



# Bidding Procedure ADEE Annual Meetings

Guidance to interested parties on bidding procedures for hosting of Association for Dental Education in Europe's annual meeting.

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## 1. General Description

1. At the ADEE General Assembly, four years in advance of an annual meeting, the ADEE President will announce a call for proposals to host the annual meeting for that particular year. Prior to this announcement, advance notification of the call for proposals will be published in the spring and summer issues of the ADEE Newsletter. The deadline for submission of proposals will be 1<sup>st</sup> February following the Presidents announcement of the 'call'.
2. Only Ordinary members of ADEE, i.e. Dental Schools or Dental Organisations as set out in Category 1 of the ADEE By laws will be eligible to organise and host an ADEE annual meeting.
3. Following the closing date for submissions, (1st February 3.5 years in advance of the meeting date) all proposals received will be reviewed and ranked by the ADEE Executive Committee.
4. Where possible, the Executive Committee will propose in order of preference two suitable candidate meeting venues to the General Assembly.
5. Three years in advance of the proposed meeting the General Assembly will ratify the proposed meeting venue, based on the recommendations of the Executive Committee.

## 2. Assessment Criteria

The Executive Committee will use the following criteria to assess the appropriateness of a proposal

- Regional distribution
- Topicality of the theme
- Quality of proposed venue
- Strength of the supporting arguments
- Strength of Financial Risk Management structure and associated contingency arrangements

## 3. Call for Proposals

The Call for Proposals will set out details of the content to be included in the proposal including requirements relating to the programme, the venue and the budget, together with the time frame in which the bid must be submitted and the criteria by which the proposal will be judged.

## 4. Proposal Submission and Content

A letter stating their wish to host a meeting and signed by the Dean of the ADEE Member School should be sent to the ADEE Office no later than 3.5 years before the proposed meeting date. The letter should contain the following information.

- Name and address of the school (or organisation)
- Name of the Chair of the Local Organizing Committee
- Proposed date for the meeting
- Proposed venue with a description (not more than 150 words)
- Proposed theme and possible subjects
- Reasons why the Executive Committee should be in favour of this proposal

- Statement from the Dean (or equivalent) confirming that the proposing ADEE Member is acquainted with the requirements regarding programme, venue, organisation and budget as set out in the '*Guidelines for organisation of annual meetings*'

## 5. Bid Evaluation Procedure

Proposals will be initially assessed to ensure the requirements set out in the 'Call for Proposals' are met and secondly according to the following criteria;

- Regional distribution
  - with consideration of past meeting locations
- Topicality of the theme
  - in relation to current developments in global dental education topics
  - with consideration of topics in earlier meetings
- Quality of proposed venue
  - description set out in the proposal with reference to the requirements for organising a meeting as described in the Guidelines
- Strength of the supporting arguments.

The ADEE Office will acknowledge receipt of proposals and in February (i.e. 3.5 years before the proposed meeting date) will forward them to the Secretary General. The Secretary General will undertake a preliminary assessment of all proposals. Any proposals that do not follow the guidelines will be excluded from the bidding process at this time.

A summary of each proposal submitted in accordance with the guidelines will be presented by the Secretary General for review at the next Executive Committee meeting. The EC will rank the proposals and the top two will be presented to the next General Assembly in order of preference. The General Assembly will decide on the venue and if required, a vote will be undertaken.

## 6. Timetable

Timeframe	Details
Spring year A	Notice of call for proposals published in ADEE Newsletter
Summer year A	Notice of call for proposals published in ADEE Newsletter
General Assembly year A	Call for proposals by President
1 <sup>st</sup> February, year A+1	Deadline for receipt of proposals. Submissions sent to Secretary General
February to September year A+1	Assessment of proposals by Secretary General and Executive Committee. Ranking of proposals by EC
September year A+1	Top two proposals brought to General Assembly for decision
September A+4	Meeting takes place

## 7. Contact And Additional Information

Proposals, which must arrive no later than 1<sup>st</sup> February, may be submitted electronically to  
**administrator@adee.org**

or by post to:

**The Secretary General**

**ADEE Central Office**

**Dublin Dental University Hospital**

**Trinity College, Lincoln Place**

**Dublin2, Ireland.**

An official acknowledgement of receipt will be issued from the ADEE office.