

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

INFORMATION

- The Bid must include official proposal(s) for the Congress Venue, with the stamp and the signature from the senior manager.
- The Bid can include up to two proposals (two scenarios) for a Congress Venue (University campus, hotel(s), Congress center, etc.), or a combination of two venues.
- All prices must be in \$USD currency, or include a conversion based on the day's rate.
- All prices must include all taxes and fees.
- The proposal shall include all the price lists and the specific clauses described below.
- If you don't match **ALL** the criteria stated below, **please DO NOT send** a proposal.

NOTE: The corresponding "Appendix_3_Questionnaire_Congress Venue" and the "Appendix 4_Venue Rooms & Equipment_Requirements" must be completed and submitted with the proposal(s).

Refer to Appendix 4 to view the complete list of room and equipment requirements.

MEETING SPACE REQUIREMENTS

Plenary Sessions

- 1 large room or amphitheater (500-750 people, theater style).
- Stage, podium, lectern.
- 8 microphones.
- Furniture (TBD).
- 2 large screens with projectors.

Lecture Rooms – Breakout rooms (5 or more)

- 2 small lecture halls (100-150 people, theater style).
- 3 small lecture halls (50-100 people, theater style).

Panel Rooms - Breakout rooms (35-40)

- 25 classrooms (25-50 people, theater style).
- 10-15 seminar rooms (15-25 people, theater style).
- Data projectors/computers and a presentation screen.
- Optional: whiteboard; microphone.
- Technicians fluent in English should be available to assist speakers quickly and effectively.

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SOCIAL EVENTS REQUIREMENTS

Opening Ceremony*:

- 1 large amphitheater for opening ceremony (1,000-1,500 people, theater style).
- 2 microphones at a lectern.
- 1 large screen behind the stage with a projector.
- Simultaneous interpretation booths.
- Stage, podium, lectern.
- Furniture (TBD).

*The cultural part of the Opening Ceremony will be organized by the LOC and further requirements for IT and audio-visual equipment will be provided before the event.

Opening Reception Area

- Large open space to accommodate 1,000 to 1,500 people standing.
- Stand-up tables and stools and a few sofas.
- Ideally next to the Opening Ceremony amphitheater.

Small Cocktail Area

- Closed space to accommodate 100 to 250 people standing.
- Stand-up tables and few stools.
- Furniture (TBD).
- 1 computer + mouse + wired internet (TBD).
- 1 projector (TBD).
- 1 screen (TBD).
- Sound system with 2 speakers (TBD).

Closing Ceremony

- 1 amphitheater for closing ceremony (500-750 people, theater style).
- 2 microphones at a lectern.
- 1 large screen behind the stage with a projector.
- Stage, podium, lectern.

Closing Reception Area

- Large open space to accommodate 500 people standing.
- Stand-up tables and few stools and sofa area.

PUBLIC SPACES REQUIREMENTS

Exhibition Hall

- Secure area open to participants through the congress.
- Open to registered attendees only, including accompanying persons.
- The schedule is from Day 1 to Day 5 inclusive.
- Security must be available on the exhibit floor from set-up/installation to tear-down/dismantle.
- Unit of measurement: Either Square Feet or Square Meters.

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- Gross Space Required: Depends on the number of booths contracted. Minimum: 25 booths (calculating 100 sq. ft. or 9 ²m per booth)
- An Exhibitor Kit will be provided at least 6 months in advance to Exhibitors either online or by PDF.

Internet Stations (4)

- 4 computers with mouse.
- 4 counters

Information Booth

- General information desk set up near the registration area and manned by tourist information personnel.
- A phone line for local calls only should be made available.
- Ideally located near Registration area.

Registration Area

- Must be ready to open on Saturday, 1 day prior to the Congress start date.
- Easily accessible and centrally located (close to food and drink facilities, water fountains, washrooms, etc.)
- The capacity of 250 persons standing in front of the counters: stanchions required to indicate lines.
- 10-12 counters (subject to change depending on the number of pre-registered attendees)
- Staff computers, printers, bags, etc.
- 10 computers with wired Internet.
- 5 printers (4 B&W and 1 color).
- If membership will be printing receipts, a separate printer is required.
- Power outlets (quad) are needed at each counter/table with a computer and printer.
- A layout of these needs will be provided by the Secretariat 6 months before the event.

WORKING SPACES REQUIREMENTS

Registration Office (6 days)

- Needed on Saturday, 1 day in advance of published event dates for pre-congress work.
- Closed off space near or behind the registration area.
- Needed on Saturday, 1 day in advance of published event dates for pre-congress work.
- Safe (TBD).

IPSA Congress Staff Office (9 days)

- Needed on Thursday, 3 days in advance of published event dates for pre-congress work.
- Tables & chairs: an office equipped for 10 people.
- A high-volume printer/copier.
- 110-volt outlets.
- 2 computers connected to a high-speed Internet connection
 - must be equipped with a recent version of Windows and MSOffice in English

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- computer keyboard must be in qwerty mode.
- 1 phone for local and long distance calls (at IPSA's expense).
- The option of ordering F&B in that room.
- 1 safe

Photo and Video Room (5 days)

- A small room for photographer and video crew.
- Tables & chairs: an office equipped for 4 people.

Volunteers Lounge and Working Room (7 days)

- Large space for about 150 volunteers.
- Coat racks (2-4).
- Tables (10) to work and eat.

Printing / Photocopy / Paper Room (5 days)

- A secure space should be available throughout the conference to host a printing service, for a fee, and this is where submitted congress papers would be sold.
- High-speed printer and a computer connected to Wired Internet.
- Adequate photocopy facilities must be available.
- Managed by the venue.

