



# **E-AHPBA Congress Management Procedures and Host Application Process**

**November 2022**

Presented by Miss Carrie Hooper  
To E-AHPBA Executive Committee

## Contents

Section A: Congress Management History	Page 3
Section B Application to Host a Biennial Congress	Page 4
Section C: Organisation of the Biennial Congress	Page 6
Section D: Scientific Programme	Page 11
Section E: Industry	Page 13
Section F: Delegate Registration	Page 14
Section G: Catering and Social Programme	Page 15
Section H: Roles and Responsibilities	Page 16
Section I: Host City Feasibility Criteria & Application Guidelines	Page 26

## Section A: Congress Management History

The E-AHPBA was founded in 1999 as the European Regional Association of the International Hepato-pancreato-Biliary Association ([E-AHPBA](#)). In 2002 the Association expanded to countries of the Middle East and Africa and in 2010 was renamed as the European-African Hepato-Pancreato-Biliary Association (E-AHPBA). Currently, the Association counts more than 1,000 active members from Europe, the Middle East and Africa. Our region also includes fifteen "National" chapters that represent memberships from different countries.

The E-AHPBA's mission is to improve evidence-based care and optimize the outcome of patients with HPB disorders by:

- Disseminating research findings and best treatment practices
- Advancing HPB specific training
- Fostering research and innovation
- Encouraging multidisciplinary collaboration

As the prime interdisciplinary organisation for HPB-surgical science and scholarship in our region, the E-AHPBA conducts a Biennial Scientific Congress (alternating with the IHPBA World Congress). This meeting provides an international forum for presenting the developing state of the art and science of HPB-surgery. It should be noted that the Biennial Congress currently provides the main income stream for the Association.

The sites of past and future planned congresses are listed below:

- 1995 – Athens, Greece
- 1997 – Hamburg, Germany
- 1999 – Budapest, Hungary
- 2001 – Amsterdam, Netherlands
- 2003 – Istanbul, Turkey
- 2005 – Heidelberg, Germany
- 2007 – Verona, Italy
- 2009 – Athens, Greece
- 2011 – Cape Town, South Africa
- 2013 – Belgrade, Serbia
- 2015 – Manchester, United Kingdom
- 2017 – Mainz, Germany
- 2019 – Amsterdam, Netherlands
- 2021 – Bilbao, Spain (Virtual)

## **Section B: Application to Host a Biennial Congress**

### **1. Location and Timing of the E-AHPBA Biennial Congress.**

The Biennial Congress rotates within the European / African / Middle East region on a two-year cycle, taking place on odd-numbered years.

The meeting is proposed to be held between late May early June, the exact dates should be suggested by the bidding cities but must be approved by the E-AHPBA Council. This will avoid overlap and potential competition with the biennial regional AHPBA and A-PHPBA meetings held in March and August/September, respectively. In addition, care is taken to avoid any major Gastrointestinal, Hepato-pancreatic-biliary or General Surgical meetings.

### **2. Applications to Host the E-AHPBA Biennial Congress**

The Biennial Congress is delivered by the E-AHPBA in conjunction with a Local Organising Committee (LOC). The LOC may represent any of the following groups:

- A national or regional chapter of the E-AHPBA
- A national organisation of Hepato-Pancreato-Biliary surgery

The Local Organising Committee (LOC) should be appropriately led by a Chairperson and should include members from within the bidding country only. All members of the LOC should be members of the E-AHPBA unless the member is a non-surgeon.

The E-AHPBA Executive Committee and Council, based on the strategic direction and development of the society, may suggest to existing national or regional Chapters to bid for the Congress. The discussion about what chapters/nations would be preferred will take place at the Council meeting prior to the bid process opening and will be determined by the need to grow members, share education or provide outreach to the certain area with the region.

The successful bidder will be required to sign an agreement with the E-AHPBA Council no more than six (6) months following the General Assembly at which the Biennial Congress was awarded. Failure to provide the signed agreement within the stated 6 months may possibly result in the Council withdrawing the bid award.

### **3. Bid/Feasibility Document Template**

The bid document presented should address the following areas:

1. Name of applicant and suggested city
2. Potential Conference facilities that could house the Congress identified
3. Organisational details:
  - a. Ability to comply with E-AHPBA requirements as stated within this document
  - b. Potential local venues for social events
4. City highlights
  - a. Attractions
5. Evidence of support from local chapter of E-AHPBA or local community

The bid should be presented in PowerPoint presentation form. Formal bid booklets and videos are not required and if submitted will not be shared as part of the bid.

The bid process will follow the schedule:

