

2025



**IPSA World Congress of Political
Science**

RFP: REQUEST FOR PROPOSAL

Bid Manual to Host the IPSA 2025 World Congress

The bidding process for the 2025 IPSA World Congress of Political Science is open from 17 January 2022 to 20 May 2022. Once three host cities are shortlisted by the Bid Committee, site inspections will be organized in August-October 2022. The 2025 host city will be selected in December 2022 by the IPSA Executive Committee based on the recommendation of the Bid Committee and announced in January 2023.

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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 61 national and regional association members, 79 institutional members and more than 4,000 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 Science Council (ISC) 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:	5 days, Saturday to Wednesday
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>New Nationalisms in an Open World</i> (2021, Virtual ¹) <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>Politics in the Age of Transboundary Crises</i> (2023, Buenos Aires)

¹ The 2020 Lisbon World Congress was postponed to 2021 due to the COVID-19 pandemic and transitioned to a virtual format in February 2021.

Past Congresses

City	Start Date	End Day	Total Attendance	Local Host	Name of DMC/PCO
Virtual² (Lisbon, Portugal)	10 July 2021	15 July 2021	2,760	Portuguese Political Science Association	B-Network
Brisbane (Australia)	21 July 2018	25 July 2018	2,153	Australian Political Science Association	ICMS
Poznań (Poland)	24 July 2016	28 July 2016	2,587	Polish Political Science Association	Mazurka Travel
Montréal (Canada)	20 July 2014	24 July 2014	2,429	Canadian Political Science Association	N/A
Madrid (Spain)	8 July 2012	12 July 2012	3,165	Spanish Political Science Association	N/A
Santiago (Chile)	12 July 2009	16 July 2009	2,389	Chilean Political Science Association	CMC Event
Fukuoka (Japan)	9 July 2006	13 July 2006	2,094	Japanese Political Science Association	N/A
Durban (South Africa)	29 June 2003	4 July 2003	1,011	African Association of Political Science	N/A

Future Congress

City	Start Day & Date	End Day & Date	Local Host
Buenos Aires (Argentina)	July 2023 (exact dates TBC)	July 2023 (exact dates TBC)	Argentine Society of Political Analysis - SAAP

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 on a different continent/region, to reflect the international nature of the association. IPSA, if possible, prefers not to return to the same continent/region until after two or three Congress rotations.

² The 2020 Lisbon World Congress was postponed to 2021 due to the COVID-19 pandemic and transitioned to a virtual format in February 2021.

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 International Public Policy Association (IPPA) International Conference, the Latin American Studies Association (LASA) International Congress, the American Political Science Association (APSA) Annual Meeting and Exhibition, the European Consortium for Political Research (ECPR) General Conference, the International Studies Association (ISA) Annual Convention or the International Sociological Association (ISA) World Congress of Sociology. Date selection should consider major university and religious holidays around the world and local weather forecast.

Event	Start Date	End Date	Destination
IPPA	28 June 2023 - TBC	30 June 2023 - TBC	TBC
	5 July 2021	9 July 2021	Barcelona (Spain)
LASA	5 May 2022	8 May 2022	San Francisco (USA)
	26 May 2021	29 May 2021	Virtual
	13 May 2020	16 May 2020	Virtual
	24 May 2019	27 May 2019	Boston (USA)
APSA	11 September 2025	14 September 2025	Vancouver (Canada)
	5 September 2024	8 September 2024	Philadelphia (USA)
	31 August 2023	3 September 2023	Los Angeles (USA)
	14 September 2022	18 September 2022	Montréal (Canada)
	29 September 2021	3 October 2021	Seattle (USA)/Hybrid
	3 September 2020	6 September 2020	Virtual
	29 August 2019	1 September 2019	Washington (USA)
ECPR	2022 & 2023		Dates and locations unknown
	30 August 2021	3 September 2021	Virtual
	24 August 2020	28 August 2020	Virtual
	4 September 2019	7 September 2019	Wroclaw (Poland)
ISA (International Studies)	2 March 2025	5 March 2025	Chicago (USA)
	3 April 2024	6 April 2024	San Francisco (USA)
	15 March 2023	18 March 2023	Montréal (Canada)
	30 March 2022	2 April 2022	Nashville (USA)/Hybrid
	6 April 2021	9 April 2021	Virtual
	25 March 2020	28 March 2020	Honolulu (USA) - cancelled
	26 March 2019	29 March 2019	Toronto (Canada)

