

2027

IPSA  **AISP**

**IPSA World Congress of Political
Science**

RFP: REQUEST FOR PROPOSAL
Bid Manual to Host the IPSA 2027 World
Congress

The bidding process for the 2027 IPSA World Congress of Political Science is open from 4 December 2023 to 15 March 2024. Once three host cities are shortlisted by the Bid Committee, site inspections will be organized between 15 May and 30 June 2024. The 2027 host city will be selected in September 2024 by the IPSA Executive Committee based on the recommendation of the Bid Committee and announced on 15 September 2024.

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EVENT PROFILE

The International Political Science Association (IPSA) is a non-profit academic association that organizes the IPSA World Congress of Political Science every two years. As other sources of income for professional associations in the social sciences are limited, the IPSA World Congress is funded mainly by registration revenues. IPSA aims to generate a revenue surplus at each World Congress in order to implement programs that contribute to the achievement of its mission such as travel grants that make the participation of scholars from developing countries possible.

ORGANIZATION PROFILE

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 currently has 59 national and regional association members, 74 institutional members and more than 4,000 individual members around the world. It has consultative status with the Economic and Social Council of the United Nations (ECOSOC) and it is a member of the International Science Council (ISC) and of the Global Development Network (GDN).

WORLD CONGRESS

Name:	IPSA World Congress of Political Science
Type:	An academic meeting of researchers and scholars of political science, during which the IPSA Council comprised of delegates from national associations and the new Executive Committee hold their various meetings.
Frequency:	Biennial
Duration:	5 days, Saturday to Wednesday
Date:	July
Congress Theme:	The Congress theme is to be determined by the Program Committee of IPSA. It is usually chosen in the months following the previous World Congress.
Past themes:	<i>Politics in the Age of Transboundary Crises</i> (2023, Buenos Aires) <i>New Nationalisms in an Open World</i> (2021, Virtual ¹) <i>Borders and Margins</i> (2018, Brisbane) <i>Politics in a World of Inequality</i> (2016, Poznan) <i>Challenges of Contemporary Governance</i> (2014, Montréal) <i>Reshaping Power, Shifting Boundaries</i> (2012, Madrid) <i>Global Discontent? Dilemmas of Change</i> (2009, Santiago)
Upcoming theme:	<i>Resisting Autocratization in Polarized Societies</i> (2025, Seoul)

¹ The 2020 Lisbon World Congress was postponed to 2021 due to the COVID-19 pandemic and transitioned to a virtual format in February 2021.

Past Congresses

City	Start Date	End Day	Total Attendance	Local Host	Name of DMC/PCO
Buenos Aires (Argentina)	15 July 2023	19 July 2023	2,995	Argentine Society of Political Analysis - SAAP	María Graziani y Asociados
Virtual² (Lisbon, Portugal)	10 July 2021	15 July 2021	2,760	Portuguese Political Science Association	B-Network
Brisbane (Australia)	21 July 2018	25 July 2018	2,153	Australian Political Science Association	ICMS
Poznań (Poland)	24 July 2016	28 July 2016	2,587	Polish Political Science Association	Mazurka Travel
Montréal (Canada)	20 July 2014	24 July 2014	2,429	Canadian Political Science Association	N/A
Madrid (Spain)	8 July 2012	12 July 2012	3,165	Spanish Political Science Association	N/A
Santiago (Chile)	12 July 2009	16 July 2009	2,389	Chilean Political Science Association	CMC Event
Fukuoka (Japan)	9 July 2006	13 July 2006	2,094	Japanese Political Science Association	N/A
Durban (South Africa)	29 June 2003	4 July 2003	1,011	African Association of Political Science	N/A

Future Congress

City	Start Day & Date	End Day & Date	Local Host
Seoul (South Korea)	12 July 2025	16 July 2025	Korean Political Science Association (KPSA)

ROTATION POLICY

Although considerations such as high local interest and commitments of financial support strongly influence the choice of the World Congress venue, IPSA has traditionally held each of its World Congresses in a different continent/region, to reflect the international nature of the association. If possible, IPSA prefers not to return to the same continent/region until after two or three Congress rotations.

² The 2020 Lisbon World Congress was postponed to 2021 due to the COVID-19 pandemic and transitioned to a virtual format in February 2021.

TIMING: CHOICE OF DATES FOR THE WORLD CONGRESS

Bid candidates are invited to propose strategic dates to capitalize from a local event or celebration and/or avoid conflict with a major event that would monopolize hotels and/or take place at the same congress venue. Date selection should consider major university and religious holidays around the world, as well as local weather forecasts.

When proposing dates for the event, care should be taken to avoid conflicts with major events of the discipline, such as the International Public Policy Association (IPPA) International Conference, the Latin American Studies Association (LASA) International Congress, the American Political Science Association (APSA) Annual Meeting and Exhibition, the European Consortium for Political Research (ECPR) General Conference, the International Studies Association (ISA) Annual Convention or the International Sociological Association (ISA) World Congress of Sociology.

