

# 2022



**31 July 2019**



## IPSA World Congress of Political Science

# RFP: REQUEST FOR PROPOSAL

## Bid Manual to Host IPSA 2022 World Congress

The bidding process for the 2022 IPSA World Congress of Political Science is open from 1 November 2018 to **31 July 2019**. Once 3 host cities are shortlisted by the Bid Evaluation Committee (BEC), site visits will be organized in October 2019. The 2022 host city will be selected in December 2019 by the IPSA Executive Committee based on the recommendation of the BEC and announced in December 2019.

### Contact Information

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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 57 national and regional association members, 90 institutional members and more than 3,500 individual members around 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 (ISSC) 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 comprising of delegates from national associations and the new Executive Committee hold their various meetings.
Frequency:	Biennial
Duration:	4 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:	<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>New Nationalism in an Open World: Globalization and its Rivals</i> (2020, Lisbon)

**Past Congresses**

City	Start Date always on Sunday	End Day	Total Attendance	Local Host	Name of DMC/PCO
<b>Brisbane (Australia)</b>	July 21 2018	July 25 2018	2,153	Australian Political Science Association	ICMS
<b>Poznań (Poland)</b>	July 24 2016	July 28 2016	2,587	Polish Political Science Association	Mazurka Travel
<b>Montréal (Canada)</b>	July 20 2014	July 24 2014	2,429	Canadian Political Science Association	N/A
<b>Madrid (Spain)</b>	July 8 2012	July 12 2012	3,165	Spanish Political Science Association	N/A
<b>Santiago (Chile)</b>	July 12 2009	July 16 2009	2,389	Chilean Political Science Association	CMC Event
<b>Fukuoka (Japan)</b>	July 9 2006	July 13 2006	2,094	Japanese Political Science Association	N/A
<b>Durban (South Africa)</b>	June 29 2003	July 4 2003	1,011	African Association of Political Science	N/A

**Future Congress**

City	Start Day & Date	End Day & Date	Local Host
<b>Lisbon (Portugal)</b>	Saturday July 25 2020	Wednesday July 29 2020	Portuguese Political Studies Association

**ROTATION POLICY**

Although considerations such as high local interest and commitments of financial support influence strongly the choice of the World Congress venue, by tradition, IPSA has held each of its World Congresses at a different continent/region, in order to reflect the international nature of the association. IPSA, if possible, prefers not to return to the same continent/ region until after two congress rotations. For the 2022 World Congress, bids from South America are expected to receive preferential consideration.

**TIMING: CHOICE OF DATES FOR THE WORLD CONGRESS**

Bid candidates are invited to propose strategic dates 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), the International Studies Association

Annual Convention (ISA) or the International Sociological Association World Congress of Sociology (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	May 24, 2019	May 27, 2019	Boston (USA)
	2020, 2021 & 2022		Dates and location unknown
APSA	August 29, 2019	September 1, 2019	Washington (USA)
	September 3, 2020	September 6, 2020	San Francisco (USA)
	September 29, 2021	October 3, 2021	Seattle (USA)
	September 14, 2022	September 18, 2022	Montréal (Canada)
ECPR	September 4, 2019	September 7, 2019	Wroclaw (Poland)
	2020, 2021 & 2022		Dates and location unknown
ISA (International Studies)	March 26, 2019	March 29, 2019	Toronto (Canada)
	March 25, 2020	March 28, 2020	Honolulu (USA)
	2021 & 2022		Dates and location unknown
ISA (Sociology)	July 24, 2022	July 31, 2022	Melbourne (Australia)

## FUNCTION SCHEDULE

Day	Day	Scheduled Activities
<b>Pre-Congress</b>	<b>Thursday</b>	Office set-up for Secretariat and Executive Committee. Storage Room available.
<b>Pre-Congress</b>	<b>Friday</b>	Volunteers' Specific Training Set-up of registration and stuffing of delegate bags
<b>Pre-Congress</b>	<b>Saturday</b>	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 (2) (Location TBD)
<b>Congress Day 1</b>	<b>Sunday</b>	Registration Sessions Opening Ceremony & Welcome Reception
<b>Congress Day 2</b>	<b>Monday</b>	Registration Sessions Council Meeting