ISA (Sociology)	25 June 2023	1 July 2023	Melbourne (Australia)
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FUNCTION SCHEDULE

Day	Day	Scheduled Activities
Set-up	Thursday	Office set-up for Secretariat and Executive Committee Storage Room available
Set-up	Friday	Volunteers' Specific Training Set-up of registration and stuffing of delegate bags
Pre-Congress Day 0	Saturday	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 (Location TBD)
Congress Day 1	Sunday	Registration Sessions Opening Ceremony & Welcome Reception
Congress Day 2	Monday	Registration Sessions Council Meeting
Congress Day 3	Tuesday	Registration Sessions Council Meeting – Election of President Meeting of Presidents and Secretaries of National Associations
Congress Day 4	Wednesday	Registration Sessions Council Meeting – Election of Executive Committee Meeting of the Advisory Committee on Research Closing Ceremony
Post-Congress	Thursday	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:

- 40-47% women
- 20-26% students
- From 70-99 countries
- 7-15% from the host country
- 66% of participants do not receive funding to attend the Virtual World Congress (based on 2021

participation survey data)

2021 World Congress (Virtual) Program Participants – Countries

Country	Registered	No-Show	Attended	Country	Registered	No-Show	Attended
Portugal	252	12	240	Slovakia	6	0	6
United States	249	24	225	Slovenia	6	0	6
Brazil	238	20	218	Bangladesh	4	0	4
Spain	211	16	195	Indonesia	4	0	4
Germany	196	15	181	Thailand	4	0	4
Japan	163	15	148	Trinidad and Tobago	4	0	4
United Kingdom	133	9	124	Armenia	4	1	3
Canada	116	8	108	Cyprus	3	0	3
Italy	104	8	96	Kenya	3	0	3
France	99	6	93	Ukraine	5	2	3
Poland	80	2	78	United Arab Emirates	4	1	3
India	77	6	71	Angola	2	0	2
Turkey	54	6	48	Bulgaria	2	0	2
Russia	56	9	47	Gabon	3	1	2
Australia	43	5	38	Iran	3	1	2
Belgium	36	1	35	Mongolia	3	1	2
Mexico	41	7	34	Morocco	3	1	2
Hungary	32	1	31	Pakistan	3	1	2
Netherlands	35	4	31	Paraguay	2	0	2
South Korea	31	2	29	Qatar	2	0	2
Switzerland	27	0	27	Tanzania	2	0	2
Israel	26	1	25	Uganda	2	0	2
Czech Republic	24	0	24	Vietnam	2	0	2
Nigeria	32	8	24	Algeria	1	0	1
Finland	23	0	23	Benin	2	1	1
Croatia	23	2	21	Burkina Faso	1	0	1
Norway	24	3	21	Congo (Brazzaville)	1	0	1
Austria	24	4	20	Ghana	1	0	1
Sweden	22	2	20	Guam	1	0	1
China	22	3	19	Guatemala	1	0	1
Philippines	19	0	19	Haiti	1	0	1
Taiwan	20	1	19	Iraq	1	0	1
South Africa	19	1	18	Ivory Coast	2	1	1
Argentina	19	2	17	Kazakhstan	1	0	1
Ireland	16	0	16	Latvia	2	1	1
Chile	19	4	15	Lebanon	2	1	1
Uruguay	15	1	14	Macedonia	1	0	1
Colombia	14	1	13	Malaysia	1	0	1
Romania	13	1	12	Malta	1	0	1
Singapore	13	1	12	Mauritius	1	0	1
Hong Kong S.A.R.	11	0	11	Moldova	1	0	1
Egypt	9	0	9	Montenegro	1	0	1
Denmark	8	0	8	Mozambique	2	1	1
Greece	11	3	8	Nepal	1	0	1
Lithuania	9	1	8	Oman	1	0	1
Peru	12	4	8	Palestinian Territory	1	0	1
Cameroon	8	1	7	Tunisia	1	0	1
New Zealand	7	0	7	Congo (Kinshasa)	1	1	
Serbia	7	0	7	Jamaica	1	1	
Ecuador	7	1	6	Nicaragua	1	1	
Estonia	6	0	6	Grand Total	2863	221	2625

