

2029



IPSA World Congress of Political Science

RFP: REQUEST FOR PROPOSAL

Bid Manual to Host the 2029 IPSA World Congress

The bidding process for the 2029 IPSA World Congress of Political Science is open from 8 December 2025 to 1 March 2026. Once three host cities are shortlisted by the Bid Committee, site inspections will be organized between May and July 2026. The 2029 host city will be selected in September 2026 by the IPSA Executive Committee based on the recommendation of the Bid Committee and announced in October 2026.

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EVENT PROFILE

The International Political Science Association (IPSA) is a not-for-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

The International Political Science Association (IPSA) was founded in Paris in 1949 under the aegis of the United Nations Educational, Scientific and Cultural Organization (UNESCO) to promote the development of political science worldwide. With over 4,000 individual members across all five continents, IPSA has also been successful in encouraging the creation of national and regional political associations and, today, there are close to 60 such collective members.

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 comprised 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>Resisting Autocratization in Polarized Societies</i> (2025 Seoul) <i>Politics in the Age of Transboundary Crises</i> (2023 Buenos Aires) <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>Uncertain Democracies: Rethinking Governance in a Changing Global System</i> (2027 Rome)

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
Seoul (South Korea)	12 July 2025	16 July 2025	3,450	Korean Political Science Association	N/A
Buenos Aires (Argentina)	15 July 2023	19 July 2023	2,995	Argentine Society of Political Analysis	María Graziani y Asociados
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

Future Congress

City	Start Day & Date	End Day & Date	Local Host
Rome (Italy)	24 July 2027	28 July 2027	Società Italiana di Scienza Politica (SISP) / Luiss Guido Carli University

ROTATION POLICY

Although considerations such as high local interest and commitments of financial support strongly influence the choice of the World Congress venue, IPSA has traditionally held each of its World Congresses in a different continent/region, to reflect the international nature of the association. If possible, IPSA prefers not to return to the same continent/region until after two or three Congress rotations.

TIMING: CHOICE OF DATES FOR THE WORLD CONGRESS

Bid candidates are invited to propose strategic dates to capitalize from a local event or celebration and/or avoid conflict with a major event that would monopolize hotels and/or take place at the same congress venue. Date selection should consider major university and religious holidays around the world, as well as local weather forecasts.

When proposing dates for the event, care should be taken to avoid conflicts 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

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.

Consortium for Political Research (ECPR) General Conference or the International Sociological Association (ISA) World Congress of Sociology.

Event	Start Date	End Date	Destination
IPPA	2027 (TBA)	2027 (TBA)	
	2 July 2025	4 July 2025	Chiang Mai (Thailand)
APSA	2 September 2027	5 September 2027	Washington, DC (USA)
	3 September 2026	6 September 2026	Boston (USA)
	11 September 2025	14 September 2025	Vancouver (Canada)
ECPR	8 September 2026	11 September 2026	Kraków (Ireland)
	26 August 2025	29 August 2025	Thessaloniki (Greece)
ISA (Sociology)	4 July 2027	10 July 2027	Gwangju (South Korea)
	7 July 2025	11 July 2025	Rabat (Morocco)
	25 June 2023	1 July 2023	Melbourne (Australia)

FUNCTION SCHEDULE

Day	Day	Scheduled Activities
Set-up	Wednesday	Office set-up for Secretariat Storage Room available
Set-up	Thursday	Office set-up for Executive Committee Storage Room available
Set-up	Friday	Training and Orientation Session for Volunteers Set-up of registration and stuffing of delegate bags
Pre-Congress Day 0	Saturday	Set-up Pre-registration (15:00-18:00) Outgoing Executive Committee Meeting Pre-Congress Sessions and Workshops Executive Committee and Local Organizing Committee (LOC) Dinner One Day Research Methods Courses
Congress Day 1	Sunday	Registration Day 1 of World Congress Opening Ceremony & Welcome Reception
Congress Day 2	Monday	Registration Day 2 of World Congress Council Meeting
Congress Day 3	Tuesday	Registration Day 3 of World Congress Council Meeting – Election of President-Elect and Executive Committee Meeting of Presidents and Secretaries of National Associations Meeting of the Advisory Commission on Research
Congress Day 4	Wednesday	Registration Day 4 of World Congress First Incoming Executive Committee Meeting Closing Ceremony
Post-Congress	Thursday	Tear down and packing Secretariat Office available Storage Room available

