



Eligibility Criteria - World Congress of Political Science 2025

City

- Host city should have an international airport with direct flights from most major cities in the world.
- Host city should have extensive public transport network.
- Host city should have affordable accommodation facilities and various price points.

Venue

- The venue must offer a minimum of:
 - 1 large amphitheater (1,000-1,500 people, theater style) for opening ceremony.
 - 1 large room or amphitheater (500-750 people, theater style) for plenary sessions.
 - 5 lecture halls (50-150 people, theater style).
 - 40 breakout rooms for panels:
 - 25 classrooms (25-50 people, theater style).
 - 15 seminar rooms (15-25 people, theater style).
 - 1 large room (100 people, hollow square set-up) council.
 - 2-3 offices for 10 persons each.
 - 1 storage space.
- The venue must have enough space for at least 30 exhibition booths (10 x 10 sq. ft).
- The venue must provide food facilities and cafeterias for delegates.
- 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.
- Free wireless access throughout the venue at a minimum speed upload/download of 10 mb/s.

Hotels

- Headquarter hotel (4*) to host the Executive Committee and IPSA Secretariat (40 rooms + 1 suite) within 15-20 mins walking distance to congress venue.
- 2,800 room nights in hotels (mostly 3 and 4 stars) with room rates ranging from \$65 USD to \$200 USD (double occupancy):
 - Rates must be 10% commissionable.
 - Most hotels should be within 15-20 mins walking distance to congress venue.

Suppliers

- Selection of experienced Destination Management Organization (DMO) or Professional Congress Organizers (PCO) available with experience in working on academic events

Host organization should provide a list naming the individuals proposed to serve on the Local Organization Committee (LOC).

- LOC main responsibilities:
 - **Fundraising:** Raise US\$200,000 in cash and/or value-in-kind (or US\$100,000 in cash and/or value-in-kind if the venue is free of charge). At the bidding stage, a deposit of US\$20,000 and a commitment of US\$5,000 for the World Congress 2023 closing ceremony reception are required.
 - **Academic program:** Organize 50 some panels within 3-5 LOC sessions.
 - **Opening Ceremony:** Venue and AV + cultural program + reception (1,500 people).
 - **Closing Reception:** \$5,000 USD contribution for the closing ceremony reception of WC2023.
 - **Volunteers:** Recruit 100 volunteers.

Financial and Other Support

- Support from City Convention Bureau or the National Tourism Bureau for the event 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
- Support for attendance for delegates from Global South