the national conference of the host. Please identify all conferences and events taking place in the same year in the host country that could impact on the delegate or sponsor/exhibitor acquisition for ECB.
	The availability of suitable dates at a suitable congress venue. Please ensure facilities are identified that are compatible with minimum capacity requirements, catering and exhibition requirements as detailed overleaf.
	The availability of a range of hotel accommodation at standards up to 4*. Note that student/budget accommodation must be readily available in the vicinity of the congress venue.
	An assessment of the appeal of the destination. This should include details about accessibility by air, rail and road; affordability for the target audiences; any special anniversaries or events to be celebrated; any collaboration opportunities with complimentary organisations; cultural appeal to the target audiences.

	<p>An assessment of the budget and funding options.</p> <p>A detailed budget is not required but please provide details of venue hire charges, catering and audio visual rate cards, accommodation rates per night, social programme venue hire and catering costs. Please also estimate number of paying delegates (academia, industry, student) from the national community. Please provide estimate of local sponsorship and exhibition revenue, based on information relating to national conferences or events.</p>
<p>The final decision regarding selection of the host destination will be made jointly by TFI Group and the EFB Executive Board.</p>	
<p>2. ABOUT THE EUROPEAN FEDERATION OF BIOTECHNOLOGY</p>	
<p>Mission</p>	<ul style="list-style-type: none"> • To promote safe sustainable and beneficial use of the life sciences • To promote research and innovation at the cutting edge of biotechnology • To provide a forum for interdisciplinary and international cooperation • To improve scientific education and to facilitate an informed dialogue between scientists and the public
<p>Membership</p>	<ul style="list-style-type: none"> • >50 institutional members in Europe • 30,000 individual members • Regional offices in Europe who support the Federation deliver the EFB's various activities.
<p>EFB Headquarters</p>	<p>Barcelona</p>
<p>Organisation</p>	<p>Details of how the Federation is organised can be found at www.efbiotechnology.org;</p>
<p>Executive Board (at April 2019)</p>	<p>President: Prof Mathias Uhlen</p> <p>Vice Presidents: Prof Jeff Cole Prof Philippe Corvini Prof Diethard Mattanovich Prof Francesc Godia</p> <p>Treasurer: Prof Wilf Mitchell</p>
<p>Core PCO</p>	<p>TFI Group Ltd 192 Vauxhall Bridge Road London SW1W ODX United Kingdom www.tfigroup.com Contact: Caroline Windsor, Bid Coordinator, caroline.windsor@tfigroup.com;</p>

