

BID MANUAL

Sleep Europe 2026

The 28th Conference of the
European Sleep Research Society (ESRS)



www.esrs.eu

1. Introduction and General Congress Overview

The ESRS Board cordially invites European national sleep societies and cities/venues wishing to host the Sleep Europe 2026 congress to present an attractive bid document to the ESRS. At least 1'800 people are expected to participate in this meeting. The following bid manual outlines the main requirements for the national societies and cities intending to submit their bid. Please read this manual carefully, prior to your document preparation.

The European Sleep Research Society (ESRS) promotes all aspects of sleep research and sleep medicine. It hosts individual researchers and physicians both from Europe and international destinations. ESRS is responsible for the publication of the *Journal of Sleep Research*, the promotion of education and training, the dissemination of information, the establishment of fellowships and awards and the organisation of scientific meetings. The main ESRS meeting, Sleep Europe, takes place every second year in a European city. In the past, the following venues have been selected:

- Seville/Spain (2024)
- Athens/Greece (2022)
- Seville/Spain (2020) – *changed to fully digital due to COVID-19*
- Basel/Switzerland (2018)
- Bologna/Italy (2016)
- Tallinn/Estonia (2014)
- Paris/France (2012)
- Lisbon/Portugal (2010)
- Glasgow/UK (2008)
- Innsbruck/Austria (2006)
- Prague/Czech Republic (2004)
- Reykjavik/Iceland (2002)
- Istanbul/Turkey (2000)
- Madrid/Spain (1998)
- Brussels/Belgium (1996)

The bi-annual congress represents the major source of income for all ongoing ESRS activities. Therefore, the financial success of the meeting is crucial for the life and development of the society.

2. Timing for Sleep Europe 2026 Bid Process

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|--------------------|--|
| March 2022: | Announcement of “Bid Invitation” |
| 29 April 2022: | Deadline for submitting bids |
| May - June 2022: | Preliminary evaluation of bids by the ESRS Board |
| August 2022: | Feedback to national societies which bids are shortlisted |
| August 2022: | Detailed evaluation and negotiations of shortlisted bids by the ESRS Board |
| 29 September 2022: | Presentation of shortlisted venues by national societies at ESRS Business Meeting in Athens followed by vote of ESRS members on final choice of venue. |

3. Requirements for the Sleep Europe Conference

- ✓ **City:** European city in a secure and politically stable country and conform to the Pharma Codex. The city should be well accessible (especially by plane) and have a good public transportation system.
- ✓ **Meeting month:** September
- ✓ **Days of meeting:** Tuesday – Friday
- ✓ **Built up and dismantling:** Monday – Tuesday and Friday - Saturday
- ✓ **Congress centre:**
 - **Lecture rooms:**
 - 1 auditorium for min. 1'200 pax
 - 6 rooms for 200-500 pax
 - min. 5-10 additional small meeting rooms (50 m²)
 - min. 1'200 m² for industrial exhibition (gross) / approx. 250-300 m² net space
 - min. 1'500 m² for poster exhibition (gross) / approx. 150 poster walls (double sided, horizontal format)
 - **AV per room:**
 - 1 beamer for single data projection
 - 1 screen for single data projection
 - Audio
 - 1 lectern including microphone
 - 1 chairman's table including 2 microphones
 - Q & A microphones within the room
- ✓ **Hotels:** Min. of 1'600-2'200 hotel rooms of all categories in proximity to the congress center (0-30 minutes)

4. The Local Organising Committee / Chair

The submission has to be endorsed by the National Society of the country hosting the meeting.

The Local Organising Committee / Chair is expected to fully support the conference with their local know-how in order to guarantee the best possible input and service. This includes, but is not limited to:

- ✓ Regular interactions with the ESRS Board / PCO (Professional Congress Organiser) in preparing the meeting
- ✓ Helping with local knowledge
 - Giving recommendations for the social events
 - Ensuring the cooperation with the local authorities
- ✓ Actively acquiring sponsors and exhibitors for the congress
- ✓ Promoting the congress to the national sleep researchers
- ✓ Reviewing of submitted abstracts
- ✓ Having a joint symposium with the ESRS during the conference
- ✓ Reviewing of submitted symposia together with the Scientific Committee and the Board
- ✓ Helping in the choice of chairs/co-chairs

In addition, the chair of the Local Committee is expected to:

- ✓ Represent the Local Committee at 1-2 preparation meetings of the congress (site visit)
- ✓ Represent the Local Committee on regular Board Meeting Calls (each month, approx. 30 min.)
- ✓ To welcome the congress delegates during the opening ceremony at the congress

5. Contents Outline of the Bid

Please make sure that your bid contains the following documents and that the congress centre contacts the Sleep Europe Congress Secretariat (see point 7) prior to preparing any cost overviews. The congress centre will then receive the detailed information about all requirements (spaces and technical requirements) on this congress. Only bids that have requested these complimentary documents and will use these in their documentation can be considered:

- ✓ **Why should your society host the Sleep Europe 2026 congress?**
Please present a summary (max. 1 page)
- ✓ **Why should the city be chosen? Have you compared offers from other cities (if yes, please list other cities/venues which were considered)?**
Please present a summary (max. 1 page)
- ✓ **Information about congress centre**
Venue concept, lecture rooms capacities, exhibition and poster space, floor plans, facilities/services available, AV, location within the city
- ✓ **2 possible dates in the required month**
- ✓ **Detailed breakdown of venues costs**
Costs of congress venue for the full duration of the meeting
Cost of AV required for the lecture rooms
Services included in the total price
Clear description which costs are subject to VAT and which costs are exempt from VAT (VAT to be applied on registration fees? If so, can a VAT exemption be requested at realistic success?)
- ✓ **Infrastructure**
Average prices for economy flights from Europe and US to/from host city.
Transportation within the city (access to the congress centre from the airport and the city centre)
- ✓ **Accommodation**
Hotel capacity within the city (including breakdown of categories)
Hotel price range (e.g. 5: € 200.00-250.00)*
Hotel map
- ✓ **Networking Events**
Suggestions for networking event (social gathering of approx. 500 persons)
- ✓ **General Information**
Contact persons
- ✓ **Complete evaluation form which is attached to this bid**
Any additional information you would like to include (not mandatory).

6. Evaluation Criteria

The ESRS Board will evaluate the applications and compare them paying special attention to the following criteria:

- ✓ Costs (congress venue, exhibition space, AV etc.)
- ✓ Varied geographical coverage (to avoid repetition of cities and countries)
- ✓ Accessibility (direct flights and geographical location)
- ✓ Hotel offer
- ✓ Local Organising Committee / Chair
- ✓ Security
- ✓ Pharma Codex
- ✓ Special efforts made by the city to make the venue more attractive (e.g. free local transport, hosting of welcome reception etc.)
- ✓ VAT on registration fees

Please note that as for the ESRS, the profits from the bi-annual congress represent the major source of income for ongoing society activities, costs are a crucial argument in venue selection. Alternative opportunities than the proposed congress centre might be sought in the same country.

7. Contact Details

Your main contact at the Sleep Europe Congress Secretariat is Mrs. Olivia Montanari Bürgin from Congrex Switzerland Ltd. to ensure a full understanding of the requirements and to discuss the proposed concept.

The final bid document in electronically format should be submitted by e-mail by the deadline (29 April 2022) to the following addresses:

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jennifer.thomsen@esrs.eu