

2020



IPSA World Congress of Political Science

RFP: REQUEST FOR PROPOSAL

Bid Manual to host IPSA 2020 World Congress

The bidding process for the 2020 IPSA World Congress of Political Science is open from April 21 2017 to 26 May 2017. Once 3 host cities are shortlisted by the Bid Evaluation Committee (BEC), site visits will be organized in September-October 2017. The 2020 host city will be selected by the IPSA Executive Committee based on the recommendation of the BEC and announced in December 2017.

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EVENT PROFILE

The International Political Science Association (IPSA) is a non-profit academic association whose main activity is to organize the IPSA World Congress of Political Science every two years. The Congress is mostly funded by registrations revenues since sponsorship is rare in the field of social sciences. The aim of IPSA is to make a profit at each congress in order to finance special projects such as Travel Grants that ensures the participation of delegates from developing countries.

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 54 national and regional association members, 101 institutional members and more than 3,900 individual members across the world. 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.

WORLD CONGRESS

Name:	IPSA World Congress of Political Science.
Type:	An educational meeting of researchers and scholars of political science, as well as the Congress of Council delegates and the election of a new Executive Committee
Frequency:	Biennial
Duration:	5 days
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:	<p><i>Borders and Margins</i> (2018, Brisbane)</p> <p><i>Politics in a World of Inequality</i> (2016, Poznan, relocated from Istanbul)</p> <p><i>Challenges of Contemporary Governance</i> (2014, Montréal)</p> <p><i>Reshaping Power, Shifting Boundaries</i> (2012, Madrid)</p> <p><i>Global Discontent? Dilemmas of Change</i> (2009, Santiago)</p>

Past Congresses

City	Start Date always on Sunday	End Day always on Thursday	Total Attendance	Local Host	Name of DMC
Poznań (Poland)	July 24 2016	July 28 2016	2,587	Polish Political Science Association	Mazurka Travel
Montréal (Canada)	July 20 2014	July 24 2014	2,429	Canadian Political Science Association	N/A
Madrid (Spain)	July 8 2012	July 12 2012	3,165	Spanish Political Science Association	N/A
Santiago (Chile)	July 12 2009	July 16 2009	2,389	Chilean Political Science Association	CMC Event
Fukuoka (Japan)	July 9 2006	July 13 2006	2,094	Japanese Political Science Association	N/A
Durban (South Africa)	June 29 2003	July 4 2003	1,011	African Association of Political Science	N/A

Future Congresses

City	Start Day & Date	End Day & Date	Local Host
Brisbane (Australia)	Sunday July 21 2018	Thursday July 26 2018	Australian Political Studies Association

ROTATION POLICY

Although IPSA has no official policy in place on this issue, the association makes every effort to hold its Congress in a different continent/region of the world each time, and not repeat a continent/region for at least 2 congress rotations. For the 2020 World Congress, preference is for bids from regions other than Asia/Oceania.

TIMING: CHOICE OF DATES FOR THE WORLD CONGRESS

Bid candidates are invited to propose strategic dates in order to profit from a local event or celebration or to avoid conflicting with a major event that would monopolize hotels and/or take place at the same congress venue.

When suggesting dates for the event, care should be taken not to clash with major events of the discipline, such as the Latin American Studies Association International Congress (LASA), the American Political Science Association Annual Meeting and Exhibition (APSA), the European Consortium for Political Research General Conference (ECPR), or the International Studies Association Annual Convention (ISA). Date selection should take into account major university and religious holidays around the world and local weather forecast.

Event	Start Date	End Date	Destination
LASA	April 29, 2017	May 1, 2017	Lima (Peru)
	May 23, 2018	May 26, 2018	Barcelona (Spain)
	2019 & 2020		Dates and location unknown
APSA	August 31, 2017	September 3, 2017	San Francisco, CA, USA
	August 31, 2018	September 2, 2018	Boston, MA, USA
	August 29, 2019	September 1, 2019	Washington, DC, USA
	September 3, 2020	September 6, 2020	San Francisco, CA, USA
	September 29, 2021	October 3, 2021	Seattle, WA, USA
	September 14, 2022	September 18, 2022	Montréal (Québec, Canada)
ECPR	September 6, 2017	September 9, 2017	Oslo (Norway)
	August 23, 2018	August 26, 2018	Hamburg (Germany)
	2019 & 2020		Dates and location unknown
ISA	June 15, 2017	June 18, 2017	Hong Kong (China)
	April 4, 2018	April 7, 2018	San Francisco, CA, USA
	March 26, 2019	March 29, 2019	Toronto (ON, Canada)
	March 25, 2020	March 28, 2020	Honolulu, Hawaii, USA