<b>Date</b>	<b>Action</b>
December (5 years before Congress)	Call for bids goes out. Documentation will include: <ul style="list-style-type: none"> <li data-bbox="571 528 1066 562">• Bid Manual and Congress procedures</li> </ul>
March (4 years before Congress)	Submission deadline Bid presentations should be sent electronically to the E-AHPBA Management Office ( <a href="mailto:carrie@eahpba.org">carrie@eahpba.org</a> )
Following deadline	E-AHPBA Executive Committee review submissions, carry out feasibility studies and request further information if required
March/April (4 years before Congress)	E-AHPBA Executive Committee and Council will review the bid documents using the suggested criteria detailed within Section B.3 to assist in the decision-making process. A shortlist will be selected.
April (4 years before Congress)	Bid committees notified of approved status and invited to present virtually at an E-AHPBA Council Meeting which will be held in advance of the Biennial Congress.
June (4 years before Congress) E-AHPBA Council Meeting	Applicants will be asked to give a short 10-minute virtual presentation. Council will vote, a simple majority will suffice. In the event of a tied vote the President will have the casting vote. Council Members who are involved in any way in the preparation of a bid will be ineligible to vote.
E-AHPBA General Assembly (4 years before Congress)	Council will make a recommendation to the General Assembly. The General Assembly will vote on the Council's recommendation. In the event that the General Assembly rejects the Council's recommendation other nominations will be considered and voting will take place at the General Assembly in concordance with the internal rules of the Association
December (4 years before Congress)	The Council will receive a signed contract with the successful bidder no more than six (6) months following the General Assembly. Failure to provide the signed contract within the stated 6 months will enable the council to withdraw the bid offer. In such an eventuality, the LOC will be responsible for all costs incurred to date.

## **Section C: Organisation of the Biennial Congress**

### **1. Duration of the Meeting**

The duration of the Biennial Congress is three (3) days, commencing on Tuesday evening with registration and concluding on Friday afternoon. The Biennial Congress starts officially on Wednesday morning with an Opening Ceremony followed by the Henri Bismuth distinguished lecture. The Scientific Programme will also commence on the Wednesday morning and will last until Friday afternoon. The structure of sessions during the three days must include four two hourly time slots daily with a one-hour luncheon break and at least two 30-minute coffee breaks between the sessions in the morning and afternoon.

### **2. The E-AHPBA**

The overall responsibility for the Biennial Congress rests with the Council of the E-AHPBA and, it is the Council of the E-AHPBA who will ensure compliance with the terms and conditions of the agreement between the E-AHPBA and the LOC.

The E-AHPBA shall exercise its responsibilities and control in a collegial and consensual way. In case of disagreement in matters for which E-AHPBA is ultimately responsible, the decisions of its Council shall be final and binding for all parties concerned.

E-AHPBA is exclusively responsible for the interaction with the IHPBA, the Scientific Programme, abstract management, registration and all organizational matters. It will act in continuous and close coordination with the LOC on all matters pertaining to the organisation of the Biennial Congress, and should they deem it necessary will appoint local destination management company to assist in local logistics.

### **3. The Host Body (Local Organising Committee - LOC)**

The Biennial Congress is hosted by the LOC and will work with/support the E-AHPBA to deliver the congress. E-AHPBA will manage the critical areas of finance, scientific programme, sponsorship, accommodation, abstract management, social events and registration. The LOC will be involved directly in the Scientific Programme and social programme and will be consulted on all other areas.

The E-AHPBA will develop a separate website for the meeting which must be linked to the E-AHPBA Ltd website and regularly maintained and updated.

An agreement will be reached and signed between the E-AHPBA President and the Treasurer, LOC President and Treasurer on the financial responsibilities of the Biennial Congress. It is suggested the profits/liabilities to be assigned as follows: E-AHPBA 80%, LOC 20%. Each of the stakeholders will therefore underwrite the Biennial Congress by a percentage which reflects this agreement. As a result of the sharing of risk, all major contracts such as that with the congress venue and other contracts must be signed jointly by E-AHPBA and the LOC.

The Chairperson of the LOC (or proxy) will be co-opted onto the E-AHPBA Council for two years before the relevant Biennial Congress if they are not already a member of Council. The E-AHPBA Executive Committee may also request that the Chairperson of the LOC (or proxy) attends their meetings periodically in the two years prior to their Biennial Congress.

#### **4. The E-AHPBA Professional Congress Organiser (PCO)**

The E-AHPBA will work with ACS Global as a PCO to carry out the following critical functions:

- Congress planning timeline
- Finance and budget
- Marketing and communications
- Congress website
- Scientific programme including CME and speaker management (included original Critical Control Model)
- Abstract management (included in original Critical Control Model)
- Registration management (included in original Critical Control Model)
- Sponsorship and Educational grant sales, contracting and fulfilment
- Onsite Staffing
- Post-meeting evaluation and reporting

If necessary, the PCO may appoint a local DMC company to support local logistics.

The role of the PCO may be subject to review and change at the discretion of the E-AHPBA Council.

#### **5. Update Meetings with the E-AHPBA**

Regular meetings should take place between the LOC, E-AHPBA Council, E-AHPBA Management Company and E-AHPBA PCO as appropriate. These meetings will be diarised during the schedule of activities meeting 3 years prior to the Congress. These meetings will become more frequent as the Congress draws closer and will take place monthly by teleconference for the final 9 months.

#### **6. The Venue**

The LOC will identify an appropriate conference centre and will recommend this to E-AHPBA as part of their bid. E-AHPBA will be exclusively responsible for the contract with the conference centre. If due to unforeseen circumstances outside the control of the LOC the venue will no longer be available at the time of the Congress, an alternative venue in either the same or different city may be presented for the consideration of the E-AHPBA Council. Should no alternative venue be available, E-AHPBA Executive will recommend to Council that the bid process be re-opened.

The venue must have a lecture theatre to accommodate at least 1000 people for the Opening Ceremony, Bismuth Lecture, E-AHPBA Presidential Address, IHPBA Presidential Address and Plenary sessions will be required. In addition, at least three smaller lecture theatres for approximately 300 people will be required for parallel sessions. Suitable Audio Visual and IT infrastructure will be required.

