

**ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS**  
**REQUEST FOR PROPOSAL**



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## INFORMATION

- 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 center, etc.), or a combination of two venues.
- The completed **Appendix 3. Congress Venue Questionnaire** and **Appendix 4. Venue Rooms & Equipment Requirements Questionnaire** 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:** 8 December 2025

**Response due date:** 1 March 2026

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## GENERAL CRITERIA

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

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## MEETING SPACE REQUIREMENTS

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### Plenaries (1 for 4 days)

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

### Audiovisual and equipment requirements:

- 2 large screens
- 2 projectors
- 1 sound system, 4-6 speakers
- 8 microphones
  - 4 wired microphones on table mic stands at a head table (stage)
  - 2 wireless microphones (stage)
  - 2 wired microphones + 2 tripods (in audience for questions, spectators)
- 1 computer equipped with a recent version of Windows and MSOffice in English
- 1 mouse or clicker
- 1 stage
- 1 lectern
- In-house technician(s) fluent in English to support the audio-visual presentations.

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

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

## **ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS REQUEST FOR PROPOSAL**

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

- 5 projectors (1 per room)
- 5 screens (1 per room)
- 5 computers equipped with a recent version of Windows and MSOffice in English.
- 5 mice or clickers (1 per room)
- 5 wired microphones (1 per room) at each lectern
- 15 wired microphones on table mic stands (3 per room) on stage at head table
- 10 speakers (2 per room)
- 5 lecterns (1 per room)

### **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 projectors (1 per room)
- 35-40 screens (1 per room)
- 35-40 computers equipped with a recent version of Windows and MSOffice in English.
- 35-40 mice or clickers (1 per room)

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

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

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

- 1 computer equipped with a recent version of Windows and MSOffice in English
- 1 mouse or clicker.
- 1 large screen
- 1 projector
- 1 sound system with recording equipment, 4-6 speakers
- 30 microphones

### **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
- 1 mouse or clicker
- 1 screen
- 1 projector
- 1 sound system with recording equipment

## ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS REQUEST FOR PROPOSAL

- 15 microphones

### SOCIAL EVENTS REQUIREMENTS

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

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- **1 large amphitheater (up to 1,000 people, theater style).**

#### Audiovisual and equipment requirements\*:

- 2 projectors
- 2 large screens
- 1 stage
- 1 lectern
- 1 sound system, 4-6 speakers
- 4 wired microphones (stage)
- 2 wireless microphones (stage)
- 1 computer equipped with a recent version of Windows and MSOffice in English
- 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

#### 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 projector
- 1 large screen
- 1 stage
- 1 lectern
- 1 sound system, 4-6 speakers
- 2 wired microphones (stage)
- 1 computer equipped with a recent version of Windows and MSOffice in English
- 1 mouse or clicker

### PUBLIC SPACES REQUIREMENTS

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

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## ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS

### REQUEST FOR PROPOSAL

- **Large and secure area for a minimum of 20 exhibitor tables or 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

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

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

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- **General information desk** set up near the registration area and manned 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 with wired Internet
- 8 mice
- 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

#### ADMINISTRATIVE 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 in that room

#### Audiovisual and equipment requirements:

## ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS

### REQUEST FOR PROPOSAL

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

#### Executive Committee Meeting Room / Lounge

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- **Lounge or meeting space equipped for 20 people, with sofas**
- Option of ordering Food & Beverages in that room

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

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- **Office equipped for 4 people**

#### Volunteer Lounge and Working Room (1 for 5 days)

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- **Large space for about 100 volunteers**

#### Equipment requirements:

- 2 coat racks
- 10 tables with adequate number of chairs to work and eat (cafeteria style)

#### Storage

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- **Secured storage area** for IPSA materials five (5) working days prior to the World Congress and five (5) working days after the World 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 meetings 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: last day of the congress (Day 4).

#### Services to Participants

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- Drink concessions to sell beverages (coffee, tea, soft drinks, water, etc.) to participants
- Adequate eating facilities. Need fast food counters that can handle large numbers as well as restaurants where people can hold working breakfasts or luncheons.
- Networking lounges or seating areas throughout venue for participants to work and meet with

## **ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS**

### **REQUEST FOR PROPOSAL**

colleagues.

- Banking facilities and foreign exchange services available within walking distance from the Congress Venue.
- Adequate toilet facilities and water fountains.
- Accessibility/Special Needs: the congress venue(s) must be accessible to all disabled participants (i.e. elevators, ramps, etc.).

#### Wireless Internet Access

- Free wireless access throughout the venue at a minimum speed upload/download of 10 mb/s.
- Wireless internet access must be available throughout the venue.
- Free of charge for participants.

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

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

#### SPECIFIC CLAUSES

The contract must include the following clauses:

#### Force majeure

In the event that any of the parties fail to fulfill all or any part of its obligations hereunder due to any event beyond reasonable control of the (congress Venue) and/or IPSA, including government restrictions imposed, orders by official authorities, laws and regulations put into force, official prohibitions or declaration of measures pertinent to an extraordinary situation in the country, strikes, lock-outs, epidemics, quarantine, terrorism, earthquake, and similar catastrophes and failure of (congress Venue) to exercise its operator rights, then the contract shall be terminated automatically without the parties being obliged to any indemnification. In this case, (congress Venue) shall return to IPSA, the contract price paid to it, within 30 (thirty) days following the application of IPSA to (congress Venue) in writing without any accrual of interest.

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

#### Approval of Expenditures

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

#### Quality of Service

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

## **ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS**

### **REQUEST FOR PROPOSAL**

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

#### **Access to the Offices**

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

#### **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 Condition: 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 badges, decoration, handling 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 & Beverages price list
- Audio-visual price list
- General services price list – staff: security agent, cleaning staff, waiter, rigging, etc.
- General services price list – logistic: electricity, phone line, plumbing, lift, etc.
- High-resolution plan of each level of each building for all meeting rooms

## **ANNEX 1. CONGRESS VENUE & AUDIO-VISUAL – IT REQUIREMENTS REQUEST FOR PROPOSAL**

- Congress venue questionnaire

Room Specifications and Equipment required are detailed in Appendix 4.