



📍 144/8 Rue Auguste Lambiotte B-1030 Brussels | Belgium
☎ +32 (0) 2 304 5015 🐦 @eumplatform
✉ secretariat@emsp.org 📘 @eumplatform
🌐 www.emsp.org

Call for Tender

EMSP 2020 Annual Conference planning and coordination

Objective

The purpose of this tender is to select a professional to assist the European Multiple Sclerosis Platform (EMSP) in planning and coordinating the EMSP 2020 Annual Conference.

About EMSP

The European Multiple Sclerosis Platform (EMSP) is firmly committed to an ultimate vision of a world without multiple sclerosis.

We work on a three-pillar approach to ensure that people with MS have a real voice in determining their own objectives and priorities:

- Campaigning through advocacy and awareness-raising.
- Collecting and sharing knowledge and expertise.
- Encouraging research and data collection.

We rely on a growing network of 40-member societies in 35 European countries.

Description of EMSP Annual Conference 2020

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.

- **Conference date:** 6th-9th May 2019
- **Conference venue:** Madrid, Spain
- **Number of participants:** approximately 150
- **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.



Description of Services

The Consultant will provide the following services, working closely with the EMSP Managing Director, the Communications Coordinator and the EMSP Executive Conference Committee.

The Consultant will:

- Work on the branding and promotion: design a visual identity and initial messaging on, but not limited to, welcome messages, registration details (travel, accommodation, transfers).
- Design a conference webpage in close liaison with EMSP Managing Director.
- Support drafting a conference programme, in close coordination with the EMSP Managing Director and the Conference Committee.
- Develop a communication plan and implement all actions on the communications and outreach, including save-the-date, social media (prior and during the event), email communication with prospective participants.
- Send out invitations to the event to prospective participants. Manage any questions and requests on their participation in a timely manner.
- Logistics support: book travelling and accommodation for participants who were granted a bursary or have special needs and for speakers as needed.
- Liaise with the conference venue on planning the meeting. This includes, but is not limited to, accommodation (send rooming list prior to the meeting), catering, A/V and any other requests.
- Liaise with prospective sponsors and the co-organisers at national level.
- Regularly report to the EMSP Managing Director.

Participation in the tender

The **maximum fees** EMSP can cover are **of EUR30.000***, including any subcontracting fees, expenses* and VAT.

Prospective candidates are invited to send the following:

1. A full detailed offer on the services;
2. CV of service provider(s) included in the offer;
3. Example of previous successful work (minimum 2);
4. 2 references.

Full offers should be sent to the following address:

office.manager@emsp.org (att. Ms. Elisabeth Kasilingam | EMSP Managing Director)
by 30th August 2019 at 12:00 am.