The LOC will support the Education Committee of the E-AHPBA in organising a UEMS Examination in HPB Surgery. This will be held at the Conference Centre. A minimum of six (6) rooms will be required. The UEMS will be responsible for the cost of the examination. Historically, this examination occurs on the final day of the Congress.

The venue should provide a meeting room for both the E-AHPBA and the IHPBA for the duration of the Congress. These meeting rooms will also be used as office space and should be able to accommodate a minimum of 20 person's boardroom style. Each room should be equipped with Wi-Fi, data projector, screen and laptop. The meeting schedule will be specified by the E-AHPBA Management Office prior to the congress.

An exhibition space for the Industrial/Trade exhibits and Poster presentations will be required. The duration of the exhibition is 3 days commencing on Wednesday morning and concluding Friday afternoon. Appropriate exhibition build and breakdown periods should be in addition to the three days.

### **7. Delegate Accommodation**

Accommodation will be offered in a range of hotels in different price categories to meet the needs of all delegates. It is the responsibility of the E-AHPBA PCO to contract hotel accommodation, and they may receive commission on rooms booked which may be shared with the congress as part of their fee structure.

### **8. Congress Promotion**

The E-AHPBA PCO will be responsible, together with the LOC for drafting preliminary announcements, newsletters and e-bulletins about the Biennial Congress. These should be submitted to the E-AHPBA Management Office for approval before they are distributed. Electronic communications to the E-AHPBA promotional database will be distributed by the E-AHPBA Management Office.

Advance promotion will be via the E-AHPBA website, then by the congress website which should be launched at the preceding Biennial Congress. Fliers announcing the Biennial Congress may not be distributed before the preceding Biennial Congress.

To maintain continuity from Congress to Congress, the design and size of publicity material (posters, fliers and booklets) should be produced under the supervision of the E-AHPBA. The E-AHPBA logo should prominently appear on all publications. Any Congress logo should be of the same dimensions as the E-AHPBA logo and should appear in conjunction with, not in place of the E-AHPBA logo, and only under the supervision of the E-AHPBA Management Company.

Other promotional activity may include advertising in scientific journals, pay per click advertising on relevant websites and attending related congresses.

The mailing list for the Biennial Congress is the property of the LOC and the E-AHPBA. It may not be obtained from the E-AHPBA by any other organisation without written permission from the Council. Following the Biennial Congress, the LOC will provide E-AHPBA with their promotional database and list of participants for the Congress in electronic format.

### **9. Finance**

The E-AHPBA Management Office and E-AHPBA PCO will manage the finances of the Congress. The handling of all legal matters, including all taxes and compliance with the monetary regulations will be also be the responsibility of the E-AHPBA Management Office and E-AHPBA PCO.



The E-AHPBA PCO shall prepare and submit a budget for the Biennial Congress, which must be approved by the E-AHPBA Council. The budget must include registration modelling to reflect the break-even number of registrations. The budget must be provided to the E-AHPBA Council two years before the Congress (i.e., during the 2021 Bilbao meeting for the 2023 Meeting).

Furthermore, the periodic reporting to E-AHPBA Council of the financial statements for the Biennial Congress. The terms of reporting are quarterly until December in the year prior to the Congress and thereafter monthly. The audited final statement of accounts for the Biennial Congress should be presented to E-AHPBA Council by December 31 the year of the Congress.

Registration fees for the Biennial Congress will be agreed between the E-AHPBA PCO and the E-AHPBA Council at least one month prior to the launch of pre-registration for the Meeting.

The budget must include amongst other items;

- At least one site visit by the Council prior to the Congress.
- A profit share of 80% of the profits will be paid to the E-AHPBA . All aspects of financial management for the congress remain the responsibility of the E-AHPBA.
- Registration fees and lodging (x4 nights in the Congress Hotel) for the E-AHPBA Council during the Congress. The names of the Council Members attending will be provided in advance to the E-AHPBA PCO.
- Registration fees of up to 8 (eight) IHPBA Council Members and lodging of up to 32 room nights (nominally 8 members x 4 nights), IHPBA decides on the allocation. It is expected that all attending and supported IHPBA Council members will be actively involved in either the Post-Graduate course or the Scientific Programme.
- Costs for Programme book and abstract publication in the HPB journal (in print or digital format).
- Free registration to the invited faculty; however, faculty are expected to cover accommodation and travel costs incurred, this is not the responsibility of the E-AHPBA.
- The E-AHPBA will assume the cost of travel and accommodation for the invited speaker delivering the Bismuth Lecture, any prizes awarded, or travel grants offered by E-AHPBA.

#### **10. Insurance**

The E-AHPBA PCO must decide on an adequate level of insurance cover and provide E-AHPBA Management Office with evidence that they have obtained this cover for the Congress. Insurance should be taken out in the name of E-AHPBA and should include cancellation charges for the use of the congress buildings (abandonment insurance), hotels, transport arrangements etc. As far as possible, it should also include cover for eventualities such as industrial action which might close airports, hotels or airlines, and also for communicable disease, war and natural disasters such as volcanic eruptions, flooding or earthquakes.

While the E-AHPBA Management Office can assist with sourcing a suitable specialist insurance policy, payment of the insurance premium will be made from the Congress budget.