2021 World Congress (Virtual) Program Participants - Age Group and Gender

Age	Female		Male		Other		Total	
15-24	27	1.0%	21	0.8%	1	0.0%	49	1.9%
25-34	380	14.5%	320	12.2%	1	0.0%	701	26.7%
35-44	390	14.9%	414	15.8%	3	0.1%	807	30.7%
45-54	254	9.7%	299	11.4%	2	0.1%	555	21.1%
55-64	123	4.7%	187	7.1%		0.0%	310	11.8%
65-74	39	1.5%	103	3.9%		0.0%	142	5.4%
75-84	10	0.4%	47	1.8%		0.0%	57	2.2%
85-94	1	0.0%	3	0.1%		0.0%	4	0.2%
Total	1,224	46.6%	1,394	53.1%	7	0.3%	2,625	

Accommodation Statistics³

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

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%

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%

³ No accommodation statistics for WC2021. The 2020 Lisbon World Congress was postponed to 2021 due to the COVID-19 pandemic and transitioned to a virtual format in February 2021.

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 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 equipment and staff costs. A major share of this expenditure is spent in the host city.
- *According to the Palais des Congrès de Montréal, the 23rd 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.*

The following information is from research commissioned by Tourism and Events Queensland after the World Congress was held in Brisbane, Australia in 2018. Please note that this information is commercial in confidence and not to be reshared.

- The event was responsible for generating 17,653 visitor nights for the city of Brisbane. The majority of these nights were generated by overseas visitors (14,996).
- The IPSA World Congress generated direct and incremental expenditure of \$7.4M USD attributable to the Brisbane economy and \$9.8M USD attributable to the Queensland economy.
- The average expenditure and nights from visitors were as follows:
 - Intrastate - \$275.10 USD daily (overnight stay) and spent an average of 4.3 nights in Queensland
 - Interstate - \$344.84 USD daily (overnight stay) and spent an average of 4.8 nights in Queensland
 - Overseas - \$407.74 USD daily (overnight stay) and spent an average of 8.5 nights in Queensland

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

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 approves the decision on the IPSA World Congress destination based on the recommendation from the Bid Committee.

Bid Committee

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 evaluate and select no more than three destinations that are suitable for hosting the IPSA World Congress and make a recommendation to the IPSA Executive Committee. The Bid Committee comprising, in addition to IPSA President, four members of the Executive Committee are nominated by the IPSA President at the post-Congress meeting. The Committee meets after the Executive Committee meeting and chooses a chair. Members of the EC who are aware that their national association or another agent from his/her country is planning to submit a bid, may not be appointed to the Bid Committee. If such a contingency arises after the appointment has been made, the member resigns and a replacement is appointed by the same procedure as the initial procedure of appointment.

The meetings of the Bid Committee are attended in non-voting capacity by the Executive Director and the World Congress and Events Director who is the main staff person responsible for the administration of the non-academic aspects of the entire World Congress process.

The site inspection committee is comprised of the Bid Committee Chair, the World Congress Director and the IPSA President. If the IPSA President prefers not to be on the team, the Committee chair appoints another committee member to serve in that capacity.

RULES & PROCEDURES

The procedure of the bid process is described in Annex 1 of the IPSA Rules and Procedures.

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

IPSA will make introductions between interested CVBs, DMOs or PCOs and national or regional political science associations. Introductions are dependent on if the national or regional political

science association is interested in bidding for the event. IPSA requests that commercial entities not contact national or regional political science associations directly before IPSA is able to ascertain their interest.

