




EUROPEAN
ACADEMY OF
DERMATOLOGY &
VENEREOLOGY

An abstract architectural graphic featuring a curved, semi-circular shape. The interior of the curve is filled with a grid of lines that create a sense of depth and perspective, resembling a modern building's facade. The colors transition from a warm orange and yellow at the top to a cool blue at the bottom. The graphic is set against a white background.

BID MANUAL
EADV Spring Symposium
2025/2026

European Academy of Dermatology and Venereology EADV
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INTRODUCTION

This bid manual outlines the requirements for an EADV Board Member or any European-based National Dermatology Society intending to submit an expression of interest in making a bid to host the EADV Spring Symposium in 2025/2026.

This document contains general information about the European Academy of Dermatology and Venereology, the EADV Symposium and its financial, logistical and operational requirements. It outlines the roles and responsibilities of all parties involved and information on the bid and selection processes.

We strongly recommend the bidder to work together with a local convention/tourist bureau, the venue suggested, as well as any other party that might be relevant in the bidding and implementation of the EADV Symposium.

EADV wishes to thank the bidding organizations, convention offices, venues and all others involved in this bid process for their willingness to host the EADV Symposium in 2025 or 2026.

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1 ABOUT EADV

Skin and venereal diseases are continuously evolving, as are the science and practices for preventing, diagnosing and treating them. Advancements are being made every day that have the potential to have a significant impact on the ongoing battle to improve skin and sexual health around the world. Enabling these advancements to be validated and ensuring that the best practices are adopted by all professionals, is what ultimately moves dermatology and venereology forward.

Our international community defines and spreads best practices for the benefit of all. We aim to be the trusted platform for collaboration and progress across borders and sub-specialities. Expert task forces shape standards and develop best practice guidelines, which are then disseminated through our events, publications and the EADV learning platform, enabling members and the broader community to benefit from them.

With over 7,000 members and an active community of more than 14,000 professionals around the world, our goal is to be the trusted source for proven scientific advancements and practices in the prevention, diagnosis, and treatment of skin and venereal diseases.

EADV annually organizes a congress in a European capital and a Symposium, in a European city.

Additionally, the Academy offers training courses, and online teaching to gain CME credits.

1.1 Major Activities

- EADV Congress
- EADV Symposium
- JEADV: A leading international peer-reviewed journal with a globally recognized editorial board
- JEADV Clinical Practice: An open access peer-reviewed journal with cutting-edge clinical content of a more practical and hands-on-nature
- EADV Learning: extensive range of face-to-face and online courses, and other on-demand resources designed by leading experts in dermatology and venereology
- EADV Guidelines
- EADV News: quarterly updates
- EADV Funding

2 EADV SPRING SYMPOSIUM

2.1 Background and objectives of the symposia

The EADV Symposium is an annual event focused on exploring the latest developments within specific areas of dermatology and venereology, with networking opportunities with colleagues specialising in those areas.

The scientific programme, created by the EADV Scientific Programming Committee, continues the long-established tradition of scientific and academic excellence of the Academy. The Spring Symposium welcomes several internationally renowned clinicians, scientists and society presidents as speakers and delegates.

The EADV Symposium is addressed to a wide range of specialists and trainees who are active in the fields of dermatology and venereology.

The educational goal of the Spring Symposium is to provide knowledge and best practices in:

- **Diagnosing** different dermatological conditions using clinical skills and state-of-the-art diagnostic methods;
- **Treating** skin diseases with pharmaceutical, chemical, biological, immunological methods, as well as the latest laser, light, photo, radio, cryo and surgical technology;
- **Preventing** skin cancer, allergy, various infections, local and systemic complications and loss of quality of life in dermatology-venereology;
- **Researching** cells, tissues, processes with the help of the latest achievements in dermatopathology, laboratory medicine, genetics, molecular biology, computer and nanotechnology.