**11. Official language of the Biennial Congress**

English is the official language for all original and invited contributions of the Biennial Congress.

## **Section D. Scientific Programme**

### **1. Scientific Programme Committee**

The Scientific Programme of the Biennial Congress is the responsibility of the E-AHPBA Scientific Programme Committee under leadership of the Chairperson of the Committee. The LOC will have representatives on the Scientific Programme Committee and will ensure that the final programme will attract local attendees to the Congress.

The Scientific Programme Committee shall be responsible in drafting the complete Preliminary Scientific Programme as well as the Final Scientific Programme. These Programmes will be published and regularly updated on the websites of the Biennial Congress and linked to the E-AHPBA website.

The first meeting of the Scientific Programme Committee should take place at least 18 months prior to the projected Biennial Congress (normally at the previous Biennial Congress). At this first meeting an outline of the Programme and symposia, keynote and update speakers, debates etc. will be defined.

### **2. Invited Faculty**

All Invited Faculty should be invited at least 12 months prior to the Biennial Congress, invites should be issued by the LOC and E-AHPBA PCO detailing the signature of the E-AHPBA President and the Programme Committee Chair. All invited speakers are expected to receive free registration only however this is based on the invited faculty being no more than 150 people. Moderators and Session Chairpersons will not receive free registration.

The Scientific Programme Committee should include as many E-AHPBA and IHPBA Council members as possible in the Programme.

### **3. Abstract Management**

Abstract and scientific programme management will be the responsibility of the Scientific Committee of the E-AHPBA, in conjunction with the E-AHPBA PCO and LOC. The call for abstracts will be the responsibility of E-AHPBA.

The selection of abstracts is the responsibility of the E-AHPBA Scientific Committee in conjunction with the LOC. All members of the E-AHPBA Scientific Committee should be reviewers. Each abstract will be reviewed by 3-5 reviewers who are experts in their respective fields.

Following the abstract review process there will be a Scientific Programme Allocation Meeting which will normally take place at the venue and will involve key members of the Scientific Committee, Council Executive, LOC and E-AHPBA PCO in a two-day meeting. Provision should be made in the budget for travel, accommodation and meeting room for this.

### **4. Abstract Publication**

Meeting abstracts will be published in HPB, the E-AHPBA's official Journal. E-AHPBA PCO will contact the publisher before the call for abstracts opens to ensure that all required information and details are understood. Specific arrangements for the publication of abstracts should be agreed by the LOC, E-AHPBA and publisher – timescales, format of book of abstracts (electronic/paper/online) etc. The publisher will confirm process, information required, timelines and costs and this will be included in the

Congress Budget and planning timeline.

### **5. Postgraduate Course**

E-AHPBA Management Office in partnership with the LOC will organise an E-AHPBA led Gold Seal “Post-Graduate Course” to be held on the day preceding the Biennial Congress. The Programme should be approved by the E-AHPBA Education Committee and the E-AHPBA Management Office will handle all aspects of the course. The costs and responsibilities for organising this event will be borne by the E-AHPBA.

### **6. Accreditation**

Internationally recognised and appropriate CME accreditation should be applied for in good time and the number of credits awarded used in the promotion of the Congress. Delegates should be given a certificate or other means whereby they can document CME credits. The application is the responsibility of the E-AHPBA PCO.

### **7. Travel Grants**

Provision should be made in the budget to provide travel grants for young delegates/delegates from lower income countries to attend the congress. Industry support should be sought, and this item should be included in the industry sales prospectus. The criteria, publicising and selection of the grant awards should be managed by the E-AHPBA Scientific & Research Committee, supported by the E-AHPBA Management Office.

## Section E. Industry

### 1. E-AHPBA Strategic Partners

E-AHPBA Strategic Partner agreements are considered separate to the Biennial Congress support, no discount or financial benefit is included within the agreement with regards to the Biennial Congress industry support.

However, the following should be considered when negotiating with the E-AHPBA Strategic Partners:

- Acknowledgement in all Congress promotional material and on the Congress website
- Priority allocation in the headquarters hotel
- Priority choice of sponsorship packages and items
- Priority choice of exhibition stand
- Badges for stand personnel to include the Corporate Partner logo
- The opportunity to place a corporate partner banner above exhibition stand
- A meeting with the E-AHPBA leadership during the Biennial Congress

The E-AHPBA Management Company will liaise with the E-AHPBA PCO to facilitate this.

### 2. Sponsorship

The E-AHPBA PCO is responsible for all sponsorships raised for the congress. The E-AHPBA Management Office will assist with agreements for the Congress with existing E-AHPBA Strategic Partners if required and may be asked to assist with sourcing additional sponsorship.

### 3. Exhibition

The duration of the exhibition is 3 days commencing Wednesday morning and concluding Friday afternoon. Appropriate build and breakdown periods should be in addition to the three days.

The exhibition hall should accommodate other congress features such as scientific posters, catering, internet facilities, delegate lounges, registration etc. If possible, the welcome reception should also take place in the exhibition area. It is essential that there is dedicated time allowed within the programme for contact between exhibitors and delegates.

