



EUROPEAN  
ACADEMY OF  
DERMATOLOGY &  
VENEREOLOGY



BID MANUAL  
EADV Spring  
Symposium  
2027/2028/2029/2030

European Academy of Dermatology and Venereology EADV  
Via S. Balestra 22B – CH-6900 Lugano – Switzerland  
Phone: +41 91 973 45 20 – Website: [eadv.org](http://eadv.org) – Email: [events@eadv.org](mailto:events@eadv.org)

## **INTRODUCTION**

This bid manual outlines the requirements for any venue, destination, EADV Board Member or European-based National Dermatology Society intending to submit an expression of interest in making a bid to host the EADV Spring Symposium in one of the open years, in agreement with the regional open year.

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 provides information on the bid and selection processes.

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

## CONTENTS

1	ABOUT EADV .....	6
1.1.1	Activities .....	6
2	EADV SPRING SYMPOSIUM.....	7
2.1	Background and objectives of the symposia .....	7
2.2	History – past Spring Symposia .....	7
2.3	Scientific programme and abstracts .....	8
2.4	What makes a successful Spring Symposium? .....	8
2.5	Attendance at the Spring Symposium.....	8
2.6	Language.....	8
3	ELIGIBILITY REQUIREMENTS.....	9
3.1	Eligibility and access to Spring Symposium tender document .....	9
3.2	Geographical rotation of events .....	9
3.3	Overview of eligibility per year .....	11
3.3.1	2027.....	11
3.3.2	2028.....	11
3.3.3	2029.....	12
3.3.4	2030.....	12
3.4	Non-eligibility.....	13
3.4.1	Is hosting another EADV Event.....	13
3.4.2	Security and Visa.....	13
3.4.3	Armed conflicts.....	13
4	DATES.....	13
4.1	Religious festivities .....	13
5	ASSESSMENT AND DECISION MAKING .....	14
5.1	Decision-making.....	14
5.2	Additional information.....	14
5.3	Tender process timeline.....	14
6	CONGRESS CENTRE.....	15
6.1	Space requirements & schedule.....	15
6.2	AV requirements & other.....	15
6.3	Congress suppliers & services.....	15
6.3.1	Exclusive partners.....	15
6.3.2	Hostess services.....	15
6.3.3	Security services.....	15

6.3.4	Catering.....	15
6.3.5	Booth construction and temporary structures.....	15
6.3.6	Cleaning.....	15
6.3.7	Signage.....	16
6.4	Social events.....	16
6.4.1	Networking Symposium.....	16
7	SUSTAINABILITY.....	16
7.1	Overview.....	16
7.2	Objectives.....	16
7.3	Policies.....	17
8	BUDGET.....	17
9	INSURANCE, CANCELLATION AND LIABILITY.....	18
9.1	Insurance.....	18
9.2	Cancellation or modification for a reason beyond control.....	18
9.3	Liability.....	18
9.4	Venue of competent jurisdiction.....	18
10	CONVENTION BUREAU.....	19
10.1	Hotel accommodation.....	19
10.1.1	Tentative Bookings.....	19
10.1.2	EADV Hotel requirements.....	19
10.2	Transportation.....	20
10.2.1	Transportation passes.....	20
10.3	Social events.....	20
10.3.1	Board Dinner.....	20
11	BID REQUIREMENTS.....	21
11.1	Expertise and experience:.....	21
11.2	Team composition:.....	21
11.3	Exclusive suppliers.....	21
11.4	ESG.....	21
11.5	Annexes.....	21
11.6	Budget.....	21
11.7	Evaluation criteria.....	21
11.7.1	Congress venue.....	21
11.7.2	Destination.....	21
11.7.3	Pricing.....	22

11.7.4	Sustainability.....	22
12	CONTACTS.....	23

## 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 significantly impact the ongoing battle to improve skin and sexual health around the world. Enabling these advancements to be validated and ensuring that all professionals adopt the best practices 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 subspecialties. Expert task forces shape standards and develop best practice guidelines disseminated through our events, publications, and the EADV learning platform, enabling members and the broader community to benefit.

