

INVITATION TO HOST THE 16TH EUROPEAN LUPUS MEETING IN 2028

Contents

1. ELIGIBILITY AND MAIN CRITERIA.....	2
2. MISSION AND HISTORY OF THE SOCIETY.....	2
3. PAST AND FUTURE MEETINGS	3
4. PREFERRED DATES AND TIMING.....	3
5. CONGRESS REQUIREMENTS	3
5.1 Delegates.....	3
5.2 Venue.....	3
5.3 Program format.....	4
5.4 Registration	4
5.5 Accommodation.....	4
5.6 Social Events.....	4
5.7 Sponsorship.....	5
5.8 Financial liability	5
6. ROLE AND RESPONSIBILITIES OF THE PCO	5
7. LOCAL ORGANIZER REQUIREMENTS	5
8. SUBMISSION OF PROPOSAL.....	6
9. TIMING OF ANNOUNCEMENT OF WINNING BID.....	6

1. ELIGIBILITY AND MAIN CRITERIA

Active members of the European Lupus Society (SLEuro) from at least three years are invited to bid for hosting the European Lupus Meeting to be held in 2028.

Being a SLEuro Executive Committee member is not required but appreciated.

In order to apply for the bid, it is necessary to satisfy the following criteria:

- A Local Organizing Committee (LOC) is named
- Experience of host organization with similar types of professional meetings
- The dates of the meeting are clear and avoid conflict with other major meetings and official religious holidays
- The city is frequently and internationally accessible by air
- The city is in a European Country that has not recently hosted the European Lupus Meeting
- Availability of the conference center space required
- The conference center is easily accessible from accommodation (preferably walking distance or easily reachable by public transportation)
- Quality, quantity and type of hotel rooms available within close proximity of the conference venue
- Support from local SLE experts in the host Country
- Where possible, support from the Municipality, Convention Bureau, Local Health Institutions; grants and/or support from any philanthropic or public institutions in the host country that can be provided either to the conference as such or for supportive aspects such as travel grants for participants from low-income countries

2. MISSION AND HISTORY OF THE SOCIETY

The European Lupus Society (SLEuro) was founded on 30th September 2016 in Venice (Italy) a few days before the 10th European Lupus Meeting in 2016.

Ongoing developments in compliance and transparency as well as the need of a solid infrastructure for European Lupus meetings and community, called for the foundation of a new non-profit association with social and philanthropic purposes. The result is SLEuro, which is legally based in Milan (Italy), Viale Enrico Forlanini, 23 – 20134.

Upon the Executive Committee's first meeting in October 2016, the Founding Members agreed to nominate Prof. Andrea Doria as President of the Executive Committee, Dr. Luca Iaccarino as Treasurer and Prof. Angela Tincani as General Secretary.

Presidents over the years:

2017-2018	Prof. Matthias Schneider
2019-2020	Prof. Frederic Houssiau
2021-2022	Prof. Elisabet Svenungsson
2023-2024	Prof. Laurent Arnaud

The current President is Prof. Luís Sousa Inês who will be in charge for the years 2025-2026 and will host the 15th European Lupus Meeting in Lisbon, Portugal, in 2026.

The Society pursues the following goals:

- Building up a community of clinicians and researchers interested in SLE at a European and international level, with special focus to engage younger physicians in the field
- Promoting and coordinating the organization of research and educational meetings on SLE and related syndromes
- Promoting equal access to the best standard of care for SLE patients across Europe
- Facilitating research projects and clinical trials in SLE

3. PAST AND FUTURE MEETINGS

- 1st European Conference on SLE – Amsterdam 1990
- 2nd European Conference on SLE – Erlangen 1993
- 3rd European Conference on SLE – Pisa 1996
- 4th European Conference on SLE – Wien 1999
- 5th European Conference on SLE – Athens 2002
- 6th European Lupus Meeting – London 2005
- 7th European Lupus Meeting – Amsterdam 2008
- 8th European Lupus Meeting – Porto 2011
- 9th European Lupus Meeting – Athens 2014
- 10th European Lupus Meeting – Venice 2016
- 11th European Lupus Meeting – Düsseldorf 2018
- ~~12th European Lupus Meeting – Bruges 2020~~ (*cancelled because of Covid-19 outbreak*)
- 13th European Lupus Meeting – Stockholm 2022
- 14th European Lupus Meeting – Bruges 2024
- 15th European Lupus Meeting – Lisbon 2026

4. PREFERRED DATES AND TIMING

The European Lupus Meeting takes place every two years in a different European city. It lasts four days, usually from Wednesday afternoon to Saturday morning. It must be scheduled at least 2 months far from the dates of EULAR congress that is held every year in June. The preferred period is March.

5. CONGRESS REQUIREMENTS

5.1 Delegates

It is estimated that between 600 and 900 delegates will participate, including speakers but excluding exhibitors, press, and organizers. While most delegates are expected to come from European countries, a global attendance is foreseen, with representatives from the Middle East, South America, Canada, the United States, and Asia-Pacific regions.