The E-AHPBA, IHPBA, E-AHPBA Biennial Congress (next one) and IHPBA World Congress (next one) each with a booth in the exhibition area. These booths will be provided free of charge for the duration of the Congress. These booths should be at least 9sqm in size and will have a shell scheme package, that is the booth will have at least two walls, carpeting, lighting, and an electrical supply. Basic furniture should also be provided at no cost and will include one table and chairs for 6 people, one brochure stand, one further small table, one lockable cupboard and basic signage. Should extra equipment and/or furniture be required, the relevant association will meet these extra costs.

## **Section F. Delegate Registration**

### **1. General**

It is desirable to set a registration fee in line with previous Biennial Congresses, keeping fees to a reasonable level in order to encourage attendance by young investigators and members from less privileged countries. One mechanism for achieving this aim may be to separate the cost of social functions such as the gala dinner from the costs of the core programme.

All delegate fees must be approved by E-AHPBA prior to publication on the congress website. All fees must be set in EURO or another single major currency, as agreed with E-AHPBA.

### **2. Registration Fee Categories**

E-AHPBA and all IHPBA (AHPBA and A-PHPBA) members will obtain a discount on the registration fees. The non-member rate should be the new member rate plus 15% - 20%

There should be at least two fee periods, early and standard. Additional periods can be introduced if appropriate, for example onsite. The difference between early and late fees should be 20-25%.

The early member rate must be no lower than the previous Biennial Congress unless specifically agreed by E-AHPBA Executive Committee.

A New Member registration fee for the congress should be available and should reflect an incentive for a delegate to join the Association. This fee includes one year's combined membership of E-AHPBA/IHPBA. The membership income within this fee should be passed to E-AHPBA. It is very important that this amount is included as a separate expenditure item in the Congress budget as this is not congress income but E-AHPBA income and should be ring-fenced.

The lowest trainee registration fee should be greater than the budgeted variable cost per delegate projected in the expenditure section of the Congress budget.

The early registration deadline must be after the abstract notification date to allow accepted oral and poster presenters time to register at the early registration fee.

## **Section G. Catering and Social Programme**

### **1. Lunches/Tea and Coffee Breaks**

Catering arrangements will vary from venue to venue. The congress should provide light lunches and coffee as part of the registration fee. The provision of lunches should be within the commercial exhibition/poster display areas.

### **2. Social Programme**

The LOC and E-AHPBA PCO will be jointly responsible for the Social Programme. This Programme should be communicated to the E-AHPBA by January in the year of the biennial meeting. This will include;

- Opening Ceremony / Welcome Reception on the opening day. This should reflect the unique characteristics of the local organising country or region. The main function of the reception is to allow an informal networking of delegates. This will be included in the registration cost for the delegates therefore costs should be kept to a reasonable per head expense.
- The Presidential Dinner for the E-AHPBA, IHPBA Councils and members of the LOC to be held on the Tuesday or Wednesday evening. As the Dinner is to honour the President of the EAHPBA, the invitation list will be finalised by the President in consultation with the LOC.
- Theme Evening or Social Event to be held on the Thursday or Friday night which will be open to all delegates. Costs can be transferred to the attendees.

## Section H: Roles and Responsibilities

To fully understand the structure of this revised critical control model for a face-to-face Congress a schedule of roles and responsibilities has been created and are detailed below. The roles and responsibilities clearly map the ownership for each process, identifying the parties responsible and the level of involvement. Please note the assignments below reflect the model whereby E-AHPBA PCO deliver the full Congress.

The parties included are:

- LOC – Local Organising Committee
- SPC – Scientific Programme Committee
- EAHPBA– The Association
- ACS-AM – E-AHPBA Management Office
- ACS-PCO – E-AHPBA appointed PCO

### Schedule of Responsibilities for a face-to-face Congress:

Please note that **X** denotes primary responsibility for an action, while **x** is a secondary partner in a shared role. All the services below should be included in the respective contracts.

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	1 CONGRESS INFRASTRUCTURE
X				x	Organise the congress in accordance with the bid manual and congress guidelines document and appendices
		X		x	Arrange legal set-up of event
x		X		x	Register event for VAT
x		X		x	Agree financial set up and requirements
x		X		x	Open bank accounts (local country and UK)
X		X			Appoint and contract destination management company or professional conference organiser to assist in the local logistics (local DMC)
X		x		x	Working relationship with DMC
X					Confirm Local Organising Committee (LOC) members
X					Agree roles of LOC members
X					Identify other available resources and confirm
x		x		X	Preparation of event budget and cash flow
x		x		X	Agree communication and reporting plan
x				X	Draft time schedule to include all aspects of organisation of the Congress – to be submitted to the E-AHPBA for approval
x				X	Produce event business plan
				X	Provide administrative support to LOC



LOC	SPC	EHPBA	ACS-AM	ACS-PCO	2 FINANCIAL MANAGEMENT
		X		x	Provide budget template
x				X	Draft budget
x		x		X	Discuss budget with E-AHPBA – E-AHPBA Executive to approve
X			x	X	Consider financial set-up and local tax implications
			x	X	Set up UK Euro bank account
x				X	Set up Local currency bank account (if required)
x				X	Conduct contract negotiations with suppliers
		X		x	Approve contracts with main suppliers
		x	x	X	Agree working process for all financial transactions
X				x	Arrange for E-AHPBA Treasurer and Executive Director to have online access to local bank account information (if required) and not for transactions

