2018 World Congress of Political Science Bid Process

The bidding process for the 2018 World Congress is open from October 22, 2012 to March 22, 2013. Once a city has been shortlisted for consideration, a selection committee will make site inspections during autumn 2013. Bids must be submitted in hard copy to the World Congress and Event Manager:

Yee Fun Wong
IPSA
1590, av. Docteur-Penfield, bureau 331
Montréal, QC H3G 1C5
Canada

A PDF copy must also be made available and sent via email. Any questions should be directed to yee.fun.wong@ipsa.org.

IPSA World Congress Profile

Organisation Profile
The International Political Science Association (IPSA), founded under the auspices of UNESCO in 1949, is an international scholarly association. IPSA is devoted to the advancement of political science through the collaboration of scholars in different parts of the world. IPSA is the voice of political science around the world.

IPSA has 52 national and regional association members, over 120 associate-institutional members and more than 3,500 members all across the planet. It has consultative status with the Economic and Social Council of the United Nations (ECOSOC), with the United Nations Educational Scientific and Cultural Council (UNESCO) and it is a member of the International Social Science Council and of the Global Development Network.

Event Profile
The IPSA World Congress of Political Science is held bi-annually after the 2012 event. The location of the congress is determined at least five years before the congress. This bi-annual event is THE preeminent international gathering for political scientists working in academia, research and consulting who present their research over 5 days and 600+ panels.

Delegates: 2,500-3,500
Exhibition: 30-50 (mostly publishers - tables and chairs)
Congress Dates: Sunday to Thursday (Some pre-congress sessions held on Saturday) during July
Hours of Congress: 09:00 – 18:45 (later with cocktails)

Event History
July 21-25, 1991 – Buenos Aires, Brazil
August 21-25, 1994 – Berlin, Germany
August 17-21, 1997 – Seoul, Korea
August 1-5, 2000 – Québec, Canada
June 29-July 4, 2003 – Durban, South Africa
July 9-13, 2006 – Fukuoka, Japan
July 12-16, 2009 – Santiago, Chile
July 8-12, 2012 – Madrid, Spain
**Future Locations**
July 21-25, 2014 – Montréal, Canada
2016 – Istanbul, Turkey

**Delegate Profile**
- International delegates – usually around 80 countries are represented
- Delegates from host country is usually around 30% of total delegates
- Country representation breakdown varies depending on the region
- 70% male, 30% female
- Political scientists working in research, academia (faculty and graduate students), consulting and private enterprise

**Event Requirements**
As per IPSA’s Rules and Procedures, the bid must be submitted by “national or regional political science associations that are collective members of IPSA to host IPSA congresses.” (see Annex 1, Article 1 – p. 30).

**Accommodations**
Inexpensive hotels and rooms in university/college residences – for up to 30% of expected number of delegates. Hotels must continue to honour congress rates for all late registrants.

**Congress Rooms**
1. Rooms for Sessions:
   - 1 large amphitheatre (1,000-1,500) for opening ceremony;
   - 1 large amphitheatre (400-800) for plenaries;
   - 6-8 small lecture halls (80-125);
   - 20-25 classrooms (25-50);
   - 6 seminar rooms (15-30);
   - 1 Council meeting room (100);
   - 1 Executive and Committee meeting room (30).

2. Office for IPSA Secretariat with two (2) computers with internet, printer, telephone with outside line access and two desks.

3. Office for Secretary-General with extra desks or meeting area. This office to be used by IPSA President as well. A telephone should be available.

4. Hold several offices or working rooms in reserve for other IPSA Executive Members or Session convenors on an ad hoc basis as required at short notice (i.e. keys must be available).

5. Registration area with enough space for several lines: pre-registrants (2 to 3) and on-site registration (2 to 3); IPSA information booth; and general information area plus tourist personnel.

6. Registration area should be centrally located and be close to food and drink facilities, water fountains, wash rooms, telephones, etc.
Other

1. Wireless internet access must be available throughout the venue.

2. Simultaneous translation for the Opening Ceremony and Closing Ceremony.

3. Banking facilities/Foreign exchange and/or information on, and arrangements with, local banks.

4. Photocopy facilities both for IPSA Secretariat and Executive committee, and for delegates. Adequate photocopy facilities must be available throughout the Congress.

5. Kits for delegates (preferably bags) with programme, invitations to: opening ceremony, research institutes, embassy receptions (where applicable), etc.; name badge, information sheet, list of restaurants, etc.

6. A large open space for a) paper room sales and b) exhibition as close to registration area as possible. Must have adequate tables for display purposes plus table and chairs for staffing personnel with some provision made for security.

