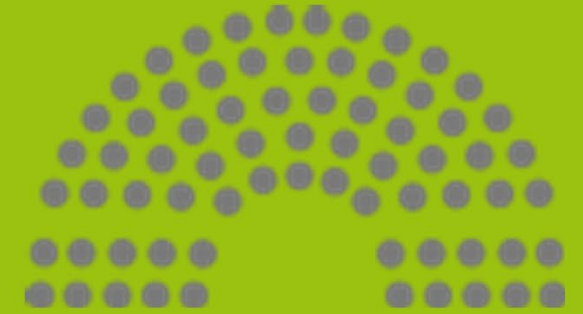


acforum
associations & conference forum

Annual Meeting 2025



**HOST CITY INFORMATION &
REQUEST FOR PROPOSAL**

www.acforum.net | secretariat@acforum.net

AC Forum is the only organisation established exclusively for associations by associations

Who We Are

AC Forum is a not-for-profit association and the only peer-to-peer platform established exclusively for and by self-managed associations, all of which host conferences with over 2,000 participants. Through the sharing of good practice and expanding thinking in a confidential environment, members are engaged to advance association leadership and conference management.

Members are associations aiming for excellence in association and conference management. Many members come from the healthcare sector, but membership is open to not-for-profit associations in any sector. Member organisations and their activities, including conferences, must be self-managed and the association must be supranational. AC Forum supports a community working for the benefit of professionals and the sectors they represent and serve.

Our Goals

We aim to be the global leader for associations driving innovation and excellence in leadership for impact.

We provide our members with a variety of opportunities to network and exchange experiences in environments that are confidential, trusting and free from commercial influence. All activities are led by members.

We utilise the expertise from among our members and from external experts to deliver quality, cost-effective, needs-led educational offerings that support association and conference leadership, management and innovation.

Our purposes are:

- To serve as a platform for communication and networking amongst association executives in relation to association and conference management;
- To enable the exchange of information between members in order to improve the standards of both association management and organisation of conferences and related activities;
- To contribute and work towards better organised associations and conferences;
- To increase the level of professionalism, in-house knowledge and expertise available within associations and association executives.

What We Do

- We deliver valuable, meaningful education for our members.
- We develop good practice and resources to advance excellence in association leadership.
- We demonstrate thought leadership and influence for impact with external stakeholders and partners.
- We continue to strengthen AC Forum as a sustainable, inclusive organisation that matches our ambitions and the needs of members.

Letter from the Board of AC Forum

Dear Friends,

The AC Forum General Assembly and Annual Meeting is held in January each year. The Annual Meeting is a 2½-day conference, which focuses on developments in association management and congress organisation. Sessions explore contemporary topics and are enhanced by members' case studies sharing experiences, accomplishments and novel endeavours. The education programme is complemented by occasions for networking and building connections, along with opportunities to experience the best of the host city.

The Annual Meeting is hosted by a different European city each year. It is an opportunity for host cities to (re-)introduce themselves to the member associations and share with them innovations and new developments. What better way to demonstrate what your city has to offer than by hosting the Annual Meeting and having the chance to actually show members the city and its facilities? The Annual Meeting brings major associations to a city for an extended visit, allowing them to experience the host community in a very intimate and engaging manner.

We have a long history of excellent cooperation with our host cities and fostering a mutually satisfactory relationship is important, so we encourage delegates to interact with our hosts at the appropriate times throughout the meeting.

We invite you to consider hosting our Annual Meeting in 2025!

With warm regards,

AC Forum Board

Carola van der Hoeft (FIP), President

Ben Hainsworth (EASL), President-Elect

Denis McEvoy (ILAE), Secretary General

Wendy Holloway (ISUOG), Treasurer

Nicole Kaijser (EAIE), Education Officer

Alessandro Cortese (ESTRO), Member

Oliver Wykes (WindEurope), Member

Why host the AC Forum Annual Meeting?