2.2 History – 5 past spring symposia

2022	Ljubljana, Slovenia	890 participants
2021	Virtual	1615 participants
2018	Budva, Montenegro	1161 participants
2017	Brussels, Belgium	1697 participants
2016	Athens, Greece	2451 participants
2015	Valencia, Spain	1493 participants
2014	Belgrade, Serbia	1511 participants

2.3 Scientific programme and abstracts

The EADV's Scientific Programming Committee is responsible for establishing the scientific programme and making the speaker selection for the events. No third party is authorized to interfere with the programme or the speaker selection unless requested by the Committee. The Committee reserves the right to invite the Hosting National Society to nominate a representative to act as a local scientific consultant.

The following types of sessions are organized during the Symposia:

- Topic focused sessions
- "What's new" sessions.
- Clinical cases
- Breaking news
- Plenary lectures

The abstract call, review and selection are managed by the EADV office and pre-selected abstract reviewers.

2.4 What makes a successful spring symposium?

- A record-breaking number of international and regional participants.
- Well-attended sessions are a key factor in a successful programme.
- A high number of industry participants
- A high number of abstract submissions
- A logistically smooth and well-organized event
- Successful networking and interaction opportunities
- An easily accessible venue

2.5 Attendance at the spring symposium

EADV's request is based on the expected participation of 1'500-2'000 attendees from 70+ countries. The EADV Symposium invites over 150 faculty members.

2.6 Language

The official Symposium language is English. No simultaneous interpretation or translations will be organised.

3 ASSESSMENT AND DECISION MAKING

3.1 Decision-making

The tender document is available to all EADV Board Representatives, European-based National Dermatology Societies and any destination or venue that would like to host the Symposium in their country.

1. Country eligibility is based on criteria listed in §4
2. Only duly completed bids will be considered.
3. The Bid document will be assessed by the EADV Events department. This assessment will be reviewed by the CEO and the Executive Committee of EADV. The Executive Committee will confirm the shortlisted venues to the EADV Office.
4. EADV will inform the shortlisted venues prior to the EADV Board Meeting in May 2023.
5. The shortlisted bids will be submitted for review to the EADV Board of Representatives and will be presented at EADV Board Meeting by the Head of Corporate Relations.
6. The EADV Board of Representatives selects the venue during the vote.

3.2 Additional information

The shortlisted venues must be functional and available for a site visit before the Board Meeting in May 2023. The Head of Corporate Relations or a member of the Events department will conduct the site visit, the cost of which should be covered by the tenderer (excluding travel expenses).

The tenderer must submit a minimum of 1 and a maximum of 2 years of availability.

3.3 Tender process timeline

IMPORTANT DATES	
February 2023	Publication of the Bid Manual
15 March 2023	Closure of Bid
March 2023	First Assessment for all draft received Feedback to tenderers. Site visits
19 April 2023	Final Assessment
20 April 2023	Confirmation of Shortlisted venues
21 April 2023	Submission of shortlisted venues to Board for review
17 May 2023	EADV Board of Representatives vote
01 June 2023	Announcement of final decision

4 ELIGIBILITY REQUIREMENTS

4.1 ELIGIBLE COUNTRIES

The eligible European countries are countries that are located within the geographic boundaries of Europe as stated by the European Union, in addition to any other European country situated, at least partially within the geographic boundaries of Europe that has been accepted as an eligible country by the Board.

Albania	Liechtenstein
Andorra	Lithuania
Armenia	Luxembourg
Austria	Malta
Azerbaijan	Moldova
Belarus	Monaco
Belgium	Montenegro
Bosnia and Herzegovina	Netherlands
Bulgaria	North Macedonia
Croatia	Norway
Cyprus	Poland
Czech Republic	Portugal
Denmark	Romania
Estonia	Russian Federation
Finland	San Marino
France	Serbia
Georgia	Slovakia
Germany	Slovenia
Greece	Spain
Hungary	Sweden
Iceland	Switzerland
Ireland	Turkey
Italy	Ukraine
Kosovo	United Kingdom
Latvia	Vatican City

4.2 DATES

The EADV Spring Symposium ideally takes place between mid-April and mid-May.

4.2.1 Geographical rotation of Events.

To ensure a geographical rotation of the events, fair opportunity to host the event and avoid any competition with the annual congress, the following rules apply:

- A country can host a Spring Symposium only every 5 years.
- A country hosting the annual congress cannot host the Spring Symposium the year before, the year of and the year after the congress.

