



ESPGHAN

European Society for Paediatric
Gastroenterology, Hepatology and Nutrition

Bid Guidelines

58th ANNUAL MEETING
OF ESPGHAN 2026

as of August 2023

GENERAL INFORMATION

ESPGHAN Annual Meetings take place in May or June each year. The Annual Meeting is ESPGHAN's largest event with attendance levels that have continued to grow in recent years and reached more than 4.300 delegates in 2023. They have become global meetings with delegates attending from all five continents. Early indications are that this trend will continue in the coming years.

The main goal of the Annual Meetings is to promote knowledge in the field of paediatric gastroenterology, hepatology and nutrition within a diverse and informative scientific programme aiming at medical doctors, scientists, allied health professionals as well as industry partners.

In 2022 ESPGHAN appointed Kenes Group to act as their Core Professional Congress Organiser (PCO) to assist in the arrangements of all ESPGHAN Annual Meetings from 2023 onwards.

If you require any assistance with completing your bid, please do not hesitate to contact Ira Hajdamacha at Kenes Group. She will be happy to give you advice wherever possible:

Kenes Group

Mrs. Ira Hajdamacha, Director of Client Accounts

Phone: 0041 79 379 02 13, E-mail: espghan@kenes.com

Websites: www.espghan.org, www.espghancongress.org, www.kenes.com

NATIONAL SOCIETY AND LOCAL CHAIR

The bid must be supported by the **national society in PGHN** (support letter **mandatory**).

The host (local chair) of the Annual Meeting should be an **ESPGHAN Member** with a strong track record in the field.

Responsibilities of the local chair:

- Proposal of the State of the Art speaker and the postgraduate programme within the scientific programme
- Contribution to the scientific planning as member of the scientific committee including suggestions of local speakers, chairs and tutors, abstract selection and abstract reviewing process
- Suggestion of social programme venues in compliance with budget constraints
- Contribution to the opening ceremony at the congress venue
- Proactive generation of local sponsorship opportunities (Endoscopy Learning Zone) in collaboration with ESPGHAN and Kenes Group
- Accountability for the wider Local Organising Committee and their specific responsibilities
- Participation in monthly planning calls with ESPGHAN and Kenes Group
- Attendance at various ESPGHAN Council Meetings to present updates to the ESPGHAN Council

BID CRITERIA

1. Meeting Requirements

- Conference venue facilities as listed in the meeting space chart below
- Adequate and stable Wi-Fi for 5.000 pax throughout the venue
- Accommodation nearby in a range of 3 to 5 star rated hotels
- Accessibility (locally and internationally): European and overseas flight connection – daily direct flights from main international airports/hubs to the destination
- City infrastructure: accessibility of the venue/ airport/ central station/ city centre by public transport

2. Meeting Space

Spaces required	Days in use	No of rooms	Space use	Minimum capacity/requirements
Exhibition Space	Wed-Sat	1	- Exhibition, posters, e-posters, catering, internet café, endoscopy learning zone	- 8.000–10.000 m ² gross - Minimum ceiling height of 6 meters
Main Plenary Room	Thu-Sat	1	- Plenary Sessions - Parallel Sessions - Opening Ceremony - Closing Ceremony	- Minimum 2.500–3.000 pax theatre style
Breakout Rooms	Thu-Sat	5	- Parallel Sessions - Parallel Satellite Symposia	- 2 x 1.000–1.500 pax - 2 x 700–800 pax - 1 x 500 pax
Pre-Courses	Wed	3	- 3 Post Grad Courses	- 2 x 400 pax - 1 x 100 pax
Working Group Meetings	Wed	8–10	- Working Group Meetings	- A mixture of 20–150 pax capacity rooms with a selection of set up styles (boardroom for smaller rooms and theatre for larger rooms)
Side Meeting Rooms	Thu-Sat	8–10	- Meeting Rooms for ESPGHAN - Meeting Rooms for Ad Hoc Meetings - Sponsor Meeting Rooms - Press Office/Briefings	- A mixture of 20–150 pax capacity rooms with a selection of set up styles (boardroom for smaller rooms and theatre for larger rooms)
Offices	Wed-Sat Mon-Sat	4	- Speaker preview room - ESPGHAN President - ESPGHAN Head Office - PCO	- 80–100 m ² - 30–50 m ² - 40–60 m ² - 40–60 m ²
Members Lounge	Thu-Sat	1	- Members Lounge combined with Young Members Lounge	- 200–250 m ²
Registration Area	Wed-Sat	1	- Registration counters - Self-registration terminals - Bag distribution - Back office for delegate materials, server and 4 work stations	- min. 1.000 m ² gross
Storage	Mon-Sat	2	- Storage PCO (next to registration area) - Storage Speaker Preview (AV)	- 50 m ² - 30–50m ²

3. Meeting Dates

- The Annual Meeting of ESPGHAN always takes place from Wednesday through Saturday in May or June
- Major international/national holidays or religious festivals e. g. Easter, Ramadan and other larger competing meetings/congresses as well as large events in the host city are to be avoided
- Dates for the meeting to be held on first option at the proposed venue

Schedule:

Monday–Tuesday	Set up of industry exhibition, poster and e-poster exhibition, registration area, offices and meeting rooms used for Pre-Courses and Working Groups	07:00 – 00:00
Wednesday	Pre-Courses and Working Group Meetings Welcome Reception in the exhibition area Set up of main meeting rooms and side meeting rooms Soft set up of industry exhibition	08:00 – 18:00 18:30 – 20:30 07:00 – 19:00 07:00 – 15:00
Thursday–Friday	Sessions, satellite symposia, exhibition, poster and e-poster viewing	07:00 – 18:30
Saturday	Sessions, satellite symposia, exhibition, poster and e-poster viewing Break-down	07:00 – 14:00 14:00 – 00:00

4. Accommodation

- The accommodation of speakers, VIP's and groups will be handled through the PCO
 - 3–5 star rated hotels close to the congress centre and in the city centre
 - Tuesday night: 500 rooms
 - Wednesday to Friday night inclusive: 1.500 rooms per night
 - Saturday night: 500 rooms
 - Head quarter hotel in immediate proximity to the congress centre (min. 4 star, 200–300 rooms)
 - Rooms have to be secured on an optional basis; the contracting will be done through the PCO
- All delegates will book their hotel accommodation individually through an online booking platform
- The host city needs to secure an overall hotel capacity of minimum 4.000 rooms per night

TIMELINE

Please be aware of the following time line when preparing your bid:

2024	
October 2023	Bid document to be circulated to interested parties
10 Nov 2023	Deadline for completed bids to be sent to Kenes Group
Nov 2023	Requests for Proposals from Kenes Group for further clarity
31 Jan 2024	NEW DEADLINE for completed bids to be sent to Kenes Group
2024	
Feb / Mar 2024 Winter Council Meeting	Feasibility studies will be completed by Kenes Group in order to assess the suitability of the venue and destination
Apr 2024	Notification of bid applicants whether their proposal has been considered suitable for presenting at the Annual Meeting
May 2024	Bid presentation by the ESPGHAN President during the 56 th Annual Meeting in Milan where ESPGHAN members will be invited to vote for the Annual Meeting destination 2026

Bids should be submitted no later than **31 January 2024** by e-mail to Ira Hajdamacha at espghan@kenes.com