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

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

LOC RESPONSIBILITIES:

Fundraising & Payments:

- The LOC shall assist IPSA in fundraising for the World Congress. Overall, the LOC is expected to raise approximately \$200,000 USD 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 WC2025 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 WC2025.
- 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 WC2025.

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 WC2025 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 WC2025. 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 2023):

- The closing ceremony of WC2023 is where the winning WC2025 destination will be formally introduced, and it is expected that the next hosting LOC make a presentation.
- IPSA expects the LOC of the 2025 edition of the World Congress to contribute financially or in kind to the amount of no less than \$5,000 USD to the closing ceremony and/or reception of the previous IPSA World Congress (i.e. 2023). 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 \$30,000 USD 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 WC2025 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 regular 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 WC2025.

PROPOSAL GUIDELINES AND BID COMPONENTS

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 \$20,000 USD deposit and a commitment to secure \$5,000 USD 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 bedroom rate should range from \$65 USD to \$180 USD 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 3 people, up to 4 nights (August to October 2022).
 - 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.

3. 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 to 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:**

August-October 2022	3 round trip tickets, site inspection (Bid Process)
March-May 2024	2 round trip tickets, site visit (one year prior to the WC)
July 2025	6 round trip tickets, World Congress staff

4. 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 IPSA.
- VII. The venue must be physically accessible (wheelchair friendly and accessibly to persons with mobility disabilities).
- 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 \$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 \$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
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 Appendices; 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 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 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

SUBMISSION OF BID PROPOSALS

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 **20 May 2022**, 24:00 EST at the latest to callforbids@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 callforbids@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 31 May 2022.

Attention: WC2025 Bids
International Political Science Association (IPSA)
2155 rue Guy, suite ER-731
Montreal, H3H 2R9
Canada

For additional information regarding this RFP, direct all questions and requests to callforbids@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 (region). All information will be posted on the IPSA website.	17 January 2022
BID PROPOSAL DEADLINE Bid candidates must complete the formal bid proposal and submit all required questionnaires and signed documents.	20 May 2022
HARD COPIES (2) RECEIVED AT THE IPSA Office	31 May 2022
SHORTLISTING World Congress Director evaluates the bids and sends them on to the members of the Bid Committee by the end of June The Bid Committee holds an online meeting and decides on a short list, usually including no more than three locations, during the first half of July.	15 July 2022
BID CHALLENGE Bid candidates may be requested to review or improve specific items of their proposal.	25 July 2022
SITE INSPECTION 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.	August - October 2022
EVALUATION AND FINAL DECISION The Bid Committee will perform a final evaluation and recommend the host city to the Executive Committee.	November - December 2022
2025 HOST CITY ANNOUNCEMENT	January 2023
DEADLINE TO PROVIDE GUARANTEES The Memorandum of Understanding (MoU) must be signed by the Local Organizing Committee (LOC) and a \$20,000 USD deposit shall be made.	February 2023

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 (15 July 2022) – 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 Committee will examine the quantitative and qualitative analyses and select no more than three finalists, all suitable for hosting the IPSA World Congress.

3. Challenge (25 July 2022) - 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 (August-October 2022)

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 3 (three) 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 (November-December 2022, for the EC meeting)

The Bid Evaluation Committee (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 Aspects** (stability of the country, security issues, involvement or not of the government)
- ✓ **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 2025 host city will be selected by the IPSA Executive Committee based on the recommendation of the BEC and announced in January 2023.

6. Final decision (December 2022 – EC meeting)

7. 2025 Host City Announcement (January 2023)

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 made by the Executive Committee of IPSA.

FINAL CANDIDATE - EVALUATION CRITERIA

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 will assess the host country visa requirements, cost, and process simplicity, for the main countries of origin of attendees 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 \$200,000 USD 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 APPENDICES

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

ANNEX 6. MEMORANDUM OF UNDERSTANDING BETWEEN IPSA AND LOC

Appendices (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 appendices from the IPSA website at: <https://www.ipsa.org/page/ipsa-call-bids-wc2025>