Event	Start Date	End Date	Destination
IPPA	2 July 2025	5 July 2025	Chiang Mai (Thailand)
	27 June 2023	29 June 2023	Toronto (Canada)
LASA	12 June 2024	15 June 2024	Bogota (Colombia)
	24 May 2023	27 May 2023	Vancouver (Canada)/ Hybrid
APSA	11 September 2025	14 September 2025	Vancouver (Canada)
	5 September 2024	8 September 2024	Philadelphia (USA)
	31 August 2023	3 September 2023	Los Angeles (USA)
ECPR	12 August 2024	15 August 2024	Dublin (Ireland)
	4 September 2023	8 September 2023	Prague (Czechia)
ISA (International Studies)	21 March 2027	24 March 2027	Atlanta (USA)
	22 March 2026	25 March 2026	Columbus (USA)
	2 March 2025	5 March 2025	Chicago (USA)
	3 April 2024	6 April 2024	San Francisco (USA)
ISA (Sociology)	4 July 2027	10 July 2027	Gwangju (South Korea)
	7 July 2025	11 July 2025	Rabat (Morocco)
	25 June 2023	1 July 2023	Melbourne (Australia)

FUNCTION SCHEDULE

Day	Day	Scheduled Activities
Set-up	Thursday	Office set-up for Secretariat and Executive Committee Storage Room available
Set-up	Friday	Specific Training for Volunteers Set-up of registration and stuffing of delegate bags
Pre- Congress Day 0	Saturday	Set-up Pre-registration (15:00-18:00) Executive Committee Meeting (Location TBD)

		Pre-congress Sessions and Workshops (Location TBD) Executive Committee and Local Organizing Committee (LOC) Dinner One Day Research Methods Courses (Location TBD)
Congress Day 1	Sunday	Registration Sessions Opening Ceremony & Welcome Reception
Congress Day 2	Monday	Registration Sessions Council Meeting
Congress Day 3	Tuesday	Registration Sessions Council Meeting – Election of President-Elect Meeting of Presidents and Secretaries of National Associations
Congress Day 4	Wednesday	Registration Sessions Council Meeting – Election of Executive Committee Meeting of the Advisory Commission on Research Closing Ceremony
Post-Congress	Thursday	Executive Committee Meeting Dismantling

ATTENDEE PROFILE

Expected Attendance: 3,000

Attendee Demographic Profile

The IPSA World Congress participants are political scientists, MA and PhD students, as well as scholars from related field of studies: sociology, economics, history, journalism, etc.

Statistics:

- 40-47% women
- 20-26% students
- From 70-99 countries
- 7-15% from the host country
- 59% of participants do not receive funding to attend the World Congress (based on 2023 participation survey data)

2023 World Congress Program Participants – Countries

Country	Registered	No-shows	Attended
Brazil	690	38	652
Argentina	378	11	367
United States	315	18	297
Spain	148	13	135
Mexico	112	6	106
Chile	98	8	90
Canada	93	7	86
United Kingdom	86	7	79
India	83	11	72
Germany	68	2	66
Poland	59	0	59
Japan	65	8	57
Italy	53	4	49
France	55	8	47
Colombia	48	2	46
Portugal	46	4	42
South Korea	39	0	39
Uruguay	39	0	39
Peru	39	1	38
Russia	34	0	34
Australia	36	4	32
South Africa	23	2	21
Ecuador	20	0	20
Belgium	20	1	19
Croatia	17	0	17
Taiwan	17	1	16
Czech Republic	16	1	15
Türkiye	19	4	15
Austria	14	0	14
Morocco	15	1	14
Norway	15	1	14
Switzerland	16	2	14
China	17	4	13
Greece	13	0	13
New Zealand	13	0	13
Sweden	12	1	11
Israel	11	1	10
Netherlands	10	0	10
Bolivia	12	3	9
Denmark	10	1	9
Finland	9	0	9
Ireland	10	1	9
Nigeria	15	7	8
Hong Kong S.A.R.	7	0	7
Hungary	7	0	7
Romania	8	1	7
Costa Rica	6	0	6
Slovenia	6	0	6
Ukraine	6	0	6
Indonesia	8	3	5
Lithuania	5	0	5
Paraguay	6	1	5
Serbia	6	1	5

Country	Registered	No-shows	Attended
Philippines	6	2	4
UAE	6	2	4
Bulgaria	3	0	3
Cameroon	26	23	3
Kazakhstan	3	0	3
Panama	4	1	3
Singapore	3	0	3
Armenia	2	0	2
Bangladesh	2	0	2
Congo (Kinshasa)	2	0	2
Cyprus	2	0	2
Dominican Republic	2	0	2
Egypt	4	2	2
Georgia	2	0	2
Jamaica	2	0	2
Latvia	2	0	2
Malaysia	2	0	2
Mongolia	3	1	2
Pakistan	4	2	2
Qatar	2	0	2
Slovakia	3	1	2
Sri Lanka	2	0	2
Tanzania	2	0	2
Benin	1	0	1
Congo (Brazzaville)	1	0	1
Côte d'Ivoire	1	0	1
El Salvador	1	0	1
Estonia	1	0	1
Ethiopia	2	1	1
Guatemala	1	0	1
Iceland	1	0	1
Iraq	1	0	1
Jordan	1	0	1
Kenya	1	0	1
Kyrgyzstan	1	0	1
Mauritius	1	0	1
Nepal	1	0	1
Nicaragua	1	0	1
Oman	1	0	1
Palestine, State of	1	0	1
Syria	1	0	1
Trinidad and Tobago	1	0	1
Venezuela	1	0	1
Vietnam	2	1	1
Afghanistan	4	4	0
Ghana	1	1	0
Sudan	1	1	0
Thailand	1	1	0
Philippines	6	2	4
Total	3096	232	2864