<b>Congress Day 3</b>	<b>Tuesday</b>	Registration Sessions Council Meeting – Election of President Meeting of Presidents and Secretaries of National Associations
<b>Congress Day 4</b>	<b>Wednesday</b>	Registration Sessions Council Meeting – Election of Executive Committee Meeting of the Advisory Committee on Research Closing Ceremony
<b>Post-Congress</b>	<b>Thursday</b>	Executive Committee Meeting Dismantling

## ATTENDEE PROFILE

**Expected Attendance: 2,500**

### 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:

- 40-42% women
- 20-26 % students
- From 70-92 countries
- 7-15 % from the host country
- 39 % of participants do not receive funding to attend the World Congress (based on 2016 participation survey)

**2018 World Congress Participants per Age Groups and Gender**

Age	Female		Male		Other		Total	
15-24	19	0.9%	13	0.6%			32	1.5%
25-34	259	12.1%	243	11.3%			502	23.4%
35-44	273	12.7%	382	17.8%	4	0.2%	659	30.7%
45-54	205	9.6%	276	12.9%			481	22.4%
55-64	99	4.6%	206	9.6%			305	14.2%
65-74	36	1.7%	106	4.9%			142	6.6%
75-84	5	0.2%	17	0.8%			22	1.0%
85-94			3	0.1%			3	0.1%
<b>Total</b>	<b>896</b>	<b>41.8%</b>	<b>1246</b>	<b>58.1%</b>	<b>4</b>	<b>0.2%</b>	<b>2146</b>	

## Provenance of Participants at the 2018 World Congress in Brisbane, Australia

## Number of participants by country – World Congress 2018

Country	Registered	No-Show	Attended
Albania	1	0	1
Argentina	14	2	12
Armenia	1	0	1
Australia	591	31	560
Austria	5	1	4
Bahrain	1	0	1
Bangladesh	7	1	6
Belgium	27	1	26
Benin	2	0	2
Brazil	59	11	48
Bulgaria	1	0	1
Cameroon	4	3	1
Canada	94	7	87
Chile	10	3	7
China	33	9	24
Colombia	5	0	5
Congo (Kinshasa)	2	1	1
Croatia	13	1	12
Czech Republic	19	1	18
Denmark	14	0	14
Ecuador	1	1	
Egypt	3	0	3
Estonia	2	0	2
Fiji	5	0	5
Finland	13	0	13
France	37	8	29
Germany	94	5	89
Ghana	2	0	2
Guatemala	2	1	1
Hong Kong S.A.R.	14	0	14
Hungary	4	0	4
Iceland	2	0	2
India	111	12	99
Indonesia	25	6	19
Iran	3	1	2
Ireland	6	0	6
Israel	8	2	6
Italy	11	5	6
Ivory Coast	1	0	1
Japan	153	2	151
Kazakhstan	4	0	4
Lebanon	2	0	2
Lithuania	3	0	3

Country	Registered	No-Show	Attended
Malaysia	3	0	3
Mexico	27	5	22
Moldova	1	0	1
Mongolia	1	1	
Morocco	2	1	1
Mozambique	1	0	1
Nepal	5	1	4
Netherlands	19	1	18
New Caledonia	2	0	2
New Zealand	55	3	52
Nigeria	21	14	7
Norway	24	1	23
Pakistan	13	5	8
Peru	2	1	1
Philippines	16	0	16
Poland	49	1	48
Portugal	7	2	5
Qatar	1	0	1
Romania	5	0	5
Russia	41	3	38
Serbia	3	0	3
Singapore	24	0	24
Slovakia	4	0	4
Slovenia	5	3	2
South Africa	19	2	17
South Korea	100	6	94
Spain	23	4	19
Sri Lanka	2	0	2
Sweden	17	0	17
Switzerland	11	0	11
Taiwan	52	2	50
Tanzania	2	0	2
Thailand	8	0	8
Trinidad and Tobago	1	0	1
Turkey	38	2	36
Uganda	2	1	1
Ukraine	4	0	4
United Arab Emirates	9	2	7
United Kingdom	108	10	98
United States	208	17	191
Uruguay	5	2	3
Vietnam	2	0	2
<b>Grand Total</b>	<b>2351</b>	<b>205</b>	<b>2146</b>

**Accommodation Statistics**WC2014 Montreal

Stars	Min room rate (US\$)	Max room rate (US\$)	Average room rate (US\$)	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 (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%

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



## TANGIBLE AND INTANGIBLE VALUES FOR THE HOST CITY (COUNTRY)

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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 US\$1,500 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 expenditures are related to exhibitors' stand design and construction, freight forwarding, hospitality, accommodation, audio-visual equipments 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<sup>rd</sup> 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