Post-Congress	Friday	Tear down and packing Secretariat Office available Storage Room available
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ATTENDEE PROFILE

Expected Attendance: 3,000-3,500

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
- 20-28% students
- From 70-101 countries
- 7-15% from the host country
- 50% of participants do not receive funding to attend the World Congress (based on 2025 participation survey data)

2025 World Congress Program Participants³ – Countries

Country	Registered	No-Show	Attended
South Korea	415	28	387
United States	352	24	328
India	356	42	314
Japan	307	8	299
Poland	143	4	139
Germany	142	4	138
United Kingdom	133	6	127
Taiwan	126	3	123
Canada	127	8	119
Philippines	121	2	119
Brazil	106	14	92
Mexico	91	3	88
Italy	87	1	86
China	91	7	84
Türkiye	76	7	69
Australia	64	6	58
Spain	57	2	55
France	52	1	51
Belgium	39	2	37
Indonesia	37	0	37
Russia	35	1	34
Hong Kong S.A.R.	34	2	32
Portugal	33	3	30
Singapore	29	0	29
Switzerland	25	0	25
Israel	24	3	21
Hungary	22	2	20
Morocco	23	3	20
Netherlands	21	1	20
Norway	22	2	20
South Africa	22	2	20
Austria	20	1	19
Czechia	19	0	19
Croatia	19	1	18
Sweden	18	0	18
Vietnam	20	2	18
Colombia	15	0	15
Finland	15	0	15
Ireland	13	0	13
Romania	13	0	13
Thailand	13	0	13
Ecuador	11	0	11
Nigeria	31	20	11
Kazakhstan	10	1	9
Peru	12	3	9
Argentina	9	1	8
Greece	8	0	8
Pakistan	15	7	8

Country	Registered	No-Show	Attended
Estonia	7	0	7
Lithuania	7	0	7
Luxembourg	7	0	7
United Arab Emirates	7	0	7
Chile	6	0	6
Denmark	6	0	6
New Zealand	6	0	6
Slovenia	6	0	6
Bangladesh	6	1	5
Latvia	5	0	5
Malaysia	5	0	5
Bulgaria	4	0	4
Serbia	4	0	4
Slovakia	4	0	4
Cyprus	3	0	3
Egypt	4	1	3
Georgia	3	0	3
Jamaica	3	0	3
Mongolia	3	0	3
Mozambique	3	0	3
Nepal	5	2	3
Qatar	3	0	3
Sri Lanka	3	0	3
Trinidad and Tobago	3	0	3
Ukraine	4	1	3
Azerbaijan	2	0	2
Jordan	2	0	2
Kosovo	2	0	2
Myanmar	2	0	2
North Macedonia	2	0	2
Armenia	1	0	1
Bhutan	1	0	1
Cambodia	2	1	1
Cameroon	3	2	1
Congo (Kinshasa)	1	0	1
Costa Rica	1	0	1
Fiji	1	0	1
Ghana	1	0	1
Lebanon	1	0	1
Lesotho	1	0	1
Malta	1	0	1
Montenegro	1	0	1
Niger	2	1	1
Paraguay	1	0	1
Tajikistan	1	0	1
Tanzania	1	0	1
Uruguay	2	1	1
Grand Total	3,633	248	3,385

³ 3,385 Program participants attended the event. Including exhibitors, partners, guests, and media representatives, the total attendance reached 3,450.