2023 World Congress Program Participants - Age Group and Gender

Age	Female		Male		Other		Total	
	Count	%	Count	%	Count	%	Count	%
15-24	84	2.9%	64	2.2%	0	0.0%	148	5.2%
25-34	360	12.6%	360	12.6%	4	0.1%	724	25.3%
35-44	366	12.8%	417	14.6%	1	0.1%	784	27.3%
45-54	307	10.7%	354	12.4%	1	0.1%	662	23.1%
55-64	144	5.0%	224	7.8%	1	0.0%	369	12.9%
65-74	40	1.4%	87	3.0%	0	0.0%	127	4.4%
75-84	10	0.3%	29	1.0%	0	0.0%	39	1.4%
85-94	1	0.1%	2	0.1%	0	0.0%	3	0.1%
N/A	4	0.1%	4	0.1%	0	0.0%	8	0.3%
Total	1,316	45.9%	1,541	53.8%	7	0.2%	2,864	100%

Accommodation Statistics³*WC2023 Buenos Aires*

Stars	Min room rate (US\$)	Max room rate (US\$)	Average room rate (US\$)	Rooms	%
5	\$ 186	\$ 330	\$258	N/A	N/A
4	\$ 100	\$ 260	\$180	N/A	N/A
3	\$ 90	\$ 130	\$110	N/A	N/A

WC2018 Brisbane

Stars	Min room rate (US\$)	Max room rate (US\$)	Average room rate (US\$)	Rooms	%
5	\$148	\$322	\$198	108	7.5%
4	\$118	\$243	\$182	758	52.2%
3	\$98	\$134	\$110	586	40.3%
2	N/A	N/A	N/A	N/A	N/A

WC 2016 Poznan

Stars	Min room rate (US\$)	Max room rate (US\$)	Average room rate (US\$)	Rooms	%
5	\$ 105	\$ 112	\$ 108.5	435	15%
4	\$ 81	\$ 112	\$ 96.5	1,362	49%
3	\$ 63	\$ 82	\$ 72.5	638	23%
2	\$ 45	\$ 62	\$ 53.5	373	13%

³ No accommodation statistics for WC2021. The 2020 Lisbon World Congress was postponed to 2021 due to the COVID-19 pandemic and transitioned to a virtual format in February 2021.

TANGIBLE AND INTANGIBLE VALUES FOR THE HOST CITY (COUNTRY)

The IPSA World Congress of Political Science generates significant revenue and benefits for the host city (country):

- The IPSA World Congress attracts 2,500 to 3,000 participants and the average expenditure (accommodation, leisure, shopping, dining, etc.) of a congress delegate is estimated at \$1,500 USD in North American equivalent value. Travel and congress registration costs are not included in this estimate.
- A high percentage of participants extend their stay and spend extra time on vacation in the city or in a different part of the country.
- More than 50% of IPSA's expenditures are related to exhibitors' stand design and construction, freight forwarding, hospitality, accommodation, audio-visual equipment and staff costs. A major share of this expenditure is spent in the host city.

The following information is from research commissioned by Tourism and Events Queensland after the World Congress was held in Brisbane, Australia in 2018. Please note that this information is commercial in confidence and not to be reshared.

- The event was responsible for generating 17,653 visitor nights for the city of Brisbane. The majority of these nights (14,996) were generated by overseas visitors.
- The IPSA World Congress generated \$7.4 million USD in direct and incremental expenditures attributable to the Brisbane economy and \$9.8 million USD attributable to the Queensland economy.
- The average expenditure and nights from visitors were as follows:
 - Intrastate - \$275.10 USD daily (overnight stay) and spent an average of 4.3 nights in Queensland
 - Interstate - \$344.84 USD daily (overnight stay) and spent an average of 4.8 nights in Queensland
 - Overseas - \$407.74 USD daily (overnight stay) and spent an average of 8.5 nights in Queensland

Other direct/indirect benefits and intangible values include:

- Generation of temporary employment
- Accompanying persons' expenditures further increase local income
- The host city and country collect increased tax revenue from commerce
- Increase in the number of tourists
- Increase in the GDP of the host city/country
- Internationally renowned speakers and opinion leaders talk about their time in the host city/country
- Word of mouth marketing: delegates tell others about their positive experience in the host city
- Academic enrichment
- Research contribution
- Global academic networking
- Legacy development

Note that the information provided above relates to past results. IPSA does not under any circumstances guarantee that these similar results will be obtained in the future.

BID PROCESS

GOVERNANCE

Executive Committee (EC)

The decision-making body of IPSA is the Executive Committee (EC) presided by its President. The members of the EC and the President are elected every two years by the IPSA Council (formed by representatives of national political science associations). The EC approves the destination of the next IPSA World Congress based on the recommendation of the Bid Committee.

Bid Committee

The Bid Committee's mission is to make impartial assessments of all eligible bid applications, applying the same criteria to each candidate. Its goal is to evaluate and select no more than three destinations that are suitable for hosting the IPSA World Congress and make a recommendation to the IPSA EC. The Bid Committee is comprised of the IPSA President, four elected members of the EC, and as non-voting members, the World Congress and Events Senior Director and the Executive Director. Members of the EC who are aware that their national association or another agent from their country is planning to submit a bid may not be appointed to the Bid Committee. If such a contingency arises after the appointment has been made, the member resigns, and a replacement is appointed by the same procedure as the initial procedure of appointment.