FUNCTION SCHEDULE

Day	Day	Scheduled Activities
Pre-Congress	Thursday	Office set-up for Secretariat and Executive Committee. Storage Room available.
Pre-Congress	Friday	Volunteers' Specific Training
Pre-Congress	Saturday	Set-up Pre-registration (15:00-18:00) Executive Committee Meeting (Headquarter Hotel) Pre-Congress Sessions and Workshops (Location TBD) One Day Research Methods Courses (Location TBD)
Congress Day 1	Sunday	Registration Sessions Opening Ceremony & Reception
Congress Day 2	Monday	Registration Sessions Council Meeting
Congress Day 3	Tuesday	Registration Sessions

		Council Meeting Meeting of the National Associations' President and Secretary General
Congress Day 4	Wednesday	Registration Sessions Meeting of the Advisory Council on Research
Congress Day 5	Thursday	Registration Sessions Council Meeting Closing Ceremony
Post-Congress	Friday	Executive Committee Meeting Dismantling

ATTENDEE PROFILE

Expected Attendance: 2,500

Attendee Demographic Profile

The participants to our congress are political science professors, Master's, and PhD students, as well as professors from a related field of studies: sociology, economics, history, journalism etc.

Statistics:

- 40-42% women
- 20-26 % students
- From 70-92 countries
- 7-15 % from the host country
- 48 % of participants salary is below 25,000 \$USD (based on 2016 participation survey)
- 39 % of participants do not receive funding to attend the Congress (based on 2016 participation survey)

Age and Gender Distribution of Attended Participants in 2016

Age	Female		Male		Total	
15-24	32	1%	27	1%	59	2%
25-34	383	16%	408	17%	791	29%
35-44	271	11%	362	15%	633	23%
45-54	164	7%	246	10%	410	15%
55-64	96	4%	195	8%	291	11%
65-74	30	1%	111	5%	141	5%
75-84	3	0%	26	1%	29	1%
85-94	1	0%	4	0%	5	0%
Total	980	42%	1379	58%	2359	

Provenance of Participants at the 2016 World Congress in Poznan, Poland

Please refer to Appendix 2 for attendance information by country from 2003 to 2016.

Number of participants by country – WC2016

Country	Registered	No Show	Attended
Algeria	3		3
Argentina	15	4	11
Armenia	2		2
Australia	64	8	56
Austria	20	1	19
Azerbaijan	1		1
Bangladesh	4	2	2
Belgium	62	8	54
Benin	1		1
Bolivia	1		1
Bosnia and Herzegovina	3	1	2
Brazil	134	24	110
Bulgaria	5		5
Cameroon	5	4	1
Canada	129	18	111
Chile	18	4	14
China	16	3	13
Colombia	22	3	19
Costa Rica	4	1	3
Croatia	12		12
Cyprus	3		3
Czech Republic	33	3	30
Denmark	18		18
Ecuador	5	2	3
Egypt	7	3	4
Estonia	6		6
Ethiopia	1		1
Finland	22	1	21
France	138	18	120
Georgia	1		1
Germany	251	18	233
Ghana	1		1
Greece	10	2	8
Guatemala	2		2
Hong Kong S.A.R.,	11		11
Hungary	16		16
Iceland	1		1
India	76	8	68
Indonesia	5	1	4
Iraq	1		1
Ireland	9	2	7
Israel	22	1	21
Italy	95	18	77
Japan	88	10	78
Kazakhstan	3		3
Kenya	2	2	
Kuwait	1		1
Kyrgyzstan	1	1	
Latvia	1		1
Lebanon	2	1	1

