



Society of Environmental Toxicology and Chemistry

Request for Tender

To host the SETAC Europe Annual Meeting in May 2018 / 2019 /

SETAC Europe

Avenue de la Toison d'Or 67

B-1060 Brussels

Belgium

tel +32-2-772-72-81

fax +32-2-770-53086

email: barbara.koelman@setac.org

web: <http://www.setac.org>

1 Background to SETAC

SETAC Europe is part of the worldwide Society of Environmental Toxicology and Chemistry which has a membership of ca. 5000 drawn from business, government and academia. SETAC Europe has a membership of around 2000 and holds a major scientific meeting in different European countries each May. Meetings typically attract around 1800 to 2500 delegates. The Annual Meetings are organised by the SETAC Europe office, located in Brussels, in co-operation with a SETAC Programme Committee (composed by a Local Organising Committee and a Scientific Committee) drawn from the membership of the Society. The SETAC Europe Executive Director (SE ED) is assigned as the delegated responsible person by the governing body of SETAC Europe, SETAC Europe Council. Council has the responsibility to review bids and to select the one which meets criteria which will, in its view, facilitate a successful meeting. Criteria will focus on the country/city (attractiveness, accessibility, hotels, and local attractions for the associated social programme) and the conference centre venue (location, accessibility, size, meeting rooms, catering and price).

2 SETAC Europe Annual Meeting

SETAC Europe Annual Meetings usually run from Sunday through Thursday although a number of rooms are required for pre-meetings and training courses as from Saturday.

One or two meeting rooms may also be required on the preceding Friday.

Typical meeting room needs and seating requirements are as follows based upon 10 parallel sessions Monday through Thursday.

2.1 Rooms & Equipment

2.1.1 *Room Requirements*

Based on 2000 registrations the Congress Centre should meet the following criteria:

1x Plenary Congress Hall/Theatre style PAX 1200+ SUNDAY ONLY

6x Session rooms/Theatre style PAX 200+ (MON-THU)

3x Session rooms/Theatre style PAX 300+ (MON-THU)

1x Session rooms/Theatre style PAX 700+ (MON-THU)

6 Meeting rooms / U-shape PAX 25 – 75+ (SUN)

5 Meeting rooms / U-shape PAX 25+ (MON-THU)

2 Meeting rooms / U-shape PAX 40+ (SUN-WED)

Exhibition space: minimum 2500 m² gross surface area to accommodate exhibition shell stands (booths), posters and catering as follows:

45 exhibition booths (2x3 m)

min. 12 m² space for SETAC booth

400 poster boards (or 200 double sided poster boards)

coffee/tea breaks and lunch buffets serving ca 1800 persons

standing tables

Integrate the exhibition, catering area and posters.

Registration area:

