

Call for Bidding for the Organization of the 7th European Congress of Medical Physics (ECMP) in 2028

1. Introduction

The main purpose of the [European Congress of Medical Physics \(ECMP\)](#) is to advance and disseminate medical physics and medical technology knowledge and promote the medical physics profession in Europe and worldwide.

2. Invitation to Bid

All [EFOMP National Member Organisations \(NMO\)](#) in good standing or a regional group (cooperation of two or more national organisations) are invited to bid to host the 7th ECMP to be held in 2028.

3. ECMP in a nutshell

The ECMP is organised by a Congress Programme Committee (CPC) in cooperation with a Local Organizing Committee (LOC). The CPC comprises a Chair and 6 members. EFOMP designates the chair of the CPC and Congress President. EFOMP's governing committee nominates 5 members and the host NMO nominates 1 member. Members nominated by EFOMP who have served 3 times are replaced by EFOMP, unless they become chair. The CPC establishes a Scientific Board to develop the scientific programme and scientific activities of the congress. It is the role of the Scientific Board to select and invite speakers, review and evaluate the papers submitted and inform authors about the decision of the review process. The CPC will also be responsible for global public relations and communications, industry relations and fundraising at a European level and promotion of the congress through EFOMP channels.

The host NMO establishes the LOC. The LOC comprises a chair and 6 members. The chair of the LOC will be designated by the host society. The host society nominates 5 LOC members and EFOMP nominates 1 member. The LOC is responsible for the choice of the venue, social events, the preparation, printing and distribution of preliminary announcements and flyers for the promotion of



the congress, the printing and the distribution of preliminary and final programmes and proceedings, the registration and hotel accommodation processes and the development and updating of the ECMP website. The LOC will also be responsible for local/regional fundraising, industry relations and marketing and local/regional public relations and communications.

The LOC will update the CPC regularly on the progress of its organisation. The cooperation between EFOMP and the LOC is formally arranged in a contract. The LOC submits a draft financial report of the congress that provides sufficient information on the revenues and expenses related to the organisation of the congress to the CPC at least 60 days before the Congress. The LOC submits its final financial report to the CPC within 60 days after the Congress. The LOC should receive the draft scientific programme at various time intervals from the CPC. The local organisers may, if they wish, propose sessions on aspects of Medical Physics of particular interest for their country/region. This should be done in consultation with the CPC. The LOC may not make any changes to the scientific programme without prior consultation with the CPC.

EFOMP's strategic agenda includes organising a "sustainable congress," reflecting the organisation's commitment to professional, social, economical and environmental sustainability within the field of medical physics, the federation and the healthcare community. You can read information on ECMP2024GO SUSTAINABLE planning here:

https://www.efomp.org/uploads/054057af-f4bd-4c31-a6fd-f45b11f2f378/EFOMP%20Newsletter%20Summer%202024_Final.pdf#page=4

4. Timing

The congress is a biennial event, rotating among various countries in Europe. The congress is held at the end of August or in September. The congress is held over 3 days, Thursday to Saturday. Satellite meetings are organised the day before or after the congress (Wednesday or Sunday respectively). These comprise one day editions of the EFOMP School prior to the congress.



5. Bid Documentation

Prospective hosts of the 7th ECMP must submit a bid in **electronic form** to the EFOMP Secretary General: Brenda Byrne - secretary@efomp.org by **15th December 2024**

The bid must include:

- A formal expression of interest to host the ECMP. The lead partner, if more than one NMO is involved, should be defined.
- Name and CV of the chair of the LOC.
- Full bid proposal. The full proposal should include at least the following:
 - dates and duration, location
 - characteristics of the congress centre i.e. number and size of rooms, poster space, exhibition (expected size and facilities), facilities for lunch, breaks and welcome reception, audio visual services,
 - access (airport connections and public transportation),
 - hotel infrastructure with typical price range,
 - suggested social events,
 - draft budget including proposed registration fees scheme and any special arrangements for grants,
 - how the host society will manage the financial arrangements (for example, employment of a professional events management company),
 - support from country, city or other authorities,
 - proposed arrangements for profit share and loss responsibility
 - 1-2 page summary of the bid (this will be distributed to the governing committee)
 - Details of a professional congress organising committee that the NMO plans on using if selected. EFOMP may appoint their own Permanent Congress Organiser (PCO) for ECMP so please keep this in mind.
 - Any other Supporting Documents (Optional).

Registration fees for EFOMP officers, members of the CPC for ECMP and any pre Congress events should be waived.

Hotel expenses of the 10 EFOMP officers for 3 nights, expenses for a meeting room for EFOMP officers meeting to be held before/during ECMP with projector should be included.

Expenses for the annual EFOMP council meeting and dinner should be included in the budget. This is usually held on the last day of the Congress. This includes the cost of the meeting room, refreshments for the attendees (coffee breaks/lunches). Expected attendance is 60-70 people.



6. Timetable and Selection Procedure

Deadline for receipt of bids by Secretary General: **15th December, 2024.**
Summary of each bid and recommendations of the Review Group sent to EFOMP governing committee: **March 15, 2025.**
Contract signed: **within 3- 6 months (will depend on EFOMP PCO tender bid)**

7. Review Group

Members of the review group will be EFOMP's immediate Past or Vice President, EFOMP's Secretary General and the chair of the Education and Training committee. EFOMP may involve an independent reviewer if the need arises. The review group may request additional information from a bidder or suggest changes. The review group submits an evaluation report to EFOMP's Governing Committee with recommendations. The EFOMP Governing Committee may reject recommendations made by the review group. The EFOMP Governing Committee will make the final selection of the site of the ECMP.

8. Contract

A contract between EFOMP and the host of the congress is signed, which specifies mutual obligations and rights.

9. Language

The official language of the ECMP is English.

10. Logo

EFOMP's logotype and the statement "ECMP 2028: Organised by EFOMP, hosted by ..., ECMP welcomes..." must appear on a prominent place on the ECMP website as well as on all programmes and other documents connected with the ECMP. ECMP website and logotype will be created in collaboration of EFOMP and the host society.



11. Enquires

All enquires about requirements and procedure should be sent to the EFOMP Secretary General: Brenda Byrne - secretary@efomp.org

You can visit the ECMP2024 website for more information on the structure of ECMP: <https://ecmp2024.org/>

We look forward to receiving your bids.

Kind Regards,

Efi Koutsouveli
President EFOMP

Brenda Byrne
Secretary General EFOMP