The countries listed in the table below are not eligible.

NOT eligible for 2025	NOT eligible for 2026
Austria	Austria
France	France
Malta	Malta
Slovenia	Slovenia
The Netherlands	
Spain	Spain

4.2.2 Religious festivities

The major religious festivities must be considered for the selection of dates.

The event cannot take place during the following festivities:

- Christian Easter
- Christian bank holiday
- Orthodox Easter
- Pesach

The above-listed festivities are non-exhaustive and listed only as these can currently create a conflict in the date selection for the suggested period.

4.3 ELIGIBILITY AND ENDORSEMENT

The tender document is available to all EADV Board Representatives, European-based National Dermatology Societies and any destination or venue that would like to host the Spring Symposium in their country.

The tender process is not open to PCO, DMCs or any other third-party event organizers.

The support of the application by an EADV Board Representative or a European-based National Dermatology Society is recommended but not required. It will be taken into consideration for the overall evaluation of the bid.

4.3.1 Security and visa

Safety and security issues of the bidding country as well as political stability are elements of importance when selecting the destination. It is likewise important that the hosting country does not have restrictions on visa issuance for citizens of any specific country.

5 CONGRESS CENTRE

5.1 Space requirements & schedule

Please refer to annex 1 for space requirements and set-up, events, and dismantling days.

5.2 AV requirements & other

Please refer to annex 2.

5.3 CONGRESS SUPPLIERS & SERVICES

5.3.1 Exclusive partners

It is required to disclose all suppliers or services that must be booked via the venue. For all exclusive services, it is required to provide a clear overview of the services that will be exclusively provided by the venue or its partners, the company name of the suppliers as well as their general pricing offer.

We require the following services to be identified as exclusive or non-exclusive:

- Hostess services
- Security services
- Booth and temporary constructions
- Catering
- Cleaning
- Signage

5.3.2 Hostess services

EADV requires approximately 80 to 100 hours of hostess services, with 40 hostesses required on peak days.

5.3.3 Security services

EADV normally hires additional security services to support with badge control and security in common areas and public areas adjacent to main entrances. Please provide a list of suppliers and if available, the list of prices.

5.3.4 Catering

Should the congress centre have an exclusivity agreement with a caterer, all information regarding the basic offer must be submitted as for any other exclusive supplier.

EADV does not include meals and coffee breaks in the registration fee, it is therefore imperative that the catering services onsite provide catering areas to the delegates.

5.3.5 Booth construction and temporary structures

It is customary for the following areas to be constructed:

- Registration area with 6 desks and 6 additional stations for self-registration
- Back-office to the registration
- E-poster stations (seated, 20 stations)
- Information point

Please refer to the annex 2 for more information and ensure that the offer for all services is included.

5.3.6 Cleaning

Please provide a quote for the daily cleaning of common and session areas, as well as the regular cleaning of restrooms.

5.3.7 Signage

Please include the available signage areas, including the price list.

5.4 SOCIAL EVENTS

Networking Symposium

After the opening plenary on Thursday evening, a cocktail reception is organized for the participants, the price of which is included in the registration fee. The reception should take place inside the venue or in a place within walking distance. The reception venue is required to have a capacity for 700 attendees.

5.5 SUSTAINABILITY

The environmental impact of medical conferences is known and EADV wishes to reduce its impact by choosing venues that support the sustainability cause.

Please indicate any environmental policies you have in place and detailed information on the following points:

- Recyclable carpet
- Recyclable or reusable modules for temporary constructions
- The energy source and its management within the venue
- Food waste management
- General waste management
- Solutions provided by the caterers to reduce the environmental impact.
- Accessibility of the venue with public transport and any other available low emission travel opportunities in and around the city and country.

5.6 BUDGET

The rental budget (**Annex I**) of the facilities must be as detailed as possible. The budget must be quoted entirely in Euro.

In case 'event-tailored' constructions in the congress centre are unavoidable to comply with the needs of the symposium, all components and single costs must be provided. Information regarding the standard technical equipment, costs for personnel with their varying qualifications, possible insurance costs and coverage, security, cleaning, other legal requirements, or binding agreements of exclusivity between the congress centre and suppliers must be provided.

