

# Call for Tender

## Professional Conference Organizer

11 October 2021

## EMSP Annual Conference 2022

### 1. Objective of Tender

The purpose of this tender is to select a professional to assist the European Multiple Sclerosis Platform (EMSP) in planning and coordinating the EMSP 2022 Annual Conference.

### 2. About EMSP

Multiple sclerosis (MS) is one of the most common long-term conditions affecting the central nervous system (brain and spinal cord) and the main cause of non-traumatic disability among young adults. There are 1.2 million people living with MS in Europe.

For over 30 years, the European Multiple Sclerosis Platform has been the leading voice in Europe advocating for people living with MS.

In tandem with its members, partners, and people living with MS across the EU, EMSP strives to influence policy decisions to ensure high-quality, equitable treatment, care, and resources for people affected by MS, and their inclusion in education, employment and society at large.

EMSP is also a driving force in the MS research agenda, ensuring coherence, engagement of people living with MS, and advancement towards its vision of a world without MS.

EMSP relies on a growing network of 43 member societies in 37 European countries.

### 3. Description of the EMSP Annual Conference 2022

The EMSP Conference is the main event organised for all European MS patient organisations to participate and share good practices in the field of MS. It provides the latest updates and news regarding diagnoses and treatments, as well as an opportunity to get engaged with the European projects.

Responding to the current needs of our Community, this year EMSP will organize a hybrid event.

- Dates: 27<sup>th</sup> – 30<sup>th</sup> April 2022
  - 2 days pre-meetings: Annual General Meeting & Executive Committee Meeting
  - 2-3 day Conference (TBC)
- Location: Hotel Melia Barajas Madrid – Spain & ONLINE (hybrid event)
- Number of participants:
  - physical event: approximately 200
  - online: approximately 300
- Audience: EMSP member organisations, medical professionals, researchers, policymakers, carers, industry partners (as observers), as well as other patient groups in the neurological field and any relevant stakeholders.
- Topic: Personalised care for people with MS (TBC)
- Format:
  - 10-15 Sessions spread over 2-3 days;
  - Informal meet-up Sessions for young members;
  - Exhibition area (virtual & on-site);
  - Poster presentations;

### 4. Expectations and Responsibilities

The PCO is expected to coordinate the event's preparations:

- Manage the communication with suppliers and attendees;

- Fully manage and coordinate the organizing tasks ref. both the physical and the online version of the event;
- Work closely with the EMSP Secretariat;
- Be monitored by the EMSP Conference Committee;

## 5. Interested?

You are welcome to send your proposals as follows:

- E-mail: [office.manager@emsp.org](mailto:office.manager@emsp.org)
- Att: Krystalenia Ampreou
- Deadline: 30<sup>th</sup> October 2021