The meetings of the Bid Committee are attended in a non-voting capacity by the IPSA Executive Director and the World Congress and Events Senior Director, who is the main staff person responsible for the administration of the non-academic aspects of the entire World Congress process.

The site inspection committee is comprised of the Bid Committee Chair, the World Congress and Events Senior Director and the IPSA President. If the IPSA President prefers not to be on the team, the Committee chair appoints another committee member to serve in that capacity.

RULES & PROCEDURES

The procedure of the bid process is described in Annex 1 of the IPSA Rules and Procedures.

An application to host the IPSA World Congress may be submitted by a national or regional political science association that is a collective member of IPSA or by any other body such as a university, a faculty or a department that IPSA would judge to be an appropriate host organization.

IPSA recommends that potential host organizations obtain support from a Convention and Visitors Bureau (CVB), a Destination Management Organization (DMO) or a Professional Conference Organizer (PCO). These persons/organizations are expected to serve in advisory capacity only and shall not submit bids.

IPSA will make introductions between interested CVBs, DMOs or PCOs and national or regional political science associations. Introductions are dependent on if the national or regional political science association is interested in bidding for the event. IPSA requests that commercial entities not contact national or regional political science associations directly before IPSA is able to ascertain their interest.

The application must contain a commitment to establish a Local Organizing Committee (LOC) that will undertake organizational and financial responsibility for certain aspects of the management of the World Congress. The Bid Committee may communicate with any or all of the short-listed winners regarding the division of organizational and financial responsibilities between the LOC and IPSA. A Memorandum of Understanding (MoU) specifying respective responsibilities between IPSA and the LOC to whom the World Congress is awarded will be signed.

ROLES & RESPONSIBILITIES

IPSA is the party responsible for the oversight of the organization of the IPSA World Congress. As such, the LOC shall always work in collaboration with IPSA and ensure that IPSA is kept fully informed of all aspects of congress planning that is the LOC's responsibility. IPSA and the LOC will work in coordination to achieve the best possible quality for the IPSA World Congress. This includes weekly and monthly discussions and virtual meetings in order to share decision-making and exchange information.

LOC RESPONSIBILITIES:

Fundraising & Payments:

- The LOC shall assist IPSA in raising funds for the World Congress. Overall, the LOC is expected to raise approximately \$200,000 USD in cash and in kind to be spent on local expenses associated with the Congress. Funds that are raised will be used to pay for local expenses described in the contract, such as the rental fees of the Congress venue (if applicable), locally supplied goods and services and items required on site, various pre-conference expenses, remuneration of the Destination Management Organization (DMO) or the Professional Conference organizer (PCO), travel grants, expenses of the opening reception and the closing ceremony, and other similar expenses.
- Any payments made directly by the LOC with the pre-authorization of IPSA must be documented (e.g., invoices, receipts, vouchers) and included in the World Congress financial statements.

Promotion:

- IPSA, in consultation with the LOC, is responsible for the creation of the WC2027 logo and banner which could be launched at the Closing Ceremony of the previous World Congress.
- The LOC is responsible for finding local and regional exhibitors for the exhibition section of the WC2027.
- Any and all promotional items for mass distribution must be sent to the IPSA Secretariat for approval.
- The LOC shall focus on the national and regional promotion of the WC2027.

Academic Program:

- The LOC is expected to organize approximately 50 panels within the LOC sessions and assign session chairs who shall be responsible for organizing and running the sessions. The LOC may change the number of panels it is given with the initial approval of the World Congress Program Co-Chairs and the final approval of the IPSA EC.
- In addition to the LOC sessions, the WC2027 Program Co-Chairs could assign one of the General Sessions (or Main Theme Sessions) to the LOC, if the LOC chooses to organize such a session.

Volunteers:

- The LOC shall recruit over 100 volunteers (undergrad and grad students) to work during the WC2027. It shall appoint a volunteer coordinator that will be responsible for the recruitment and scheduling of these volunteers.
- The LOC shall refer to the requirements for hiring volunteers as set by IPSA.

Opening Ceremony & Reception:

- The LOC is expected to host the Opening Ceremony that it will organize in cooperation with IPSA. Normally, expenses emanating from the Opening Ceremony are the responsibility of the LOC.
- Traditionally, the Opening Ceremony includes a cultural program and a reception for participants.
- During the Opening Ceremony, the protocol speeches by LOC representatives and local/national officials are limited to a total of 30 minutes.

Closing Ceremony (at previous World Congress in 2025):

- The Closing Ceremony of WC2025 is where the winning WC2027 destination will be formally announced. It is expected that the next hosting LOC make a presentation.
- IPSA expects the LOC of the 2027 edition of the World Congress to contribute a minimum of \$5,000 USD financially or in kind to the Closing Ceremony and/or reception of the previous IPSA World Congress (i.e., 2025). How this funding will be secured may be specified in the Memorandum of Understanding (MoU) between IPSA and the LOC. IPSA encourages the LOC to seek funding from its convention bureau or National Tourism Authority that often have budgets for this type of activity.