2025 World Congress Program Participants - Age Group and Gender

Age	Man		Woman		Other		Total	
15-24	53	1.6%	90	2.7%	1	0.0%	144	4.3%
25-34	427	12.6%	447	13.2%	3	0.1%	877	25.9%
35-44	499	14.7%	424	12.5%	7	0.2%	930	27.5%
45-54	458	13.5%	336	9.9%	3	0.1%	797	23.5%
55-64	299	8.8%	154	4.5%	0	0.0%	453	13.4%
65-74	104	3.1%	37	1.1%	0	0.0%	141	4.2%
75-84	27	0.8%	7	0.2%	0	0.0%	34	1.0%
85-94	2	0.1%	0	0.0%	0	0.0%	2	0.1%
N/A	3	0.1%	4	0.1%		0.0%	7	0.2%
Total	1,872	55.3%	1,499	44.3%	14	0.4%	3,385	100%

Accommodation Statistics⁴**WC2025 Seoul**

Stars	Min room rate (US\$)	Max room rate (US\$)	Average room rate (US\$)	Rooms	%
5	\$ 247	\$ 349	\$258	371	28%
4	\$ 100	\$ 260	\$180	724	54%
3	\$ 90	\$ 130	\$110	238	18%

WC2023 Buenos Aires

Stars	Min room rate (US\$)	Max room rate (US\$)	Average room rate (US\$)	Rooms	%
5	\$ 186	\$ 330	\$258	N/A	N/A
4	\$ 100	\$ 260	\$180	N/A	N/A
3	\$ 90	\$ 130	\$110	N/A	N/A

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)

The IPSA World Congress of Political Science generates significant revenue and benefits for the host city (country):

- The IPSA World Congress attracts 3,000 to 3,500 participants and the average expenditure (accommodation, leisure, shopping, dining, etc.) of a congress delegate is estimated at \$1,500 USD in North American equivalent value. Travel and congress registration costs are not included in this estimate.

⁴ 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.

- 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.
- Approximately 1/3 of IPSA's expenditures are related to exhibitors' stand design and construction, freight forwarding, hospitality, accommodation, audio-visual equipment, venue fees, signage, printing, onsite event staff (i.e. photographer, PCO, etc.) and equipment costs. A major share of this expenditure is spent in the host city.

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 (14,996) were generated by overseas visitors.
- The IPSA World Congress generated \$7.4 million USD in direct and incremental expenditures attributable to the Brisbane economy and \$9.8 million 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 positive experience 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 (EC)

The decision-making body of IPSA is the Executive Committee (EC) 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 EC approves the destination of the next IPSA World Congress based on the recommendation of 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 EC. The Bid Committee is comprised of the IPSA President, four elected members of the EC, and as non-voting members, the World Congress and Events Senior Director and the Executive Director. Members of the EC who are aware that their national association or another agent from their 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 a non-voting capacity by the IPSA Executive Director and the World Congress and Events Senior 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 and Events Senior 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.

APPLICATION PROCESS

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. Bids may be submitted by a Convention and Visitors Bureau (CVB) but must be supported by a national or regional political science association that is a collective member of IPSA. If a bid comes from an entity from a region/country where there is no national or regional political science association that is a collective member of IPSA, IPSA reserves the right to accept the bid.

IPSA recommends that potential host organizations obtain support from a CVB or a Professional Conference Organizer (PCO). These entities are expected to serve in advisory capacity only and shall not submit bids unless there is no national or regional political science association that is a collective member of IPSA.

IPSA will make introductions between interested CVBs 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. If a bid comes from a CVB from a region/country where there is no national or regional political science association that is a collective member of IPSA, IPSA reserves the right to create a LOC and nominate members. 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 exchange information. The composition of the LOC should be gender balanced.

LOC RESPONSIBILITIES

Fundraising & Payments:

- The LOC shall assist IPSA in raising funds for the World Congress. Overall, the LOC is expected to raise approximately \$200,000 USD in cash and in kind to be spent on local expenses associated with the Congress (or \$100,000 in cash and/or value-in-kind if the venue is free of charge). Funds that are raised will be used to pay for local expenses described in the contract, such as the rental fees of the Congress venue (if applicable), locally supplied goods and services and items required on site, various pre-conference expenses, remuneration of the PCO, travel grants, 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 included in the World Congress financial statements.

