



17th European Congress of Sexology - EFS 2024

Call for Bids – **Extension of Bid Submission Deadline**

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1. Call for Interest

The European Federation of Sexology, known as EFS, through its Core PCO ARTION Conferences & Events, invites Affiliated Member Societies aiming to host the 17th European Congress of Sexology - EFS 2024 in their destination, to express their interest.

2. Deadlines and Processes

Bids should be addressed by email to the following contacts:

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Bids & Project Leader for EFS

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- 2) **Esben Esther Pirelli Benestad**, esben.esther@uia.no

EFS General Secretary

- I. **Bid Application, by April 30, 2022:** Submission of a full bid with all documents and relevant brochures of the applicants should reach EFS by the deadline, duly following the guidelines of this call.
- II. **Evaluation Results & Guidelines:** Bids will be evaluated early May, 2022 and evaluation results with further guidelines will reach the applicants by May 15, 2022.
- III. **Bid Presentation by May 30, 2022:** A draft of their visual presentation should be submitted for review before the official presentations during the EFS 2022
- IV. **Bid presentations at the EFS 2022, June 30-July 2, 2022, Aalborg:** The finalists will present their proposal to the Annual General Assembly taking place during the EFS 2022 Congress in Aalborg, Denmark. The duration of the presentation is 10' in the plenary venue and all required AV support is duly provided to the candidates. The date of the presentation and voting is the **Friday, July 1, 2022**.
- V. **Final decision:**
Selection of the EFS 2024 host city is by vote of Affiliated Member Societies at the EFS 2022. Decision is made and announced on **Friday, July 1, 2022**, after the voting.

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3. EFS | Introduction

3.1. What is the European Federation of Sexology?

The European Federation for Sexology (EFS) was founded in 1988 and was officially structured as a non-profit organization in 1991; in 2020 it was officially re-founded. EFS represents sexologists, sexual medicine clinicians and sex educators across Europe. The European Federation of Sexology has active affiliated society members and individual members all over Europe.

Categories of membership

- Society membership
- Individual membership
- Student membership

3.2 Mission, Vision & Activities

EFS mainly aims to coordinate European associations working in the field of sexology and to encourage the study and teaching of sexology as well as the exchange of clinical work experience. Its second goal is to both encourage and carry out high quality research in the field of sexology in Europe.

Lastly, in order to stimulate joint meetings between therapists, teachers and researchers, the EFS systematically organizes a biennial Congress hosted in different European countries, bringing together sexologists from all over Europe and the world.

Under the guidance of leading academics from all over Europe, the EFS has helped bring European sexology into the third Millennium. In the coming years the EFS will continue to develop sexual healthcare, sexual education and sexuality research in a European context and beyond.

3.3 Status & Governance

Under the name of the European Federation of Sexology, the EFS is established as a non-profit association. The Federation is part of the World Association for Sexual Health, but at the same time, maintains jurisdictional and administrative independence.

The components of the Federation are the General Assembly & the Executive Committee.

4. The EFS Congress

The biannual congress is a hallmark tradition of the EFS and has been organised in over 10 cities across Europe throughout its illustrious 30-year history.

4.1. Why Host an EFS Congress?

An EFS Congress attracts around 400 delegates from all over the world. It is a unique educational and networking opportunity. Hosting a Congress boosts a member country's status within the international community. Scholars will meet, talk and network, continuing the legacy of the EFS community within the host country, while delegates will familiarize with the host country's culture and traditions, bringing the potential for increased tourism in the future.

Delegates will be staying in the host destination on average for 3+ nights. The Congress comprises the following programme of activities: meeting, evening functions for the delegates and excursions for accompanying persons as well as post meeting programs. It is an opportunity to showcase your destination's cuisine, culture, traditions and undiscovered corners to a public that will greatly communicate further to friends and family the treasures in your city and region.

4.2. Previous EFS Congresses

- 1992 Taormina - The First European Congress of Sexology
- 1994 Copenhagen
- 1996 Marseille
- 1998 Lisbon
- 2000 Berlin
- 2002 Limassol
- 2004 Brighton
- 2006 Prague
- 2008 Rome
- 2010 Oporto
- 2012 Madrid
- 2014 Istanbul, Joint Congress with ESSM (European Society for Sexual Medicine)
- 2016 Dubrovnik
- 2018 Albufeira
- 2020 Postponed due to Covid
- 2021 Virtual

4.3. Upcoming EFS Congresses

- 2022 Aalborg

4.4. Dates and Format of the event

Usually, the dates of the Congress fall within May-June, but there is flexibility with dates, to be agreed between the EFS and the Congress President, considering climate and timing of other congresses or meetings. Final dates are approved by the EFS Board and the EFS Core PCO. Care should be taken to avoid all religious worldwide holidays and national holidays as far as possible.