Travel Grants:

- The LOC is expected to raise funds for travel grants in addition to those that are provided by IPSA.
- In past IPSA World Congresses, a minimum of \$30,000 USD was raised by the LOC for travel grants.

Hotel Accommodation and Airport Transfers:

- Normally, hotel accommodation and airport transfers of members of the Executive Committee, Program Co-Chairs, IPSA Editors and IPSA Secretariat staff for WC2027 will be organized and paid for by the LOC.

Executive Committee and LOC Dinner:

- Normally, the LOC is expected to host a dinner or a reception with the members of the IPSA Executive Committee, Program Co-Chairs, IPSA Editors and IPSA Secretariat staff.
- The dinner/reception is usually held on the night of the EC's first meeting, one day before the Congress begins (i.e., Saturday night).

Reports to IPSA:

- The LOC shall send regular progress reports to the IPSA World Congress and Events Senior Director as to the fundraising efforts, the status of LOC sessions, social events (Opening Ceremony and Reception, EC Dinner, Council Reception and Closing Ceremony) and the volunteer recruitment.
- The LOC shall present a progress report at every EC meeting (2 times per year).

- A comprehensive final report detailing the LOC's activities, contribution and a financial report of the LOC's expenditures and revenues must be submitted to the IPSA Secretariat within three (3) months after WC2027.

PROPOSAL GUIDELINES AND BID COMPONENTS

Please find below a proposed structure to prepare your bids. The bids must include a section addressing each component listed below. Incomplete submissions will not be shortlisted. All components should be prepared and grouped together and presented as a single bid. Requirements are organized along three (3) main sections: what is needed from the host organization, what is needed from the host city, and what is needed from the congress venue.

1. GENERAL GUIDELINES FOR THE HOST ORGANIZATION:

- I. IPSA welcomes the submission of bids by all organizations (as defined in point II below) interested and willing to host an IPSA World Congress and comply with the conditions outlined in this document.
- II. The host organization bidding to host the IPSA World Congress must be a national or regional political science association that is a collective member of IPSA, or another body recognized by IPSA as an appropriate host organization (university campus, faculty, or department).
- III. The constitution letter or proof of legal status of the host organization must be provided along with a formal letter introducing the organization proposing to host the World Congress signed by its current President or CEO and detailing the principal motivations why the proposed destination should be selected. The letter must stipulate the candidate's formal agreement with the conditions that apply to the bidding process, as stated in this document and its annexes and appendixes.
- IV. Along with the letter, the host organization should provide a list naming the individuals proposed to serve on the Local Organization Committee (LOC). Their names, academic appointments, credentials and place of work should be included.
- V. Should the host organization wish to combine another meeting with the IPSA World Congress for that year, a full proposal detailing how the program would be integrated (either as a pre or post-meeting or within the congress timeframe), anticipated participation and breakdown, and how the finances would be handled should be annexed to the bid.
- VI. Once the host city is selected and the decision is adopted by IPSA's Executive Committee, the following commitments must be made by the LOC within 60 days of the decision announcement:
 - Signature of the Memorandum of Understanding (MoU), an agreement between the International Political Science Association (IPSA) and the chair of the Local Organizing Committee (LOC);
 - A \$20,000 USD deposit and a commitment to secure \$5,000 USD to sponsor the preceding Congress' closing ceremony. The method of securing these sums will be specified in the MoU between the LOC and IPSA.
 - Opening of a banking account for the IPSA World Congress.

2. GENERAL GUIDELINES FOR THE HOST CITY/COUNTRY

The host city/country section should include a description of:

- I. The host city as a potential host for a large international congress: airlift and airport facilities, ground transportation (the host city must have a widespread public transport network), urban infrastructure, etc.

- II. Information on facilitating attendee access to the country (including visa requirements and delivery) and ensuring our attendee's security during the event and offsite activities.
- III. Host city's history of hosting similar large-scale congresses in the last three (3) years.
- IV. HQ hotel: Proposal from hotel(s) wishing to be the headquarter hotel, with financial proposal and additional concessions based on the requirements presented in Annex 5.
- V. Delegate hotels: The host city's offer of affordable accommodation facilities at different prices and proof of the capacity to accommodate up to 3,000 delegates, in addition to the usual tourist flow during the period proposed in the bid. Different types of accommodation should be available within walking distance (up to 20 minutes) of the venue. The range of hotels should be as follows:
 - 4 stars: 40% of room nights.
 - 3 stars: 30% of room nights.
 - Student residence or 1 to 2 stars hotel: 30% of room nights.
- VI. Please provide a grid showing a list of potential hotels as per the requirements above with the following information for each: rating, total number of rooms, maximum number of rooms to be allocated for a conference block, walking distance/time to the proposed venue, average price for a standard room at same time of the year (in US dollars or local currency). Regular double room rates should range from \$100 USD to \$250 USD equivalent.
- VII. The host city must provide a complete explanation and breakdown on how local taxes would apply to an international congress such as the IPSA World Congress (an international not-for-profit association registered in France and headquartered in Canada). This should include:
 - Whether it is assessed that IPSA should charge taxes on its registration fees, social events and sponsorship revenue, how much, and why (conditions that apply);
 - Whether IPSA will be required to pay tax on convention services it purchases locally, at what rate and on what items. If exemptions apply, please state what the conditions are;
 - Whether IPSA will be able to claim back taxes paid on convention services, and under what conditions;
 - Whether attendees will be able to claim taxes paid on personal items and housing, and under what conditions.
- VIII. Letter from the City Convention Bureau, the National Tourism Authority or any other equivalent entity to support a potential site inspection by IPSA as per the following criteria:
 - It will cover hotel accommodations in one of the potential headquarter hotels for 3 people, up to 4 nights (15 May to 30 June 2024).
 - It will provide ground transportation to and from the airport as well as to meetings and site visits during the week, an introductory city tour, and it will also provide a guide or accompanying person for site visits outside of the headquarter hotel or the congress venue.
 - It will host one dinner with the members of the proposed LOC during the week.
 - It will coordinate, in partnership with the LOC and IPSA, the site inspection agenda, propose venues, and schedule the necessary visits.
- IX. Letter from the City Convention Bureau or the National Tourism Bureau stating all support provided by these authorities to the IPSA World Congress, including financial support, assistance with promotion and assistance-building, assistance with site inspections, logistical support such as passes for local transportation, or any other support