Introduction to the Annual Meeting

In January each year, AC Forum holds its General Assembly (governance meeting) and its Annual Meeting, a 2½-day conference which focuses on developments in association management and congress organisation. Contemporary topics and debates are supplemented with case studies to share experiences and innovations. External experts may be invited to contribute on specialist topics. A showcase for a carefully curated selection of exhibitors is an integral part of the event.

The Annual Meeting is hosted by a different European city each year. The preferred host city for an Annual Meeting is selected from the bids received by the AC Forum Board during the autumn and presented for approval to the General Assembly of the year prior.

Benefits of Hosting

Hosting the AC Forum Annual Meeting provides a unique opportunity for a destination to showcase the city to association events decision-makers. It demonstrates the depth of commitment by the city to associations and their meetings, the importance the city places on association events and the value events represent to the city for tourism and the economy.

The selection of a destination is a mark of AC Forum's endorsement of the city. Hosting the event is an indicator of how your brand is trusted and valued. When a strong partner like AC Forum trusts your city for such an important event, it carries great weight with both its members and to the wider events industry.

A host city has an unparalleled opportunity to acquaint the many member associations with the city and to share innovations and new developments. Participants get an insider's understanding of the city and its event infrastructure. They have the chance to have the lived experience of an event in the city – the best promotional tool there is. Put simply, cities that present themselves well for a well-organised and engaging Annual Meeting are very likely to get future meeting bookings as a result of hosting the event.

Hosting the AC Forum Annual Meeting is a big commitment but also an excellent opportunity. The host city can maximise the occasion to capture the interest and imagination of decision-makers in leading associations. The exposure presents real value for money – the impact from hosting the AC Forum Annual Meeting outweighs other promotional activities that have significantly less direct effect. Create a buzz around your city and build tangible connections!

Previous Annual Meetings

The first AC Forum Annual Meeting was held in 2001 in Sophia Antipolis and since then it has taken place in Helsinki, Vienna, Paris, Frankfurt, Copenhagen, Barcelona, Munich, Istanbul, Dublin, Valencia, London, Amsterdam, Berlin, Monaco, Madrid; in 2024 it will be held in Hamburg. Many cities have hosted the Annual Meeting more than once – a testament to the benefits of hosting.

Annual Meeting 2025

The requirements for hosting the Annual Meeting are outlined below. Applications are invited from any European city that fulfils these criteria, be it a capital city, a well-established conference hub or a city making strides in building up its conference credentials. Holding the Annual Meeting in different cities and types of destinations allows members to gain a better understanding of the wealth, diversity and quality of European destinations. AC Forum welcomes all applications fitting its requirements and especially appreciates innovative approaches.

The Annual Meeting and General Assembly in 2025 will take place on 16-18 January. We expect that around 150 staff from AC Forum member organisations will attend the Annual Meeting. The Annual Meeting is held as an in-person event.

Typical Agenda

Wednesday		Thursday		Friday		Saturday	
Evening	Board arrival	Morning	Delegate arrival	09.00-12.30	Sessions (2-3 streams)	09.00-13.00	Sessions (2-3 streams)
		12.00-14.00	Board Meeting	12.30-13.30	Lunch	13.00	Lunch
		14.30-17.00	Leadership Forum, Campfire Sessions	13.30-16.30	Sessions (2-3 streams)	Afternoon	Optional visit of congress centre or city tour / departure
		17.30-19.30	General Assembly	19.30-22.30	Gala dinner (AC Forum members + city/host reps + exhibitor reps)		
		20.00-22.00	Networking dinner (AC Forum members only)				

Host City Application Criteria

The city should have adequate facilities to host large international congresses.

The Convention Bureau/city/venue/suppliers should provide the following services and arrangements for the Annual Meeting. Participants will make their own arrangements for travel to and from the host city.

1. Board Meeting & Site Inspection

The city should host a **Board meeting** (2 days, 1 night) for 8 people during the year prior to the Annual Meeting.

