

## **RFP (Request for Proposal) for Core PCO Services EPOS Meetings 2019 – 2021**

EPOS wants to focus on strategic goals and concentrate on improving its meetings in every aspect and therefore seeks the help of a Core-PCO, to start with for a three years collaboration.

### **A. SERVICES**

We require a full PCO service which includes the following services:

- Support in the selection of the congress venue
- Consulting and planning
- Advertising and printing materials
- Design, set up and maintenance of congress website
- Registration of participants
- CME handling
- On-site management
- Accounting and settlement of accounts
- Hotel reservations
- Supporting the social program
- Abstract handling and support to the scientific program
- Organization of the congress program
- Exhibition and sponsoring
- Complete written financial and moral balance sheet three months after the end of the congress including full budget, list of sponsors and funding, PCO effected tasks, bills, analyzes of congress evaluation

### **B. REQUIREMENTS**

#### **1. General Information**

##### **1.1 Company profile**

- 1.1.1 Please indicate the name and legal form of your company.
- 1.1.2 Address, Telephone, Fax, E-Mail and Homepage.
- 1.1.3 Please state any other offices, branch offices and holdings.

##### **1.2 Identification of your company**

- 1.2.1 Describe the organizational structure of the company.
- 1.2.2 Please give us the number of your full time employed employees and the official languages spoken in your company.
- 1.2.3 Provide a copy of each: the registration in the corresponding register and the VAT number register.
- 1.2.4 List of medical congresses organized in full service (Core PCO) 2014-2016 with a minimum number of 500 participants including registration, abstract and exhibition handling and a complete list of services you have provided. Name contact detail with e-mail address is required for each reference.

## **2. Description of Services and Questions**

- 2.1 Describe your company's system of working around the world different countries.
- 2.2 Describe the logistics and method of electronic participants registration.
- 2.3 Please describe your experience in operating a well-managed scientific program and support services, including abstracts submission and collection.
- 2.4 Describe your online system used and your capability to operate a website service at congresses, as well as the design and maintenance of a congress homepage.
- 2.5 How do you manage an exhibition? Describe your experiences in medical exhibition organization.
- 2.6 How do you handle the financial/tax part of the congress.
- 2.7 How do you handle the evaluation process of the congress and describe the process and handling of the CME accreditation.
- 2.8 How do you manage hotel reservations.
- 2.9 Please describe your procedures for budget development and financial control.
- 2.101 Please describe how you provide full financial transparency regarding all financial transactions related to congresses.
- 2.11 Please describe your modus operandi with respect to actual pre-congress financing.

## **3. Added Value**

- 3.1 In what way do you think your agency can provide more than others to improve our meetings?

## **4. Costs**

- 4.1 Costs of your services

Please indicate all of your costs based on the descriptions of this and attached document and state the way to manage

## **C. DEADLINES**

**All bids should be received in electronic format at**

**pcoepos@gmail.com**

**by February 15<sup>th</sup>, 2017.**

If you require any further information, please contact the incoming EPOS Secretary General Prof Elke VIEHWEGER Elke (Elke.VIEHWEGER@ap-hm.fr)