Storage

- There must be secured storage for IPSA materials 5 working days prior to the World Congress and 5 working days after the World Congress and throughout the event.
- Accessible for shippers to deliver and pick up materials (booth, printed programs, etc.).

EXECUTIVE COMMITTEE (EC) REQUIREMENTS

Council Meeting Room

- A room for 100 people with hollow square set-up and room for 40 spectators on the side.
- Recording equipment including 30 microphones.
- Required on day 2, 3, 4, 5:
the Council Meeting on Day 2, 3 and 5;
the meeting of National Association Presidents and Secretary Generals on Day 3.

IPSA Office (Secretary General and President)

- Table & chairs: an office equipped for 4-10 people.
- 110-volt outlets.
- The option of ordering F&B in that room.

Executive Committee Meeting Room / Lounge

- Table & chairs: a meeting space equipped for 20 people.
- 1 Sofa
- 1 computer and printer
- 1 phone that can make local and long distance calls (at IPSA's expense).

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- 110-volt outlets.

OTHER REQUIREMENTS

Logistics

- A message board for posting messages - should be large enough to be divided alphabetically or have more than one.
- Clear indications of where all meetings rooms are located: sign posts, map/layout of university facilities in the kit and in the program.
- Basic audio-visual and additional equipment should be readily available when requested.
- The possibility of Simultaneous translation for the Opening Ceremony and Closing Ceremony.
- Photocopy facilities both for the IPSA Secretariat and Executive committee and delegates. Adequate photocopy facilities must be available throughout the Congress.
- One building? If more than one building is required to accommodate all sessions, the distance between the buildings should be minimal: max. 5 minutes walking.
- Set-up and move-in: One day in advance of published event dates.
- Tear-down and move-out: last day of the congress (Day 5).

Services to Participants

- Arrangements for coffee stations.
- Adequate eating facilities. Need fast food counters that can handle large numbers as well as restaurants where people can hold working breakfasts or luncheons.
- Banking facilities and Foreign exchange services available at a walking distance from the Congress Venue.
- Adequate toilet facilities and water fountains.
- Accessibility/Special Needs: the congress venue(s) must be accessible to all disabled participants (i.e. elevators, ramps, etc.).

Wireless Internet Access

- Free wireless access throughout the venue at a minimum speed upload/download of 10 mb/s for up to 3000 users will be provided and the service will be guaranteed.

Kits for delegates (to be inserted in the delegate's bag)

- Information sheet on the host city attractions.
- List of restaurants.

SPECIFIC CLAUSES

The contract must include the following clauses:

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Force majeure

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.

In the case of Force majeure, IPSA and the (congress Venue) shall negotiate in good faith the change of the specified dates, or (congress Venue) shall return to IPSA, the contract price paid to date.

Liability

(Congress venue) shall be liable for all damage caused to IPSA, by employees working for (Congress venue), the subcontractors and their employees. The amount of loss determined shall be notified to (congress venue) and legal proceedings shall be initiated for collection if the said amount is not paid within 30 (thirty) days.

Approval of expenditures

All additional orders by the IPSA to (Congress venue) have to be made in writing by IPSA (email or letter). During the event, a signature by the IPSA on an order form to (Congress venue) is deemed sufficient evidence. IPSA agrees that the presentation of the invoice pertinent to the relevant organizational expenses made by (Congress Venue) shall be sufficient evidence.

Quality of service

- In the case of failure by (congress venue) to deliver a requested service in the promised time frame and a satisfactory manner, IPSA shall be discounted of 10% of the service cost.
- In the case of failure by (congress venue) to deliver a requested service in the promised time frame and a satisfactory manner, IPSA shall be permitted to outsource to an external service provider.
- In the case that (congress venue) makes an error in the allocation of the rooms, IPSA shall be entitled to claim a deduction of the room rental fee in the contract.

Prices

All prices indicated in the contract and annexes (rooms, F&B, A/V, etc.) cannot be raised by (congress Venue), from the date of the signing of the contract until the completion of the service.

Contract value

We would like to have the opportunity to free some rooms, in exchange for extra services, in order to respect the amount (value) of the signed contract.

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Access to the offices

- Our staff will need to enter the Congress center (or university campus) at 6:30 AM and have access to our working offices as well as the room where all our materials/shipments will be stored without additional charges during the 6 Congress days in 2020 (Saturday through Thursday, dates TBD).
- We also request to have access to the registration area free of additional charges for setting up at 6:30 on the pre-Congress day and first day of the Congress (Saturday and Sunday, dates TBD).

Room rental fee inclusions

Room rental fee includes the following services:

- General Cleaning: public areas, foyers, meeting rooms, WC and Exhibition aisles are cleaned on a regular basis by the (congress venue) cleaning staff.
- Air Conditioning: public area, foyers, meeting rooms, WC and Exhibition areas (during the organization date and time schedule).
- Room Set Up: (congress venue) will provide basic furniture for meeting halls.
- Electricity: public areas, foyers, meeting rooms, WC and exhibition areas. It doesn't include electrical outlets for exhibition booths.

Audio-Visual & IT

We will sign the Audio-Visual & IT contract later.

Permits

(Congress Venue) shall provide all alcohol permits.

Volunteers

IPSA's volunteers are allowed to perform services such as controlling badges, decoration, handling materials and signage installations.

Price lists

The proposal must include the following annexes:

- Internet price list.
- Snack bar: Food & Beverages price list.
- Audio-visual price list.
- General services price list – staff: security agent, cleaning staff, waiter, rigging, etc.
- General services price list – logistic: electricity, phone line, plumbing, lift, etc.
- High-resolution plan of each level of each building for all meeting rooms.
- Congress venue questionnaire.