offered that can reduce costs to IPSA or its attendees, and can increase the success of the Congress.

- X. “Appendix_1 Questionnaire Host City” should be filled out and included in the bidder’s proposal. “Appendix_2 Questionnaire Host Country Visa Requirements” is optional at this stage but will be mandatory for short-listed bidders.

3. OFFICIAL AIRLINE

It is encouraged to include a pre-approved offer from a major air carrier or an airline alliance in the bid. The offer could include different things as described below.

- **Congress Participants:**

- A dedicated website for online plane ticket booking.
- Reduced rate from 9 months to 30 days prior to the WC.
- Complimentary tickets for the IPSA World Congress plenary speakers (VIP).
- Travel allocation for the IPSA World Congress staff (total needs are listed below).
- Other contributions.

- **IPSA Staff/Representatives:**

15 May- 30 June 2024	3 complimentary round-trip tickets, site inspection (Bid Process)
March-May 2026	2 reduced rate round trip tickets, site visit (one year prior to the WC)
July 2027	9 reduced rate round trip tickets, IPSA staff

4. GENERAL GUIDELINES FOR CONGRESS VENUE: CONVENTION CENTRE OR UNIVERSITY CAMPUS

- a) The congress location can be a convention centre or a university campus. IPSA has no preference for a type of venue, but it should be noted that IPSA has a limited budget for venue rental and therefore will favour a proposal for an affordable institutional campus (even if multi-building) over a more expensive professional congress centre, provided that the institution offers adequate convention facilities.
- b) If more than one building is required to accommodate all breakout sessions, the distance between buildings should be minimal (max. 5 minutes walking).
- c) The venue must offer a minimum of 40 breakout rooms (15-50 people in theater set up) in addition to 5 large session halls (50-150 people) and an amphitheater (1,000-1,500). For complete facility requirements, refer to Annex 1 and Appendix 4.
- d) The venue must have enough space for at least 30 exhibition booths (10 x 10 sq. ft).
- e) The venue must have specific areas which can be designated for lunches and coffee breaks during the Congress.
- f) Wireless internet access throughout the venue at no additional cost to IPSA.
- g) The venue must be physically accessible (wheelchair friendly and accessible to persons with mobility challenges).
- h) The venue must have appropriate security measures.
- i) The Congress will have five (5) sessions separated by one (1) lunch hour per day, so the venue must provide food facilities and cafeterias for delegates.
- j) The congress venue(s) must be in a central and accessible location and close to the participants’ hotels: walking distance or short and direct access by tram/subway.

- k) The headquarter hotel should be located very close to the congress venue.
- l) Details on alternate arrangements must be included, should the venue not contain a sufficient number of meeting rooms, and rooms must be sourced elsewhere or constructed.
- m) If there is a need to construct temporary rooms or meeting spaces in existing halls, such as within large halls, **costs for all requirements for the room to be functional must be included and detailed separately.** This must include all costs for labour, infrastructure, furniture and equipment necessary to build these rooms and render them functional and soundproof for all day meetings during the entire period, including set-up and teardown.
- n) The rental cost proposal should include all applicable taxes and service fees and be guaranteed in \$USD or equivalent.
- o) NOTE: The rental cost will be an important element in the evaluation process.
- p) Floor plans must be included, with all proposed rooms identified and available for the days requested.
- q) “Appendix_3_Questionnaire_Congress Venue” and “Appendix_4_Venue Rooms & Equipment Requirements” should be filled out and included in the bidder’s proposal and prices should be guaranteed (in \$US or equivalent).
- r) A Food and Beverage (F&B) quote must be provided as per specifications in “Annex 3_Food & Beverage” and prices should be guaranteed (in \$USD or equivalent).

BID PROPOSAL

The bid must be submitted by the authorized person(s) legally representing the national or regional political science association that is a collective member of IPSA or the organization recognized by IPSA. Bid proposals shall not be submitted by a Professional Congress Organizer (PCO), a Destination Management Company (DMC) or a Congress Centre.

