



# EAAP

European Federation of Animal Science

## **Public Bid for the selection of a company to Publish EAAP Book of Abstracts**

The European Federation of Animal Science (EAAP) organises the annual meeting of the European animal science network. The annual meeting (<http://www.eaap.org/annual-meetings/>) covers approximately 60 scientific sessions to which around 1000 abstracts are submitted. EAAP produces the Book of Abstracts, the Program Booklet and other publications, either in an electronic format or as hard copies ([www.eaap.org](http://www.eaap.org)). Previous years' publications can be viewed as reference. More information can be seen or requested from EAAP office ([eleonora@eaap.org](mailto:eleonora@eaap.org)).

EAAP has cooperated with Wageningen Academic Publishers (WAP) for these services for many years. The contract with Wageningen (WAP) will expire at the end of 2018, but EAAP must renew that contract or sign a contract with a new partner before December 31st 2017. For this reason EAAP is seeking publishing companies that are interested to submit bids for the years 2019-2021 (three years contract).

Only proposals coming from well-established, experienced companies with sufficient financial and manpower capacity will be considered. Please provide detailed information of your company.

Only complete offers will be considered. The parameters that will be considered for selecting the best offer are:

- Price of the offer Rate: 20%
- Previous similar experiences of the proposing company Rate: 25%
- Contacts and knowledge of EAAP environment Rate: 15%
- Infrastructure, equipment, products needed to carry out the tasks Rate: 15%
- Staff composition and professional background of staff members Rate: 25%

The deadline for submission is December 10th. It must be handed over in person, or through a registered letter at: EAAP, Via Tomassetti 3. 00161, Roma – Italy. The interested companies are also invited to submit additionally the proposal through email at: [eaap@eaap.org](mailto:eaap@eaap.org).



# EAAP

## European Federation of Animal Science

Please provide detailed and appropriate information about all those issues listed and also, if deemed necessary, further information about how you intend to make and eventually develop and improve the activities in relation with the present bid.

The contract we are looking for will last three years with a possibility for review after 1 year. Any cancellation will be through a notified letter giving 3 months notice.

EAAP Council will evaluate the bids and proposals received and their decision will be notified by December 18th 2017 to the winning bid. A contract will be immediately negotiated and signed in the shortest possible time to allow the selected company to be prepared to start cooperation on January 2019.

The proposing company will take on the entire set of described publishing activities, meaning that the activities cannot be divided in parts and cannot be subcontracted to other companies.

Final decision is taken by the EAAP Council.

### **Activities expected to take place in order to produce the EAAP Book of abstracts and associated services**

1. **Submission and review database** with an online tool especially designed to make submission and processing of conference abstracts and papers and an online platform to monitor and manage conference material

Prepare abstract submission database:

- Add sessions
- Add additional questions
- Add explanatory texts
- Give access to chairs and presidents to manage abstracts
- Help authors with questions
- Keep submission database up to date (additions, revisions, etc.)

Flexibility is a key factor in service provision.



# EAAP

## European Federation of Animal Science

### 2. Communication with different actors:

- ✓ 11 Presidents of Study Commissions (on average 1000 e-mails)
  - Provide e-mail addresses of previous year's authors if requested
  - Give instructions to new Presidents and remind the other Presidents about their tasks
  - Send reminders regarding sessions and chairs for OASES
  - Chase Presidents for missing information (e.g. invited abstracts)
  - Send updates on submissions and 'state of the art'
  - Monitor progress and send reminders if necessary
  - Liaise with Presidents about presenting authors to be removed due to non-registration
  - Send proofs of abstracts book programme to Presidents
  
- ✓ Around 60 Chairs
  - Explain their tasks and help when and where necessary
  - Give instructions to all chairs about their tasks
  - Monitor progress and send reminders if necessary
  
- ✓ Around 1000 Authors
  - Answer questions (or forward to the appropriate person) (on average 500 e-mails)
  - Send letter of receipt upon abstract submission (on average 1000 e-mails)
  - Send mails to authors of accepted and non-accepted papers (on average 1000 e-mails)
  
- ✓ Local organisers (on average 400 e-mails)
  - Advertisements (feedback quality)
  - Compare presenting authors with registered authors
  - Remove abstracts from non-paid registrations
  
- ✓ Rome secretariat (on average 300 e-mails)
  - Send updates on submissions and 'state of the art'
  - Communicate about plenary session
  - Communication about advertisements and logos (including checking the quality)

Attend Scientific Committee meeting in spring in Rome (travel to Rome and attend two days)



# EAAP

## European Federation of Animal Science

Attend Scientific Committee meeting at annual meeting

### 3. Abstract book

- ✓ Texts
  - Liaise with local organisers about texts and images
  - Liaise with EAAP secretariat about texts and images
  - Keep updated and write Council and Study Commissions members
- ✓ Editing
  - Desk editing of abstracts (punctuation, symbols, etc.) and consistency
- ✓ Layout
  - Layout according to EAAP standard
  - Flag invited speakers
  - Creating hyperlinks in pdf file between index, table of contents and abstracts
  - Advertisements
  - Paper copies
  - Delivery at venue prior to meeting
  - Collect information and report about future Annual Meetings
- ✓ Online publication
  - Prepare an interactive e-book for EAAP website
- ✓ Congress app
  - Prepare files for EAAP congress app

### 4. Programme booklet

- ✓ Texts
  - Liaise with local organisers about texts and images
  - Liaise with EAAP secretariat about texts and images
- ✓ Editing
  - Desk editing (punctuation, symbols, etc.) and consistency
- ✓ Layout
  - Photos, maps, and other images
  - Flag invited speakers



# EAAP

European Federation of Animal Science

- Add time of presentation and check with session timing
- Advertisements
- Prepare booklet according to standard
- Design cover based on standard and input by local organisers
- Write to Council and Study Commissions members
- Report about future Annual Meetings