



ISOCARP

Knowledge *for* better cities

International Society of City and Regional Planners
CONGRESS BID MANUAL

*Revision April 2010.
This Revision supersedes all previously released Congress Bid
Manuals, including the Guidelines for Congress Organisation Bids.*



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ISOCARP reserves the right to update this document frequently.



ISOCARP

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Acronyms

ISOCARP	International Society of City and Regional Planners
Host Organisation	Bidder
LOC	Local Organising Committee, proposed by the Host Organisation, liaison to ISOCARP The Host Organisation and LOC could be the same entity
EXCO	ISOCARP Executive Committee
YPP	ISOCARP Young Planners Programme
UPAT	ISOCARP Urban Planning Advisory Team



PART A: GENERAL INFORMATION

A1. Introduction

1. This Congress Bid Manual is made available to dynamic organisations from secure and stable countries who have submitted a formal Expression of Interest to host an ISOCARP congress. ISOCARP welcomes bids from organisations with significant experience in city and regional planning, who are institutional members of ISOCARP, and professional congress organisers who have been endorsed by the respective ISOCARP National Delegation.
2. ISOCARP invites interested organisations to carefully read this document. It includes the various policies governing the ISOCARP congress and outlines the main requirements of its organisation. The Manual determines responsibilities and distribution of tasks for both ISOCARP and the Host Organisation, and defines the financial obligations of the Host Organisation.
3. Candidates must take into account that no financial support is given by ISOCARP to the Host Organisation.

A2. ISOCARP: knowledge *for* better cities

4. The International Society of City and Regional Planners (ISOCARP) is a non-governmental organisation that brings together recognised and highly-qualified planners in an international network of both individual and institutional members. Founded in 1965, ISOCARP is structured through national delegations in more than 70 countries, its headquarters in The Hague, and liaison offices in key locations such as Beijing, Nairobi and Brussels. ISOCARP is recognised by the UN, UNHCS and the Council of Europe and has a formal consultative status with UNESCO. ISOCARP was one of the founding members of the Habitat Professionals Forum at Habitat II in Istanbul in 1996.
5. The objective of ISOCARP is the creation and distribution of knowledge for the improvement of cities and regions, and the planning practice in general. ISOCARP encourages information sharing and awareness at its events, stimulates research through publications, improves education and training through young planners and capacity building programmes, recognises key contributions to planning, and provides neutral and expert technical advice to institutions and entities. ISOCARP membership comprises academics, policy-makers and consultants. Members combine technical knowledge and strategic thinking with practical implementation in mind, and are used to work with decision-makers and multi-disciplinary teams.
6. ISOCARP's knowledge for better cities agenda is supported by a portfolio of activities and enabled by synergies with partners. ISOCARP publishes a number of professional documents, including the flagship publication ISOCARP REVIEW. ISOCARP has a Young Planners Programme in cooperation with leading universities and organises Urban Planning Advisory Teams to provide advice to governments and other entities interested in sustainable urban development. ISOCARP has an Awards programme recognising examples of excellence in planning. ISOCARP yearly celebrates the World Planning Day on 8 November.
7. ISOCARP is represented at major international events related to sustainable urban planning. ISOCARP is member of the Steering Committee of UN HABITAT's World Urban Campaign and is a frequent organizer of networking events at the World Urban Forum. ISOCARP is a partner organisation of key events such as the World Bank, IADB, ICLEI, the Global City Forum in Abu Dhabi and the World Cities Summit in Singapore, amongst others.



A3. ISOCARP Congress

8. ISOCARP's main event is the annual congress, which focuses on a planning theme of foremost international interest. The congress takes place in a different city every year, preferably in a different continent. ISOCARP has held congresses on vital topics in the field of city and regional planning since 1965. Combining a unique, triple perspective in theory, policy and practice, ISOCARP has pioneered the focus of the planning profession on issues such as regional urban planning (1966), planning for land and water (1998), urban regeneration (1981), the creative economy (2005) or low carbon cities (2009). Congresses have been held around the world, from Istanbul to Dalian, from the Azores to Sydney, from Guadalajara to Jerusalem. For a list of ISOCARP congresses see Annex 1.