With over 11,000 members and an active community of more than 18,000 professionals worldwide, we aim to be the trusted source for proven scientific advancements and practices in preventing, diagnosing, and treating skin and venereal diseases.

EADV annually organises 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.

### 1.1.1 Activities

- EADV Congress
- EADV Symposium
- JEADV: A leading international peer-reviewed journal with a globally recognised 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 Education: 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 that explores the latest developments in specific areas of dermatology and venereology and offers networking opportunities with colleagues specialising in those areas.

The Scientific Programming Committee creates the scientific programme, which continues the Academy's long-established tradition of scientific and academic excellence. 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, and immunological methods and the latest laser, light, photo, radio, cryo and surgical technology.
- **Preventing** skin cancer, allergies, various infections, local and systemic complications, and loss of quality of life in dermatology-venereology.
- **Researching** cells, tissues, and processes with the help of the latest achievements in dermatopathology, laboratory medicine, genetics, molecular biology, computer and nanotechnology.

### 2.2 History – past Spring Symposia

Year	Destination	Participants
2024	St. Julians, Malta	1,742
2023	Seville, Spain	1,723
2022	Ljubljana, Slovenia	890
2021	Virtual	1,615
2018	Budva, Montenegro	1,161
2017	Brussels, Belgium	1,697
2016	Athens, Greece	2,451

### 2.3 Scientific programme and abstracts

The EADV's Scientific Programming Committee is responsible for establishing the scientific programme and selecting the event speakers. No third party is authorised to interfere with the programme or speaker selection unless the Committee requests it.

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 organised during the Symposia:
- Topic focused sessions
- "What's new" sessions.
- Clinical cases
- Breaking news

Plenary lectures

The EADV office and pre-selected abstract reviewers manage the abstract call, review and selection.

### 2.4 What makes a successful Spring Symposium?

- A record-breaking number of international and regional participants.
- Well-attended sessions are a crucial 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 ELIGIBILITY REQUIREMENTS**

#### **3.1 Eligibility and access to Spring Symposium tender document**

The tender document is available to the EADV Board of the Representatives (EADV Board), 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 PCOs, DMCs or third-party event organisers. The EADV reserves the right to grant an exception upon justified request. If the bid is successful, the EADV will open a call to appoint a PCO / DMC for the housing services. No other services are required from any PCO /DMC:

The application's support by a Member of the EADV Board or a European-based National Dermatology Society is recommended but not required. It will be considered for the overall evaluation of the bid.

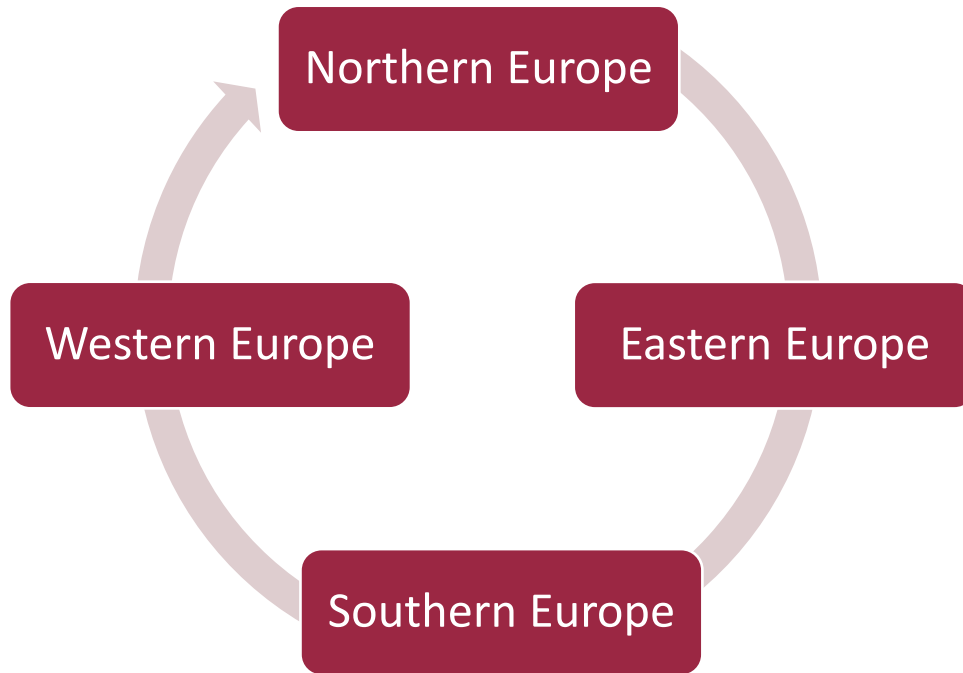
#### **3.2 Geographical rotation of events**