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	2 FINANCIAL MANAGEMENT Continued
		x		X	Set up request for payment procedure
		x		X	Maintain request for payment procedure
		X		x	Authorise payment transactions over a specified limit from both accounts
		x	x	X	Prepare schedule of meetings with LOC Treasurer and E-AHPBA Treasurer
x		x		X	Meetings with LOC Treasurer and E-AHPBA Treasurer as required
				X	Revision, control and updating of budgets
				X	Cash flow management
X			x	X	Collection of industry income and government support
				X	Liaison with LOC regarding seed funding
x		x		X	VAT management (French VAT)
x				X	Preparation of financial statements at agreed regular intervals
x				X	Management of bank accounts (LOC + E-AHPBA)
x		X		x	Funding of bank account to meet all required expenditure
		x		X	Bookkeeping and accounting
				X	Processing credit/debit card payments for registration fees
x		x		X	Event insurance
x				X	Draft accounts and final accounts
			x	X	Arrange external audit of Biennial Congress accounts

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	3 SPONSORSHIP & EXHIBITION SALES STRATEGY
x		x		X	Preparation of potential exhibitor & sponsorship database
x		x		X	Preparation of sales strategy and timeline

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	4 MARKETING STRATEGY
X	x			x	Identification of event theme and objectives
X				x	Identification of unique selling points
x				X	Create and establish brand profile
x		x		X	Identification of available resources (database, journals, website, social media platforms)
x				X	Identification of related organisations
x				X	Identification related events
x				X	Identification of target market
x				X	Identification of marketing media to be used
x				X	Identification of principal marketing stages and timeline (marketing plan)

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	5 VENUE MANAGEMENT
x				X	Negotiation, agreement of contracts
x		X		x	Signing of contracts
				X	Preparation and administration of tenders for goods and services
x				X	Allocation of facilities to sessions, exhibition,
				X	Preparation of venue schedules
				X	Build-up and break-down of all sets and facilities
				X	Organisation of essential security
				X	Administration of health and safety regulations

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	6 SCIENTIFIC PROGRAMME - General
x	x	x		X	Produce a timeline and critical dates schedule
x				X	Circulate template and collaborate on venue overview
	X	x		X	Attend scientific programme/congress committee meetings/teleconference calls as appropriate *
	X	x		x	Attend programme topic meetings while the programme structure and content are being decided
	X	x		x	Attendance at programme allocation meeting
				X	Administer abstract submission software *
				X	Provide programme information for CME Application
x				X	Prepare and submit application for CME
				X	Prepare all information for the website / online planner
				X	Distribute online confirmation to every presenter attending
	x			X	Liaison with companies for industry sponsored symposia

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	7 SCIENTIFIC PROGRAMME - Invited Speakers and Chairs
	X			x	Prepare schedule of invited speakers
	X			x	Allocate sessions to programme grid
				X	Arrange for circulation of invitations and confirmations
				X	Handle all correspondence
				X	Liaise with invited speakers
				X	Collect abstracts for invited speakers (if required)

				X	Distribute online confirmation to all keynote and invited speakers
				X	Collection of conflict-of-interest forms from invited speakers
				X	Produce and circulate presenter notes
				X	Manage invited speaker honoraria
				X	Manage invited speaker expense reimbursement
				X	On-site invited speaker management

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	7 SCIENTIFIC PROGRAMME - Invited Speakers and Chairs Continued
				X	Invitations, confirmation, and liaison with session chairmen
				X	Arrange preparation of indices by author/topic for book of abstracts (invited speakers only)
				X	Arrange speaker presentation room onsite

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	8 SCIENTIFIC PROGRAMME – Abstracts
				X	Prepare abstract timetable (in liaison with publishers)
	x			X	Prepare call for abstract text for website or printed materials
				X	Liaison with abstract submission software
				X	Arrange preparation of call for papers online submission form
				X	Receive online abstract forms
				X	Monitor abstract submission
				X	Clean abstract titles, authors, format text for consistency
				X	Arrange preparation and circulation of acknowledgements
				X	Produce monthly abstract statistics for scientific programme committee
				X	Liaise with abstract submission software company to set up online reviewing form
				X	Arrange preparation for online review by topics/reviewer
				X	Co-ordinate review of abstracts
				X	Input review results and prepare reports
				X	Organisation of scientific programme allocation meeting
				X	Prepare session allocation charts/summary outline programme sheets for review meeting
	x			X	Attend scientific review meeting
				X	Computer inputting at scientific review meeting and production of programme details
				X	Compilation of programme
				X	Arrange preparation and circulation of acceptance/rejection letters
				X	Cross-check abstract submitters 'v' registered delegates - chase non –registered
				X	Remove abstracts of unregistered presenters from book of abstracts
				X	Send accepted abstracts to HPB publisher
				X	Produce presenter notes
				X	Circulate presenter notes

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	8 SCIENTIFIC PROGRAMME – Abstracts Continued
				X	Produce general information for book of abstracts and final programme
				X	Prepare scientific programme element of final programme
X	X			X	Proof final programme (scientific programme elements)
				X	Arrange preparation of indices by author/topic for book of abstracts (abstract presenters only)
	X			X	Prepare digital book of abstracts (within the HPB) for production
				X	Proof book of abstracts
				X	Abstract presenter registration
				X	Liaise with accepted abstract presenters
				X	On-site abstract presenter management