Promotion:

- IPSA, in consultation with the LOC, is responsible for the creation of the WC2029 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 WC2029.
- 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 WC2029.

Academic Program:

- The LOC is expected to organize approximately 50 panels within the LOC tracks (sections) and assign track chairs who shall be responsible for organizing and running the tracks. The LOC may change the number of panels it is given with the initial approval of the World Congress Program Co-Chairs and the final approval of the IPSA EC.
- In addition to the LOC tracks, the WC2029 Program Co-Chairs could assign one of the General Tracks to the LOC, if the LOC chooses to organize such a track.

Volunteers:

- The LOC shall recruit over 100 volunteers (undergrad and grad students) to work during WC2029. It shall appoint a volunteer coordinator that will be responsible for the recruitment and scheduling 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 including LOC representatives and local/national officials are limited to a total of 30 minutes.

Closing Ceremony (at previous World Congress in 2027):

- The Closing Ceremony of WC2027 is where the winning 2029 destination will be formally announced. It is expected that the next hosting LOC will make a presentation.
- IPSA expects the LOC of the 2029 edition of the World Congress to contribute a minimum of \$5,000 USD financially or in kind to the Closing Ceremony and/or reception of the previous IPSA World Congress (i.e., 2027). 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 funding 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.

Executive Committee and LOC Dinner:

- The LOC is expected to host a dinner or a reception with the members of the IPSA Executive Committee, Program Co-Chairs, IPSA Editors and IPSA Secretariat staff.
- The dinner/reception is usually held on the night of the outgoing EC's last meeting, one day before the Congress begins (i.e., Saturday night).

Reports to IPSA:

- The LOC shall have regular progress meetings with the IPSA World Congress and Events Senior Director as to the fundraising efforts, the status of LOC tracks, social events (Opening Ceremony and Reception, EC Dinner and Closing Ceremony) and 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 the LOC's expenditures and revenues must be submitted to the IPSA Secretariat within three (3) months after WC2029.

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 an IPSA World Congress and 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). If a bid comes from a CVB from a region/country where there is no national or regional political science association that is a collective member of IPSA, IPSA reserves the right to accept the bid. In addition, the bid document must stipulate that all members of the Local Organizing Committee (LOC) be political scientists affiliated with a university or academic institution in the host country; and the composition of the LOC meets IPSA's gender-balance requirements, ensuring equitable representation.
- 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). Their names, academic appointments, credentials and place of work should be included. If a bid comes from a CVB from a region/country where there is no national or regional political science association that is a collective member of IPSA, IPSA reserves the right to create a LOC and nominate members.
- V. Should the host organization wish to combine another meeting with the IPSA World Congress for that year, a full proposal 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 should be annexed to the bid.
- IV. Once the host city is selected and the decision is adopted by IPSA's Executive Committee, the following commitments should be made by the LOC within 60 days of the decision announcement:
 - Signature of the Memorandum of Understanding (MoU), an agreement between

the International Political Science Association (IPSA) and the co-chairs 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 MoU between the LOC and IPSA.

2. GENERAL GUIDELINES FOR THE HOST CITY/COUNTRY

The host city/country section should include a 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 attendees' 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 the headquarter hotel, with financial proposal and additional concessions based on requirements presented in Annex 5.
- V. Delegate hotels: The host city's offer of affordable accommodation facilities at different prices and proof of the capacity to accommodate up to 3,500 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 a list of potential hotels as per the 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 room rates should range from \$100 USD to \$250 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 CVB, 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 (May to July 2026).
 - It will provide ground transportation to and from the airport as well as 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 CVB, the national tourism authority 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 any other support offered that can reduce costs to IPSA or its attendees, and can increase the success of the Congress.
- X. *Appendix 1. Host City Questionnaire* should be filled out and included in the bidder's proposal. *Appendix 2. Host Country Visa Requirements Questionnaire* is optional at this stage but will be mandatory for short-listed bidders.

