

**ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL AND EQUIPMENT REQUIREMENTS  
REQUEST FOR PROPOSAL (BID IPSA WC2025)**

**IPSA  AISP**  
**28<sup>TH</sup> WORLD CONGRESS OF POLITICAL SCIENCE**

#### **INFORMATION**

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- The bid proposal must include official contracts for the congress venue, with the stamp and the signature from the senior manager.
- The bid proposal can include up to two proposals (two scenarios) for a congress venue (university campus, hotel(s), congress centre, etc.), or a combination of two venues.
- The completed “Congress Venue Questionnaire” (**Appendix 3**) and the “Venue Room and Equipment Requirements form” (**Appendix 4**) must be submitted with the contract.
- All prices must be in \$USD currency.
- All prices must include all taxes and fees.
- The contract shall include all the annexes and the specific clauses described below.
- If the bid proposal doesn’t match **ALL** the criteria stated below, **please DO NOT send** a proposal.

**RFP Release date:** 17 January 2022  
**Response due date:** 20 May 2022

#### **GENERAL CRITERIA**

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- Technicians fluent in English on site during the Congress
- Installation and dismantle included in rental cost

#### **MEETING SPACE REQUIREMENTS**

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##### **Plenary Sessions (1 for 4 days)**

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- 1 large room or amphitheater (500-750 people, theater style)

##### **Audiovisual and equipment requirements:**

- 1 audio-video system connected to computers
  - 2 video cameras
  - 2 large screens (TVs, projectors, etc.) for slides, pre-recorded video, and feed from cameras
  - 4-6 speakers
  - 9 microphones
    - 1 wired microphone at a lectern (stage)
    - 4 wired microphones at head table (stage)
    - 2 lapel microphones (stage)
    - 2 microphone wired + 2 tripods (for questions, spectators)
- 3 computers equipped with a recent version of Windows and MSOffice in English and Internet access
- 1 mouse or clicker
- 1 stage
- 1 lectern on stage

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- 1 long table on stage with audience-facing seating for 5
- In-house technician(s) fluent in English to support the audio-visual presentations
- Wired Internet

### **Lecture Rooms – Breakout rooms (5 or more for 4 days)**

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

#### **Audiovisual and equipment requirements (to cover each room):**

- 5 large screens (TVs, projectors, etc.) for slides and pre-recorded videos
- 10 computers equipped with a recent version of Windows and MSOffice in English and Internet access
- 5 clickers
- 5 video cameras with connection to computer
- 5 sound systems with 10 speakers and connection to computer
- 5 microphones with connection to sound system
- 5 lecterns
- 5 long tables in front of the room with audience-facing seating for 5
- Wired Internet

### **Panel Rooms - Breakout rooms (35-40 for 4 days)**

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- 25 classrooms (25-50 people, theater style)
- 10-15 seminar rooms (15-25 people, theater style)

#### **Audiovisual and equipment requirements:**

- 35-40 screens (TVs, projectors, etc.; 1 per room) for slides and pre-recorded videos
- 35-40 computers equipped with a recent version of Windows and MSOffice in English and Internet access
- 35-40 clickers (1 per room)
- 35-40 table in front of the room with audience-facing seating for 8 people

### **Council Meeting Room (1 for 3 days)**

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- 1 room for 100 people with hollow square set-up
- Required on day 2, 3, & 4 of the Congress

#### **Audiovisual and equipment requirements:**

- 1 computer equipped with a recent version of Windows and MSOffice in English and Internet access
- 1 mouse or clicker
- 1 large screen (TV, projector, etc.) for slides and pre-recorded video
- 1 sound system with recording equipment, 4-6 speakers
- 30 microphones
- Wired Internet

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### **Executive Committee Meeting (1 for 2 days)**

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- 1 meeting room equipped with set-up in a hollow square for 35 people.
- Must be available on the pre-congress day and one day after the published event dates
- The meeting room can be in a different location than the Congress.

#### **Audiovisual and equipment requirements:**

- 1 computer equipped with a recent version of Windows and MSOffice in English and Internet access
- 1 mouse or clicker
- 1 screen (TV, projector, etc.) for slides and pre-recorded video
- 1 sound system with recording equipment
- 15 microphones
- Wired Internet

### **SOCIAL EVENTS REQUIREMENTS**

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#### **Opening Ceremony (1 for 1 day)**

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- 1 large amphitheater (1,000-1,500 people, theater style)

#### **Audiovisual and equipment requirements\*:**

- 1 audio-video system connected to computers
  - 2 video cameras
  - 2 large screens (TVs, projectors, etc.) for slides, pre-recorded video, and feed from cameras
  - 4-6 speakers
  - 6 microphones
    - 1 wired microphone at a lectern (stage)
    - 2 wireless microphones (stage)
    - 3 lapel microphones
- In-house technician(s) fluent in English to support the audio-visual presentations
- Wired Internet
- 1 stage
- 1 lectern
- 3 computers equipped with a recent version of Windows and MSOffice in English and Internet access
- 1 mouse or clicker

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

#### **Opening Reception Area (1 for 1 day)**

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- Large open space to accommodate 1,000 to 1,500 people standing
- Ideally next to the Opening Ceremony amphitheater

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### Small Cocktail Area (1 for 4 days)

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- Closed space to accommodate 100 to 250 people standing
- Stand-up tables and stools

### Closing Ceremony (1 for 1 day)

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- 1 amphitheater for Closing Ceremony (500-750 people, theater style)