5.7 INSURANCE, CANCELLATION AND LIABILITY

Insurance

Participants will be advised to take personal insurances for their participation at the Symposium. EADV will take a third party and legal liability insurance coverage that provides a minimum indemnity limit of €5,000,000 for any occurrence. EADV will expect insurance coverage from the venue, offsite venues, hotels and service providers.

Cancellation or modification for reason beyond control

The event may be anticipated or postponed to a different date or cancelled or its time frame changed by EADV as a result of a) any negative circumstances beyond anyone's control or b) extenuating circumstances beyond the control of EADV. In case of anticipation, postponement or change of the time frame of the event, the Applicant remains bound and obliged and has no claim against EADV.

EADV shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Symposium.

Liability

Under no circumstance shall EADV or any parties carry any liabilities for any direct, consequential, special, incidental, indirect or punitive damages, lost revenue, profits or income, diminution in value, loss of business, reputation or opportunity or similar costs suffered by EADV or any partners and their own counterparts.

Venue of competent Jurisdiction

All legal relationships between EADV and the Applicant shall be governed solely by Swiss law. In the event of any controversies arising from any legal relationship between EADV and the Applicant, inclusive of such issues as validity, nullity, violation or termination of such a legal relationship, the parties shall first attempt to reach a settlement. Failing to reach a settlement within one month from the date of alleged controversy, EADV and the Applicant irrevocably submit for the determination of such disputes to the exclusive jurisdiction of the regular Courts at the seat of EADV (at present: Lugano, Switzerland).

6 DESTINATION

6.1 HOTEL ACCOMMODATION

EADV guarantees accommodation to the participants at favourable rates and class standards. The local Convention Bureau should provide the total number of rooms available in the city based on hotel category and indicate the average rates (no agencies should be involved at the application stage). It is not necessary to pre-book rooms at this point.

The average accommodation booking is 3 nights.

6.1.1 EADV Hotel requirements

Location	<ul style="list-style-type: none"> • Central • Walking distance from venue
Headquarter Hotel	<ul style="list-style-type: none"> • 4/5* • 110 Rooms for EADV Board and Speakers • Meeting space for a 1-day Board Meeting, fishbone set-up, 70 persons, with sound system and AV.
Staff Hotel	<ul style="list-style-type: none"> • 3/4* • 60 Rooms • 4 Nights • Walking distance from venue

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Hotel	10	10	35	40	40	40	20
HQ Hotel	10	45	100	100	110	110	5

EADV will ask a local agency to contract the hotels and to handle the hotel bookings. Please include a list and description with price range of suggested hotels in the bid document.

6.2 TRANSPORTATION

Air connections and ground transportation must be guaranteed. Costs, security, and organization are key to the destination selection. Adequate public transportation is required. No airport transfers will be provided.

Please provide a detailed list of:

- Number of daily flights
- Destinations available for air travel
- Train travel options (if applicable)
- Public transportation costs and access to venue

6.2.1 Transportation passes

EADV offers transportation passes to all registered delegates, EADV Board Representatives and EADV Staff. The destination should support the provision of passes free of charge or at reduced fees.

6.3 SOCIAL EVENTS

Board Dinner

The Board dinner is a dinner organized exclusively for the EADV Board of Representatives, the Executive Committee members, the EADV committee chairs and special guests. The restaurant or venue should be able to accommodate up to 120 people for a seated dinner.

It is expected that the convention bureau supports the EADV office with the search and selection of the venue.

7 ADDITIONAL REQUIRED FILES

- Description of the benefits for the dermatological and venereological community to host the Symposium in this specific destination.
- Description of the Applicant country's visa regulations
- Description of exclusivity agreements between the congress centre and suppliers (if applicable)
- Description of possible government or city subventions available for applications
- Brochures and floorplans (Congress centre, HQ hotel, etc.)
- A letter from the congress centre office confirming that no work/construction will be foreseen in/around the congress centre 3 months before and during the event.
- Any other material, you might think would support your application.
- Annex I & II

8 CONTACTS

Name	Last Name	Title	E-mail
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