To submit a bid for hosting an IPSA World Congress of Political Science the Request for Proposal (RFP) submitter must send the following information and documents:

DOCUMENTS	REQUIREMENT
Full bid organized by section , as described above under “Proposal Guidelines”, and including all cost proposals as required.	Mandatory
Official letter from the national political science association (PSA) or another body recognized by IPSA The letter shall: 1) stipulate the candidate’s formal agreement with the conditions that apply to the bidding process, as stated in this document and its Annexes and Appendices; 2) guarantee the candidate’s legal capacity to fulfill the required commitments such as contracting with third parties (e.g., sponsors), providing the necessary bank guarantees, etc.	Mandatory
Official letters of support from local, regional and national authorities as well as other organizations.	Mandatory
Official letters of financial support (in cash and/or in-kind contributions) from local governments, agencies, organizations or institutions (chambers of commerce, convention/tourist bureaus, universities, foundations, etc.). Intention expressed in these letters of support will require formal commitment and be considered a factor in the bid evaluation.	Recommended

An official letter from the host city's convention bureau, stamped and signed by a senior manager, stating that the host city has the capacity to accommodate up to 3,000 delegates, in addition to the usual tourist flow during the period proposed in the bid.	Mandatory
The duly completed Appendix 1 - Host City Questionnaire	Mandatory
The duly completed Appendix 2 - Host Country Visa Requirements Questionnaire	Recommended – will be required only for short-listed candidates.
Up to two congress venue proposals as per the criterion specified in <i>Annex 1. Congress Venue - Request for Proposal</i> . Each Venue proposal should include: <ul style="list-style-type: none"> • The duly completed Appendix_3_Questionnaire_Congress Venue • The duly completed Appendix 4 - Venue Rooms & Equipment Requirements • Official quotation(s) for Audiovisual and IT as per the criterion specified in <i>Annex 2. Audiovisual and IT - Request for Proposal</i> • Official quotation(s) for Food and Beverage as per the criterion specified in <i>Annex 3. Food and Beverage - Request for Proposal</i> • Color coordinated floor plan(s) of the venue(s) with proposed room allocation clearly marked. 	Mandatory
Hotel Grid for Participant Hotels as per the criterion specified in <i>Annex 4. Accommodation for Participants - Request for Proposal</i> .	Mandatory
Proposals for the Headquarter Hotel including official proposals as per the criterion specified in <i>Annex 5. Accommodation Headquarter Hotel - Request for Proposal</i> .	Mandatory
Other documents/information that the candidate may consider relevant.	Optional

SUBMISSION OF BID PROPOSALS

IPSA shall not consider applications received after the hereinafter mentioned deadline, applications that do not comply with the above list or applications with incomplete and /or incorrect information.

The bid proposal shall be sent by email by **15 March 2024**, 24:00 EST at the latest to callforbids@ipsa.org. IPSA will consider requests for short extensions of the deadline provided that they are made prior to its expiration. Bidders anticipating a delay in submitting their bid proposal should contact IPSA at callforbids@ipsa.org to negotiate a short extension.

All signed/initialed documents must be scanned and attached. The bid candidate shall make sure that emails are not blocked due to the size of the attachments. It is recommended to use a dedicated online platform to make sure large files are properly transferred to IPSA. It is the

responsibility of the bid candidate to confirm with IPSA that their application has been received in its entirety and in the required format.

Two (2) sets of hard copies must be mailed to the IPSA Headquarters and received no later than 22 March 2024.

Attention: WC2027 Bids
International Political Science Association (IPSA)
2155 rue Guy, suite ER-731
Montreal, QC
H3H 2R9
Canada

For additional information regarding this RFP, direct all questions and requests to callforbids@ipsa.org.

BID PROCESS TIMELINE – EXTENDED BID PROPOSAL SUBMISSION DEADLINE

CALL FOR BIDS Launch of the Request for Proposals (RFP) to IPSA collective members (national political science associations) and convention bureaus (region). All information will be posted on the IPSA website.	4 December 2023
BID PROPOSAL DEADLINE EXTENSION Bid candidates must complete the formal bid proposal and submit all required questionnaires and signed documents.	15 March 2024
HARD COPIES (2) RECEIVED AT THE IPSA Office	22 March 2024
SHORTLISTING World Congress and Events Senior Director evaluates the bids and sends them to the members of the Bid Committee. The Bid Committee holds an online meeting during April and decides on a short list, usually including no more than three (3) locations.	22 April 2024
BID CHALLENGE Bid candidates may be requested to review or improve specific items of their proposal.	13 May 2024
SITE INSPECTION The site inspection committee will visit the shortlisted locations to validate feasibility and verify the commitment of the bid candidates. The visits will have to be sponsored by the relevant bidders.	Between 1 June and 15 July 2024
EVALUATION AND FINAL DECISION IPSA Secretariat prepares site inspection reports during month of July. The Bid Committee will perform a final evaluation.	30 August 2024
DECISION BY THE EXECUTIVE COMMITTEE The Bid Committee recommends the host city to the Executive Committee for decision.	15 September 2024
2027 HOST CITY ANNOUNCEMENT	15 September 2024
DEADLINE TO PROVIDE GUARANTEES The Memorandum of Understanding (MoU) must be signed by the Local Organizing Committee (LOC) and a \$20,000 USD deposit shall be made.	February 2025

BID EVALUATION PROCESS

Following receipt of the proposals, the evaluation process will take place as follows:

- 1. Proposal Admissibility**

The IPSA Secretariat will verify each proposal and retain the bids that meet all eligibility criteria and documentation requested.

- 2. Short listing (22 April 2024) – 1st Evaluation**

The IPSA Secretariat will evaluate forms and supporting documents submitted by each eligible candidate based on a quantitative evaluation grid.