Country	Registered	No Show	Attended
Liberia	1	1	
Liechtenstein	1		1
Lithuania	7		7
Luxembourg	1	1	
Macedonia	3		3
Malaysia	2	1	1
Mexico	66	14	52
Moldova	1		1
Montenegro	3		3
Morocco	2		2
Namibia	1		1
Nepal	2		2
Netherlands	35	2	33
New Zealand	9		9
Nicaragua	1		1
Nigeria	25	12	13
Norway	22		22
Pakistan	9	3	6
Peru	7	1	6
Philippines	6	2	4
Poland	179	9	170
Portugal	39	5	34
Qatar	1		1
Romania	17	2	15
Russia	67	13	54
Serbia	6		6
Serbia And	1		1
Singapore	15	3	12
Slovakia	6	1	5
Slovenia	10	1	9
South Africa	28	1	27
South Korea	65	6	59
Spain	93	10	83
Sweden	31		31
Switzerland	58	4	54
Syria	1	1	
Taiwan	30	1	29
Thailand	3	1	2
Trinidad and Tobago	1		1
Tunisia	4	1	3
Turkey	71	41	30
Ukraine	8		8
United Arab Emirates	2		2
United Kingdom	154	21	133
United States	269	38	231
Uruguay	10	1	9
Uzbekistan	1		1
Venezuela	1	1	
Zambia	1		1
Total	2729	370	2359

Accommodation Statistics:WC2014 Montreal

Stars	Min room rate (USD)	Max room rate (USD)	Average room rate (USD)	Rooms	%
5	\$ 186.75	\$ 186.75	\$ 186.75	4	0%
4	\$ 134.25	\$ 141.75	\$ 138.00	2048	75%
3	\$ 111.75	\$ 134.25	\$ 123.00	349	13%
2			\$ -	328	12%

WC 2016 Poznan

Stars	Min room rate (USD)	Max room rate (USD)	Average room rate (USD)	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%

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

According to the Palais des Congrès de Montréal, the 23^d IPSA World Congress was one of the largest events held in Montreal in 2014-2015, attracting nearly 2,500 participants and contributing \$6M in economic benefits.

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 favorable experience they had 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

RULES & PROCEDURES

As per the IPSA Rules and Procedures, an application to host the Congress can be submitted by a national or regional political science association that is a collective member of IPSA, or by another body recognized by IPSA as an appropriate host organization (University campus, faculty, or department). When preparing their bid, we encourage our Collective members to get support from a Destination Management Organization (DMO) such as the Convention and Visitors Bureau (CVB). The bids shall not be proposed by a Professional Congress Organizer (PCO), a Destination Management Company (DMC) or a Congress Center. IPSA does not encourage the participation of a local PCO in the bid preparation either, as we will not be contracting local PCOs for the overall organization of this Congress.

The application should indicate a commitment to establish a Local Organizing Committee (LOC) that would undertake organizational and financial responsibility for certain aspects of the management of the Congress that will be specified in the Memorandum of Understanding to be made available to short-listed bidders.

ROLES & RESPONSIBILITIES

IPSA is the party responsible for the oversight of the organization of the 2020 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 Skype meetings in order to share decision-making and information exchange.

LOC RESPONSIBILITIES:**Fundraising & Payments:**

- The LOC shall assist IPSA in fundraising for the WC2020. By submitting a proposal to host the Congress, the LOC commits to raising a minimum amount of US\$200,000 in sponsorship monies. These monies will be deposited in the Congress account and will be used to pay for local expenses described in the contract, such as suppliers, items required onsite, pre-conference meeting expenses, travel grants, hiring of a professional congress organizer, or any other similar expense.
- Any payments to local suppliers made directly by the LOC, with the authorization of IPSA, must be accompanied by documentation such as a paid invoice or receipt, to be included in the congress budget.

Promotion:

- The LOC is responsible for the creation of the WC2020 logo and banner which could be launched at the Closing Ceremony of the previous World Congress.
- The LOC is also responsible for finding local and regional exhibitors for the exhibition section of the WC2020.
- 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 WC2020.

Academic Program

- The LOC shall organize a minimum of 50 panels within LOC sessions and assign session chairs who will be responsible for managing and reviewing the sessions.
- In addition to the LOC sessions, the WC2020 Program Chair(s) could assign one of the General Sessions (or Main Theme Sessions) to the LOC, if the LOC chooses to organize one such session.

