

# European federation of Critical Care Nursing associations

## BID DOCUMENT

5<sup>th</sup> EfCCNa Congress 2014



[www.efccna.org](http://www.efccna.org)

May 2009

## 1. INTRODUCTION

The European federation of Critical Care Nursing associations (EfCCNa) is a federation of 24 European national and international critical care societies, representing over 18.000 critical care nurses in Europe. More information and the latest update of the members of EfCCNa, please review the EfCCNa website [www.efccna.org](http://www.efccna.org)

EfCCNa is the principle owner of the 5<sup>th</sup> EfCCNa Congress in 2014. A joint venture is possible with a hosting national society. A written agreement on the congress venture will be drafted and agreed by the EfCCNa Board of Officers and the hosting society. This agreement needs to be signed by the President of EfCCNa and the President of the hosting society.

Bids for the EfCCNa congresses are open to all member societies of EfCCNa. Eligibility of the hosting society or societies in one Country can be national or regional. The hosting party needs clearly be identified within critical care nursing and must maintain the integrity and identity of critical care nursing in the hosting country.

The EfCCNa Congress Planning Committee (CPC) is a standing committee and act as a liaison between the EfCCNa Council, Board of Officers and the Bidding Parties.

The received Congress Bids will be reviewed by the EfCCNa Congress Planning Committee (CPC) and the Board of Officers. Only three (3) Congress Bids will be short listed.

The successful Congress Bid candidates need to present their bid at the EfCCNa Council, Spring 2010. The EfCCNa Council will make the final decision by majority voting.

The CPC will retain an oversight function to provide support to the International and Local Organising Committee (LOC) and to ensure the EfCCNa Board of Officers and the EfCCNa Council that the organisation remains on track.

## **2. PERIOD AND DURATION OF THE EfCCNa CONGRESS**

The EfCCNa congress should not take place at the same time of another national or international critical care nursing (and/or medical) congresses.

The minimum duration of the EfCCNa congress is two full congress days. The maximum duration of the EfCCNa congress is three full congress days. The days should preferably be linked to a weekend in view of cheaper air fares.

## **3. SCHEDULE OF THE PROGRAMME**

The Opening Ceremony includes the address by the President of EfCCNa and other officials.

The Opening Ceremony may be held either in the evening (on registration day) or on the morning/afternoon of the first actual Congress day.

Plenary sessions with invited speakers.

Parallel sessions (symposia, workshops, poster walks, oral communications, etc) with invited speakers and/or speakers selected on the quality of their submitted abstracts.

Poster sessions during the entire congress. The programme provides time for poster viewing.

The Closing Ceremony includes the address of the President of EfCCNa. If Presidency is changed the new President is introduced. Also, the country of the 6<sup>th</sup> EfCCNa congress 2017 will be announced.

Sponsored Satellite meetings may be held at specific time slots not interfering the scientific program.

The International Scientific Committee has the responsibility on topics to be presented, selection of invited speakers, abstracts accepted for presentation and the overall (scientific) programme.

## **4. SOCIAL EVENTS**

A welcome reception on the registration day is optional and must be included in the congress fee. The local host may be able to get this reception offered by the local municipality (City Hall) or other sponsors.

One Congress Party (food and dance) should be offered to all participants. The Local Organizing Committee should decide if this social event is included or excluded in the congress fee.

## **5. NUMBER OF PARTICIPANTS**

It is expected that the EfCCNa congresses attract between 400 – 600 international participants. The total number of participants may change based on the situation in the country or region where the congress takes place.

## **6. EXHIBITION**

During the congress an exhibition (sponsor exhibition, industries, companies, etc) will be held.

The exhibition should be integrated with posters and coffee breaks to allow a maximum of visitors to the exhibition.

Area for exhibition, posters and coffee breaks should be between 600 – 1.500 m<sup>2</sup>.

## **7. RIGHTS AND DUTIES OF LOCAL HOSTING SOCIETY/SOCIETIES**

If necessary the EfCCNa CPC will have a site visits for consultation before a decision of the next congress is made. The costs of this site visit will be covered by EfCCNa and the hosting society on a 50-50 basis.