The city should host a **site inspection** for 2 people during the year prior to the Annual Meeting.

2. Accommodation

It is preferred that all delegates stay at one hotel, but accommodation spread over 2-3 hotels in very close proximity to each other will be considered. The Board members should all be accommodated at one hotel.

Accommodation should be provided for participants for 2 nights as standard (Thursday & Friday); Board members may be covered for an additional night on Wednesday.

Day	Group	Requirement
Wednesday	Board	Up to 8 rooms
Thursday	Participants	Approximately 150 rooms
Friday	Participants	Approximately 150 rooms

3. Meeting Facilities / Venue(s)

The **Board meeting** on Thursday morning may take place at the hotel, provided that it is within a short walking distance of the venue.

It is preferred that sessions take place at the same **venue** throughout the event. If there is more than one suitable venue in the city, tours of other venues can be scheduled into the event programme. It may exceptionally be considered to use two venues, if the city can put forward an acceptable case for this.

There must be adequate **signage** within the venue(s) and on session rooms.

Day		Event	Requirement
Thursday	Morning	Board meeting	Meeting room, U-shape, 10 pax
	Afternoon	Leadership Forum	Session room, cabaret style, c. 50 pax
		Campfires	3 Campfires in parallel, informal seating in a circle, c. 20 pax each
	Late afternoon	General Assembly	Session room, classroom or theatre, c. 130 pax
Friday	All day	Sessions	Plenary room, cabaret style, c. 150 pax + Session room, cabaret style, c. 80 pax
		Campfires	3 Campfires in parallel, informal seating in a circle, c. 20 pax each
		Exhibition	8-10 6m ² exhibition spaces in the coffee break area
Saturday	Morning	Sessions	Plenary room, cabaret style, c. 150 pax + Session room, cabaret style, c. 80 pax
		Exhibition	8-10 6m ² exhibition spaces in the coffee break area

4. AV & IT

All AV and IT required for the presentation of the event, including adequate WiFi for voting, etc., should be provided at the venue(s).

The AV supplier may take the opportunity to showcase its proficiency and innovative solutions. AV set-up must have the approval of AC Forum.

Event	Requirement
Board meeting	Projection facilities, WiFi
General Assembly, Sessions, Leadership Forum	Projection facilities, presentation laptop, sound system & microphones, WiFi

5. Catering

All catering at the venue(s) during the days of the meeting should be provided.

The catering supplier may utilise the lunch(es) to present its services with imagination and flair. Catering menus and plans must have the approval of AC Forum

Day		Event	Requirement
Thursday	Morning	Board meeting	Continuous coffee break, 8 pax + Lunch, 8 pax
	Afternoon	Leadership Forum	Continuous coffee break, 50 pax
	Late afternoon	General Assembly	Welcome coffee, 130 pax + Water in room, 130 pax
Friday	All day	Sessions	Water in session rooms
	Morning & afternoon	Coffee breaks	Coffee, tea, water, snacks, 150 pax
	Lunchtime	Lunch	Buffet or table service, seated, 150 pax
Saturday	Morning	Sessions	Water in session rooms
	Morning	Coffee breaks	Coffee, tea, water, snacks, 150 pax
	Lunchtime	Lunch	Buffet or table service, seated, 150 pax

6. Transportation

The host city must **manage movement of the group** about the city, as well as airport transfer logistics, if required. The provision of **public transport tickets** to delegates is preferred if there is an efficient and well-functioning public transport system within in the city. Otherwise, private coach transfers should be arranged.

7. Networking Events

The networking events are an ideal occasion for the city to introduce the representatives of the member associations to the highlights of the city.

The **dinner on Thursday** is a private event for AC Forum members only and is a more casual affair. Entertainment is not required.

The **formal gala dinner on Friday** often takes place at a city or municipal building, such as a museum or city hall, and representatives of the city, venue, suppliers, etc. mingle with AC Forum members. It is usual for the mayor or other city dignitary to give a speech and some typical entertainment is provided.