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

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

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IPSA is the party responsible for the oversight of the organization of the 2022 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 2022 World Congress. Overall, the LOC is expected to raise approximately US\$200,000 in cash and in kind to be spent in meeting the local expenses associated with the Congress. Cash that is raised will be deposited in the IPSA World Congress account and will be used to pay for local expenses described in the contract such as paying the rental fees of the congress venue (if any), paying for locally supplied goods and services and items required on site, meeting various pre-conference expenses, remunerating of the Destination Management Organization (DMO) or the Professional Conference organizer (PCO), offering travel grants, covering 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 be included in the World Congress financial statements.

**Promotion:**

- IPSA, in consultation with the LOC, is responsible for the creation of the WC2022 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 WC2022.
- 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 WC2022.

**Academic Program:**

- The LOC is expected to organize around 50 panels within LOC sessions and assign the 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 Chairs and the final approval of the IPSA Executive Committee.
- In addition to the LOC sessions, the WC2022 Program Chairs 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 over 100 volunteers (undergrad and grad students) to work during the WC2022. 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 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 2020):**

- The closing ceremony of WC2020 is where the winning WC2022 destination will be formally introduced, and it is expected that the next hosting LOC make a presentation.
- IPSA expects the LOC of the 2022 edition of the World Congress to contribute financially or in kind to the amount of no less than US\$5,000 to the closing ceremony and/or reception of the previous IPSA World Congress (i.e. 2020). 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 funds 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. The LOC may establish its own criteria for awarding travel grants or may ask for IPSA's cooperation in administering the grants.

- In past IPSA World Congresses, a minimum of US\$30,000 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 Chairs, IPSA Editors and IPSA Secretariat staff for the WC 2022 will be organized and paid by the LOC with budgeted funds.

**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 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). It is to be paid for with budgeted funds.

**Reports to IPSA:**

- The LOC shall send monthly progress reports to the IPSA World Congress and Events 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 LOC's expenditures and revenue must be submitted to the IPSA Secretariat within three (3) months after the WC2022.

## PROPOSAL GUIDELINES AND BID COMPONENTS

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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 a World Congress of the IPSA and who 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). 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 World Congress for that year, a full proposal should be annexed to the 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 US\$20,000 deposit and a commitment to secure US\$5,000 to sponsor the preceding Congress' closing ceremony. The method of securing these sums will be specified in the Memorandum of Understanding (MoU) between the LOC and IPSA.
  - Opening of a banking account for the IPSA World Congress.

## 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 three (3) years.
- IV. HQ hotel: Proposal from hotel(s) wishing to be headquarter hotel, with financial proposal and additional concessions based on the requirements presented in Annex 5.
- 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 the year (in US dollars or local currency). Regular double bed room rate should range from US\$65 to US\$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 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 accommodation in one of the potential headquarter hotels for up to 4 people, up to 4 nights (July or August 2019).
  - 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 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 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 IPSA World Congress plenary speakers (VIP).
- Travel allocation for the IPSA World Congress staff (total needs are listed below).
- Other contributions.

- **IPSA World Congress Staff:**

October 2019	4 round trip tickets, site inspection (Bid Process)
March-May 2021	2 round trip tickets, site visit (one year prior the WC)
July 2022	6 round trip tickets, World Congress staff

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

- I. 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, 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 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.
- IV. The venue must have enough space for at least 30 exhibition booths (10 x 10 sq. ft).
- V. The venue must have specific areas which can be designated for lunches and coffee breaks during the Congress.
- VI. Wireless internet access throughout the venue at no additional cost to the IPSA.



- 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 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 and soundproof 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 \$US 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 \$US or equivalent).
- XVII. A F&B quote must be provided as per specifications in "Annex 3\_Food & Beverage" and prices should be guaranteed (in \$US 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 RFP submitter must send the following information and documents:

DOCUMENTS	REQUIREMENT
<b>Full bid organized by Sections</b> , as described above under "Proposal Guidelines", and including all cost proposals as required.	Mandatory
<b>Official Letter from the national political science association (PSA) or another body recognized by IPSA</b> 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
<b>Official Letters of Support</b> from local, regional and national authorities as well as other organizations.	Mandatory