3. OFFICIAL AIRLINE

It is encouraged to include a pre-approved offer from a major air carrier or an airline alliance in the bid. The offer could include different things as described below.

- **Congress Participants:**
 - A dedicated website for online plane ticket booking.
 - Reduced rate from 6 months to 30 days prior to the WC.
 - Complimentary tickets for the IPSA World Congress plenary speakers (VIP).
 - Travel allocation for the IPSA staff (total needs are listed below).
 - Other contributions.
- **IPSA Staff/Representatives:**

May - July 2026	3 complimentary round-trip tickets, site inspection (Bid Process)
March-May 2028	2 reduced rate round trip tickets, site visit for World Congress staff (one year prior to the WC)
July 2029	9 reduced rate round trip tickets, IPSA 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 hosted in multiple buildings) over a more expensive congress centre, provided 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 1 large amphitheater (up to 1,000 people), 1 large lecture hall

(500-750 people), 1 large room for the council meeting (100 people), 5 administrative rooms (office, storage, staff lounge, Executive Committee meeting room & media room) and a minimum of 45 breakout rooms:

- a. 5 lecture halls (50-150 people, theatre setup) and an
 - b. 25 panel/seminar rooms (25-50 people, theatre setup)
 - c. 15 panel/seminar rooms (15-25 people, theatre setup).
 - d. For complete facility requirements, refer to Annex 1 and Appendix 4.
- IV. The venue must have enough space for at least 20 exhibition tables (6 x 6 sq. ft).
 - V. The venue must have specific areas which can be designated for lunches, coffee breaks and networking 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 accessible to persons with mobility challenges).
 - VIII. The venue must have appropriate security measures.
 - IX. The Congress schedule will have five (5) time blocks 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 public transportation.
 - 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 the required 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 the 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.
 - a. NOTE: The rental cost will be an important element in the evaluation process.
 - XV. Floor plans must be included, with all proposed rooms identified and available for the days requested.
 - XVI. *Appendix 3. Congress Venue Questionnaire* and *Appendix 4. Venue Rooms & Equipment Requirements* should be completed and included in the bidder's proposal and prices should be guaranteed (in \$US or equivalent).
 - XVII. A Food and Beverage (F&B) quote must be provided as per specifications in *Annex 3. Food and Beverage RFP* and prices should be guaranteed (in \$USD 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. Bids may be submitted by a Convention and Visitors Bureau (CVB) but must be supported by a national or regional political science association that is a collective member of IPSA. If a bid comes from a CVB from a region/country where there is no national or regional political science association that is a collective member of IPSA, IPSA reserves the right to accept the bid.

To submit a bid to host an IPSA World Congress of Political Science, the Request for Proposal (RFP) submitter must send the following information and documents:

DOCUMENTS	REQUIREMENT
Full bid organized by section , 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), 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 contributions) 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’s 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 & Audiovisual-IT Requirements RFP</i> . Each venue proposal should include: <ul style="list-style-type: none"> • The duly completed Appendix 3. Congress Venue Questionnaire • The duly completed Appendix 4. Venue Rooms & Equipment Requirements • Official quotation(s) for Audiovisual and IT as per the criterion specified in <i>Annex 1. Congress Venue & Audiovisual-IT Requirements RFP</i> • Official quotation(s) for Food and Beverage as per the criterion specified in <i>Annex 3. Food and Beverage RFP</i> • 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 RFP</i> .	Mandatory
Proposals for the Headquarter Hotel including official proposals as per the criterion specified in <i>Annex 5. Congress Headquarter Hotel RFP</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 1 March 2026, 24:00 EST at the latest to callforbids@ipsa.org. IPSA will consider 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 confirm with IPSA that their application has been received in its entirety and in the required format.

