



12th EUROPEAN CONGRESS OF SPEECH AND LANGUAGE THERAPY 2024

CALL FOR BIDS

Candidatures may be submitted by a member association wishing to host the 12th ESLA Congress in its country in 2024. The deadline for the submissions is **8th of January 2022** to gen.sec@esla.eu.

The host city should be an attractive historical and cultural center, be easily accessible in the vicinity of an international airport and possibly served by low-cost air companies, excellent public transport connections, and offer a good range of options for accommodation.

The congress venue should be easily accessible from hotels and the centre of the city. It has to be equipped with a room for plenary meetings, smaller meeting rooms and an open area for the exhibition. Healthy lunches should be made available in the congress venue, in a simple and fast way.

There should be the possibility to have a social dinner in an attractive and close location, at a reasonable cost, and the possibility of a social programme including visits to places of interest.

In case of a pandemic situation or unforeseen circumstances in which there are restrictions regarding meetings or travelling, the organisation company must be able to quickly adapt to that situation and therefore include an hybrid and online alternative within the budget.

The association submitting the bid, should provide candidature of the person which can lead the congress organization process and work in close collaboration with the board of ESLA and the professional organizing company on site or online. The bid must include a short presentation of the vision of the 2024 Congress. It will be given by the member association representative.

The candidate association needs to be in a sufficiently 'healthy condition' and capable of organizing a successful Congress: Preferably experienced in organizing conferences; Capable of communicating adequately (speaking, reading and writing) in the English language. Have a sufficient number of local members to support the organisation and with sufficient stability in the board and within the local stakeholder network, good relationships between the board and the local members, and without political or national issues that can possibly harm the process.

Submissions must include a draft budget, as specified below in this document.
Incomplete submissions will not be considered.

The candidate association may send any other documentation relevant to the bid.



DRAFT OUTLINE CONGRESS BUDGET

The activities included in the congress budget draft proposed here were chosen based on previous organization of ESLA congresses. The Congress will be maintained in ESLA’s restructuring process as it promotes its visibility and is essential for the European SLT scientific community. However, the new trends for the Congress frame and content are welcomed. We expect to receive bids with new visions which preserve the best traditions and offer meaningful innovations. Therefore, the Congress bid should be designed based on the concept offered. The positions mentioned below can support you in the process of the bid preparation.

Duration: 2 days, registration starts one day before, a welcome cocktail in the evening before the opening

Activities	Specification	Comments
Congress venue, meeting rooms	Plenary room 1, 2 days (600-700 p max) Parallel session rooms 4, 2 days Slide desk room The exhibition, coffee break, poster area Reception area Set up of the rooms Signage (screens) and decoration	The venue should have a possibility to expand or be reduced according to the real number of registrations Theatre or classroom style Sufficient amount of space for meeting and greeting in between the talks and during breaks
Technical equipment and assistance	Audio and visual equipment and service in all meeting rooms during all congress events Technical equipment for the secretariat and	The venue should have the possibility to stream and broadcast online.

	registration desk Wi-Fi and streaming facilities	
Poster sessions	Two options should be offered: (1) Poster boards for 200 posters (2) E-poster service for 200 posters (poster stations, uploading service)	The final decision of poster session format will be taken by the congress organizing committee.
Exhibition	Exhibition stands Other expenses related to the exhibition and sponsors attracting	The potential congress exhibitors and sponsors should be pointed out in the offer

Catering	Coffee breaks 4 Lunches 2 Presidents lunch 1 (25 p max) Water for the speakers in the meeting rooms	The vegetarian option should be included. The Presidents' lunch location should be within very close walking distance of the venue or inside the venue
Welcome Cocktail	An attractive place, country typical food, entertainment (including audio-visual costs)	Please provide the costs for one person
Congress Diner	100-150 p max Entertainment (including audio-visual equipment)	The dinner is optional, and costs are not included in the general congress budget
Hostess assistance	Hostess assistance should be provided during the day of registration, the 2 full days of Congress, during welcome cocktail, coffee breaks, and social dinner	
Opening and closing ceremony	20-30 minutes In collaboration with the ESLA and national association	

Graphic design & Congress website	Congress logo Key visual Website design and set up, registering the domain, management of the content Regular website updating, Communication and messaging	The existing ESLA Congress website should be used in English in close collaboration with the ESLA board and website host. (optional in the language of the host country). The website has to have the possibility to stream the congress and store presentations for replays.
Congress management & online service	Full congress secretariat service pre, during, and post congress Abstract on-line submission (400 abstracts) Registration (including online payment and optional hotel reservation)	
Final programme	Production of a congress App and eventually printing costs	English language
Book of abstracts	Online version in pdf format (paging, graphic design), accessible via the congress app and the Congress website	
Abstracts handling	Online evaluation system for Scientific Committee	In 2021 we had 263. abstracts submitted

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	Communication with authors Proofreading of accepted abstracts (English)	as oral communications, 220 as posters) max 300 words
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Participants' materials	Congress bag Printed badge with plastic holder and lanyard Notepad & Pen (Digital) Certificate of participation	All materials should have a congress logo
Photography	Including creation of an online digital photo gallery	
Various	Advertising of the Congress Attracting exhibitors and sponsors	

Please calculate the budget for an estimate of 300 up to 700 participants, as well as an online only and a hybrid event. Please provide the costs of each position individually to enable a tailored calculation (e.g., cost of 1 coffee break for 1 person, 1 poster board (station), the translation of 1 abstract, etc.)

If possible, apart from the general budget, please also provide a quotation for these optional items:

- * Social programme (also for accompanying persons)
- * CPD points for the local participants
- * Interpretation into the local language

Any proposition about additional or alternative positions for the organization of the Congress may be included in the bid.

For clarifications and details, please contact gen.sec@ESLA.eu

www.ESLA.eu