Congress of the European Society for Sexual Medicine (ESSM)
Hosting Requirements

1. General

1.1 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.

In 2024 we celebrated the 25th congresser of the ESSM, a society which is always stronger and more deeply rooted across Europe, with more than 30 National Societies affiliated and more than 1,500 members.

2. Congress Information and History

2.1 The Congress is scheduled at the beginning of the year beginning/mid of February)

2.2 Recent congress history and future congresses:
- 2016 Madrid (Spain)
- 2017 Nice (France)
- 2018 Lisbon (Portugal) Joint ISSM-ESSM Congress)
- 2019 Ljubljana (Slovenia)
- 2020 Prague (Czech Republic)
- 2021 – online event
- 2022 – online congress
- 2023 Rotterdam (The Netherlands)
- 2024 Bari (Italy)
- 2025 Vienna (Austria)
- 2026 Porto (Portugal)

Year open for bid:
2027, ideally on the first or second week of February

2.3 The congress officially opens on a Thursday morning and closes on a Saturday in the late afternoon.

2.4 The congress usually attracts approx. 800 delegates.

3. Congress Requirements, Availability and Prices

3.1 Congress Venue

To evaluate candidate city, we suggest submitting different options which may include (the suggestion is to submit two options):

Executive Committee
President
Giovanni Corona, Italy
jo.corona@libero.it
President Elect
Mikkel Fode, Denmark
mikkelfode@gmail.com
Secretary General
Marieke Dewitte, The Netherlands
marieke.dewitte@maastrichtuniversity.nl
Treasurer
Lior Lowenstein, Israel
lowensteinmd@gmail.com

Chairman of the Scientific Committee
Paolo Capogrosso, Italy
paolo.capogrosso@gmail.com

Chairman of the Educational Committee
Daniar Osmonov, Germany
daniar.osmonov@uk.ac

Members
Wei Gin (Don) Lee, UK
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Advisory Board Representatives
Marco Capece, Italy
dmarcocapece@gmail.com
Pedro Vendeira, Portugal
pvendeira@gmail.com

ESSM Secretariat
Daniela Papolo
Executive Officer
Viale E. Forlani 23 - 20134 Milan, Italy
Phone: +39 02 56501 625
E-mail admin@essm.org
Web www.essm.org
- Convention center/Modern University campus/hospital venue plus different hotels for accommodation
- Congress Hotel (meeting rooms+hotel rooms in the same place)

Following space will have to be allocated at the congress/hotel venue. Do not submit a proposal unless all space is available on a first-option basis:

- 1 Auditorium for max. 400 delegates
- 1 Auditorium for max. 200 delegates
- 2 smaller meeting rooms for 100 delegates
- 1 Congress Office
- 1 Board room
- 1 Registration Counter

250 m² exhibition space net for exhibition plus additional space for the poster exhibition with approx. 250 posters equal to 125 poster walls and the catering (coffee breaks)

The auditoria needs to be sound proof.

Exhibition requirements

Please note, that the exhibition area shall be located close to the meeting rooms to make it easy for participants to visit the exhibition and to offer attractive exhibition space to the industry.

The poster exhibition shall be placed within/near the exhibition area and the catering, if possible, within the exhibition to attract more visitors and to increase the communication.

The catering shall be coffee and tea in the morning and afternoon on 2 different stations.

Time schedule for the exhibition:
Wednesday
Set-up of exhibition 08:00 – 20:00

Thursday to Saturday
Exhibition days, each day as full day

Saturday
Dismantling between 18:00 – 24:00
Please indicate all prices by using the attached spread sheet.

3.2 Audiovisual Requirements in the meeting rooms:

Each lecture hall needs to be equipped with basic technical equipment:

- Podium (on small stage, if applicable) with 1 table and 2 chairs (exception: Auditorium: 2 tables, 4 chairs)
- 1 lectern with fixed microphone and 1 tie clip or similar
- 1 screen
- 1 data projector according to the room size
- 1 table microphone per podium table
- 1 wireless microphones (2 in Auditorium)
- adequate number of aisle microphones
- Laser pointer

Please quote the costs for technicians (sound, light, video/data projection) in lecture halls and technical equipment if not already included. Please use the attached spreadsheet to indicate all costs by room, by item and by day.

3.3 IT / Telecommunication
Please quote
- Wireless LAN for 600 concurrent users
- V-LAN / In-house network
- Internet connections

3.4 Mandatory Costs / Staff (if applicable)
Please quote additional costs that need to be considered, such as
- Electricity/power supplies
- Waste disposal
- Mandatory cleaning staff (listed per day and person)
- Mandatory security staff
- Mandatory first aid staff (listed by day and person).
- Staff for various other positions, if applicable/necessary
- Others

3.5 Catering Requirement
Please provide an offer based on the following requirements:
- Coffee break: only coffee and tea, no water or biscuit
- Networking reception (on the first day, right after the opening ceremony): finger food, wine, softs, water for 1.5 hours

3.6 Social Events
There are three major social events during the congress:

1. Opening ceremony for approx. 300 participants and a networking reception for approx. 300 participants afterwards at the congress centre
2. Presidential dinner on Friday evening for approx. 150/200 guests – preferable outside the congress venue

The space for the opening ceremony and networking reception shall be blocked at the congress/hotel venue. During the bid procedure no pre-bookings etc. need to be made for the presidential dinner, however, you may include suggestions of possible locations.