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 eligible European countries are those 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 EADV Board.

**IMPORTANT:** The bid for the EADV Congress is ongoing and will close on 06 December. Certain countries may become ineligible if selected to host the EADV Congress. Please refer to the regional eligibility lists or contact [events@eadv.org](mailto:events@eadv.org) to verify eligibility.



### 3.3 Overview of eligibility per year

#### 3.3.1 2027

2027 WESTERN EUROPE		
Belgium	Germany **	Liechtenstein
Luxembourg	Monaco	Switzerland

\*\* German venues/destinations are bidding for the EADV Congress. If selected in January, Germany will become non-eligible for the EADV Spring Symposium.

#### **Non-Eligible Countries:**

- Austria is not eligible as it is hosting the EADV Congress in 2026.
- France is not eligible as it is hosting the EADV Congress in 2028.
- The Netherlands is not eligible as it is hosting the EADV Congress 2027.

#### 3.3.2 2028

2028 NORTHERN EUROPE		
Denmark	Estonia	Finland
Iceland	Ireland	Latvia
Lithuania	Norway	Sweden
United Kingdom**		

\*\* UK venues are bidding for the EADV Congress. If selected in January, the United Kingdom will become non-eligible for the EADV Spring Symposium.

### 3.3.3 2029

#### 2029 EASTERN EUROPE

Armenia	Azerbaijan	Belarus
Bulgaria	Georgia	Hungary
Moldova	Poland	Romania
Russian Federation	Slovakia	Ukraine

#### **Non-Eligible Countries:**

The Czech Republic is non-eligible, as it is hosting the EADV Spring Symposium in 2025.

### 3.3.4 2030

#### 2030 SOUTHERN EUROPE

Albania	Andorra	Bosnia and Herzegovina
Croatia	Cyprus	Italy
Kosovo	Malta	Montenegro
North Macedonia	Portugal	San Marino
Serbia	Slovenia	Spain**
Turkey		

\*\* Spanish venues are bidding for the EADV Congress. If selected in December, Spain will become non-eligible for the EADV Spring Symposium.

#### **Non-Eligible Countries:**

Greece is non-eligible as it is hosting the EADV Spring Symposium in 2026.

## 3.4 Non-eligibility

### 3.4.1 Is hosting another EADV Event

The below-listed countries are not eligible:

- Austria is not eligible as it is hosting the EADV Congress in 2026.
- France is not eligible as it is hosting the EADV Congress in 2028.
- The Netherlands is not eligible as it is hosting the EADV Congress 2027.
- The Czech Republic is non-eligible, as it is hosting the EADV Spring Symposium in 2025.
- Greece is non-eligible as it is hosting the EADV Spring Symposium in 2026.

### 3.4.2 Security and Visa

Safety and security issues of the bidding country and political stability are essential elements when selecting the destination.

Countries must be in peacetime to be eligible.

