***Dear National Society President,***

We are writing to you to initiate the **FESSH2029** host city bid process.

An appropriate host city MUST have good access (cheap and preferably direct flights from most parts of Europe), be affordable for delegates (a range of affordable hotel options and cost effective dining options) and have a suitable and cost effective congress centre.

If you wish to bid, please submit an Expression of Interest letter and supporting information to the FESSH Office. In your documentation you must confirm the candidate city chosen by your Society and outline why this city would be an appropriate host for the FESSH Congress.

Your Expression of Interest should be supported by comprehensive information in the form of a City Summary Matrix. Your matrix should contain information on your National Society, the proposed host city, its congress centre and related services. The matrix must include a budget covering the items listed in Appendix I and should incorporate real costs derived from **official quotations**. We also ask that you complete a SWOT analysis, where you outline the strengths, weaknesses, opportunities and threats of your proposed city, highlighting how you would take advantage of the strengths and opportunities, and address the weaknesses and threats.

**Bidding societies should first contact FESSH Office at office@fessh.com for advise in preparing the bid. Please do not contact a Professional Congress Organizer (PCO) directly, because FESSH now uses the FESSH Office as permanent PCO to manage the congresses, and services supplied by local PCOs or DMCs will be negotiated by the FESSH Office and should not be guaranteed at the bid stage.**

The bid should cover:

* Cost Analysis (delegate costs, venue costs, AV, staff, catering, social programme etc.)
* Congress Centre
* International Access and Distance (time) from Airport to Venue
* City Transportation (hotels to venue)
* Accommodation
* Cultural Possibilities
* Scientific Support and Congress Experience
* Local Financial Support
* General Funding Opportunities
* Free space for ‘additional information’

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| --- | --- |
| 28 February 2025 | Send your bid and supporting information to the FESSH Office, Ms. Krisztina Szigedi (office@fessh.com). Late submissions will not be considered. |
| 15 April 2025 | Evaluation of bids by the Congress Committee, making proposals to Executive CommitteeNotification on acceptance of your bid and invitation for presentation |
| June 2025 | FESSH Delegates Assembly votes on the bids and selects congress venue for 2029 |

With kind regards,

Brigitte van der Heijden Piotr Czarnecki

Secretary General Congress Committee Chair

FESSH FESSH

**Appendix I: FESSH2029 Budget Overview**

Your budget should cover all items listed below and any additional local expenses that you deem to be relevant. As a guide, you should base your budget on the fact that the FESSH Congress lasts for three days and the programme incorporates five-six parallel sessions (a plenary auditorium plus four-five breakout rooms is therefore a minimum requirement). In addition to the three day congress, one or two additional days are generally required for set up and so the venue hire proposal would need to accommodate this. It will also be important to highlight the cost of participation to delegates from different parts of Europe. Please ensure that the cost information that you include is based on an official quotation from relevant local suppliers.

**Items to Include**

**Venue Hire**

* Exhibition space of approximately 1500-2000 sqms (possibly on one level).

This will hold the commercial exhibition, posters, catering, etc.

* Main Auditorium (1200-1500 pax)
* 2 further Breakout Rooms (500-600 pax each)
* 2 further Breakout Rooms (300-400 pax each)
* 2 further Breakout Rooms (200-300 pax each)
* 4-6 further Breakout Rooms (80-100 pax each) for industry workshops
* 2 further board rooms for FESSH Council & Office (20 pax U-shaped)
* e-Poster area for 4-5 digital stands
* FESSH Booth (near exhibition area, approx. 100 sqms)
* free WiFi throughout venue
* Registration Area (500 sqms),
* Registration furniture (shell scheme)
* Exhibition Shell Scheme Packages

**Catering (price per serving)**

* Lunch (healthy options)
* Coffee Break (standard tea/coffee, biscuit and piece of fruit)
* Welcome Reception (drinks and buffet package)

**Audio Visual**

* Projection and Sound in Main Auditorium and Breakout Rooms
* AV Staff – price per hour
* Registration IT (laptops, printers, photocopier etc.)

**Staff**

* Registration Staff – price per hour
* Supervisory staff – price per hour

**Social Programme**

* Presidential Dinner for 120 guests
* FESSH PARTY for approx. 800 guests

**Appendix II: Host City Summary**

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| --- | --- |
| **Congress Centre**Size, Location, Infrastructure etc. |  |
| **Access**International Arrival and City Transportation |

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| --- | --- | --- | --- | --- | --- |
| **Transport to the city** |   |   |   |   |   |
| number of international flights/day |  |  |  |
| number of international trains/day |  |  |  |
|  |  |  |  |  |  |
| **Transport within the city** |   |   |   |   |
| time (minutes) and cost (Euro) to get to the certain points from the **major hotels** |  |
|  |  |  |  |  |  |
|   | on foot | taxi | public transport |
|   | time | time | cost | time | cost |
| congress center |   |   |   |   |   |
| airport |   |   |   |   |   |
| train station |   |   |   |   |   |
| old town |   |   |   |   |   |

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| **Accommodation**Range, Room Numbers and Average Cost  |  |

**Appendix II: Host City Summary**

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| --- | --- |
| **Finance and Local Support** National Funding Opportunities, Local Support etc. |  |
| **City Highlights**Social Programme Possibilities |  |
| **General Information**Additional Highlights and Information |  |

**Appendix III: SWOT Analysis**

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| --- | --- |
| **Strengths** | **Weaknesses**  |
| **Opportunities**  | **Threats**  |
| **Comments:**What do you propose to do to take advantage of the strengths and opportunities?What will you do to address the weaknesses and threats? What would you suggest that FESSH can do to support you in these actions?  |