4. Hotels
Please provide a hotel room capacity of approximately 800 hotels rooms with the following allocation:
50% of the rooms in 4-star hotels
30% of the rooms in 3-star hotels
10% of the rooms in deluxe / 5-star hotels
10% of the rooms in budget accommodation

Please state the average price for a single room in each category with the indication whether breakfast is included.

Also indicate the distance to the congress/hotel venue either by walking or public transportation.

Please make use of the attached spreadsheet to provide all requested information.

5. Planning Process / Bidding Procedures

5.1 Only Societies formally affiliated to ESSM may host the Annual Scientific Congress

5.2 The host Society shall be approved by the Annual Business Meeting at least two years in advance of the scheduled Congress

5.3 Potential applicants are strongly advised to seek the advice and the assistance of the President and EC, and of the Society's professional congress organiser before making an application

5.4 The call for bids is on the ESSM website www.essm.org

5.5 Applications should be received latest by 31 August 2024.

5.6 Only applications with an existing congress/hotel venue can be accepted.

5.7 Applicants are strongly advised to present the content of the bid book as required in item no. 5 of this document. Applications shall be sent electronically to the ESSM secretariat and to our core professional congress organiser at below addresses. Only ESSM national affiliated societies in good standing (who also have paid their membership fees) are eligible to apply to:

ESSM Secretariat
European Society for Sexual Medicine - Daniela Pajola
Viale Enrico Forlanini, 23 - 20134 Milan | Italy
Phone: +39 02 56601.625
Email: admin@essm.org

Core professional congress organiser
AIM Italy
Via Flaminia, 1068 - 00189 Rome (Italy)
T +39 06 33053224
a.ostorero@aimgroup.eu
The receipt will be acknowledged in writing. The choice of venues will be made, amongst others, based upon the following selection criteria:

- Suitability of meeting rooms
- Good accessibility of the city and the congress/hotel venue
- Availability of hotels within walking distance and no more than 30 minutes distance by public transportation
- Cost aspects, i.e. competitive and feasible prices compared to previous ESSM Congresses with the same price level compared to previous ESSM congresses

5.8 Any requests from ESSM or our core professional congress organiser to the applicant for additional information will be made within 60 days of receipt of the application.

5.9 If it is clear from the initial application that the criteria in the technical and logistical specification cannot be met, the applicant will be informed by one month after respective deadline (please see § 5.5)

5.10 If the initial application is satisfactory, a representative of ESSM and our core professional congress organiser will communicate with the applicant or their representative and review their application in detail; this may involve a site visit to the proposed venues.

5.11 If, subsequent to this meeting, an application does not meet our technical specification, the applicant will be informed as soon as possible and no later than 30 November 2024.

5.12 If the applicant is dissatisfied with a decision made regarding their application, they will have the right of appeal to the full Executive Committee; an appeal should be submitted as soon as possible and no later than 15 December 2023. The appeal will be considered and decided within thirty days, and a written response will be provided to the applicant; in this case, the decision of the Executive Committee will be final.

5.13 There is the opportunity for national affiliated societies to influence policy on the selection of Congress venues through their EC representatives, these are currently Pedro Vendeira, Portugal and Marco Capece, Italy; individual members may influence policy through propositions to the Annual Business Meeting.

5.14 The ESSM Board makes a pre-selection of the bidding cities according to the above mentioned criteria.

5.15 The selected applicants will receive an invitation to present their bids to the ESSM General Assembly which is held during the annual ESSM congress. All ESSM members are allowed to participate in the vote.

6. **Bid Book Content**

6.1 description of the host organisation
6.2 proposed dates booked on 1st option

6.3 detailed description of the two aforementioned congress venue + hotels and **Congress hotel** + other hotels

6.4 overview of
- the host city and its international flight connections
- infrastructure, public transportation, distance from congress/hotel venue to hotels, leisure attractions, climate
- visa restrictions and visa requirements especially for EU participants
- security aspects
- information about any possible restrictions for the pharma industry to present their products/to exhibit or to invite delegates
- information about sustainable environmental aspects, if any

6.5 hotel room capacity for approx. 700 rooms in 3 to 5-star category with prices and distance to the congress/hotel venue

6.6 detailed cost calculation of the congress/hotel venue including cost for technical equipment, AV, mandatory staff costs and catering, as per attached spreadsheet.

We kindly ask to present the venue in a detailed written report based on the on the above numbered items 6.1 to 6.6.

Should you have any questions, please contact the Core PCO:
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T +39 06 33053224
a.ostorero@aimgroup.eu