Day	Time	Event	Requirement
Thursday	20.00-22.00	Networking Dinner	Business casual, buffet, free seating, c.150 pax
Friday	19.30-22.30	Gala Dinner	Business formal, table service, set seating plan

Attendance

Every member organisation must attend the General Assembly, which takes place during the Annual Meeting. It is expected that attendance at the Annual Meeting will be in the region of 150 staff from AC Forum members.

AC Forum Members 2023

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- AMEE – An International Association for Health Professions Education
 - Cardiovascular and Interventional Radiological Society of Europe
 - EBMT
 - European Academy of Allergy & Clinical Immunology
 - European Academy of Dermatology and Venereology
 - European Academy of Neurology
 - European Alliance of Associations for Rheumatology
 - European Association for Cardio-Thoracic Surgery
 - European Association for International Education
 - European Association for Osseointegration
 - European Association for the Study of Diabetes
 - European Association for the Study of the Liver
 - European Association of Nuclear Medicine
 - European Association of Urology
 - European College of Neuropsychopharmacology
 - European Crohn's and Colitis Organisation
 - European Federation of National Associations of Orthopaedics and Traumatology
 - European Organisation for Research and Treatment of Cancer
 - European Renal Association
 - European Respiratory Society
 - European Society for Medical Oncology
 - European Society for Organ Transplantation
 - European Society for Radiotherapy and Oncology
 - European Society for Sports Traumatology, Knee Surgery and Arthroscopy
 - European Society of Anaesthesiology and Intensive Care
 - European Society of Cardiology
 - European Society of Human Reproduction and Embryology
 - European Society of Intensive Care Medicine
 - International AIDS Society
 - International Association for the Study of Pain
 - International Council of Nurses
 - International Diabetes Federation
 - International Pharmaceutical Federation
 - International League Against Epilepsy
 - International Society for Microbial Ecology
 - International Society of Nephrology
 - International Society of Ultrasound in Obstetrics and Gynecology
 - International Society on Thrombosis and Haemostasis
 - International Union Against Tuberculosis and Lung Disease
 - United European Gastroenterology
 - WindEurope
 - World Physiotherapy

Host City Bid Process & Timeline

Once the RFP is circulated and the call for applications is opened, prospective destinations are encouraged to get in contact with AC Forum to discuss the requirements and their candidature.

An application letter accompanied by a detailed proposal outlining the prospective host city's offer, and covering the essential elements outlined, must be submitted by the Convention Bureau, or similar institution of the potential host city, to AC Forum before the deadline.

All candidates will be treated equally.

Timeline

Spring 2023	RFP circulated and call for applications open
Until 1 October 2023	Applications submitted to AC Forum
October-November 2023	AC Forum Board reviews applications; further communication with applicant destinations as required
December 2023	AC Forum Board sends its recommendation for host city to members in advance of General Assembly
11 January 2024	General Assembly reviews (approves) the Board's recommendation
January 2024	Applicants notified of outcome of selection process; MoU sent to successful candidate

Obligations of the host city candidate

No promotion of the proposal of any kind is permitted during the submission and review stage.

Prior to the host city selection, candidates shall not reveal their proposal, in whole or in part, to anyone other than the AC Forum office and Board.

While AC Forum is mindful of cultural variations in business practices, candidates are required to refrain from giving any gifts, hospitality or value in kind to any AC Forum staff or Board member. Whether intentional or not, such gifts may be perceived as directly influencing the selection process.

Obligations of AC Forum Board and staff members

No AC Forum Board member, or member of AC Forum staff or the evaluation team may solicit or accept any gift, hospitality or value in kind from any host city candidate (directly or indirectly) that could be seen as affecting the person's impartiality with regard to the selection process.

Application Deadline

The deadline for application is **1 October 2023**. Late applications will not be accepted for consideration.

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