4.5. Rules for the organizers of an EFS Congress

- The affiliated member society who applies for organizing the next congress must be up to date with all membership fees (including any arrears)
- The President of the candidate affiliated member society (together with the appointed Congress Chairperson, when different) will be invited to attend a meeting with the EFS Executive Committee to answer any enquiries regarding the plan and all the related Congress issues. She/He/They/Ze will present the final proposal at the General Assembly, scheduled during the Aalborg Congress (June 30th-July 2nd 2022).
The appointed Congress Chairperson needs to guarantee to be in charge of the meeting in the year it will be held (with appropriate fail-safe mechanisms in case of illness, resignation, etc.). Moreover, She/He/They/Ze have to get the full support by the hosting affiliated member society, in case of changes within the officers' positions (President, General Secretary, Treasurer).
- The host affiliated member society should appoint at least 2 people who will be involved in the Scientific Program, and 2 people who will need to collaborate closely with the EFS Core PCO in the organization of the venue, the social events, and all the other issues regarding the best outcome of the Congress (Local Organizing Committee).
- In case forced circumstances may require any change, an alternative venue and/or hosting affiliated member society and country will be decided even without the voting of members at the General Assembly. In an emergency, the Executive Committee is empowered to decide about such a change for the benefit of the EFS Congress but must justify its decision to the members at the next General Assembly.

- A city or town must be able to welcome between at least 400 people with good international flight connections nearby.
- A theme of the proposed congress
- Good working relationships with the appointed Core PCO, selected and contracted by the EFS.

4.6. Indicative Program

Day 0:	Arrival of the Board and Committees
Day 1:	Registration Workshops Master Lecture
Day 2:	Opening Ceremony Registration & Exhibition -all day Symposiums - Lectures Meeting of General Assembly Social Event
Day 3:	Exhibition – All day Symposiums – Lectures Congress Dinner
Day 4:	Exhibition -All day Symposiums Closing Ceremony Social Tour

4.7. Social Events

- An Opening Ceremony at the first day of the Congress, with a cultural programme of local character, followed by
- A Welcome Reception
- A Networking Evening Event
- A Congress Dinner
- A Closing Ceremony
- Social Tours & Excursion Programs in the city & region

5. Bid Requirements & Selection Criteria

The EFS Congress can only be hosted by a destination that has the connectivity and infrastructure to support international - European events for 400 participants or more. The following criteria will be taken in consideration.

5.1. General Criteria

- **Connectivity:** The city should be daily well connected with European and international destinations worldwide.
- **Stability:** The host country should be politically and economically stable, and can duly support a nonpolitical international event.
- **Infrastructure** in communications (availability of phones, faxes, and wireless internet) and transportation (international airports, railways and other ground transportation) in the host country should be satisfying.
- **Experience** in hosting international – European congresses and events, is a must.
- **Language:** English speaking staff will be asked to assist the participants and Organizing Committee for the whole duration of the Congress, set up and dismantling.

- **Environmental** factors in the host country cause no undue concern relative to health and safety. In addition, each destination should highlight the key environmental factors that they wish the Congress Committee to take into account. This could include “green venues” and local initiatives that will help to make the Congress more sustainable.
- **Climate** during the suggested congress dates. Will there be opportunity for outdoor activities and open-air events?
- **Unique factors** about the destination and why is 2024 a suitable year to hold the event in your destination.
- **Quality/attractiveness** of destination and social event venues.

5.2. Bid Content & Compliance

The bid should be based on the EFSs template provided and should contain the following details:

- Letter of Commitment of the Inviting Affiliated Member Society
- Letters of Support signed by the City and/or the Convention Bureau or other
- Suggested Venue: layout, price list and contact details.
- Suggested Hotels: list, capacities, price range and contact details.
- Local authorities support: eg. travel card, reception or other, and
- Other support: eg. airline or other organizations.
- Convention Bureau detailed support and contact details.

Templates are imperative to follow in order to facilitate EFS’ evaluation process and secure comparability of the bidding cities. Therefore, the tables provided should be duly filled in accordingly and must be adhered to. **Failure to deliver these documents may lead to an automatic rejection of the application.**

Convention Bureaus are advised to help you compile the Bid Document. In case you choose to employ a PCO for this operation, please understand that there is no guarantee on the side of EFS or their partner PCO that their services will be effectively used upon a successful bid.

5.3. Site Selection Report

In order to secure an objective evaluation of the competing destinations and venues, EFS compiles a selection report for the bidding destinations and venues in order to secure for its Biannual Congress and the delegates attending the optimum location and venues.

EFS retains the right to refuse a venue based on the Site Selection Report results or any other reason.