Volunteers

- The LOC shall recruit approximately 100 volunteers (undergrad and grad students) to work during the WC2020. It shall appoint a volunteer coordinator that will be responsible for the recruitment and schedule building of these volunteers.
- The LOC shall refer to the requirements for hiring volunteers as set by IPSA.

Opening Ceremony & Reception:

- The LOC is responsible for hosting and organizing the Opening Ceremony, with the collaboration of IPSA. All expenses associated to the Opening Ceremony and reception will be paid by the LOC using budgeted funds.
- The Opening Ceremony should include a cultural program and a reception.
- During the opening ceremony, protocol speeches by representatives of the LOC and/or the host city/country can't exceed 5 people and 30 minutes in total.

Closing Ceremony & Reception (for Previous Congress WC2018):

- The Closing Ceremony of WC2018 is where the winning WC2020 destination will be formally introduced, and it is expected that the next hosting LOC make a presentation.
- As part of its commitments to IPSA, the LOC of the 2020 edition of the Congress shall contribute financially to the Closing Ceremony and/or reception of the previous World

Congress (WC2018) for an amount of USD\$5,000. IPSA encourages the LOC to seek funds from its Convention Bureau or National Tourism Authority who often have budgets for this type of promotional support. This contribution shall be paid out to IPSA on the date of the Ceremony and is separate from the fundraising requirements of \$200,000.

Travel Grants:

- A minimum of USD\$ 30,000 in travel grants will be provided by the LOC, in addition to the usual IPSA travel grants. These funds are accounted for as part of the \$200,000 raised by the LOC.
- IPSA encourages the LOC to raise and earmark additional funds for travel grants to be awarded following criteria established by the LOC, over and above its required contribution.

Hotel Accommodation and Airport Transfers

- Hotel Accommodation and Airport transfers for the Executive Committee, WC2020 program chairs, IPSA Secretariat and IPSA editors will be organized by the LOC, and paid for with budgeted funds.

Executive Committee Dinner

- The LOC is responsible for organizing and hosting a dinner or reception for the IPSA Executive Committee members, IPSA editors and the 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). It is to be paid for with budgeted funds.

Reports to IPSA

- The LOC shall send monthly progress reports to the IPSA Events Project Manager 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 (3 times per year).
- A comprehensive final report detailing the LOC's activities, contribution and a financial report of LOC's expenditures and revenue must be submitted to the IPSA Secretariat within three (3) months after the WC2020.

PROPOSAL GUIDELINES AND BID COMPONENTS

The 26th IPSA World Congress of Political Science will be organized in 2020 with a new congress theme. This Call for Proposal is launched to welcome proposals that meet the expectations of the International Political Science Association.

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 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 a World Congress of the IPSA and who comply with the conditions outlined in this document.
- II. The Host Organization bidding to host the 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 organization must be provided along with a formal letter introducing the organization proposing to host the 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. The names, academic appointments, credentials and place of work should be provided for all.
- V. Should the Host Organization wish to combine another meeting with the IPSA Congress for that year, a full proposal should be annexed to your bid, 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.
- 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 up to 60 days following 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 USD\$ 20,000 deposit.
 - Commitment to sponsor the previous' Congress Closing Ceremony / Reception for USD\$5,000.

2. GENERAL GUIDELINES FOR THE HOST CITY/COUNTRY

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 3 years.
- IV. HQ Hotel: Proposal from hotel(s) wishing to be Headquarter hotel, with financial proposal (in 2020 currency) and additional concessions based on the requirements in Annex 6.
- V. Delegate hotels: The host city's offer in 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 list of potential hotels as per 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 year in 2020 dollars (or local currency). Regular double bed room rate should range from USD\$65 to USD\$180 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 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 accommodation in one of the potential headquarter hotels for up to 4 people, up to 4 nights (September or October 2017).
 - It will provide ground transportation to and from airport as well as for any 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 stating all support provided by these authorities to the IPSA Congress, including financial support, assistance with Congress promotion and assistance-building, assistance with site inspections, logistical support such as passes for local transportation or other, or any other support offered that can diminish 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.

