



# European Hereditary Tumour Group

REQUEST FOR PROPOSALS  
TO HOST THE 2025  
9<sup>TH</sup> ANNUAL MEETING OF THE EUROPEAN HEREDITARY TUMOUR GROUP

Preferred Month – September 2025  
Preferred Open Days Thursday, Friday and Saturday

BID DEADLINE:  
31st March 2024

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## CONTACT

All enquiries regarding this request for proposals should be directed to:

EHTG Secretariat

E-mail: [gs007@ehtg.org](mailto:gs007@ehtg.org)

Web: [www.ehtg.org](http://www.ehtg.org)

## EHTG REPRESENTATIVE

Vice Chair

Toni Seppälä

Associate Professor

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## CALL FOR EXPRESSION OF INTEREST

Call for Applications: Host the EHTG 2025 Annual Meeting!

Dear EHTG Society Members,

We are delighted to announce that the European Hereditary Tumour Group (EHTG) is now accepting applications to host the 2025 9<sup>th</sup> EHTG Annual Meeting!

This is a prestigious opportunity to bring Europe's leading hereditary cancer experts to your city and showcase your institution's dedication and commitment to hereditary cancer research and clinical care.

As host, you will have the privilege of helping to shape the scientific program, foster collaboration among Europe's top experts in hereditary cancer, and advance our understanding of these complex diseases.

We encourage members who are interested in hosting to submit a tentative expression of interest that includes:

1. **City and Venue:** Provide details about the proposed city and venue, including accessibility, capacity, facilities, and proximity to hotels and transport links. Highlight what makes your city an attractive destination for our international delegates.
2. **Tentative Program:** Outline a tentative program for the meeting, including your vision for keynote speakers, symposiums, and social events.
3. **Budget:** An estimated budget for the event, including potential sponsorships, registration fees, and cost-saving measures.
4. **Local Organizing Committee:** Identify the local team that would take responsibility for the organization and delivery of the event.

Please indicate your intention to [toni.seppala@tuni.fi](mailto:toni.seppala@tuni.fi) no later than **10<sup>th</sup> February 2024**.

A detailed Request for Proposal will be sent out to those expressing their interest, and the deadline for full proposals will be March 31<sup>st</sup> 2024. The applicant will be notified by April 15<sup>th</sup> 2024.

We thank you in advance for your enthusiasm and commitment to the EHTG and look forward to receiving your expressions of interest and subsequently full applications.

Best Regards,

Gabriela Möslein, chair, European Hereditary Tumour Group

Toni Seppälä, vice-chair, European Hereditary Tumour Group

## BACKGROUND

### About EHTG

The European Hereditary Tumour Group (EHTG) is a vital society dedicated to the study, research, and management of hereditary tumor syndromes. Primarily focused on a European-based community but with a global outreach, EHTG plays a crucial role in bringing together experts from diverse fields including genetics, oncology, gastroenterology, surgery, and more. The group's core activities revolve around the understanding and treatment of hereditary cancer syndromes, which are a significant aspect of oncological diseases.

EHTG is committed to advancing research and knowledge in the field of hereditary tumors. This includes the facilitation of collaborative studies, the establishment of guidelines, and the setup of comprehensive databases that are instrumental in enhancing the understanding of these complex conditions. Their work has a significant impact on both the scientific community and patients, contributing to better diagnostic, management, and treatment strategies for hereditary cancers. Moreover, EHTG places a strong emphasis on education and awareness. They organize academic events, workshops, and webinars, not only for professionals in the field but also for laypersons and self-support groups. This educational aspect is critical, as it empowers patients and the public with essential information about hereditary tumors, their implications, and management.

Additionally, the society is known for its dynamic and inclusive nature. It continually seeks to enrich its community with new expertise and perspectives, ensuring a diverse and vibrant environment for all its members. EHTG also holds annual meetings which are key events for networking, sharing the latest research findings, and discussing new developments in the field. Through its dedicated work, EHTG significantly contributes to the global understanding and management of hereditary tumors, fostering an environment of collaboration and advancement in this crucial area of healthcare.

The EHTG Annual Scientific Meeting is currently held over 3 days in September-October of each year. The meeting is hosted in Europe.