3. ABOUT THE EUROPEAN CONGRESS ON BIOTECHNOLOGY

History	<p>The EFB was established in 1978. Its Congress is held biennially and takes place in European destinations.</p> <table border="1" data-bbox="392 353 1441 577"> <tr> <td>2020</td> <td>Maastricht</td> <td>2007</td> <td>Barcelona</td> </tr> <tr> <td>2018</td> <td>Geneva</td> <td>2005</td> <td>Copenhagen</td> </tr> <tr> <td>2016</td> <td>Krakow</td> <td>2003</td> <td>Basel</td> </tr> <tr> <td>2014</td> <td>Edinburgh</td> <td>2001</td> <td>Madrid</td> </tr> <tr> <td>2012</td> <td>Istanbul</td> <td>1999</td> <td>Brussels</td> </tr> <tr> <td>2009</td> <td>Barcelona</td> <td></td> <td></td> </tr> </table>	2020	Maastricht	2007	Barcelona	2018	Geneva	2005	Copenhagen	2016	Krakow	2003	Basel	2014	Edinburgh	2001	Madrid	2012	Istanbul	1999	Brussels	2009	Barcelona		
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Congress Participation	<p>The EFB's European Congresses on Biotechnology are held every two years. This is the leading Congress for academics and industrial biotechnologists in Europe. The Congress attracts:</p> <ul style="list-style-type: none"> • 850+ participants • 150 invited keynote speakers and shorter oral presentations • 400+ poster presentations • 20+ sponsors and exhibitors • Range of supporting events 																								
Delegate representation by region - 2018 Congress	<ul style="list-style-type: none"> • 15% US/South America/Africa/Australia • 34% Asia/Middle East • 51% Europe <p>The Asia market is a target growth audience for the EFB.</p>																								
Dates and Days	<ul style="list-style-type: none"> • The Congress usually takes place in late June to take advantage of affordable student accommodation and to ensure that academics are able to participate out of term-time. Note that early September will be considered as an alternative if rates are advantageous. • The Congress commences on a Sunday and concludes on a Wednesday • The Congress is formally opened on Sunday afternoon and is followed immediately after by the Congress opening reception • The Congress networking evening takes place on Tuesday evening (c 500 pax) • The Congress concludes on Wednesday afternoon 																								
Congress Centre requirements	<ul style="list-style-type: none"> • Plenary sessions: auditorium with a capacity for a minimum of 1000 participants required Sunday – Wednesday inclusive • Concurrent sessions: a further 5 session rooms able to accommodate 100 – 300 participants each for parallel sessions on Monday, Tuesday and Wednesday • Exhibition space for up to 30 stands typically 3mx2m required Saturday afternoon (set up), then Sunday – Wednesday inclusive • In the same area as the Exhibition, sufficient space for Congress catering and 400 posters • Set up of exhibition, registration and plenary takes place on Saturday afternoon and Sunday morning 																								

Catering and Networking	<ul style="list-style-type: none"> All delegates are able to attend the official opening plenary session and the Welcome Reception with buffet supper that follows immediately thereafter Beverages and a substantial buffet lunch on open Congress days (Monday, Tuesday, Wednesday) are included in the delegate registration fees There is an optional Congress Networking Dinner on the Tuesday evening which delegates pay for in addition to congress registration fees. Traditionally approximately 50% of participants attend the Congress Dinner. The Networking Dinner should be self financing (no cost to congress budget) and, in order to be well attended, the cost per head should be circa €60 inclusive of venue costs, welcome drink, buffet supper (seated) with and wine/beer/water. 	
Official Language	<p>The Official language of the Congress is English and all communications both pre-congress and on site are in English. Simultaneous translation is not required.</p>	
Congress Revenue	<p>In addition to the financial support provided by the Host Society and destination, Congress Revenues are generated through registration fees and sponsorship. For information, the registration fees for the 2020 Congress will be:</p>	
Delegate Registration Fees	Early Bird	Standard
Industry	€895.00	€995.00
Academia	€575.00	€625.00
Early Career Scientists	€445.00	€445.00
Congress Organisation	<ul style="list-style-type: none"> It is expected that the Host Society will wish to appoint an active Local Organising Committee to work in partnership with the EFB and TFI Group to deliver the Congress successfully. The Chair of the Scientific Programme Committee will be selected from the Local Organising Committee. The EFB together with TFI Group has ultimate responsibility for all aspects of the Congress. TFI Group is responsible for all financial matters including any financial risk. To recover the administrative costs of organising the Congress, both TFI and EFB will receive a fixed sum that is included in the budget, but must generate a surplus to cover more of the full costs incurred. 	
Roles and Responsibilities of the EFB and TFI Group	<p>Project Management</p> <ul style="list-style-type: none"> Overall project management of the Congress Provide a central point of communication for all stakeholders of the Congress. <p>Financial Management</p> <ul style="list-style-type: none"> Overall control of the budget of the Congress Congress approval and payment of all supplier invoices Provide online credit card payment facility for online registration. <p>Scientific Programme Management</p> <ul style="list-style-type: none"> Overall responsibility for the formulation, execution and budget of the scientific programme. Provide online abstract submission capability. <p>Marketing and Communications including Print and Design</p> <ul style="list-style-type: none"> Development of a Congress identity Develop and maintain the marketing and communications plan Design and maintenance of a dedicated Congress website Design and production of all collateral. <p>Venue Management</p>	