5.4. Venue, Meeting Catering & Accommodation Requirements

Location

The preferred venue will be one that is able to host all Congress activities including general and concurrent educational sessions and most meal functions under one roof. If multiple venues are used for accommodation, shuttle bus transportation must be provided between the Congress & Expo venue and the hotels. The venue should preferably be conveniently located relative to local transportation hubs and designated hotels for the Congress.

Basic Information

Expected number of participants: 400 persons

Length of meeting: 4 full days plus opening ceremony and some sessions on the pre-congress day.

Minimum requirements (for the full 4day Congress)

- **Plenary Room** for 400 persons
- **1st Parallel Room** for 150 persons in theater set-up
- **2nd Parallel Room** for 150 persons in theatre set-up
- **3rd Parallel Room** for 150 persons in theatre set-up
- **One preparation room** for the speakers.
- **Exhibition area** available for the accommodation of 10+ sponsors, suited nearby the Coffee Break
- **Posters:** A poster area should be available for the accommodation of approximately 30 posters or more.
- **Technical Equipment** in all Halls is expected to be state of the art including sound, video projectors, screens, eventual plasma screens, internet connections (wired and wifi)
- **PCO Office** – hollow-square for 10pax
- **Storage room** from 1 week before the event
- **Food and Beverage** the purpose is to demonstrate local cuisine and culture while careful consideration will be made for international tastes, religious and dietary requirements of attending delegates
- **Accessibility/Ground Transportation** Should a city propose using multiple hotels for housing in conjunction with a meeting venue or convention centre, complimentary shuttle services to and from those hotels not connected to the centre should be provided
- **Disabled facilities** Any facility used for housing, meeting and/or special functions must be able to provide the same access to venues and appropriate housing to disabled Congress delegates as to delegates without disabilities
- **Recycling Programme/Food Bank Donations** Any facility used for housing, meeting and/or special functions should have a recycling program in effect to accommodate conservation efforts. Any food not consumed at functions and that is available for distribution in accordance with local health codes, should be donated to a local food bank or other group that address the needs of the less fortunate (e.g. Salvation Army) if local culture supports such efforts.

Accommodation

The bidding city should have around 400 hotel rooms of various categories easily accessible to the Congress Center: mainly in the 4-star category + a few hotels in the 3- and 5-star category. It is preferable to have a large number of rooms in few hotels.

Cancellation

EFS will review the quality of the sleeping rooms and function space at a site visit hosted by the successful country two years prior to the Congress. Should the facilities fall below EFS standards, EFS reserves the right to require standards to be met or to cancel the event without any penalty for EFS.

5.5. Finances, Roles & Responsibilities of all Parties

EFS exclusively owns the EFS Biannual Congress and exclusively maintains any and all rights concerning the Congress in every respect, including, but not restricted to, its content management, financial and accounting management, financial responsibility, potential profit and any and all royalties.

The partner PCO of EFS for the Organisation of the 17th European Congress of Sexology - EFS 2024 is Artion Conference & Events who is responsible for the preparation, planning and operation of the Meeting. ARTION has full responsibility for the Congress organisation, quality

standards and management and undertakes all procedures related to the success of the Congress including and not limited to the accounting and financial management. ARTION contracts the Hotels and all the local suppliers: venue, transportation company, DMC, catering, materials etc. Delegates are invited to contribute with a registration and accommodation fee plus any social and excursions programmes. All fees are collected by ARTION and are channeled to the local suppliers as per contracts.

The Affiliated Member Society – Host, together with the Convention Bureau, is expected to prepare a bid proposal and secure that all quotes and prices as stated in the bid will be valid until the Congress. The Host will provide all the help required to prepare and host the first inspection visit, set up all the appointments and agenda of visits and connect with the local players/suppliers. Inspection visits are attended by 1-2 persons, one representative from the Federation – the Head of the Congress – and one Project Manager from ARTION. Three inspection visits are planned: one for the familiarization with the destination, meeting with the basic suppliers and outlining the programme of the Congress (24 months before the Congress); a second (12-10 months before the Congress) to finalise the details of the project, and a third and final inspection visit (1 month before the Congress) to secure all items as agreed and settle details. The first inspection visit is expected to be fully hosted.

EFS understands that the role of the Host is very important for the success of the Congress, the smooth running of operations and the mobilization of national and regional scientific and other resources. The Host is expected to showcase a strong intention and potential to mobilize national and regional participation as well as national funding from government and other authorities and the private sector in the form of exhibitors and sponsorship.

Financial Reward/Benefit for the Host

Subject to a minimum number of paid registrations reaching 300 the host national society will receive a minimum fixed financial support fund of indic. 3.000 (three thousand) euro. A memorandum of understanding will be signed between the host society, EFS and the PCO defining the terms, conditions and tasks of each party. There will be no liability financial or other to the host society (or EFS).