Applications to host the EHTG Annual meeting are invited each year and selection is made by the board of directors and trustees.

A local organising committee should consist of the following identified members (as a minimum requirement):

- Chair and primary point of contact
- Lead for academic programme
- Lead for social programme
- Lead for industry sponsors

Visit our website for further information: [www.ehtg.org](http://www.ehtg.org)

## CONFERENCE DATES & EXPECTED NUMBERS

The preferred conference dates are during **September/October 2025** with a preference for exhibition/registration build up on a Wednesday and the conference open on Thursday through to Saturday. Suggested dates should avoid national and major public holidays

The conference expects to attract between 250 and 350 attendees and 5-10 exhibiting companies. It should be noted that these figures are, at this stage, a best estimate based on past attendance at this meeting.

## OUTLINE PROGRAMME

### Set-up day - Wednesday

- Registration set-up
- Exhibition build
- Pre-conference workshop
- EHTG Council Meeting
- EHTG Council Dinner

### Open Day 1 - Thursday

- Exhibition open
- Plenary sessions
- Abstract presentations
- Industry symposia

### Open Day 2 - Friday

- Exhibition open
- Parallel working group sessions x 3 including abstract presentations
- Industry symposia
- Annual Dinner in evening

### Open Day 3 - Saturday

- Exhibition open
- Plenary sessions
- Abstract presentations
- Working group unwrapping session
- Industry symposia
- Close of Conference

For the purpose of the application, a local organising committee should identify contemporary and relevant topics and associated local, national and international speakers for a prospective scientific programme. No specific detail/commitment is required at this stage.

The final program should be ready for publishing by May 15<sup>th</sup> 2025.

## SOCIAL PROGRAMME

A dinner for approximately 40 people will take place on the Wednesday evening before the start of the Conference, either in the Conference venue or a separate venue.

The Annual EHTG Dinner will be on Friday evening. Ideally this would be in a different venue but could be held in the Conference venue. Historical venues or other places of interest are preferred.

## SPACE REQUIREMENTS

Please indicate in your proposal whether our conference would have exclusive or shared access to the venue.

### PLENARY SPACE

The plenary space should be able to accommodate a minimum of 300 delegates. An overspill room could be utilised if required.

### PARALLEL SESSION ROOMS

At least three session rooms are required for parallel sessions and industry symposia:

Parallel Room 1	Minimum of 100 seat theatre
Parallel Room 2	Minimum of 100 seat theatre
Parallel Room 3	Minimum of 60 seat theatre

### EXHIBITION, POSTERS AND CATERING

Ideally, there will be a hub of the conference, where the exhibition, posters and catering will be contained in the same space to encourage delegate/industry interaction.

- Minimum of 6 exhibitors
- Minimum of 50 posters: e-posters on screens (preferred) or double-sided boards
- Catering for 250 people
- General areas for delegate networking

### REGISTRATION SPACE & OCCASIONAL FURNITURE

Adequate space for the registration desk will be required. Ideally, areas where delegates can have some 'quiet space' would be available. Please indicate whether registration desks and occasional furniture are provided as part of the hire fee.

### SPEAKER PREVIEW ROOM

Small room to be available for the duration of the conference to accommodate a technician with some laptops where speakers can load their presentations.

### FAMILY/NURSING ROOM

Small room to be available for the duration of the conference to accommodate up to 4 people with table, chairs and refrigerator.



## COMMITTEE AND ORGANISER OFFICE

Room suitable for small committee meetings with space for storage of boxes.

## TECHNICAL REQUIREMENTS

### SIGNAGE

Plasma screens, and other signage/branding opportunities are required throughout the venue.

### AV (AUDIO VISUAL) SUPPORT

Please provide detailed information on all AV equipment and Technical Staff support which is included in the hire of all meeting rooms, exhibition and catering areas.

A Speaker Preview/Speaker Ready room will be required for both Open Days with a minimum of 2 computers (PC and Mac) and at least 1 technician.

If the cost of AV equipment and technical support is additional to the room hire, then a technical quote is required based on data projection in all session rooms, computers and sound for a conference of this nature. Should your bid be one of the shortlisted candidates, then a more detailed technical quote will be requested at a later stage.

