



Venue Selection Criteria and Process for the
European Young Endocrine Scientists Annual Congress
2020, 2021, 2022

Email complete application to: EYES Secretary
youngendocrinescientists@gmail.com

Deadline For Applications: **30 November 2019**

Introduction

The European Young Endocrine Scientists (EYES) invites Ambassador Societies and local Groups to submit expression of interests to hosting upcoming EYES congresses (years 2020/2021/2022). Outlined below is important information on the congress, including management structure and venue requirements, to facilitate the application process.

The EYES congress combines the latest cutting-edge basic, clinical, translational and preclinical research, encouraging scientific networking and opportunities for collaboration in a unique and friendly environment. It is a Congress for early career researchers (ECR) who are <10 years post-PhD, Masters/PhD student or a clinician in-training. The registration fee for delegates is 50€; this is set by EYES to ensure all ECRs are able to attend the Congress. ESE provides travel grants, and all delegates are encouraged to apply.

The Congress Venue Selection criteria and process are designed to support EYES achieve these aims and deliver a successful and sustainable congress that is both accessible and relevant to the community. The guidelines aim to detail the requirements in a manner that is clear and transparent to the local societies, members and the wider EYES community.

The Local Host bears financial and logistical organizational responsibility of the Congress with partial financial contribution from EYES (through the European Society of Endocrinology). The Local Host is invited to read carefully these documents before submitting a bid. By submitting the application, the Local Host expresses the willingness to take on the tasks and responsibilities connected with the role and liaises with EYES during the organization of the congress.

Congress Management Structure

The Local Host directs the Congress planning and conduct. The Local Host will be assisted by a delegated EYES Committee member in management and scientific matters. The scientific program should reflect the ESE focus areas (Adrenal & Neuroendocrine Tumours; Calcium and Bone; Diabetes, Obesity and Metabolism; Interdisciplinary Endocrinology; Pituitary and Neuroendocrinology; Reproductive Endocrinology; Thyroid) and geographical locations (ie of delegates). The LOC compiles the preliminary program, reviews the abstracts in own subject area (abstract marking sheet will be provided by EYES) and choose the best abstracts at a meeting. The final program will be approved by the EYES Committee.

Congress registration is required to include:

- Accommodation
- Meals: 2 dinners (Friday & Saturday), 2 lunches (Saturday & Sunday), 2 morning coffee breaks (Saturday & Sunday) and 1 afternoon coffee break (Saturday). Please cater for vegetarians and other specific dietary requirements.
- Congress bag containing a hard copy of the program and merchandise

The Local Hosts are invited to provide the following information (itemized):

1. Letter by National Society detailing:

- How the National Society will contribute to the success of the congress (marketing, press coverage, link to other groups, etc.)
- The nomination of the Local Organizing Committee (LOC) of at least 5 members, and Local Host
- The Local Host is experienced in congress program planning and has a good command of English

2. Dates

The preferred period for EYES Congress is the 2nd weekend of September with the following timetable:

- Friday: set up exhibition, registration, ALL speakers upload presentations onto congress computers, opening ceremony (at 15:00), plenary lecture, group welcome dinner
- Saturday: Core congress, morning tea, lunch, and a group social event in the (city tour followed by dinner)
- Sunday: half day congress closing by 13:00, morning coffee break, and a final group lunch

3. Venue Requirements

- Registration: area for registration that can accommodate 2 desks with laptops.
- The Venue must be of restricted access to delegates only (i.e. not an open area).
- Lecture Theatre: one room for ~150 people in theatre style
- Short walking distance from the accommodation

4. Support from City or Local Tourism Bureau

Support can be direct or indirect financial support (site visits, public transport, hosting of a networking event, etc)

5. Access to Host Destination

- Specify airport/train station that can be easily reached from major European cities
- Specify access from Airport/train station to city center and congress venue

6. Local Infrastructure

- Hotels: provide general information on hotels and vicinity of the proposed congress venue. The accommodation expenses are to be covered by the LOC and required to be free of charge for registered delegates. The accommodation need not be 5 star, yet rather close to the congress venue.
- Local transportation: provide general information on public transportation
- Venues for networking events: for 150 attendees. The EYES Congress is capped at 150 delegates.

7. Budget Proposal

- expenses for accommodation for delegates (twin-share)
- expenses for technical equipment (hire of projector and sound system etc)
- expenses for catering and social events
- Sponsorship from Industry, National Society, Charity Organisations, University