<p>Roles and Responsibilities of the EFB and TFI Group (continued)</p>	<p>Delegate Management</p> <ul style="list-style-type: none"> • Develop and maintain a dedicated online registration and banking system integrated into the Congress website • Provide post Congress delegate online feedback analysis. <p>On-Site Management</p> <ul style="list-style-type: none"> • Responsibility for the delivery of all aspects of the event. <p>Social programme management</p> <p>Sponsorship acquisition and benefit entitlement delivery</p> <ul style="list-style-type: none"> • Development and implementation of a strategy for the successful acquisition of sponsorship and exhibition space sales.
<p>Roles and Responsibilities of The Local Organising Committee</p>	<p>Formation</p> <p>The Local Organising Committee will consist of the minimum of:</p> <ul style="list-style-type: none"> • Chair – A scientist of local, if not international, reputation who can demonstrate a strong network and influence in the host destination. Responsible for participating in the Conference Organising Committee in liaison with TFI Group and the EFB (monthly conference calls), and for chairing the Scientific Programme Committee. • Secretary – Responsibility for taking and circulating minutes of Local Organising Committee meetings, arranging venues and catering for meetings, ensuring that deadlines are met by members of the Local Organising Committee. • Vice Chair Sponsorship – Responsibility for leading a team that will secure, in coordination with TFI Group, sponsorship and funding for the Congress from local sources including government, society and commercial organisations • Vice Chair Delegate Acquisition – Responsibility for leading a team that will focus on securing delegate attendance from the host destination and locale • Vice Chair Satellite Meetings, Highlight Events and Social Programme – in conjunction with TFI Group, responsibility for securing suitable venues for the Welcome Reception, Speakers’ Dinner and Congress Networking Evening, together with suggestions for any local tours. <p>Project Management</p> <ul style="list-style-type: none"> • Provide professional advice and guidance to the EFB and TFI Group on all local matters relating to the Congress • Meet a minimum of once a quarter and ensure that a record of meetings are circulated in a timely manner to all stakeholders. <p>Financial Management</p> <ul style="list-style-type: none"> • The Local Organising Committee has no financial responsibility for the congress • The Local Organising Committee will be self-funding, with no call upon the Congress budget with the exception of free attendance at the Congress and all social events for up to 5 active committee members. <p>Marketing and Communications including Print and Design</p> <ul style="list-style-type: none"> • Responsible for ensuring any collateral produced by the EFB or TFI Group is appropriate for the local market. <p>On Site</p> <ul style="list-style-type: none"> • To act as a welcoming hosts for the Congress • To recruit a team of 20-30 volunteers to assist with registration, manning information points and other tasks.

4. BID PREPARATION

RFP Critical Timeline	Notification of intention to bid submitted by	3 June 2019
	Bid submissions to be received by	1 October 2019
	Bid review process completed by	mid December 2019
	Shortlisting of maximum of 3 destinations (at EFB board meeting, date to be announced)	mid February 2020
	Notification of shortlist or rejection	end February 2020
	Site inspections completed by	end April 2020
	Announcement of winning bid	end May 2020
	Attendance at ECB 2020 (mandatory for ECB2022 host)	27 June 2020 (EFB board meeting) 28 June – 1 July 2020 (ECB 2020)
Bid Documentation	<p>Letter of Intent to Bid This letter should express the wish of the Host Society and the Destination to submit a bid. The city as well as the name of the venue should be mentioned. This is not binding but it gives us a good indication of interest and allows us to forward additional information, as appropriate.</p> <p>The Letter of Intent must be submitted by the 3 June 2019 to the Bid Coordinator by email at caroline.windsor@tfigroup.com</p>	
	<p>Full Bid Documents A comprehensive Bid Document should be submitted in electronic format by email.</p> <p>The document must cover the following inclusions:</p> <ul style="list-style-type: none"> • Named members of the Local Organising Committee and their profiles • Information about the host society and biotechnology community • Written evidence of financial support to fulfil the mandatory requirements as specified in this RFP, together with evidence of commitment of industry and government to sponsor the congress • Details of how local participation in the Congress will be recruited • Venue information: available dates, size of venue, location, available lecture and exhibition space, room layout and use, attractiveness of the venue, cost budget • Safety of venue and the area/region • City information: location, accessibility, transport links • Suggested hotels and student accommodation (list, capacities, price range, how close to the venue, how accessible) • Any relevant information regarding destination attractions, affordability, information about the wider region <p>The Bid Document may also include the following optional information</p> <ul style="list-style-type: none"> • Proposed social programme • Potential for Bursaries for Early Career Scientists • Letters of support from the local biotechnology community and other supporters as the host society considers relevant to their Bid • Green policy of venue, city. <p>The Bid Document in electronic format should be submitted no later than 1 October 2019 by email to the Bid Coordinator, Caroline Windsor at caroline.windsor@tfigroup.com</p>	