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	9 SCIENTIFIC PROGRAMME – Posters/e-posters
				X	Arrange preparation of poster layouts/e-poster terminals
				X	arrange health and safety approval of poster layouts
				X	obtain quotations from poster board / e-poster supplier
				X	Arrange poster presentation hardware
				X	Arrange for installation and break-down of poster stations
				X	Allocation of poster themes to poster sites
				X	Scheduling of poster header panels
				X	Arrange for installation and change-over of header panels
				X	Arrange for and supervise poster check-in desk
				X	Arrange preparation and circulation of poster presenter
				X	Arrange preparation of poster confirmations
	X			X	Judging and awarding of prizes for best poster

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	10 AUDIO-VISUAL
				X	Specification of audio-visual facilities
				X	Obtain quotations for audio-visual including technical support
				X	Arrange preparation and circulation of audio-visual guidelines
				X	Scheduling of audio-visual requirements
				X	Arrange for installation of required audio-visual equipment
				X	Liaison with technicians
				X	Management of speaker room

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	11 EXHIBITION MANAGEMENT
x		x		X	Fulfilment of exhibition and sponsorship sales strategy
				X	Preparation of exhibition administration schedules
				X	Arrange preparation and approval of floor plans
				X	Arrange preparation and distribution of exhibition prospectus
				X	Stand allocation and confirmation
				X	Exhibitor invoicing and management of staged payments
				X	Appointment and liaison with contractors for shell scheme and other services
				X	Venue and sub-contractor management
				X	Arrange preparation, production, and circulation of a technical exhibition manual
				X	Arrange preparation of exhibition catalogue or provision of copy for inclusion in the programme
				X	Arrange preparation of exhibitor badges
				X	Arrange preparation and circulation of exhibitor joining instructions
				X	Liaison with police and local authorities as
				X	Appointment and scheduling of security and installation
				X	On-site management

LOC	SPC	EHPBA	ACS-AM	ACS-PCO	12 SPONSORSHIP MANAGEMENT
x		x		X	Fulfilment of exhibition and sponsorship sales strategy
				X	Arrange the preparation, production, and circulation of sponsorship information
		x	X	x	Liaison with E-AHPBA Corporate Partner companies
x		x		X	Raising, negotiation and agreement of sponsorship
				X	Invoicing of sponsors
				X	Management of sponsor group registration and housing
				X	Preparation and production of industry participation manual
x		x		X	Sponsor liaison regarding requirements which relate to or involve the event
				X	Sale of hospitality suites and sponsor enhancements
x		x		X	Agreement of advertising opportunities for sponsors and sale of agreed advertising space
				X	On-site management of sponsors

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	13 CONSTRUCTION
				X	Arrange preparation of layout plans for all construction items
				X	Arrange for health and safety approval
		x		X	Appoint contractors
				X	Preparation of signposting schedule (internal & external)
				X	Arrange production of all signposting
				X	Supervise build-up and break-down

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	14 REGISTRATION
				X	Provide registration information for Congress website
				X	Design of online registration forms
				X	Provide group registration booking system
				X	Process registrations (online booking form only)
				X	Circulate acknowledgements, invoices, and VAT receipts
				X	Provide client reports at agreed intervals
				X	Check that abstract presenters have registered
				X	Monitor delegate payments
				X	Maintain delegate database
				X	Circulate letters of invitation to delegates as required
				X	Circulate welcome letters/joining instructions
				X	Answer delegate queries as required
				X	Arrange preparation of badge card, badges, and tickets
				X	Arrange supply of badge card, badges, lanyard/clips, delegate hand-out materials
				X	Arrange production of participant lists (if required)
	x			X	Prepare and circulate questionnaires for CME accreditation (if required)
				X	Arrange preparation of certificate of attendance *
				X	Offer group registration pre-pickup on site
				X	Supervise staffing* for group registration area
				X	Arrange the preparation and packing of delegate briefcases
				X	Preparation of layout plans for registration area and onsite offices
				X	Arrange health and safety approval of registration area
				X	Obtain quotations from stand builders
				X	Appoint contractors

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	14 REGISTRATION Continued
				X	Provide communication, furniture, header panel schedule
				X	Supervise registration area build-up and break-down
				X	Planning and oversight of on-site registration area
				X	Arrange staffing and control of on-site registration area including a new registration service – additional staff required
				X	Prepare staff briefs for circulation to temporary
				X	Arrange briefing of on-site staff and control of on-site registration area including a new registration service
				X	Facilitate all registration related finances onsite (EURO)

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	15 PRINT & PROMOTION
x				X	Arrange preparation and production of design theme in line with marketing strategy
				X	Set up and maintain website
x				X	Arrange preparation and drafting of the non-scientific content of all print (hardcopy or
	x			X	Arrange preparation and drafting of the scientific content of all print
x		x		X	Arrange proofing and production of non-scientific print
				X	Arrange inclusion of design theme on all event materials
				X	Maintenance of delegate database
			x	X	Arrange production of promotional material
			x	X	Arrange co-ordination and production of mailings
x		x		X	Arrange for attendance at related events as appropriate
x		x	x	X	Co-ordination and management of advertising at other related events as appropriate
				X	Arrange preparation of information for online media including website and major social media
x		x		X	Fulfilment of the marketing strategy and plan

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	16 CATERING
				X	Arrange delegate catering: coffee/tea/water fountains
				X	Arrange delegate lunches as appropriate
				X	Arrange hospitality catering e.g. that required by sponsors, exhibitors, committee members etc
				X	Arrange staff catering