Likewise, the hosting country must not restrict visa issuance for citizens of any country. Exceptions to this criteria must be requested and justified to EADV.

### 3.4.3 Armed conflicts

Active Military occupations, International Armed Conflicts and Non-International Armed Conflicts are considered armed conflicts and exclude the country from participating in the current bid.

## 4 DATES

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

### 4.1 Religious festivities

The major religious festivities must be considered when selecting dates.

The event cannot take place during the following festivities:

- Christian Easter
- Christian bank holidays
- Orthodox Easter
- Pesach
- Hosting country bank holidays

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

## 5 ASSESSMENT AND DECISION MAKING

### 5.1 Decision-making

- Country eligibility is based on criteria listed in §3
- Only duly completed bids will be considered.
- The EADV Office will assess the applications received.
- The assessments will be presented to the Executive Committee of EADV.
- The Executive Committee will confirm the shortlisted venues to the EADV Office.
- The CEO will present shortlisted venues to the EADV Board during the Board Meeting in Prague in May 2025.
- The EADV Board selects the venue during the vote.

### 5.2 Additional information

The shortlisted venues must be functional and available for a site visit before the May 2025 Board Meeting. The CEO and/or a member of the EADV Events department will conduct the site visit, which the tenderer should cover (excluding travel expenses).

### 5.3 Tender process timeline

Item	Dates
Opening of tender 2027/2028/2029/2030	06 November 2024
Closing of tender	28 March 2025
Voting on venues by the EADV Board	May 2025
Opening of tender 2031/2032/2033/2034	November 2026

## 6 CONGRESS CENTRE

### 6.1 Space requirements & schedule

Please refer to Annex I for space requirements, set-up, events, and dismantling days.

### 6.2 AV requirements & other

Please refer to Annex II.

### 6.3 Congress suppliers & services

#### 6.3.1 Exclusive partners

It must disclose all suppliers or services booked via the venue. For all exclusive services, a clear overview of the services that the venue or its partners will exclusively provide, the company names of the suppliers, and their general pricing offers are required.

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

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

#### 6.3.2 Hostess services

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

#### 6.3.3 Security services

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

#### 6.3.4 Catering

Should the congress centre have an exclusivity agreement with a caterer, a price list must be submitted.

EADV does not include meals and coffee breaks in the registration fee. Therefore, it is imperative that the catering services on site provide catering areas for the delegates.

#### 6.3.5 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

#### 6.3.6 Cleaning

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

### 6.3.7 Signage

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

## 6.4 Social events

### 6.4.1 Networking Symposium

After the opening plenary on Thursday evening, a cocktail reception is organised 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 of 700 attendees.

## 7 SUSTAINABILITY

### 7.1 Overview

The EADV is committed to providing more sustainable events and fostering a culture of sustainability within our international audience.

We wish to continue implementing comprehensive measures that minimise energy consumption, reduce waste generation, optimise travel-related emissions, refine event design for sustainability, and establish robust methodologies for measuring and offsetting our conferences' environmental impact.

### 7.2 Objectives

#### **Energy efficiency and conservation:**

- Assess and minimise energy consumption without compromising the attendee experience.
- Energy-efficient technologies and renewable energy integration where feasible.

#### **Waste reduction and management:**

- Implement comprehensive waste reduction plans focusing on recycling and minimising single-use items.
- Engage attendees and exhibitors in responsible waste management practices.

#### **Sustainable travel and transportation:**

- Evaluate and offset the carbon footprint associated with event-related travel.
- Recommend and incentivise sustainable transportation options for attendees and staff.
- Public transportation passes offered to delegates

#### **Sustainable event design and practices:**

- Advise on environmentally friendly event design practices and resource-efficient setups.
- Approaches to reduce water consumption and enhance overall sustainability in event logistics.