Site Inspections	<ul style="list-style-type: none"> • Shortlisted destinations will be site-inspected in the periods detailed above • Site inspections will be carried out by at least 1 representative of the EFB and 1 representative of TFI Group, the core PCO • Costs associated with site inspections must be covered by the bidding destination and/or host society
Bidding Destination queries should be addressed to	<p>Should be addressed by email to:</p> <p>TFI Group Caroline Windsor, European Congress on Biotechnology 2022/2024 Bid Coordinator Email: caroline.windsor@tfigroup.com Mobile: +44 (0)7852 482828 Office: +44 (0)207 233 5644</p>

Bid submitted by (destination/city):

Year of Congress: 2022 / 2024

1. VENUE INFORMATION

Please provide details of Congress Centre facilities for Plenary and Parallel Session rooms:

	Plenary	Hall A	Hall B	Hall C	Hall D	Hall E
Hall name						
Size (sqm)						
Pax capacity Theatre style						
Pax capacity Schoolroom style						
Cost per day						
Cost for set up day						

Please provide details of smaller meeting rooms (for example, for satellite meetings if applicable):

	1	2	3	4	5
Hall name					
Size (sqm)					
Pax capacity Theatre style					
Pax capacity Schoolroom style					
Cost per day					
Cost for set up day					

Please provide details of networking spaces:

	Exhibition/ Catering Space	Poster Space
Hall Name		
Size (sqm)		
Cost per day		
Cost for set up day		

Please provide details of office spaces:

Offices	Organisers office	Speaker Room Ready	VIP room
Room Name			
Size (sqm)			
Cost per day			
Cost for set up day			

2. ACCOMMODATION AND TRAVEL

Please provide details of recommended congress accommodation:

Category	Number of hotels	Number of rooms	Cost per room per night	Breakfast included
5 Stars				
4 Stars				
3 Stars				
2 Stars/Student accommodation				

Complimentary rooms policy: _____

Staff rooms policy (10 needed): _____

Upgrade policy (3 Suites or Executive rooms needed): _____

Average distance from Congress Centre: _____

Please provide details of accessibility to the destination:

	Name	Proximity to Congress Centre
International Airports		
Major Rail Hubs		
Other (eg ferry)		

Major Transport Carrier(s): _____

Policy for Congress discounts for speakers/delegates _____

Transport links from airport to congress centre:

Mode of transport	Average travel time	Average cost per person

LOCAL TRANSPORT

Is public transport required to travel from hotels to congress centre:

Yes	No
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Average cost of public transport per person : _____

3- SUPPORT FROM HOST

Please detail how financial support of €70,000 will be provided and by which organisation(s):

Please detail other support offered for the Congress, for example, venue discount, networking dinner hospitality, public transportation tickets, preferential entry to local attractions:

4. POSSIBLE DATES 2022 and/or 2024

Start Date	End Date	Comments

5. REFERENCES

Name 3 scientific/medical events similar in size and scope to ECB that have taken place in the destination within the last 3 years. Please include contact details for referees.

Name of the event, dates	Contact Referee