OFFICIAL AIRLINE

It is encouraged to have included in the bid a pre-approved offer from a major air carrier or an airline alliance. 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 the WC.
- Complimentary tickets for the Plenary Speakers (VIP).
- Travel allocation for the Secretariat (total needs are listed below).
- Other concessions

IPSA Staff (10):

September-October 2017	4 tickets, site inspection (Bid Process)
Spring 2019	2 tickets, site visit (one year prior the WC)
July 2020	6 tickets, World Congress Staff

3. GENERAL GUIDELINES FOR CONGRESS VENUE: CONVENTION CENTER OR UNIVERSITY CAMPUS

- I. The Congress location can be a convention center or a university campus. IPSA has no preference for a type of venue even though the two most recent congresses were held in convention centers. Please note 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, providing that the institution offers adequate convention facilities.
- II. If more than one building is required to accommodate all breakout sessions, the distance between buildings should be minimal (max. 5 minutes walking).
- III. The venue must offer a minimum of 35 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.
- IV. The venue must have enough space for at least 30 exhibition booths.
- V. The venue must have specific areas which can be designated for lunches and coffee breaks during the Conference.
- VI. Wireless internet access throughout the venue.
- VII. The venue must be disabled friendly & accessible.
- VIII. The venue must have appropriate security measures.
- IX. The Congress will have five (5) sessions separated by one (1) lunch hour and three (3) coffee breaks per day so the venue must provide food facilities and cafeterias for delegates.
- X. 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.
- XI. The headquarter hotel should be located very close to the congress venue.
- XII. 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
- XIII. 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 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 for all day meetings during the entire period including set-up and teardown.
- XIV. The rental cost proposal should include all applicable taxes and service fees and be guaranteed in 2020 dollars (in \$USD or equivalent).
NOTE: The rental cost will be an important element in the evaluation process.
- XV. Floor plans must be included, with all rooms proposed identified and available for the days requested
- XVI. “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 2020 dollars (in \$USD or equivalent).
- XVII. A F&B quote must be provided as per specifications in “Annex 3_Food & Beverage_RFP” and prices should be guaranteed in 2020 dollars (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. Bid proposals shall not be submitted by a Professional Congress Organizer (PCO), a Destination Management Company (DMC) or a Congress Center.

To submit a bid for hosting an IPSA World Congress of Political Science the RFP issuer must submit the following information and documents:

DOCUMENTS	REQUIREMENT
Full bid organized by Sections , 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 Appendixes; 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 contribution) 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 Convention Bureau, stamped and	Mandatory

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.	
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

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 26 May 2017, 24:00 EST at the latest to wc2020@ipsa.org. IPSA will entertain 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 wc2020@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 check with IPSA that their application has been received in its entirety with the required quality.

Two (2) sets of hard copies must be mailed to the IPSA Headquarter and received no later than 3 June, 2017.

Attention : WC2020 Bids
International Political Science Association (IPSA)
1590 Docteur-Penfield, Bureau 329
Montréal (Québec) H3G 1C5, Canada

For additional information regarding this RFP, direct all questions and requests to wc2020@ipsa.org.

BID PROCESS TIMELINE

CALL FOR BIDS Launch of the Request for Proposals (RFP) to IPSA collective members (national political science associations) and convention bureaus or other DMO.	21 April 2017
BID PROPOSAL DEADLINE Bid candidates must complete the formal bid proposal and submit all required questionnaires and signed documents.	26 May 2017
HARD COPIES (2) RECEIVED AT THE IPSA Office	3 June, 2017
SHORTLISTING The IPSA secretariat will examine the bid proposals and shortlist 3 suitable host cities.	30 July 2017
BID CHALLENGE Bid candidates may be requested to review or improve specific items of their proposal.	1 September 2017
SITE VISITS The site inspection committee will visit the shortlisted locations to validate feasibility and check commitment of the bid candidate. The visits will have to be sponsored by the relevant bidder.	September-October 2017
EVALUATION AND FINAL DECISION The Bid Evaluation Committee will perform a final evaluation and recommend the host city to the Executive Committee.	30 November 2017
2020 HOST CITY ANNOUNCEMENT	December 2017
DEADLINE TO PROVIDE GUARANTEES The Memorandum of Understanding (MoU) must be signed by the Local Organizing Committee (LOC) and the USD\$ 20,000 deposit shall be made.	February 2018

GOVERNANCE

Executive Committee

The IPSA Executive Committee consists of eminent professors of political science elected every two years by the IPSA Council, formed of National Political Science Associations. The Executive Committee takes the most important decisions of the Association, for instance choosing the World Congress destinations.