### **Measurement and offset strategies:**

- Provide measures of electricity, waste, and other critical environmental performance indicators to help EADV assess the impact of the event
- Provide suggestions on initiatives to counterbalance the conference's environmental footprint based on past events

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

### **7.3 Policies**

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

- Recyclable carpet
- Recyclable or reusable modules for temporary construction
- 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.

## **8 BUDGET**

The facilities' rental budget (Annex I) must be as detailed as possible and quoted 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 varying qualifications, possible insurance costs and coverage, security, cleaning, other legal requirements, or binding exclusivity agreements between the congress centre and suppliers must be provided.

## **9 INSURANCE, CANCELLATION AND LIABILITY**

### **9.1 Insurance**

Participants will be advised to take personal insurance for the Symposium. EADV will take 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.

### **9.2 Cancellation or modification for a 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 adverse circumstances beyond anyone's control or b) extenuating circumstances beyond the control of EADV. In case of anticipation, postponement or change of the event's time frame, 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.

### **9.3 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.

### **9.4 Venue of competent jurisdiction**

All legal relationships between EADV and the Applicant shall be governed solely by Swiss law. If any controversies arise from any legal relationship between EADV and the Applicant, including issues such as validity, nullity, violation, or termination of such a legal relationship, the parties shall first attempt to settle. Failing to settle within one month from the date of the 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).

## 10 CONVENTION BUREAU

The convention bureau can bid directly or support the venue with the bid process.

### 10.1 Hotel accommodation

The local Convention Bureau should provide the total number of rooms available in the city based on the hotel category and indicate the average rates (no agencies should be involved at the application stage).

The average accommodation booking is 3 nights.

#### 10.1.1 Tentative Bookings

During the bidding process and the evaluation period, it is recommended that a tentative booking be made for the headquarters hotel and the staff hotel.

#### 10.1.2 EADV Hotel requirements

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

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

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

## 10.2 Transportation

Air connections and ground transportation must be guaranteed. Costs, security, and organisation are key to 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

### 10.2.1 Transportation passes

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

## 10.3 Social events

### 10.3.1 Board Dinner

The Board dinner is organized exclusively for the EADV Board, 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.

The convention bureau is expected to support the EADV office in searching and selecting the venue.

## 11 BID REQUIREMENTS

### 11.1 Expertise and experience:

- Proven experience in successfully hosting large-scale medical events.
- Expertise in ESG principles and global sustainability standards.
- Expertise in medical societies and medical conferences

### 11.2 Team composition:

- Qualifications and composition of the project team.

### 11.3 Exclusive suppliers

- Complete all parts as indicated in Chapter 7.

### 11.4 ESG

- Provide information on current tools for measuring, tracking, and reporting environmental impacts.

### 11.5 Annexes

All must be duly completed.

### 11.6 Budget

- Comprehensive breakdown of costs and proposed project timeline.

### 11.7 Evaluation criteria

#### 11.7.1 Congress venue

Rental

- Session Rooms, unique rooms and meeting rooms
- Special areas
- Idoneity of venue

AV

- Ability to provide all requested items
- Costs
- Inclusion of AV

F&B

- Provider
- Offer
- Spaces

#### 11.7.2 Destination

Connectivity Airport

- Train
- Visa Policy

Hospitality Total bedrooms

- EADV hotels
- Hotel rates

#### General

- Safety index
- Convention Bureau

#### 11.7.3 Pricing

- Model and transparency of pricing
- Venue pricing
- Exclusive suppliers' pricing

#### 11.7.4 Sustainability

- Ability to respond to EADV needs
- Programmes in place by venue
- Programmes in place in the city

## 12 CONTACTS

Name	Last Name	Title	E-mail
Kimberley	Zimmermann	CEO	<a href="mailto:kimberley.zimmermann@eadv.org">kimberley.zimmermann@eadv.org</a>
Arianna	Tomasini	Event Specialist	<a href="mailto:events@eadv.org">events@eadv.org</a>
Tommaso	Giorgi	Event Specialist	<a href="mailto:events@eadv.org">events@eadv.org</a>