#### Audiovisual and equipment requirements:

- 1 audio-video system connected to computers
  - 2 video cameras
  - 2 large screens (TVs, projectors, etc.) for slides, pre-recorded video, and feed from cameras
  - 4-6 speakers
  - 6 microphones
    - 1 wired microphone at a lectern (stage)
    - 2 wireless microphones (stage)
    - 4 lapel microphones
- In-house technician(s) fluent in English to support the audio-visual presentations
- Wired Internet
- 1 stage
- 1 lectern
- 3 computers equipped with a recent version of Windows and MSOffice in English and Internet access
- 1 mouse or clicker

### PUBLIC SPACES REQUIREMENTS

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#### Exhibition Hall (1 for 5 days)

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- Large and secure area for a minimum of 25 exhibitor booths
- Open to registered attendees only through the Congress (from Day 1 to Day 4 inclusive)
- Security available on the exhibit floor from set-up/installation to tear-down/dismantle

#### Equipment requirements (see Annex 3\_Exhibition & Event Infrastructure for more details):

- *20-25 exhibitor booths: the exact number and type of booth will be confirmed six (6) months before the Congress*

#### Internet Cafés (1 for 4 days)

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- Small area (10-25 people)

#### Audiovisual and equipment requirements:

- 10 computers equipped with a recent version of Windows and MSOffice in English with wired Internet, mouse and keyboard
  - 5 enclosed stations with minimal soundproofing and incorporated speakers,

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- webcam and microphone
- 5 open stations

### **Information Booth (1 for 4 days)**

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- General information desk set up near the registration area and staffed by tourist information personnel

#### **Audiovisual and equipment requirements:**

- 1 computer equipped with a recent version of Windows and MSOffice in English with wired Internet
- 1 mouse
- A phone line for local calls only should be made available

### **Registration Area (1 for 5 days)**

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- Area easily accessible and centrally located for participants' registration with about 10 counters
- Must be ready to open on Saturday, 1 day prior to Congress start date
- A layout of these needs will be provided by the Secretariat 6 months before the event

#### **Audiovisual and equipment requirements:**

- Stanchions required indicating lines
- 8 computers equipped with a recent version of Windows and MSOffice in English
- 8 mice if computers are not laptops
- Wired Internet
- 1 telephone (optional)
- 4 printers (BW)
- 1 printer (color) connected to 5 computers in Pre-registered booths
- 7 barcode scanners
- Working tables in the back

### **WORKING SPACES REQUIREMENTS**

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#### **IPSA Congress Staff Office (1 for 7 days)**

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- Office equipped for 10 people
- Needed three (3) days in advance of published event dates for pre-congress work
- Option of ordering food & beverages to be delivered to room

#### **Audiovisual and equipment requirements:**

- 2 computers equipped with a recent version of Windows and MSOffice in English
- Wired Internet
- 1 printer / photocopier for high-speed printing
- 1 telephone with outside line access
- 1 safe

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### **Executive Committee Meeting Room / Lounge**

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- Lounge or meeting space equipped for 20 people, with sofas
- Option of ordering food & beverages to be delivered to room

### **Photo and Video Room (1 for 4 days)**

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- Office equipped for 4 people
- Wired Internet

### **Volunteers Lounge and Working Room (1 for 5 days)**

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- Large space for about 50 volunteers

#### **Equipment requirements:**

- 2 coat racks
- Tables with seating for up to 25 people

### **Storage**

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- Secured storage area for IPSA materials five (5) working days prior to the Congress and two (2) working days after the Congress and throughout the event
- Accessible for shippers to deliver and pick up materials (booth, printed programs, etc.)

### **OTHER REQUIREMENTS**

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#### **Logistics**

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- Clear indications of where all meeting rooms are located: sign posts, map/layout of venue facilities in the kit and in the program
- Basic audio-visual and additional equipment should be readily available when requested
- 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: one day after the last day of the Congress (Day 4)

#### **Services to Participants**

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- 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 persons with disabilities (i.e. elevators, ramps, etc.).

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Wireless Internet Access

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- Free wireless Internet access throughout the venue at a minimum speed upload/download of 10 mb/s per user

Items for delegates (to be included in the delegate bags)

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

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### **SPECIFIC CLAUSES**

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The contract must include the following clauses:

#### **Force majeure**

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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.

#### **Approval of expenditures**

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All additional orders by the IPSA to (congress venue) must 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**

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- 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, if any, in the contract.

#### **Prices**

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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**

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IPSA 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.

#### **Access to the offices**

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- IPSA staff will need to enter the congress venue at 6:30 AM and have access to the working offices as well as the room where all materials/shipments will be stored without additional charges on the three (3) days preceding the Congress.
- IPSA also requests to have access to the registration area free of additional charges for setting up at 6:30 on the two days preceding the Congress.

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### **Room rental fee inclusions**

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Room rental fee (if any) 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 exhibition booths electricity

### **Audio-Visual & IT**

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IPSA will sign the Audio-Visual & IT contract later

### **Permits**

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The congress venue shall provide all alcohol permits

### **Volunteers**

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IPSA's volunteers are allowed to perform services such as controlling badge access to Congress rooms, moving and handling shipping materials and signage installations.

### **Insurance**

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Details on insurance policy needed by IPSA should be provided by the congress venue in the contract.

### **ANNEXES**

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The contract must include the following annexes:

- Internet price list
- Snack bar: food & beverage 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

**Room Specifications and Equipment required are detailed in Appendix 4.**