The Bid Committee will examine the quantitative and qualitative analyses and select no more than three (3) finalists suitable to host the IPSA World Congress.

- 3. Challenge (13 May 2024) - 2nd Evaluation**

Bid candidates may be asked to revise or improve specific items of their proposal.

- 4. Site Visits (Between 1 June and 15 July 2024)**

Site visits will be organized in each shortlisted city. **The shortlisted candidates will normally bear the cost of organizing travel and hotel accommodation for a delegation of 3 (three) evaluators** representing IPSA. Evaluators will visit the cities and conduct a detailed site inspection to validate the feasibility, requirements and commitments of the bid candidates.

5. Final Evaluation (August 2024, for the EC meeting)

The Bid Evaluation Committee (BEC) will evaluate specific elements of the host city and venue(s) and will draft an evaluation report. The report will include a review of all sections of the administrative, technical and financial aspects.

- ✓ **Logistics** (congress venue(s), exhibition facilities, suppliers, accommodation, accessibility)
- ✓ **Association Objectives** (development of political science in the region, building academic networks, membership potential)
- ✓ **Political Aspects** (stability of the country, security issues, involvement or not of the government)
- ✓ **Emotional Criteria** (attractiveness, image for the city, involvement of the city and its commitment to candidacy)
- ✓ **Finance** (cost of facilities, venues and services, amount of the guarantee, sponsorship potential, in-kind benefits and financial support)

The 2027 host city will be selected by the IPSA EC based on the recommendation of the BEC.

6. Final decision (15 September 2024 – EC meeting)

7. 2027 Host City Announcement (15 September 2024)

IPSA does not need to justify its choice of the bid candidates. No complaint will be accepted. Candidates that are not selected are not entitled to any compensation or damages in relation to their bid proposal or rejection thereof. All candidates will be informed of the decision once it has been made by the IPSA EC.

FINAL CANDIDATE - EVALUATION CRITERIA

Memorandum of Understanding (MoU)

- The Chair of the Local Organizing Committee (LOC) of the host country will sign a Memorandum of Understanding (MoU) with IPSA within six (6) months of having won the bid. The MoU will identify the responsibilities and commitments of both the LOC and IPSA in realizing a successful World Congress. The MoU will also specify the ways and means by which the LOC will contribute financially and in kind to the realization of the World Congress. Once signed, the MoU may be made available to shortlisted cities upon demand.

Political Risk Assessment

- The political situation of potential host cities will be carefully assessed while evaluating the bid proposal.

Entry Visa

- The accessibility of a destination is an important aspect of the bid evaluation because it will have a major impact on the number of Congress participants.
- We will assess the host country visa requirements, cost, and process simplicity, for the main countries of origin of attendees of past congresses.

- A commitment that the visa requests of our participants will be processed in priority (fast track) will be considered as a major asset.

Mobilization

- National Associations may want to survey their members to assess their interest or commitment to attend the IPSA World Congress.
- National Associations may want to collect support letters from political science associations of neighboring countries and major social sciences associations from their country.

Government Support

- Confirmed governmental funding, combined with a realistic projection of registration and autonomous revenues (exhibitors, advertisements, etc.), allows for a good overview of the expected revenues of the World Congress.
- Obtaining official letters confirming support in cash and/or in-kind contributions from local governments and/or local institutions is mandatory before granting the World Congress to a host city.
- The exact amount must be confirmed as well as the payment schedule.

Support in Sponsorship or Value-in-kind

- The LOC is expected to raise approximately \$200,000 USD or more in cash and in kind that will be used for the planning and the implementation of the World Congress. The LOC should present persuasive evidence that such sponsorship will be forthcoming.
- In evaluating bids and choosing the World Congress venue, the level of locally provided support in cash and in kind will play a critical role. In this context, expenses borne by the host city will be considered the same as cash support.

LIST OF ANNEXES AND APPENDICES

Please comply with all requirements of each annex and appendix:

Annexes (provide additional guidelines for the bidder's information):

ANNEX 1. CONGRESS VENUE & AUDIOVISUAL-IT REQUIREMENTS - REQUEST FOR PROPOSAL

ANNEX 2. EXHIBITION & EVENT INFRASTRUCTURE - REQUEST FOR PROPOSAL

ANNEX 3. FOOD & BEVERAGE (VENUE) - REQUEST FOR PROPOSAL

ANNEX 4. ACCOMMODATION FOR PARTICIPANTS - REQUEST FOR PROPOSAL (grid)

ANNEX 5. CONGRESS HEADQUARTER HOTEL - REQUEST FOR PROPOSAL

ANNEX 6. MEMORANDUM OF UNDERSTANDING BETWEEN IPSA AND LOC

Appendices (must be filled out and returned along with bidder's proposal):

APPENDIX 1. HOST CITY QUESTIONNAIRE: HOST CITY INFORMATION

APPENDIX 2. HOST COUNTRY - VISA REQUIREMENTS BY COUNTRY

APPENDIX 3. CONGRESS VENUE QUESTIONNAIRE

APPENDIX 4. VENUE ROOM AND EQUIPMENT REQUIREMENTS

You may download this RFP document and the related annexes and appendices from the IPSA website at: <https://www.ipsa.org/page/ipsa-call-bids-wc2027>