5.6. EFS Core PCO

EFS has contracted ARTION Conferences & Events, to be the exclusive PCO (Professional Congress Organiser) for the 17th European Congress of Sexology - EFS 2024. ARTION is responsible for contacting the destinations that are interested to host the Congress and manages the Bidding Procedure and Site Inspections, as well as the Congress Management, Budget, Logistics and Secretariat. Local suppliers will be contracted directly by ARTION. A local PCO or DMC can be involved, to be approved by and work directly with ARTION.

5.7. Your Contact

For any further information or clarification, please communicate with:

1) Valentini Amarantidou, v.amarantidou@artion.com.gr

Bids & Project Leader for EFS

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And

2) Esben Esther Pirelli Benestad, esben.esther@uia.no

EFS General Secretary

Bid Application

17th European Congress of Sexology - EFS 2024

Please stay within a limit of **50 pages in total** (images & letters of support included) submitted according to the headlines below:

1. National Host/Bidder

Name:
Title:
Organisation:
Address:
City/State/Province:
Postal Code Country:
Telephone (Country and Area/City Codes):
Email Address:
Website:

Contact person for EFS CORE PCO, ARTION Conferences & Events (if a different person from above):

Name:
Title:
Tel:
E-mail:

2. Congress Programme

Suggested dates
Congress title proposal
Indicative Congress programme outline with
Social programme

3. Country description

Short history, official languages, facts & figures, currency, culture, time zone and climate

4. City description

Short history, weather conditions, culture, experience in hosting international events and local transportation

5. Connectivity

List the Airports that are daily directly connected with the proposed destination and the number of daily flights (see bid manual on connectivity).

6. Venue

Location
Total number of function spaces with capacities
Technical Equipment
Accessibility
Floorplans

7. Accommodation

Total number of rooms in the suggested hotel/s
Location of suggested congress hotel/s
Hotel categories
Indicative rates
Accessibility

8. Social events

Venue suggestions for Gala Dinner and Evening Events

9. Event map

Indicating Congress venue, suggested hotels and other points of interest

10. Budget

You are invited to fill in the budget below as requested, giving Unit Prices including VAT and taxes. Please submit a budget in Euro.

EUROPEAN FEDERATION OF SEXOLOGY CONGRESS 2024 3.5 DAYS, 400 DELEGATES	Unit Cost	Units	Total Cost VAT incl
Venue		Days	
Plenary Room of 400 persons		3 ½	
1st Parallel Room for 150 persons in theatre style		3 ½	
2nd Parallel Room for 150 persons in theatre style		3 ½	
3rd Parallel Room for 150 persons in theatre style		3 ½	
Exhibition Space for 10+ booths suited nearby coffee breaks		3 ½	
Poster area for 30 posters or more		3 ½	
PCO Office – hollow-square for 10pax		4	
Storage room		6	
Audiovisual, Projection Systems, IT & Furniture			
All Venues are fully furnished with tables & chairs, panels, stage, podium			
Congress: Sound, Audiovisual & Projection Systems for all venues			
Scenery/Backdrop & Stage in Plenary			
High Speed Wifi in all venues and areas all days			
Technical Support			
Plenary Room: Projector, Screen & Laptop			
Parallel Meeting: Sound & Projection System			
Catering			
Meeting Coffee Breaks (6)			
Meeting Lunches (3)			
Hotel Accommodation			
Price of a single room BB per night (all taxes incl)			
Price of a double/twin room BB per night (all taxes incl)			
City & Airport Transfers			
Airport Transfer (one way, taxi)			
Airport Transfer (one way, 8-seater)			
Airport Transfer (one way, 20-seater)			
Hotel - Social Venue - Hotel, 50-seater (aller retour)			
Social Events		Persons	
An Opening Ceremony at the first day of the Congress, with a cultural programme of local character, followed by			
A Welcome Reception			
A Networking Evening Event			
A Congress Dinner			
A Closing Ceremony			
Social Tours & Excursion Programs in the city & region			
Various Expenses		Days	
Photographic Coverage (Congress & Social Events)		3 ½	
Video Coverage (Congress)		3 ½	

Important notes:

- Catering: please provide unit prices as requested. Congress packages are not preferred at the evaluation phase
- Accommodation: A uniform price should be suggested for this Congress for single and double/twin rooms, including buffet breakfast and all taxes, Wi-Fi & portorage. Prices should be quoted commissionable and remain the same 3 days before and after the event.
- Please connect with ARTION for further help and feedback on the financial aspect.

Looking forward to receiving your bid! Thank you!