<b>Official Letters of Financial Support</b> (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
<b>An official letter from the Host City Convention Bureau</b> , 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 <b>Appendix 1 - Host City Questionnaire</b>	Mandatory
The duly completed <b>Appendix 2 - Host Country Visa Requirements Questionnaire</b>	Recommended – will be required only for short-listed candidates.
Up to two <b>congress venue proposals</b> 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"> <li>• The duly completed <b>Appendix_3_Questionnaire_Congress Venue</b></li> <li>• The duly completed <b>Appendix 4 - Venue Rooms &amp; Equipment Requirements</b></li> <li>• <b>Official quotation(s) for Audiovisual and IT</b> as per the criterion specified in <i>Annex 2. Audiovisual and IT - Request for Proposal</i></li> <li>• <b>Official quotation(s) for Food and Beverage</b> as per the criterion specified in <i>Annex 3. Food and Beverage - Request for Proposal</i></li> <li>• <b>Color coordinated floor plan(s) of the venue(s) with proposed room allocation clearly marked.</b></li> </ul>	Mandatory
<b>Hotel Grid for Participant Hotels</b> as per the criterion specified in <i>Annex 4. Accommodation for Participants - Request for Proposal</i> .	Mandatory
<b>Proposals for the Headquarter Hotel including official proposals</b> as per the criterion specified in <i>Annex 5. Accommodation Headquarter Hotel - Request for Proposal</i> .	Mandatory
<b>Other documents/information</b> that the candidate may consider relevant.	Optional

## SUBMISSION OF BID PROPOSAL

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 **31 July 2019**, 24:00 EST at the latest to [wc2022@ipsa.org](mailto:wc2022@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 [wc2022@ipsa.org](mailto:wc2022@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 7 August 2019.**

Attention: WC2022 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 [wc2022@ipsa.org](mailto:wc2022@ipsa.org).

## BID PROCESS TIMELINE

<b>CALL FOR BIDS</b> Launch of the Request for Proposals (RFP) to IPSA collective members (national political science associations) and convention bureaus or other DMO.	<b>1 November 2018</b>
<b>BID PROPOSAL DEADLINE</b> Bid candidates must complete the formal bid proposal and submit all required questionnaires and signed documents.	<b>31 July 2019</b>
<b>HARD COPIES (2) RECEIVED AT THE IPSA Office</b>	<b>8 August 2019</b>
<b>SHORTLISTING</b> The IPSA secretariat will examine the bid proposals and shortlist 3 suitable host cities.	<b>25 August 2019</b>
<b>BID CHALLENGE</b> Bid candidates may be requested to review or improve specific items of their proposal.	<b>1 September 2019</b>
<b>SITE VISITS</b> 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.	<b>October 2019</b>
<b>EVALUATION AND FINAL DECISION</b> The Bid Evaluation Committee will perform a final evaluation and recommend the host city to the Executive Committee.	<b>10 November 2019</b>
<b>2022 HOST CITY ANNOUNCEMENT</b>	<b>24 November 2019</b>
<b>DEADLINE TO PROVIDE GUARANTEES</b> The Memorandum of Understanding (MoU) must be signed by the Local Organizing Committee (LOC) and a US\$20,000 deposit shall be made.	<b>1 December 2019</b>

## GOVERNANCE

### Executive Committee

The decision-making body of IPSA is the Executive Committee 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 Executive Committee also decides about the IPSA World Congress destinations.

### Bid Evaluation Committee (BEC)

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 select no more than three destinations that are suitable for hosting the IPSA World Congress. The committee is formed of six (6) members: four Executive Committee members and two Secretariat staff (Secretary General and the World Congress and Events Director).

## 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 (25 August 2019) – 1<sup>st</sup> 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 no more than three finalists, all suitable for hosting the IPSA World Congress.

### 3. Challenge (1 September 2019) - 2<sup>nd</sup> 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 (October 2019)

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 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 (10 November 2019, for the EC meeting)

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 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 host city recommendation will be made by the Bid Evaluation Committee to the IPSA Executive Committee. The destination of the 2022 IPSA World Congress will be endorsed by the Executive Committee.

### 6. Final decision (10 November 2019)

### 7. 2022 Host City Announcement (24 November 2019)

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.

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**FINAL CANDIDATE - EVALUATION CRITERIA**

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**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 60 (sixty) days 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 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 LOC is expected to raise approximately US\$200,000 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 home city will be considered the same as 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 & 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

**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-wc2022](http://www.ipsa.org/events/RFP-host-wc2022)