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	17 SOCIAL PROGRAMME
X				x	Put forward a suggested social programme
X		X		x	Agree social programme
				X	Venue management
				X	Arrange all catering
				X	Arrange production of all print, including menus, tickets, seating plans, place cards and programmes
				X	Invite VIPs, patrons etc
				X	Handle protocol and guest lists
				X	Administration of arrangements relating to VIPs
				X	Co-ordination of all entertainment, staging, theming and décor
				X	Organisation of build-up and break-down arrangements as appropriate
				X	Arrange all transport as appropriate
				X	Oversee each event

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	18 TOUR PROGRAMME
X				x	Put forward a suggested tour programme (if permitted)
X		X		x	Agree tour programme
				X	Financial liability for optional and inclusive tour
				X	Liaise with selected tour operator
				X	Arrange preparation of promotional material
				X	Arrange ticketing and itineraries
				X	Arrange staffing and supervision of all tours
				X	Arrange catering as appropriate
				X	Source and arrange production of gifts and local information
				X	Arrange badging and registration
				X	Arrange ticketing and invitations for official social events

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	19 LOCAL TRANSPORTATION
				X	Negotiation and agreement of contracts with transport operators
				X	Preparation of transport schedules
				X	Arrange recruitment and briefing of traffic officers
				X	Arrange coach stops as necessary including obtaining permission from police and local authorities where necessary
				X	Arrange signposting of coaches and coach stops
				X	Arrange preparation of tickets for use on transport

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	20 STAFFING
x				X	Recruitment of staff and students
				X	Undertaking of full staff briefings, both written and verbal
				X	Provision of health and safety briefings on-site



				X	Organisation of uniforms/T-shirts for staff and students
				X	Arrange staff catering and organisation of rest areas on site
				X	Arrange staff accommodation (ACS team)
				X	Arrange payment of all staff including provision for

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	21 DELEGATE HOUSING MANAGEMENT
				X	Site inspection and selection of hotels
				X	Arrange takeover of accommodation already booked
				X	Block booking of accommodation
				X	Negotiation and agreement of room rates
				X	Arrange preparation of copy for print work, to incorporate all necessary information on an accommodation booking form
				X	Room allocation and confirmation for individuals, groups, speakers, guests etc.
				X	Amendments to bookings as required
				X	Forwarding prepayments/deposits and rooming lists to the hotels
				X	On-site accommodation service
				X	Liaison with hotels

LOC	SPC	EAHPBA	ACS-AM	ACS-PCO	22 FLIGHTS
				X	Set-up of flight booking engine
				X	Inclusion of flight booking engine in all correspondence and promotion
				X	Management of flight bookings

It is noted that there will be a high level of collaboration between ACS Global and the appointed PCO in all matters related to onsite delegate management and onsite scientific programme management.

\* denotes provision should be allowed for item in Congress budget

X denotes primary responsibility for an activity

x is a secondary involvement

## Section I: Host City Feasibility Criteria & Application Guidelines

This document has been produced to provide a protocol, information and structure for teams who are interested to host the E-AHPBA Biennial Congress.

### Application Guidelines

- E-AHPBA Members in good standing may apply to host a future congress, applicants must be part of National Chapter and/or Local Society who would submit the application
- The Congress should be able to take place in the host city in late May/early June. The duration of the Biennial Congress is three (3) days, commencing on Tuesday evening with registration and concluding on Friday afternoon.
- The host city should be a well-connected, central city with a short distance from an international airport. The city should have a variety of accommodation, shopping and dining options.
- The city should house a venue that is large enough to accommodate the E-AHPBA Congress, meaning that it must have capacity for 1200 delegates and several other rooms that accommodate between 200-400 people.

### Application Process and Timeline

- Applications should be addressed to the Secretary at the administrative office and sent electronically to the E-AHPBA Management Office (carrie@eahpba.org)
- Initial notes of interest should be sent to E-AHPBA Management Office (carrie@eahpba.org).
- Once reviewed and shortlisted, potential hosts will be asked to submit a formal application in the form of a PowerPoint presentation only (no bid books or videos should be included).
- Shortlisted potential hosts will be invited to a virtual meeting with the E-AHPBA Council to present their application to host the 2027 E-AHPBA Congress.
- Applicants will be expected to make a short 10-minute presentation to the Council. In the event that there is more than one application, a vote of Council will be taken. A simple majority will suffice. In the event of a tied vote the President will have the casting vote.
- The General Assembly will then vote on the Council's recommendation. In the event that the General Assembly rejects the Council's recommendation other nominations will be considered and voting will take place at the General Assembly in concordance with the internal rules of the Association
- The Council will receive a signed contract with the successful bidder no more than six (6) months following the General Assembly. Failure to provide the signed contract within the stated 6 months will enable the council to withdraw the bid offer.

### Application Criteria\*

The application should include the following information:

- Name of applicant and supporting organization(society or chapter) with whom the Congress Agreement can be signed
- Conference facilities proposed and potential gala dinner venue
- City highlights (Airports, hotels, travel infrastructure, dining and shopping options)
- Names of those on local organising Committee and member status
- Evidence of support from local chapter of E-AHPBA or local membership

\* We suggest that potential hosts do not enrol professional conference organisers in this process, as their services are unlikely to be required in the planning process.