registrations desks

back office for staff

Presentation upload area - 4 computers

Internet corner: 5 tables with 5 computers with internet access

2.1.2 Typical room utilisation

Room	Use	Pax	Setting	time
FRIDAY				
Meeting Room	Board meeting	25	U-shape	8.00-18.00
Storage room				
SATURDAY				
Meeting Room	Board meeting	25	U-shape	8.00-18.00
Lobby	Registration Set-up		Desks	
Exhibition hall	Stand construction		Stands	
SUNDAY				
Meeting Room	Board meeting	25	U-shape	8.00-18.00
Lobby	Registration			7.00 – 21.00
Exhibition hall	Exhibitors setup			12.00-18.00
	Exhibition & Welcome Rec.	1500		20.00-22.00
Plenary hall	Opening ceremony	1200	Theatre	18.00-20.00
Meeting room	Short Course 1	25	Classroom	7.30-18.30
Meeting room	Short Course 2	25	Classroom	7.30-18.30
Meeting room	Short Course 3	50	Classroom	7.30-18.30
Meeting room	Short Course 4	50	Classroom	7.30-18.30
Meeting room	Short Course 5	75	Classroom	7.30-18.30
Meeting room	Short Course 6	75	Classroom	7.30-18.30
MONDAY				
Lobby	Registration			7.00-20.00
Exhibition hall	Exhibition/Posters/Catering			7.00-20.00
Meeting Room 1	Business Meeting	25	U-shape	7.30-20.00
Meeting Room 2	Business Meeting	25	U shape	7.30-20.00
Meeting Room 3	Business Meeting	25	U shape	7.30-20.00
Meeting Room 4	Business Meeting	25	U shape	7.30-20.00
Meeting Room 5	Business Meeting	25	U shape	7.30-20.00
Meeting Room 6	Business Meeting	40	U shape	7.30-20.00
Meeting Room 7	Seminar	100		7.30-20.00
Hall	Session 1	250	Theatre	8.30-16.00
Hall	Session 2	250	Theatre	8.30-16.00
Hall	Session 3	250	Theatre	8.30-16.00
Hall	Session 4	250	Theatre	8.30-16.00
Hall	Session 5	250	Theatre	8.30-16.00
Hall	Session 6	250	Theatre	08.30-16.00
Hall	Session 7	350	Theatre	8.30-16.00
Hall	Session 8	400	Theatre	8.30-16.00
Hall	Session 9	400	Theatre	8.30-16.00
Hall	Session 10 / Plenary	1000	Theatre	8.300-17.00
TUESDAY				
Lobby	Registration			7.00-20.00
Exhibition hall	Exhibition/Posters/Catering			7.00-20.00
Meeting Room 1	Business Meeting	25	U-shape	7.30-20.00
Meeting Room 2	Business Meeting	25	U shape	7.30-20.00
Meeting Room 3	Business Meeting	25	U shape	7.30-20.00
Meeting Room 4	Business Meeting	25	U shape	7.30-20.00
Meeting Room 5	Business Meeting	25	U shape	7.30-20.00
Meeting Room 6	Business Meeting	40	U shape	7.30-20.00
Meeting Room 7	Seminar	100		7.30-20.00
Hall	Session 1	250	Theatre	8.30-16.00

Hall	Session 2	250	Theatre	8.30-16.00
Hall	Session 3	250	Theatre	8.30-16.00
Hall	Session 4	250	Theatre	8.30-16.00
Hall	Session 5	250	Theatre	8.30-16.00
Hall	Session 6	250	Theatre	08.30-16.00
Hall	Session 7	350	Theatre	8.30-16.00
Hall	Session 8	400	Theatre	8.30-16.00
Hall	Session 9	400	Theatre	8.30-16.00
Hall	Session 10 / Plenary	1000	Theatre	8.30-17.00
WEDNESDAY				
Lobby	Registration			7.00-20.00
Exhibition hall	Exhibition/Posters/Catering			7.00-20.00
Meeting Room 1	Business Meeting	25	U-shape	7.30-20.00
Meeting Room 2	Business Meeting	25	U shape	7.30-20.00
Meeting Room 3	Business Meeting	25	U shape	7.30-20.00
Meeting Room 4	Business Meeting	25	U shape	7.30-20.00
Meeting Room 5	Business Meeting	25	U shape	7.30-20.00
Meeting Room 6	Business Meeting	40	U shape	7.30-20.00
Meeting Room 7	Seminar	100		7.30-20.00
Hall	Session 1	250	Theatre	8.30-16.00
Hall	Session 2	250	Theatre	8.30-16.00
Hall	Session 3	250	Theatre	8.30-16.00
Hall	Session 4	250	Theatre	8.30-16.00
Hall	Session 5	250	Theatre	8.30-16.00
Hall	Session 6	250	Theatre	08.30-16.00
Hall	Session 7	350	Theatre	8.30-16.00
Hall	Session 8	400	Theatre	8.30-16.00
Hall	Session 9	400	Theatre	8.30-16.00
Hall	Session 10 / Plenary	1000	Theatre	8.30-17.00
THURSDAY				
Lobby	Registration			7.00-20.00
Exhibition hall	Exhibition/Posters/Catering			7.00-15.00
Meeting Room 1	Business Meeting	25	U-shape	7.30-16.00
Meeting Room 2	Business Meeting	25	U shape	7.30-16.00
Meeting Room 3	Business Meeting	25	U shape	7.30-16.00
Meeting Room 4	Business Meeting	25	U shape	7.30-16.00
Meeting Room 5	Business Meeting	25	U shape	7.30-16.00
Hall	Parallel Symposium	100	Classroom	7.30-16.00
Hall	Session 1	250	Theatre	8.30-15.00
Hall	Session 2	250	Theatre	8.30-15.00
Hall	Session 3	250	Theatre	8.30-15.00
Hall	Session 4	250	Theatre	8.30-15.00
Hall	Session 5	250	Theatre	8.30-15.00
Hall	Session 6	250	Theatre	08.30-16.00
Hall	Session 7	350	Theatre	8.30-15.00
Hall	Session 8	400	Theatre	8.30-15.00
Hall	Session 9	400	Theatre	8.30-15.00
Hall	Plenary	1000	Theatre	12.00-16.00

