

IPSA  **AISP**
**26TH WORLD CONGRESS
OF POLITICAL SCIENCE**

INFORMATION

- Please submit a GRID recapping proposed hotels, as per the requirements below (no more than 15 total).
- The grid should contain the following information for all hotels:
 - Name of hotel
 - Classification if applicable
 - Address
 - Distance (walking) from Congress Venue
 - Number of rooms in proposed room block, per type
 - Room rate(s), per type (commissionable)
 - Whether breakfast is included
 - Whether WiFi is included
 - Applicable inclusions and concessions (as listed below)
 - Applicable policies (as listed below)
- All prices must be in \$USD currency, or equivalent.
- All prices must include all taxes and all fees

ORGANIZATION

Name: International Political Science Association (IPSA)
Website: www.ipsa.org
Contact: wc2020@ipsa.org

EVENT DETAILS

Name of the event: 26th IPSA World Congress of Political Science
Attendees: 2,500 to 3,000
Dates: July 2020
Venue: To be determined

REQUEST FOR PROPOSAL - ELIGIBILITY CRITERIA

General information

- Must be within a short walking distance from the Brisbane Convention & Exhibition Centre: 15 minutes or a maximum of 1.6 km.
- Online reservations with a group code or a special reservation link or microsite.
- Regular double bedroom rate should range from USD \$65 to USD \$150 (taxes, commission, and all other fees included).

QUANTITY AND RANGE OF HOTELS:

- 4 stars: 40% of room nights.
- 3 stars: 30% of room nights.

ANNEX 4. ACCOMMODATION FOR PARTICIPANTS - REQUEST FOR PROPOSAL (BID WC2020)

- 2 stars hotel / apartment hotel / student residence*: 30% of room nights * student residences or budget hotels may exceed the distance of 15 min (1.6km), but should be relatively close to the Convention Center.

Capacity and date requirements

- Nights (14): seven days prior to the World Congress until two days after the World Congress.
- Number of room nights: 1,000
- Number of rooms: 5 to 150

Dates

- Check-In date: 1 day prior to the World Congress.
- Check-out date: 1 day after after the World Congress.

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7 Post- congress	Total
200	300	300	350	300	200	150	1,800

Room Rate Requirements

Description

- Commissionable rate in at least 2 categories; for single and double occupancy.
- Room rate available from six (6) days prior to the World Congress until two (2) days after the World Congress.
- The rate cannot be undersold online.
- Indicate if the rate for single occupancy is different from double occupancy.
- Indicate if the rate includes or not breakfast. If the hotel offers breakfast, it should indicate the rate including breakfast.
- Regular double bed room rate should range from USD \$65 to USD \$150 (taxes, commission and all other fees included).

Inclusions

- Free breakfast (if available).
- Free Wi-Fi in the bedroom and the lobby.
- Taxes and all other service fees included in the rate.
- One (1) complimentary room night for every 30 room nights sold, cumulative for the whole period of the World Congress, applied to all rooms sold.
If the complimentary room nights are not used, they will be deducted from the overall invoice or converted into free services.
- 15% of commissions on each room night sold, on all room categories, on the rate before taxes.*

* IPISA is an agency registered to IATA as a Travel Industry Designator Service (TIDS) and can, therefore, benefit from the commissionable rate from hotels.

Contract Specific Clauses

The contract must include the following clauses:

FORCE MAJEUR

In the event that any of the parties fail to fulfill all or any part of its obligations hereunder due to any event beyond reasonable control of the (congress Venue) and/or IPSA, including government restrictions imposed, orders by official authorities, laws and regulations put into force, official prohibitions or declaration of measures pertinent to an extraordinary situation in the country, strikes, lock-outs, epidemics, quarantine, terrorism, earthquake, and similar catastrophes and failure of (congress Venue) to exercise its operator rights, then the contract shall be terminated automatically without the parties being obliged to any indemnification. In this case, (congress Venue) shall return to IPSA, the contract price paid to it, within 30 (thirty) days following the application of IPSA to (congress Venue) in writing without any accrual of interest.

COMMISSION

The commission of 15% on the rooms sold will be paid to IPSA. The commission shall exclude taxes for room nights paid for the room block and be paid by the Hotel within 30 days after payment of the Master Account. For purposes of commission payment, the Congress period shall extend to all shoulder date bookings. The client will invoice the Hotel in order to get the commission after receiving the room block pick-up report.

RESERVATIONS

The Hotel will provide a reservation page customized to IPSA, which IPSA will advertise on its website.

The Hotel shall not accept reservations from a Third Party other than one officially appointed by IPSA.

The hotel agrees to redirect any booking requests from individuals or 3rd parties to IPSA (or its designated agent) and to credit room commission for any reservation that may have been accepted directly from the hotel (via booking engines for examples) for the Congress dates. The Hotel is to provide IPSA with a complete reservation list for meeting dates one week prior to Congress dates for audit purposes.

The Hotel must guarantee that it will not sell rooms at discounted rates on the internet lower than the Congress published rates. If a lower rate is found, the Hotel must agree to honor that rate for the entire room block of IPSA WC2020.

IPSA does not agree to relocation of our attendees in case of overbooking.

Contract Specific clauses for Participants

The proposals must include the following clauses:

Cancellation policy for Participants' Room Block

- 14 weeks prior to the event: possibility to cancel 100% of IPSA room block.
- 10 weeks prior to the event: possibility to cancel 75% of IPSA room block.
- 6 weeks prior to the event: possibility to cancel 50% of IPSA room block.
- 2 weeks prior to the event: possibility to cancel 25% of IPSA room block.

Booking, payment and cancellation policies for Participants

- No deposit requested from IPSA or guests at all time.

ANNEX 4. ACCOMMODATION FOR PARTICIPANTS - REQUEST FOR PROPOSAL (BID WC2020)

- No attrition policy will be applied to IPSA – all contracts will be under the “open block” formula.
- Cut-off date: The rate should be available to all participants until 30 days before the 1st check-in date.
- The participants should be able to cancel their reservations without penalty until 48 hours before their check-in date.
- Only one room night will be charged to the participant if the cancellation occurs from 48 to 24 hours before their check-in date.
- All room nights will be charged to the participant if the cancellation occurs less than 24 hours before their check-in date.
- Delegates are responsible for making their own individual reservations and payments.
- Accommodation, incidentals such as mini-bar, phone calls as well as individual food and beverage orders will be paid by the guests individually.