

Appendix II: Bid 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 Process and Timeline

There are 3 steps to the bid process for E-AHPBA Congress:

1. Submit a note of interest via this form: <https://www.surveymonkey.com/r/RG2YZTC>
2. Formal applications - Bid Documents should be sent to E-AHPBA Management Office before the deadline (Friday 7th March 2025). Applications should be sent electronically to the E-AHPBA Management Office (carrie@eahpba.org). The guideline on content for this bid document can be seen below.
3. Shortlisted bidders will be invited to present their bid at the E-AHPBA Council Meeting on Sunday 8th June in Dublin. This final presentation should be in the form of a PowerPoint presentation only (no bid books or videos should be included in this).

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; Wednesday – Friday, with an additional one day (1); Tuesday, before the Congress for pre-Congress activities such as a course or E-AHPBA Consensus/Guideline meeting. The Biennial Congress starts officially on Wednesday.
- Bidders should read carefully the **Congress Manual and Procedures** and all appendices to understand the management and organisation of the Congress.
- 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 1000 delegates, exhibition space of at least 2000sqm and several other rooms that accommodate between 200-400 people.

We suggest that potential hosts look for the support of their **local Convention Bureau** to assist in sourcing suitable locations, venues, pricing and also information on local government grants available. We ask the LOC do not enrol Professional Conference Organisers (PCO) in this process, as their services are not required in the planning process as E-AHPBA have an internal Congress Planning Team.

Formal Application Content

The bid document application should include the following information:

- Letter of Welcome

Organisation

- Name of applicant and supporting organisation (Society or Chapter) with whom the Congress Agreement can be signed
- Names of those on Local Organising Committee (LOC) and E-AHPBA member status
- Evidence of support from local Chapter of E-AHPBA or local membership

Destination

- Accessibility from other destinations
 - Airport – number of scheduled flight destinations
 - Airport – a list of routes
 - Other transport links such as rail and road
- Location of airport (s) in relation to city centre
 - Cost of a taxi
 - Other transport options and costs

Community Impact and Membership Growth

We encourage you to think creatively about how hosting the congress could benefit your local community. Please share your ideas on the following:

- Community Focus:
What unique aspects of your local community could the congress highlight or benefit from? Are there specific local health initiatives, challenges, or opportunities that the congress could address?
- Target Audience:
Are there particular groups you would like to focus on, such as Allied Health professionals, students, or early-career professionals? How can we ensure the congress is inclusive and relevant to these audiences?
- E-AHPBA Membership Growth:
How could you leverage the congress to increase E-AHPBA membership in your area? Consider engagement strategies, promotional activities, or partnerships that could help grow our community.

Venue

- Introduction to venue
- Accessibility
 - Cost and distance of a taxi from airport
 - Transport/distance from hotels/city centre
- Feasibility
 - Allocate proposed room usage against Congress Venue requirements Document detailed in Appendix III
- Other useful information about the venue

Social Venues

- Proposed venues for the social programme Congress Party and Presidents Dinner
- Capacity of venues
- Proposed transport and/or accessibility details for the events

Hotels

- A list and map showing all proposed Congress hotels – this should be broken down by hotel rating
- The number of proposed Congress hotel rooms within 1km of the proposed venue – this should be broken down by category and price band

- The number of proposed Congress hotel rooms within 2 km of the proposed venue – this should be broken down by category and price band
- A list of average room rates at all proposed Congress hotels
- Information on the proposed headquarters hotel
 - Proximity to venue
 - Room allocation available
 - Meeting room space available

Finance

Please include the following estimates:

- Income:
 - Local Government Grant Income (include any rules this comes with)
- Expenditure Estimates (please complete **Appendix IV-** Congress Expense Template)
 - Venue Hire Price (based on venue specifications in **Appendix III**)
 - Audio Visual equipment and technical staff (based on 6 session halls for 3 days)
 - Catering price at venue (tea/coffee plus one food item for 6 breaks, drinks and canapes per person for a one hour reception)
- Other relevant information
 - Strength of connections with local industry
 - Local support from other societies and associations