2.2 Congress support facilities

2.2.1 *Registration desk*

The registration desk must accommodate the following windows

1. On-site registration 1
2. On-site registration 2
3. Exhibitors / Meeting rooms
4. Session Chairs
5. Pre-registrations A-E
6. Pre-registrations F-J
7. Pre-registrations K-O
8. Pre-registrations P-S
9. Pre-registrations T-Z
10. Membership

2.2.2 *“Back office”*

The back office opens to the **registration area**. It will be staffed by a SETAC staff member and a student staff member and be lockable.

Back office equipment includes:

- Internet access point
- High speed copier/printer
- Table and chairs

2.2.3 *Cloak Room*

Cloak room facilities should be available staffed by a student as follows:

Sunday ± 250 pax

Thu: ± 250 pax

2.2.4 *Internet corner*

An Internet corner (5 stations) is to be located preferably in the lobby close to the registration desk or the SETAC booth.

Internet corner equipment includes:

- Table
- Chairs

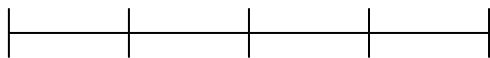
- Desk Top Computers with internet connection and MS office installed

2.2.5 SETAC booth

SETAC will bring it own booth to the congress centre. A carpet of minimum 8 x 4 m should be provided by the congress centre.

2.2.6 Poster boards

Poster set up preferably straight lines, double side use.

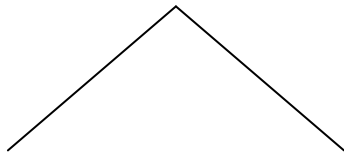


Portrait style (140 high - 97 wide).

Check availability of sufficient light to read text on posters.

Number of poster per day ranges from 250-400.

Poster corners: 10 boards set apart to accommodate poster corner presentations and group discussion with up to 50 persons. 4-6 poster corners required. PA system for presentations.



2.2.7 Exhibition stands

Exhibition shells 3x2 m equipped with carpet, table +2 chairs, 2 spotlights, name panel.



2.2.8 Meeting rooms

U-shape or board room set up.

Equipment: beamer + screen + flipchart upon request

Catering (coffee/tea/lunch) upon request

2.2.9 Session rooms

Theatre style set up

Equipment on stage:

- ❑ lectern with laptop + microphone
- ❑ Panel table (3 persons) with 1 microphone
- ❑ 1-2 wireless microphone(s) for questions from audience

2.3 Congress Catering

Congress Catering should include

- ❑ Coffee, tea and lunch for staff and board meetings on Friday, Saturday and Sunday
- ❑ Coffee, tea and lunch for short courses on Sunday
- ❑ Welcome reception on Sunday in Exhibition Area
- ❑ AM and PM coffee/tea break on Monday-Wednesday
- ❑ AM coffee/tea break on Thursday
- ❑ Participants Lunch on Monday-Thursday

2.3.1 Welcome reception

Welcome reception on Sunday in the Exhibition Area.

Light Buffet. For approx 65% of total meeting participants. Standing tables.

2.3.2 Coffee breaks

Coffee and tea must be served in the exhibition area. Coffee, tea and refreshments preferably to be sponsored by local sponsor.

On Monday, Tuesday and Wednesday coffee/tea breaks in the morning and afternoon. On Thursday only morning break. Breaks may include biscuits and/or fruit.

2.3.3 Lunch

Preferred set up for catering is buffet style in exhibition/poster area.

Seating capacity, preferably in or near exhibition area, should be equal to 30% of the number of participants.

Standing tables should be available to accommodate standing lunches.

Number of lunches to be served must be equal to 75% of number of participants on Monday to Wednesday and 60% on Thursday. Approximately 40% of the food should be suitable for vegetarians.

	AVG	MIN	MAX
Congress registrations	1950	1500	2400
Welcome reception (65%)	1260	975	1560
Lunches Mon-Wed (75%)	1460	1125	1800
Lunches Thursday (60%)	1170	900	1440

2.3.4 *Cash bar*

During conference hours a cash bar should be available for individual orders (coffee/tea/refreshments).

