



Request for Tender

To host the SETAC Europe LCA Case Study Symposium

in November/December 20.....

SETAC Europe

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1 Background to SETAC

SETAC Europe is part of the worldwide Society of Environmental Toxicology and Chemistry which has a membership of *ca.* 5500 drawn from business, government and academia. SETAC Europe has a membership of around 1900 and holds a major scientific meeting in different European countries each May. Annual Meetings typically attract around 1900-2400 delegates. The LCA Case Study Symposia (LCA CSS) usually host **150-200 delegates**.

The LCA CSS are organised by the SETAC Europe office, located in Brussels, in co-operation with a SETAC Local Organising Committee and/or a Scientific Committee, usually drawn from the membership of the Society. The SETAC Europe Meeting Manager is assigned as the delegated responsible person by the governing body of SETAC Europe, SETAC Europe Council.

SETAC Europe and the members of the LCA Steering Committee have the responsibility to review bids and to select the one which meets criteria which will, in its view, facilitate a successful event.

Criteria will focus on the country/city: attractiveness, accessibility, hotels, local attractions (for the associated social programme), and the conference venue: location, accessibility, size, meeting rooms, ecological character, catering and price.



2 SETAC Europe LCA CSS

SETAC Europe LCA CSS usually run from Monday through Wednesday, and it is preferable to have the rooms available for set up on Sunday evening.

2.1 Rooms & Equipment

2.1.1 Room Requirements

Based on 200 registrations the conference centre (or alternative equivalent premises) should meet the following criteria:

- 1 x Plenary Session room/Theatre style PAX 200+ (MON-WED)
- 2 x Session rooms/Theatre style PAX 80+ (MON-WED)
- 2 x Meeting rooms/Theatre style PAX 25+ (MON-WED)

Exhibition space: surface area to accommodate exhibiting companies, posters and catering as follows:

- 5 exhibition spaces of 2 x 3 m
- 50 m poster display
- breaks and lunch buffets serving ca 200 persons
- tables & chairs for approx 50 persons
- standing tables

Integrate the exhibition, catering area and posters.

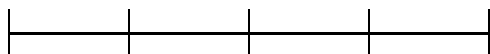
Registration area:
registrations desks
office space for staff

2.1.2 Registration area

1. Registration desk for pre-registration
2. Registration desk for on site registration
3. Cloak room facilities for approx 100 coats (MON-WED)

2.1.3 Poster area

Poster set up preferably straight lines, double side use.





Portrait style (140 high, 97 wide)

Check availability of sufficient light to read text on posters

Number of posters per day: approx. 100 (50 poster boards)

2.2.4 Meeting rooms

U-shape set up.

Equipment:

- Computer projection + projection screen
- Internet connection
- Telephone (optional)
- Catering (coffee/tea/lunch) upon request

2.2.5 Session rooms

- Theatre style set up
- Equipment on Platform:
 - Lectern with laptop + microphone
 - Panel table (3 persons) with 1 microphone
 - 1-2 wireless microphone(s) for questions from audience
 - Internet connection

2.2 Symposium catering

Symposium catering should include:

- AM and PM coffee/tea/refreshments (MON-WED).
Breaks may include biscuits and /or fruit.
- Lunch for 150-200 persons including vegetarian options (MON-WED)
Preferred set up for catering is buffet style in exhibition/poster area.
Seating capacity for 50 pax.
10 standing tables to accommodate standing lunches.

2.3 Communication and logistics

2.3.1 Telephone

Phone connections upon request (for conference calls) should be available in meeting rooms.

2.3.2 Internet

WiFi Internet connectivity must be available throughout the



conference centre, especially in the registration area as well as in the session and meeting rooms, accessible by all delegates. Usually linked to a sponsors or to SETAC's homepage.

2.3.3 Signposting

A floorplan of the conference building and a listing of the daily sessions should be displayed in the entrance hall. The session rooms should be adequately indicated throughout the building. If necessary, the conference venue will allow SETAC to work with additional poster signage.

2.3.4 Announcements

A public address sound system or video screens should be available in the congress building to make the necessary announcements (optional).

2.3.5 Power

220-240 volt power supplies should be available for the registration desk and in the exhibition area.

2.3.6 Recycling facilities

Recycling bins for sorting waste should be provided throughout the congress centre to encourage the correct separation and disposal of paper, plastics and other waste.

2.3.7 Water

Drinking water should be available at all times from taps or water fountains.

2.3.8 Technical and additional services

The contract with the conference centre shall include:

- Audio in session rooms
- Lectern + computer in session rooms
- Projector + projection screen in session rooms
- Projector + projection screen in meeting rooms
- A/V Technician support in session rooms
- Registration desk with hardwired internet access (for SETAC laptops)
- Mounting of SETAC banners outside/inside (to be provided by



- SETAC)
- Security staff
 - Cleaning

2.4 Accommodation

A suitable number of hotels in locations with ready access to public transport is required. With a number of students attending the LCA CSS, cheap accommodation must also be available. Hotel room fees should include breakfast.

3 Bid Process

Outline bids may be sent to SETAC Europe Meetings Manager at the address below, two years prior to the event.

Evaluation of submitted bids for the event will be made and a shortlist of candidate destinations will be drawn up.

In order to make an informed decision, bids should provide rough estimates of the costs of the venue in accordance with the specifications in this document. The bid should provide information about the city and nearby attractions.

The bid should also include information concerning the environmental procedures and practices in place in the Convention Centre to reduce carbon emissions, to control and recycle waste and to reduce energy consumption. All information will remain confidential within SETAC Europe.

SETAC Europe may enter into discussions with the shortlisted candidates to derive more detailed costings for the purposes of decision making.

The decision on choice of destination will be made known to all bidders after a decision has been taken by SETAC Europe. Following this, the SETAC Europe Meetings Manager will enter into discussions with the conference venue to arrive at a detailed proposal which forms the basis of a contract.



3.1 Contract

The contract drawn up by the conference venue will be agreed and signed by the SETAC Europe Executive Director.

3.2 Payment

Payment will be by installments on receipt of an invoice as follows:

- At signing of the contract: 10% of the venue hire fee (including VAT *)
- Three months prior to the event: 40% of the venue hire fee (including VAT*)
- 30 days after the event: remaining 50% of the venue hire fee (including VAT*). Where catering and AV costs etc. are included as part of the conference centre contract, then these will be paid at this time.

***Note that VAT on services provided to SETAC Europe in the EU 27 countries outside Belgium may be payable in Belgium and not in the country in which those services were provided.**

Revised 8 October 2013.

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