If your venue does not allow clients to provide their own technical production company or if the costs quoted in your bid are conditional on only using in-house AV support and equipment, this should be clearly stated.

#### Wi-Fi

Wi-Fi access should be accessible in all public areas used by our delegates and exhibitors. Your proposal should indicate what bandwidth is provided as part of your venue hire fees and the cost to enhance this as well as the cost of hired wired connections.

### POWER

Please indicate in your proposal if there is a cost for exhibitor hook up to electrical access per point.

### SECURITY/STEWARDING

Please advise how many security guards/stewards/hosts are included in the venue hire fee per day (if applicable).

## IMAGES/FLOOR PLANS

Your bid should contain images and technical floorplans of the proposed spaces to be used.

## CATERING REQUIREMENTS

There should be a sufficient number of catering stations allocated throughout the exhibition area to avoid queues during breaks. Coffee breaks are normally 30 minutes long, so it is imperative that there are multiple places to pick up and drop off cups etc.

### Coffee Breaks

Teas/coffees/water/juice/biscuits are served in the morning and afternoon breaks.

### Lunches

Lunches are provided for all delegates and is typically a fork buffet.

### Conference Dinner

Welcome drinks with a sit-down meal.

Please indicate whether we have a choice of caterers or if there is a sole in-house catering provider.

Sample menus for tea/coffee breaks and lunches are welcome as part of your bid. If furniture, crockery etc. is additional to the menu prices, this should be stated.

We aim to promote healthy eating during our conferences and providers will be required to demonstrate that they can also cater for special dietary requirements.

## FINANCIAL LIABILITY

ETHG will be liable for all profits/losses and will provide a cash flow to pay venue deposits etc.

## SELECTION CRITERIA

The selection of the 2025 host city will be based on the following criteria:

- A conference and exhibition space which is of a high standard and offers value for money.
- A suggested venue for the Annual Dinner.
- All meeting and public areas must be accessible for those with mobility, hearing and visual impairments.
- A range of hotel accommodation, from budget-priced to five-star standard, should be available within walking distance of the conference venue.
- The host city and venue should be easily accessible by public transport.
- Local Organising Committee (LOC)

As a minimum the bid will identify core members of the LOC:

- Chair and primary point of contact
- Lead for academic programme

- Lead for social programme
- Lead for industry sponsors

An appropriately constituted local organising committee reflecting the entire BGCS membership. In addition, the bid may demonstrate inclusivity and diversity of membership roles.

The outline academic programme and suggested speakers should reflect contemporary and relevant topics for the entire BGCS membership.

## FINANCIAL INFORMATION

All prices quoted should be (exclusive) net of VAT.

## SELECTION PROCESS

Bids should be submitted electronically and based on the responses to the RFP, a shortlist will be drawn up and those who are not successful will be immediately notified in order that the dates can be released.

If required, a site visit to the shortlisted cities will be made by representatives of the EHTG.

## ESSENTIAL BID CONTENT

- Name and location.
- Dates for which you have confirmed availability either on 1st or 2nd option.
- Details of each space that will be used and capacities.
- Floor plans and photographs where possible.
- Briefly describe the vicinity of the meeting venue, distance from city centre etc.
- Essential bid content:
  - details of core local organising committee
  - themes and potential speakers for academic programme.
- Financial Information
  - Detail the full hire costs of the venue and provide a breakdown of how this is calculated in terms of rooms/days. Please indicate where no charge is made for certain rooms or areas.
  - Cost of each meeting space
  - Cost of hire of exhibition space/catering/poster area for build and open days
  - Cost of registration space for build and open days
  - Catering costs
  - Any other expenses e.g. audio visual, stewarding.

## SUBMISSION DETAILS

Please submit your proposal by 5pm CET on 31st March 2024 to the following address:  
[toni.seppala@tuni.fi](mailto:toni.seppala@tuni.fi)

The cost of preparing a proposal, including any related travel, is not reimbursable, nor can it be included as a direct cost of the project.

Confidentiality: Except for the names and contact information of successful applicants, all proposals are considered confidential. We shall exercise all reasonable care to prevent the disclosure of information contained in the proposals.