Bid Evaluation Committee (BEC)

Its mission is to assess objectively and fairly all eligible bid applications, using the same evaluation criteria for each candidate. The objective is to select the three best destinations, all of which are suitable for hosting the IPSA World Congress. The committee is formed of four (4) members: two Executive Committee Members and two Secretariat staff (Secretary General and the Event Manager).

BID EVALUATION PROCESS

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

- 1. Proposal Admissibility**

Verifying each proposal and selecting the bids which meet all the eligibility criteria with the submitted documentation that was requested.

- 2. Short listing (30 July 2017) – 1st Evaluation**

The IPSA secretariat will evaluate forms and supporting documents submitted by each eligible candidate on the basis of a quantitative evaluation grid.

The Bid Evaluation Committee (BEC) will examine the quantitative and qualitative analyses and select three finalists, all suitable for hosting the IPSA World Congress.

- 3. Challenge (1 September 2017) - 2nd Evaluation** Bid candidates may be requested to review or improve specific items of their proposal that could turn a deal breaker into a deal maker.

- 4. Site Visits (September-October 2017)**

Site visits will be organized in each shortlisted city. **The shortlisted candidates will bear the cost of organizing travel and hotel accommodation for a delegation of 4 (four) evaluators** representing IPSA who will visit the cities for a detailed site inspection and validate the feasibility, requirements and check commitment of the bid candidate.

- 5. Final Evaluation (30 November 2017)**

The BEC will evaluate specific elements of the host city and the 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/Emotional Criteria** (attractiveness, image fo the city, involvement of the city and commitment to candidates)
- ✓ **Finance** (cost of facilities, venues and services, amount of the guarantee, sponsorship potential, in-kind benefits and financial support)

The host city recommendation will be made by the Bid Evaluation Committee to the IPSA Executive Committee. The Congress destination of the 2020 IPSA World Congress will be endorsed by the Executive Committee.

6. **Final decision (December 2017)** 2020 Host City Announcement

IPSA does not need to justify its choice of the bid applicants. No complaint will be accepted. Candidates that are not retained are not entitled to any compensation or damage in relation to their bid proposal or rejection thereof.

All candidates will be informed about the decision once it has been endorsed by the Executive Committee of IPSA.

FINAL CANDIDATE - EVALUATION CRITERIA

Memorandum of Understanding (MoU)

The Memorandum of Understanding (MoU) must be signed by the Local Organizing Committee (LOC) formed of renowned Political Science professors from universities of the host country. This agreement shall be signed by the chair of the Local Organizing Committee (LOC) within 60 days of the bid winner having been chosen. After being selected, the LOC will have to make a USD\$ 20,000 deposit. The deposit from the selected candidates will be kept by IPSA and used to pay for the organization of the Congress. The MoU will be made available to short-listed cities and will identify the responsibilities and commitments of both IPSA and the LOC.

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 participants.

- We are assessing the host country visa requirements, cost, and process simplicity, for the main countries of origin of attendee's 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 run a survey of 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.) permit to have a good overview of the expected revenues of the World Congress.
- Obtaining official letters confirming support in cash and/or in-kind contribution 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 Local Organizing Committee (LOC) will be subject to raising a minimum amount of US\$ 200,000 in sponsorship money.

When evaluating bids and choosing the congress destination, the level of support in cash and/or goods and services will be decisive. Every expense borne by the host city will be considered the same title as a cash support.

LIST OF ANNEXES AND APPENDIXES

Please comply with all requirements of each annex and appendix:

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

ANNEX 1. CONGRESS VENUE - REQUEST FOR PROPOSAL

ANNEX 2. AUDIOVISUAL & IT (VENUE) - 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

Appendixes (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 appendixes from the IPSA website at: www.ipsa.org/events/RFP-host-wc2020