

Public tender for Professional Congress Organizers (PCO's) and association management of the European Society of Paediatric Nephrology (ESPN), starting from 1st of January 2023

In accordance with the strategic plan of our society it was agreed to take the opportunity of the forthcoming renegotiation of the contract with our current PCO to invite bids in open competition from potential companies. The society has identified a number of criteria by which these bids may be evaluated.

About ESPN

The ESPN is a charity organization, registered as Europäische Society für Pädiatrische Nephrologie e.V. in Germany (Vereinsregister 5095, Amtsgericht Essen) with more than 600 members consisting of pediatric nephrologists and researchers from Europe and other countries. ESPN congresses are well recognized forums for sharing the most recent scientific achievements and practical tools for treating children with kidney disorders, providing teaching for the trainees and exchanging medical, social and cultural information. The congresses take place in various European countries, which are selected during the ESPN General Assembly with a lead-in time of 2-3 years. These congresses are organized by the ESPN every year and attract 500-700 participants and several dozen industry exhibitors/sponsors. Due to the ongoing COVID-19 pandemic future congresses may take place either as face to face, hybrid or virtual meetings.

Our objective

The ESPN aims to have a professional partner for the organization of ESPN congresses, association management and innovation of the society in the future. We will contract a PCO for a minimal period of 3 years (3 congresses are organized within a 3-year period) with an initial probationary period of one year.

The PCO is the public face of the ESPN and as such, we are seeking a PCO partner whose staff have a good command of English as well as excellent communication skills (both verbal and written). We are looking for an organization that will inspire confidence in building strong professional relationships with ESPN partners such as industry sponsors and other medical societies.

Our PCO will need to demonstrate excellent organization from the annual conference to small council meetings as evidenced by regular and consistent communication with society officers.

Your tasks

The contracting partner will be responsible for:

Organization of the ESPN congresses

- The highest level of efficiency and quality of the organization of these congresses, including publicity, registration, fundraising, purchasing, etc. and support before, during and after the congresses.
- To develop a strong business model, which will maximise the benefit of the community and ESPN. It is expected that a detailed financial model and clear budget will be presented by candidate companies that will demonstrate the potential financial turnover for ESPN and transform ESPN into an even more professional and financially independent organization.

- Realizing a structural and maximum financial return every year (amount has to be discussed)
- Excellent professional communication with the scientific organizers of the ESPN congress
- Regular bi-annual reporting to the ESPN council including a regular financial report
- Building up a continuous relationship with ESPN sponsors (e.g. pharmaceutical companies)
- Build up a fundraising concept
- Organize (virtual or F2F) meetings for the whole ESPN council (two meetings/year), ESPN president, assistant president and treasurer (monthly and ad hoc), and ESPN working groups (several per year)
- Be prepared for hybrid congress or virtual congress
- Organize webinars, teaching courses (ESPN-IPNA junior master classes)
- Provide app for ESPN congresses, provide digital poster presentations

Association management

- Membership management including control and administration of the ESPN membership payments
- Annual increase in paid members' numbers
- Maintaining and innovating the ESPN website
- Presentation of the ESPN in social-media
- Organization of the ESPN council meetings (twice yearly)
- Transparent communication with the ESPN council

Facilitating ESPN networking

- Networking between ESPN members
- Networking between ESPN and other scientific societies (ERA-EDTA, IPNA, ISN, ASN etc.)

Requirements

The contracted partner will conform to the following requirements:

- Registered as a PCO by a local Chamber of Commerce
- Long-term experience in organizing congresses for at least 500 participants
- Proven skills in high-quality organization (at least 2 letters of recommendation)
- Proven experience in organizing congresses in the field of Medicine (preferably in the field of Nephrology)
- Knowledge of fundraising in the field of Medicine/Nephrology
- Outstanding contacts with other committees, industry and speakers in the field of Medicine
- An outstanding record in customer services
- Outstanding internal infrastructure, with the capability of providing secretarial assistance to the ESPN and continuity of services
- Expert knowledge and experience in accounting
- Excellent spoken and written English (and other European languages)
- Details of services remunerations
- Responsibility for the ESPN/congress website
- The capability to organize congresses in various parts of Europe (EU and non-EU countries)
- High innovation potential

Your application

Companies wishing to develop a full bid should share their interest with Prof. Dr.Rezan Topaloglu and further details pertaining to the current volume of activity and flow of material will be made available on demand. It is expected that a short list of candidate PCOs will be developed by the beginning of 2021 and be invited for a personal interview or virtual at our council meeting in spring 2021 (time and place to be confirmed). Travel costs for interviews will not be covered by ESPN. A contract will be awarded by at the end of 2021.

To apply for this project, we invite all interested PCO's to fill in the accompanying form with a short resumé of their company and of their proposed ESPN business plan until **10th of January 2021**.

This form can be completed on the ESPN website or can be sent directly to the ESPN President Prof. Dr. Rezan Topaloglu by email: rezantopaloglu@hacettepe.edu.tr .

ESPN Council

You may apply as a contracted partner to organize the annual ESPN Congresses and ESPN association management. Please enter the requested information into the relevant boxes. In the case of “yes” or “no” answers please put an “x” in the appropriate box. Thank you.

Full company name		Contact name	
Company e-mail address		Contact e-mail address	
Company address		Company website	
Postal code		Tel #	
City		Fax #	
Country		How long has the company been in operation?	
VAT No.		Number of people on permanent staff	

The following questions should be answered with yes or no. If additional information is required please enter into the relevant box. Thank you.

	Yes	No		Yes	No
How many congresses with at least 500 attendees have you organized far?			Can you supply financial accounting and controlling?		
Do you have proven experience in organizing congresses in the field of Medicine/Nephrology?			Does your staff have adequate knowledge of written and spoken English?		
Do you have proven experience in fundraising in the field of Medicine/Nephrology?			Can you present at least two letters of recommendation? (If yes, please supply)		
Can you present a profile of you company? (If yes, please supply)			Can you indicate your policy regarding sponsorship and an approximate return for the ESPN? (If yes, please supply)		

How will your services be remunerated? (tick all boxes that apply):

- Mark-up on provided services (indicate %)
- Fee per participant (indicate amount in €)
- Commission on sponsorships (indicate %)
- Honorarium based on worked hours (indicate amount in €)
- Other (describe)

What is the guaranteed annual financial return for ESPN (indicate amount in €)

Please be aware that companies offering less than €35.000 in those years where the ESPN congress takes place (2 out of 3) will not be considered.

Please enter in the following boxes the names, telephone numbers and email addresses of those persons who can confirm the letters of recommendation.

Name	Tel #	Email	Name	Tel #	Email

!! PLEASE SUPPLY A COPY OF YOUR STANDARD TERMS AND CONDITIONS WITH THIS FORM IN AN ELECTRONIC FORMAT

Please fill in this form and email the completed form and the appendices to rezantopaloglu@hacettepe.edu.tr