7. A message board for posting messages - should be large enough to be divided alphabetically or have more than one.

8. Clear indications of where all meetings rooms are located: sign posts, map/layout of university facilities in kit and in programme.

9. Adequate toilet facilities and water fountains.

10. Arrangements for coffee stations.

11. Adequate eating facilities. Need fast food counters that can handle large numbers as well as restaurants where people can hold working breakfasts or luncheons.

12. Transportation (shuttle service) between hotels and Congress site.

13. Basic audio-visual equipment: projector with screen, computer, microphones (larger rooms), and additional equipment should be readily available when requests are received from panel convenors.
Bid Document

The complete IPSA World Congress bid document must have the following (see “Excerpts from IPSA – Rules and Procedures” - Annex 1 - Article 3):

(i) The proposed dates;

(ii) The proposed location (city, and venue within the city);

(iii) The estimated number of meeting rooms and other areas of different sizes available for plenary sessions, panels and business meetings, and to cover administrative and organisational needs (to include space for IPSA, local organisers, registration, display and social areas); and information on access to all congress venues for persons with physical disabilities;

(iv) The proposed nature of overnight accommodation, and an estimate of the number of rooms available at different cost levels;

(v) If relevant, information on transport between the centres of accommodation and the place of meeting, and its cost for participants;

(vi) The distance between the congress location and a well-served international or other airport, and any other relevant travel information, including information on probable costs of transportation;

(vii) The availability of a local academic and other infrastructure capable of being mobilised to provide adequate organisational support for the congress;

(viii) An estimate of the probable amount of funding that could be raised by the local organisers to cover organisational costs, with an indication of the main sources;

(ix) The name and coordinates of the contact person with IPSA pending the establishment of a local organising committee;

(x) Any other information relevant to the offer to host IPSA world congress.
Additional Elements

1. Letters of support
   a. Include all levels of government (national, regional and municipal), relevant government agencies, political science association(s), academic institutions, local CVB and suggested congress venue
   b. An estimate of the probable amount of funding that could be raised by the local organizers to cover organizational costs, with an indication of the main sources

2. Financial proposal – List of financial concessions/rebates, support or programs with monetary value

3. Floor plan and images or photos of suggested congress venue

4. List of hotels with available room blocks, block of rooms per hotel, rates, distance to suggested congress venue, hotel rating and concessions for organizers (1/25 comp, suite upgrades, 10% commission & staff rooms at 50%), transportation between accommodations and proposed congress venue

5. Congress venue
   a. Include floor plan, location map, ease of public transportation, list of similar types of events, sustainability policies, list of services available in the neighbourhood,
   b. Grid showing adequate meeting room space, cost per room/day and total cost - estimated number of meeting rooms and other areas of different sizes available for plenary sessions, panels and business meetings, and to cover administrative and organizational needs (to include space for IPSA, local organizers, registration, display and social areas); and information on access to all congress venues for persons with physical disabilities
Congress Schedule Overview

Saturday
09:00-17:00  Pre-Congress Sessions
15:00-19:00  Pre-Registration
15:00-19:00  Exhibitor Set Up

Sunday
08:30-19:30  Registration
11:00-19:30  Exhibition Open
11:00-16:45  Panel Sessions
17:00-18:45  Plenary I
19:00        Opening Ceremony
20:30        Welcome Cocktail

Monday
08:30-17:30  Registration
09:00-17:00  Exhibition Open
09:00-15:00  Council Meeting
09:00-18:45  Panel Sessions

Tuesday
08:30-17:30  Registration
09:00-17:00  Exhibition Open
09:00-18:45  Panel Sessions
09:00-11:00  Council Meeting: Election of President
11:00-12:45  Plenary II
17:00-18:30  Plenary III – President’s Plenary

Wednesday
08:30-17:30  Registration
09:00-17:00  Exhibition Open
09:00-11:00  Meeting of Presidents and Secretaries of National Associations
09:00-18:45  Panel Sessions
11:00-12:45  Award Session - Karl Deutsch Lecture
13:00-14:45  Plenary Session IV
16:30-19:00  Meeting of the Advisory Committee on Research

Thursday
08:30-13:30  Registration
09:00-12:00  Exhibition Open
09:00-12:00  Council Meeting: Election of Executive Committee
09:00-14:45  Panel Sessions
11:00-12:45  Award Session - Mattei Dogan Award Lecture
13:00-14:30  Presidential Joint RC – Political Science Associations Meeting
15:15-16:45  Closing Ceremony