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.	8 December 2025
BID PROPOSAL DEADLINE Bid candidates must complete the formal bid proposal and submit all required questionnaires and signed documents.	1 March 2026
SHORTLISTING World Congress and Events Senior Director evaluates the bids and sends them to the members of the Bid Committee by the end of March. The Bid Committee holds an online meeting and decides on a short list, usually including no more than three (3) locations, during the first half of July.	8 April 2026
BID CHALLENGE Bid candidates may be requested to review or improve specific items of their proposal.	29 April 2026
SITE INSPECTION The site inspection committee will visit the shortlisted locations to validate feasibility and verify the commitment of the bid candidates. The visits will have to be sponsored by the relevant bidders.	May, June, July 2026
EVALUATION AND FINAL DECISION IPSA Secretariat prepares site inspection reports during month of August. The Bid Committee will perform a final evaluation.	30 August 2026
DECISION BY THE EXECUTIVE COMMITTEE The Bid Committee recommends the host city to the Executive Committee for decision.	October 2026
2029 HOST CITY ANNOUNCEMENT	October 2026
DEADLINE TO PROVIDE GUARANTEES The Memorandum of Understanding (MoU) must be signed by the Local	December 2027

Organizing Committee (LOC) and a \$20,000 USD deposit shall be made. Refer to Annex 6 to view a template of the MoU.	
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BID EVALUATION PROCESS

Following receipt of the proposals, the evaluation process will take place as follows:

1. Proposal Admissibility

The IPSA secretariat will verify each proposal and retain the bids that meet all eligibility criteria and documentation requested.

2. Short listing (8 April 2026) – 1st Evaluation

The IPSA secretariat will evaluate forms and supporting documents submitted by each eligible candidate based on a quantitative evaluation grid.

The Bid Committee will examine the quantitative and qualitative analyses and select no more than three (3) finalists suitable to host the IPSA World Congress.

3. Challenge (29 April 2026) - 2nd Evaluation

Bid candidates may be asked to revise or improve specific items of their proposal.

4. Site Visits (May, June and July 2026)

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. Evaluators will visit the cities and conduct a detailed site inspection to validate the feasibility, requirements and commitments of the bid candidates.

5. Final Evaluation (August 2026, for the EC meeting)

The Bid Committee will evaluate specific elements of the host city and 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 2029 host city will be selected by the IPSA EC based on the recommendation of the Bid Committee.

6. Final decision (October 2026 – EC meeting)

7. 2029 Host City Announcement (October 2026)

IPSA does not need to justify its choice of the bid candidates. No complaint will be accepted. Candidates that are not selected are not entitled to any compensation or damages in relation to their bid proposal or rejection thereof. All candidates will be informed of the decision once it has been made by the IPSA EC.

FINAL CANDIDATE - EVALUATION CRITERIA

Memorandum of Understanding (MoU)

- V. The Chair of the Local Organizing Committee (LOC) of the host country will sign a Memorandum of Understanding (MoU) with IPSA within 60 days of the decision announcement. 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. Please refer to Annex 6 to view a template of the MoU.

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 Congress 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 survey 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.), allows for a good overview of the expected revenues of the World Congress.
- Obtaining official letters confirming support in cash and/or in-kind contributions 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. If the winning bid comes from an entity from a region/country where there is no national or regional political science association that is a collective member of IPSA, the bidding entity is expected to raise the funds or in-kind contributions stated above.

- 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 host 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 RFP

Annex 2. Exhibition & Event Infrastructure RFP

Annex 3. Food and Beverage RFP

Annex 4. Accommodation For Participants RFP

Annex 5. Congress Headquarter Hotel RFP

Annex 6. MOU Template WC2029

Appendices (must be filled out and returned along with bidder's proposal):

Appendix 1. Host City Questionnaire

Appendix 2. Host Country Visa Requirements Questionnaire

Appendix 3. Congress Venue Questionnaire

Appendix 4. Venue Rooms & Equipment Requirements Questionnaire

You may download this RFP document and the related annexes and appendices from the IPSA website at: www.ipsa.org/events/ipsa-call-bids-wc2029