



Request for proposal for a PCO

1. Main Objective of this Request

The main objective of this request for proposal is to identify a Professional Conference Organizer (PCO) for the next 2 joint BBMRI-ERIC and ESBB newly created “Europe Biobank Week” Conference (EBW). This new conference is based on the ESBB Annual Conferences and HandsOn Biobanking Conferences of BBMRI-ERIC.

The 2016 Conference will be held in Vienna, Austria (Messe Wien Conference Center) from September 13-16 and in the following year in Stockholm also during autumn (dates and venue tbd). ESBB and BBMRI-ERIC will jointly act as contractors. In addition, the International Biobanking Summit of P3G and the Eastern European Forum of BBMRI-LPC have been identified as co-organisers of the event in 2016. The local host for 2016 is BBMRI.at. The local host for 2017 will be BBMRI.se.

2. Description of contractors

2.1 BBMRI-ERIC

The pan-European Biobanking and BioMolecular resources Research Infrastructure (BBMRI) is a distributed biomedical and life science infrastructure for sustainable storage and dissemination of banked samples and associated data in Europe. On 3 December 2013, BBMRI was officially awarded the community legal framework of a European Research Infrastructure Consortium (ERIC). This specific legal form is designed to facilitate the joint establishment and operation of research infrastructures of European interest. BBMRI-ERIC will provide access to the collections of partner biobanks and biomolecular resources, their expertise and services on a non-economic basis. Further information on the aims, mission, governance, and statutes of BBMRI-ERIC can be found at www.bbmri-eric.eu.

2.2 ESBB

The European, Middle Eastern & African Society for Biopreservation & Biobanking (ESBB) is a society for people involved in the collection and storage of biological materials from all species. The society is focussed on Europe, the Middle East and Africa. More information on ESBB can be found at www.esbb.org

3 General Description of requirements

We are looking for a PCO, who will be responsible for the two conferences 2016 and 2017. The PCO will be responsible for subcontracting all necessary services to prepare and run the conference.

This PCO should be responsible for the following activities.



3.1 Identification of a conference and exhibition venue (only for 2017 in Stockholm as for 2016, Vienna, the “Messe Wien” is already identified)

3.2 Space requirements

The PCO will suggest 2-3 venues to the contractors according to the following criteria:

- City with a good flight connection (2017 only);
- Venue to hold a conference for 600 plus attendees
- Venue with space for a joint vendor exhibition / posters / coffee-lunch breaks for minimum 50 vendor booths and 150 plus posters
- A proposed date in 2017 (during autumn) with confirmation of the venue of availability
- One large auditorium for 500 plus people
- Several smaller rooms for parallel sessions (minimum 4), each minimum 50 people
- 2 rooms for the contractors; one room for VIP/press
- Enough Hotels in walking or short distance for attendees

3.3 Catering requirements

The EBW conferences generally last 4 full days and require the following to be organized by the PCO:

- Welcome reception for all attendees (drinks and finger food)
- Buffet lunch for all attendees during all 4 days
- Refreshment breaks for all attendees (morning and afternoon) and for speakers
- One Gala dinner for approx. 200 people

3.4 Number and description of delegate types, exhibitors

We are expecting the following figures:

- 500 plus delegates including biobank staff from academia and industry; experts from various aspects of biobanking (IT, ELSI, etc.); delegates from regulatory authorities; other
- 100 students
- 150-200 representatives of Vendor companies that sell products (eg. freezers) to biobanks.
- Limited number of journalists (5-10)

3.5 Number of speakers

- 30-40 invited speakers (expenses for travel, accommodation and no conference fee); 15-20 invited chairs (no conference fee)

3.6 Content of scientific programme

The scientific programme which is provided by the contractors normally consists of:

- Each day one plenary speaker sessions (90 - 120 minutes)
- 11 parallel speaker sessions (90 - 120 minutes each)
- 150 abstracts received (50 selected for oral presentation)



and 100 for poster presentation)

3.7 Details of social programme

The PCO is asked to assist the local host with identifying a social programme, which includes:

- Gala dinner for approx. 200 people
- Visits to a site of local interest e.g. City tours (on demand and against payments)

3.8 Accommodation requirements

The PCO will organize (himself or through subcontracting) accommodation for all attendees.

- A range of hotel accommodation for 400 - 500 people with 3 categories (4*; 3* and motel/pension) and the linkage to the registration system

3.9 Financial objectives

The PCO will take care of all financial aspects needed for the preparation of the conference, exhibition, attendance fees, insurance, monitoring and accounting. Once the PCO is identified a monthly financial report will be submitted to the contractors; the PCO will cover the financial risk of the conference and returns 20% of the income to the contractors (It is expected to have a positive balance in excess of 50,000 Euros for each conference).

We foresee a scale of fees with different amounts for industry (e.g. 100%) / academia (50%) / regulatory & funders representatives (50%) / patient representatives (25%) / students (25%) whereas the lowest fee should cover minimum catering and local taxes.

3.10 Information on individuals from the contractors who will be involved in directing the event.

- The Executive Officer of ESBB (Robert Hewitt), the Administrative Director of BBMRI-ERIC and the National Node Director will coordinate conference planning
- The joint BBMRI-ERIC and ESBB Scientific Programme Committee will decide the programme content

4 Invitation to submit a proposal

4.1 Clarification of the role of the PCO

The PCO is expected to negotiate contracts with the conference centre, caterers, hotels and other service providers and to ensure that the needs of the two contractors (ESBB and BBMRI-ERIC), all delegates, and exhibitors are met.

He is inviting vendors, renting out the booths; registration of attendees; organizes the poster and abstract submission; is the technical coordinator of booth leasing, setup and demounting; organization of audio/video tools; all vendor involvement (except for sponsors); covers the necessary insurance(s); organize the catering and the on-site conference management. In some situations the PCO is expected to work with a local PCO, who can



assist with specific local knowledge for social events for example.

We are expecting a detailed budget for all individual services.

5 Please provide the following:

5.1 A tailored capability statement

Please explain why your organization is well-suited to supporting the contractors

5.2 Testimonials from satisfied clients

Please provide us with a minimum of 2 testimonials.

5.3 Quality statements

Please provide evidence of your commitment to quality (e.g. certification and memberships)

5.4 Fee structure

Please provide us with a detailed outline of your fee structure. A detailed budget proposal is not required at this stage.

6. Communication and PR

The communication and PR for the conferences will be coordinated by the contractors through their individual channels as well as through a joint website www.europebiobankweek.org

Deadline for the submission of the applications is December 18th 2015. It is planned to invite the short listed companies to a presentation. The decision will be taken before the end of the year. A formal contract will be signed during January. Email for submission of the tenders is contact@bbmri-eric.eu AND hewitt.r@esbb.org .