

EuroPerio – Venue Selection

By October 2015

This document forms an integral part of the EuroPerio Procedures which should be considered as guidelines for the organization of EuroPerio conferences.

Venue Selection

A list of suitable venues to host a EuroPerio conference within the country of a full EFP National Member Society are maintained in documents that are prepared by the EFP core PCO and scrutinised by the Congress Committee based on the criteria set out below. The list of suitable venues is available to EFP National Society members upon request from the Congress Committee Chairman. The list of suitable venues is:

- **updated annually** in June/July
- available upon request from the Congress Committee Chairman
- **EFP National Societies who do not agree with the analysis**, or regard the document as incomplete, may contact the Congress Committee Chairman to request revisions. Requests can only be considered for the running year if received prior to May 31.

By September 15 in the calendar year 5 years (year -5) prior to the proposed EuroPerio conference dates the Congress Committee shall propose to the Executive Committee a selection of up to three venues with confirmed availabilities, a technical report and a proposed ranking from the list of possible venues. The Executive Committee may agree with or revise the ranking and will vote to decide the venue at that year's fall meeting.

Criteria to qualify as "Suitable Venues EuroPerio"

- **Location of Major Session Rooms vs. Exhibition** : Adjacent location of major session rooms (Plenary and Parallel Halls) and their connection to the principal exhibition space (sponsors area) is a critical issue in the assessment of feasibility.
- **Infrastructure Destination**: Only venues in European cities with suitable infrastructure (airport with intercontinental flights, hotels, access, local transportation) to accommodate congresses with 10.000+ delegates can qualify
- **Track Record**: Only venues with a proven track record of three International Association Health Care Congresses with similar requirements (8.000+ delegates, 3.000+ m² net Exhibition, Parallel Session Rooms) within the last three years can qualify. For new properties, a minimum of one completed International Association Health Care Congress with similar requirements is required as reference.
- **Location Venue**: Venues require good access by public transportation (metro, tram) to hotels and the city center.
- **Capacity of Session Rooms (theatre style set-up)**
 - 1 Plenary Hall 4.000 capacity
 - 1 Parallel Hall 2.300 capacity
 - 1 Parallel Hall 1.700 capacity
 - 1 Parallel Hall 1000 capacity

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|---------|--------------|
| 2 Rooms | 500 capacity |
| 2 Rooms | 200 capacity |
| 2 Rooms | 150 capacity |

- **Exhibition Surface**

- 7.000 - 9.000 m² gross exhibition space (3.300 sqm net) of which a minimum of 50% provides excellent and equal visibility/delegate traffic (sponsors area)
- **20 Hospitality Suites à 20–50 m²** (could also be built within exhibition)

- **Other areas**

Catering areas (integrated in exhibition) for coffee breaks with capacity for 8.000 servings per 30 min break

Poster Lounge (e-Posters) 400 sqm space integrated in exhibition hall

Registration area: 600 sqm

Availability for the EuroPerio preferred dates as set out below

- **Weekdays**

Core Congress: Wed pm – Sat pm

Build up: Mo early am – Wed 2 pm

Break down: Sat pm – Sun noon

- **Dates**

Preferred: around the first 2 weeks in June