



EUROPEAN SOCIETY FOR SEXUAL MEDICINE

An invitation to tender to provide Professional Congress Organisation

Services

The European Society for Sexual Medicine (ESSM) is a not-for-profit, multidisciplinary, academic and scientific organization dedicated to male and female sexual function and dysfunction. It is also the premier scientific society for health professionals working in the rapidly developing field of Sexual Medicine. It has over 1.600 members from almost every European country, from the Atlantic to the Urals. It has 33 affiliated national Societies and is itself affiliated to the International Society for Sexual Medicine.

The objects of ESSM are to promote and encourage the highest standards of practice, education, training and research in the field of Sexual Medicine. An important contribution to achieving these aims is made by our Annual Scientific Congress, held in late January or early February each year. This event is the international showcase for ESSM; it is essential that this be a highly professional and scientifically outstanding meeting. Our members and our colleagues in the pharmaceutical industry that support the meeting through unrestricted grants expect no less. To achieve this requirement ESSM has worked with a Professional Congress Organising (PCO) corporation for many years; as a part of our governance procedures, we are required to renew the contract for our PCO every 3 years and to invite tenders from providers interested in working with ESSM from 2024 (starting after the Congress which will take place in Bari on 8-10 February). The contract can be renewed should the services of the chosen PCO be considered satisfactory.

There follows a description of the services and standards that we require:

A. General Information about the Society Annual Congress

The ESSM Congress takes place each year in a European city by the end of January/beginning of February (3 days). The main figures are:

- Approximately 800-1.000 participants
- Exhibition area: 200 m² net plus additional space for the poster exhibition with approx. 150 posters and the catering (lunch and coffee breaks)
- 3-4 satellite symposia from industry
- Abstracts: 250
- Posters: 150
- Opening ceremony and Get Togethern: approx. 300 persons
- Printed matter (tbc)
- abstract book via the publishing house
- Congress App

We require a full PCO service which includes the following services:

- Support in the selection of the congress venue
- Consulting and planning
- Advertising and printing/digital materials
- Design, set up and maintenance of congress website
- Registration of participants
- CME handling
- On-site organisation of the congress
- Accounting and settlement of accounts
- Hotel reservations
- Supporting and social programmes
- Abstract handling

Executive Committee

President

Giovanni Corona, Italy
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Past President

Carlo Bettocchi, Italy
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Secretary General

Marieke Dewitte, The Netherlands
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Chairman of the Educational Committee

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ESSM Secretariat

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Phone: +39 02 56601.625
E-mail admin@essm.org
Web www.essm.org



- Organisation of congress programme
- Exhibition and sponsoring including MedTech accreditation
-
- Social media planning and management

B. Requirements

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E-mail admin@essm.org
Web www.essm.org

1. General Information

1.1 Company profile

- 1.1.1 Please indicate the name and legal form of your company
- 1.1.2 Address, Telephone, E-Mail and Homepage
- 1.1.3 Please state any other offices, branch offices and holdings
- 1.1.4 Please list the summary of the last two statement of assets and liabilities
- 1.1.5 Which banking accounts do you have? Are you willing to give your bank an allowance to get a bank inquiry of your company?
- 1.1.6 Please state the limits of your liability insurance coverage and attach a copy of the certificate
- 1.1.7 Please describe your *modus operandi* and proven experience in crisis management, e.g. how do you operate in times of unfortunate events that directly affect world events

1.2 Identification of your company

- 1.2.1 Please list your technical capability
- 1.2.2 Describe the organisational structure of the company
- 1.2.3 Please give us the number of your full time employed employees and the official languages spoken in your company
- 1.2.4 Provide a copy of each: the registration in the corresponding register and the VAT number register
- 1.2.5 Please list your current memberships in professional associations such as IAPCO, ICCA etc.
- 1.2.6 List of medical congresses organised in full service 2018-2023 with a minimum number of 1.000 participants including abstract and exhibition handling and a complete list of services you have provided and name a contact with address, telephone and e-mail address
- 1.2.7 Please describe your digital expertise

2. Description of Services and Questions

- 2.1 Describe your company's system of working around the world in different countries.
- 2.2 Describe the logistics and method of electronic participants registration
- 2.3 Please describe your experience in operating a well-managed scientific programme and support services, including abstracts submission and collection
- 2.4 Describe your online system used and your capability to operate a website service at congresses, as well as the design and maintenance of a congress homepage
- 2.5 How do you manage an exhibition? Describe your experiences in medical exhibition organisation and raising sponsoring
- 2.6 How do you handle the financial/tax part of the congress
- 2.7 How do you handle the evaluation process of the congress and describe the process and handling of the CME accreditation
- 2.8 How do you manage hotel reservations
- 2.9 How do you handle supporting and social programmes
- 2.10 Please describe your procedures for budget development and financial control
- 2.11 Please describe how you provide full financial transparency regarding all financial transactions related to congresses



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2.12 Please describe your modus operandi with respect to actual pre-congress financing

2.13 Please attach layout ideas of at least one international congress organised.

3. Costs

Costs of your services

Please indicate all of your costs based on the descriptions of this document and state if there are any hidden costs like commissions with suppliers.

Appendix 1 is ESSM "Congress Assumptions", followed by a table "Cost Estimate Summary". In order to be able to assess how much ESSM will be charged for Core PCO services, and to reflect these costs in different budget areas (Management fee, Registration fee, etc.); all competing PCO's are requested to fill in the Cost Estimate Summary Table and return it together with the full reply to the ESSM RFP. Please note that in the beginning of the table you are requested to inform us how much you, as the Core PCO, will be willing to allocate as a "prefinance amount" for a future ESSM Congress.

4. Deadlines etc

All bids should be received in electronic format to the Secretary General (Marieke Dewitte) marieke.dewitte@maastrichtuniversity.nl by 30 September 2023.

You may find it helpful to review the ESSM website, www.essm.org. Venues are chosen two years in advance; the 2024 Congress will be held in Bari, the 2025 congress in Vienna and the 2026 Congress will be voted at the next General Assembly in Bari.

The appointed PCO will start working for ESSM after the Congress 2024, in preparation of the congress 2025.

If you require any further information, please contact Daniela Pajola admin@essm.org.

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