A cash bar in the exhibition hall should be available during the poster socials in the exhibition area from Monday to Wednesday from 17.15 until 18.30 hrs.

2.4 Communication

2.4.1 *Internet*

Internet connectivity (wired) must be available at the registration desk, the back office and in the internet corner. In the congress centre Wi-Fi must be available.

2.4.2 *Walkie talkies*

Staff communications in conference building could be organised using walkie talkies available for the following persons:

1. SETAC Executive Director
2. SETAC Meeting Manager
3. Local Organising Committee Chair
4. Catering Coordinator
5. IT Coordinator
6. Session Room Coordinator
7. Exhibition and Meeting room Coordinator
8. Congress Centre Event Manager

2.4.3 *Signposting*

A floor plan of the conference building and a listing of the daily sessions should be displayed in the lobby. The session rooms should be adequately indicated throughout the building.

2.4.4 *Announcement system*

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

2.5 Other

2.5.1 *Power*

240 volt power supplies should be available for the registration, back office, internet corner, IT room, SETAC booth and for the exhibition booths.

2.5.2 *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.

2.5.3 *Water*

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

2.6 Venue Contract

The contract with congress centre shall include:

- Friday:
 - SETAC World Council Meeting
 - Saturday:
 - SETAC World Council Meeting
 - registration set up
 - back office
 - internet corner
 - short course rooms set up
 - Sunday:
 - SETAC Europe Council Meeting
 - short courses
 - session rooms set up
 - exhibition set up
 - poster session set up
- Audio in session rooms
 - Lectern + computer in session rooms
 - Beamer + screen in session rooms

- Beamer + screen in meeting rooms
- A/V Technician support in session rooms
- Internet corner (5 pc with wired internet) and Wi-Fi throughout congress centre
- Registration desk with internet access (for SETAC laptops)
- Rental of 6 laptops (registration desks, presentation upload)
- Back office with internet access, A4 color printer/high speed copier.
- Walkie talkies 8x
- Poster boards for maximum 400 posters (200 boards double sided)
- Carpet of minimum 8 x 4 m for SETAC booth
- Exhibition booths: 45 shell stands 3x2 m + basic equipment (table/chairs/light/240V)
- Mounting of SETAC banners outside/inside (to be provided by SETAC)
- Congress Catering including
 - Coffee, tea and lunch for staff and Council meetings on Friday, Saturday and Sunday
 - Coffee, tea and lunch for short courses on Sunday
 - Welcome reception on Sunday in Exhibition Area
 - AM and PM coffee/tea break on Monday-Wednesday
 - AM coffee/tea break on Thursday
 - Participants Lunch on Monday-Thursday
 - Coffee, tea and lunch for staff on Monday-Thursday

2.7 Social Programme

The city and its environs should be capable of hosting a number of different social activities associated with the SETAC meeting including provision of a programme of events (half days) for accompanying persons (ca 20-30) running Monday –Thursday.

In addition suitable venues for the following are required on different evenings:

- Presidents Reception: attractive (historical) location for a light buffet and drinks for ca 200 people.
- Conference Banquet: sit down meal for ca. 350 people.
- Student Event: venue for around 400 with dancing and music with low priced drinks.

2.8 Accommodation

A suitable number of hotels in locations with ready access to public transport is required. With the large number of students attending the Annual Meeting cheap accommodation must also be available. It is anticipated that a local agency will be recommended by the city or congress centre to manage hotel bookings. SETAC Europe would normally nominate one hotel close to or annexed to the conference centre to be the conference hotel. It is usual practice for a number of free rooms to be made available in proportion to the rooms booked in that hotel. Hotel room fees should include breakfast.

3 Bid Process

Evaluation of submitted bids for the Annual meeting will be made during the period January to May 3 to 5 years before the Annual Meeting taking place and a decision will be made at the SETAC Europe Council Meeting in May or September. 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, plus proposals for locations for associated social events. The bid should provide information about the city and nearby attractions.

The outline bid should be sent to the SETAC Europe office at the address below.

All information will remain confidential within SETAC Europe.

The decision will be made known to all bidders after a decision has been taken by the SETAC Europe Council. Following this a detailed costing should be provided by the Congress Centre in order to prepare and agree a contract.

Barbara Koelman
Meeting Manager SETAC Europe
Av. de la Toison d'Or 67, B-1060 Brussels, Belgium
Tel. +32 2 772 72 81
e-mail: barbara.koelman@setac.org
www.setac.org