The local host establishes an International Organising Committee (IOC) in agreement with the CPC and this committee should be co-chaired; one EfCCNa chair and one local chair.

The local host has the right and responsibility for organising the congress location, social event, welcome reception etc.

The local host establishes an International Scientific Committee (ISC) in agreement with the CPC and this committee should be co-chaired; one EfCCNa chair and one local chair.

The IOC organises the Opening Ceremony.

The IOC organises the social event including location and funding.

The IOC and ISC are responsible for sponsor acquisition in the host country and on European level. Of course the EfCCNa Council can be consulted.

The IOC is asked to assist in trying to prevent that conflicting (inter)national meetings are held in their country in the same year as the 5<sup>th</sup> EfCCNa congress. It is welcomed if a national meeting is held in conjunction with the 5<sup>th</sup> EfCCNa congress.

The official EfCCNa congress language is English. If requested by the hosting society, the local host is responsible for the organisation and finance of the translation facilities from English into the own national or local language.

## **8. RESPONSIBILITIES OF EfCCNa**

EfCCNa will have a shared responsibility with the local host of all aspects of the congress, including financial (budget) responsibility. An agreement will be signed between EfCCNa and the local host. In this respect, please see item 9.4 in these guidelines.

EfCCNa will open a sub-account specifically designated for the congress finance.

## **9. BID TO HOST THE 5<sup>th</sup> EfCCNa CONGRESS**

Proposals to host the 5<sup>th</sup> EfCCNa Congress should contain the following items:

1. Information of the local hosting society(ies).
2. Information of a Professional Congress Organizer (PCO).
3. Preliminary budget plan with cost of rental facilities, PCO, speakers budget, congress fees, etc. (Please contact Jos Latour to obtain a Budget draft)
4. A formula regarding the revenue sharing between EfCCNa and local host.
5. A proposed congress title, congress vision and objectives.
6. Information, capacities, prices and availability of the proposed congress location.
  - o Required congress venue is, more or less as follows:
    - Plenary meeting hall seating with a minimum capacity of 1000 persons
    - Parallel session rooms with a capacity of 100 - 250 persons
    - Poster session space
    - Room for Business Meeting and for the Organisers
    - Slide pre-view room
    - Space for exhibition, posters and coffee breaks: 600 – 1.500 m<sup>2</sup>
    - Lunch area (near or at exhibition space)
    - Registration area
6. Catering facilities at the congress site: restaurants, coffee shops.
7. Information about the city – country; general information, infrastructure, and accessibility.

## **10. HOTEL ACCOMODATION**

The required hotel accommodation should be available in the city with good public transportation to the congress centre.

Hotel prices should be expected to be affordable for the participating nurses. Range between 100 – 180 euro per room per night.

## **11. GENERAL INFORMATION**

In addition to the above, any information on general aspects such as distance of airport to city/congress centre, public transportation, reception hosted by the (local) authorities, restaurants, theatre and other (evening) entertainment is welcome.

## **12. AVAILABLE DATES (optional)**

If dates are already proposed, they need to be listed in the bid document.

It is suggested to consult the EfCCNa Representatives to investigate the congress dates to secure any conflict in other countries.

## **13. LETTERS OF RECOMMENDATION**

Supporting letters and testimonials from the hosting society(ies), universities, hospitals and/or governmental officials should be provided. Also, any financial support given by either society(ies) or other parties needs to be provided.

## 14. DEADLINES

The following deadlines of the Bid process are:

15 May 2009	Announcement of bid procedure and mailing of invitation letters
1 December 2009	Deadline submission of the Congress Bids.
1 January 2010	Short listing to 3 Congress Bids by the CPC and EfCCNa Board of Officers
15 April 2010	If applicable, site visits of the CPC between 1 January and 15 April 2010.
Spring 2010	Bid presentation at the EfCCNa Council meeting in Brussels, Belgium
Spring 2010	EfCCNa Council decision
26 March 2011	Presentation of the 5 <sup>th</sup> EfCCNa Congress 2014 at the 4 <sup>th</sup> EfCCNa Congress in Copenhagen

### **The EfCCNa Congress Planning Committee**

Jos Latour (Chair)  
Dr. John Albarran  
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