5.2 Venue

- The city is served by an international airport or well connected to an international airport by public transport/car/taxi (approx. 45 mins)
- Reasonable travel time with public transport/car/taxi/shuttle service from airport to the city
- Easy regular access from hotels to the conference venue
- Plenary Hall for 500 - 600 participants

- 2 Parallel rooms with capacity between 250 - 400 seats
- For pre-congress day: 1 meeting room for 100 - 150 people
- 3 - 4 smaller meeting rooms 15 - 20 people
- Speaker ready room
- Catering area (coffee breaks and buffet lunches)
- Poster area
- Exhibition area (from 15 to 30 exhibition spaces 3x2 m²)
- Full range of physical and communication accessibility

5.3 Program format

- State of the Art Lectures, Debates and Round Table Discussions (to be given during the Plenary Sessions and during Parallel Sessions) and fishbowl discussions
- Oral free communication presentations (given in 2 Parallel Sessions over 3 days or including them in the main scientific sessions)
- SLEuro Awards ceremony
- Satellite symposia and other sponsored sessions
- Miscellaneous rooms for office space

5.4 Registration

Registration policies and procedures, including registration rates, will be determined by SLEuro. Registration fees usually applied:

- SLEuro members
- Non-members
- Students*
- Trainees/Fellows*
- Health Professionals*
- Patients
- Congress Course (*only for those who will attend the congress*)

**To benefit from the special fee, the delegate is asked to submit the status confirmation (approval letter signed by the Head of Department or copy of your status ID) at the registration desk*

The registration fees must be collected in Euros in accordance with SLEuro's administrative operations.

5.5 Accommodation

- The host city should be able to accommodate a minimum of 600 delegates (approx. 1,200 hotel nights in hotels of various categories, 3-4 stars, easily accessible by public transportation and/or walking distance to the Congress venue)
- Offer a selection of low cost/budget accommodation to facilitate attendance at the meeting for a wide range of delegates also from developing countries and/or more junior in their career
- Have rooms accessible by people using wheelchairs and with roll-in showers
- The Local Organizer will be responsible for negotiating special rates available for invited speakers and participants of the Congress with preferred/selected hotels.

5.6 Social Events

- Opening ceremony and welcome reception on the first evening, attended by all delegates and Speakers
- Networking Event (free for invited speakers. Optional NOT included in the Congress registration fee for delegates)

5.7 Sponsorship

This service includes the identification and marketing of sponsorship opportunities, preparation of sponsorship prospectus, sales of sponsorship opportunities to potential sponsors, invoicing and support on-site.

It is understood that the fundraising activities must be under the responsibility of and carried on by the LOC and PCO.

5.8 Financial liability

Financial liability for the whole event lies with the appointed PCO. The contract for the organization of the meeting will be signed by the appointed PCO directly with SLEuro.

5.9 Profit

The meeting profit will be granted to SLEuro, with a percentage for the local scientific organizers and the PCO.

6. ROLE AND RESPONSIBILITIES OF THE PCO

The appointed PCO has to support the Local Organizing Committee (LOC) from the bidding process to the management of all aspects of the congress planning, organization and execution. The PCO must act in agreement with AIM Group International as Secretariat of the Society, and in compliance with the SLEuro rules, guidelines and requirements regarding registration fees, marketing and communications, website and associated platforms, scientific program and networking events.

As SLEuro partner and recognized PCO with international experience, know-how and a wide range of services, AIM Group International is available to support the LOC for preparation of the bid and to act as the official PCO for the meeting.

7. LOCAL ORGANIZER REQUIREMENTS

- The Local Organizer will be appointed by the SLEuro Executive Committee to contribute to the organization of the meeting on behalf of SLEuro
- Previous Lupus meetings have attracted more than 600 delegates and local organizers should be prepared to host a meeting of at least this size
- The Local Organizer should be prepared to meet with the terms set by SLEuro
- The Local Organizing Committee, in association with the SLEuro Executive Committee, is responsible for the program of the 2028 meeting, consonant with the programs of prior Lupus meetings
- The Lupus Meeting aims to enhance the international visibility of SLEuro. Therefore, SLEuro should be clearly and visibly acknowledged as the main organizer of the event on all printed programs, advertising and congress material. This will be done by displaying the logo of the Society in an appropriate way on all the meeting documents

- Members of the SLEuro Executive Committee will not be expected to pay a registration fee to attend the meeting and are to receive complimentary tickets to all ticketed events of the 2028 meeting
- Members of the Executive Committee should be involved as faculty members
- Adequate stand space in the commercial exhibit area is to be provided by the local organizer free of charge to the SLEuro
- There should be approximately 70-100 invited speakers. The attendance of the speakers will be arranged and covered by the congress

8. SUBMISSION OF PROPOSAL

Prospective applicants should prepare a comprehensive proposal to be submitted to the SLEuro Secretariat by e-mail no later than **May 31, 2025** (Contact details shown below). Proposals should be as complete as possible, including cost estimates and addressing all items as outlined in this document, and accompanied by at least one set of floor plans of the proposed congress center.

Proposals should be sent by email to:

Sabrina Gioiella

SLEuro Secretariat

sleurosecretariat@aimgroup.eu

9. TIMING OF ANNOUNCEMENT OF WINNING BID

The SLEuro Executive Committee will vote on the 2028 destination during the next SLEuro EC meeting to be held in Barcelona in June 2025.

Applicants may present further printed material at this meeting and give a short presentation (10 minutes) of their respective bid.