9. ISOCARP Congresses have historically been held in the months of September or October.

10. ISOCARP's Congress attendance has doubled in the past 8 years, reaching 350 registrations in 2009. Historically, about two thirds are international delegates and one third from the host country.

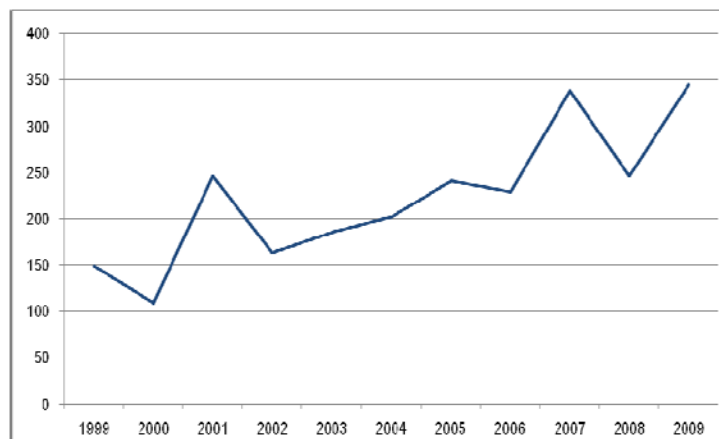


Fig 1. ISOCARP Congress Attendance Since 1999

11. An estimation of the profile of congress participants would indicate that planning practitioners are 35% of the total audience; academics, about 25%; public sector and planning administrations, about 20%; representatives of planning associations, about 8%; and representatives of industry, 8%.



12. The ISOCARP congress is held together with an exhibition. The exhibitor's profile is as follows:
 - a. Public sector, including national, regional and local authorities, municipal urban planning departments, NGOs, and international organizations;
 - b. Private sector, including planning consultancies, infrastructure solution suppliers, construction, software, other industry
 - c. Academic institutions, including universities, research centres, publishing houses;
 - d. ISOCARP activities, including the ISOCARP Awards for Excellence Winners, YPPs, and ND activities

13. The congress programme includes plenary sessions with keynote speakers, YPP and UPAT presentations; semi-plenary technical seminars, partners' and special sessions; a number of parallel workshops where technical papers are presented; an exhibition; and side events. ISOCARP also holds its annual General Assembly and Bureau Meetings during the congress. These sessions are complemented with technical tours, post congress tours and social events such as receptions and dinners. A standard programme can be found in Annex 2.



PART B: BIDS

B1. Bidding process and submission

14. During the bidding process, ISOCARP shall be responsible for 1) determining the congress bidding procedure; 2) inviting bids from qualified organisations; 3) carefully evaluating all bids; and 4) Announcing the preferred Host Organisation at its General Assembly, one year in advance of the congress target date.

15. The bid to be submitted by the candidate should include clear arguments that demonstrate the candidate's aptitude to host an ISOCARP congress. Written local, regional and/or national government statements of support and financial strength should accompany the bid. Bids may be rejected if they do not comply with these requirements. Bids that involve local ISOCARP members in active roles will be particularly welcomed. The candidate should submit three hard copies and one in PDF format before the deadline specified in B2.

16. The candidate's bid document must include, but not limited to, documents that:
- a. Describe the proposed venue, with its room configuration for plenary and parallel sessions, and adjacent exhibition space;
 - b. Propose congress dates, avoiding potential overlaps with other international, regional or national conferences;
 - c. Propose a Local Organising Committee as liaison between ISOCARP and the Host Organisation; historically, the LOC comprises five to six persons, where the Chair and at least two members are required to be ISOCARP members;
 - d. Provide letters of support from national, regional / provincial / state and municipal authorities, including financial support commitments, as required;
 - e. Provide a written statement from relevant national authorities with their commitment to do their utmost so that all delegates will be granted visas and admission to the country where the congress is held;
 - f. Demonstrate that the Host Organisation is in possession of sufficient financial support, and a loss guarantee, to cover congress costs. The host shall accept financial responsibility for:
 - i. Travel and accommodation expenses for one preliminary ISOCARP visit, if required; usually this is for two persons travelling from a European gateway.
 - ii. Rental of venue, meeting rooms and exhibition areas;
 - iii. Remuneration of local staff;
 - iv. AV and computer equipment, including simultaneous translation if required;
 - v. Costs associated with official ceremonies, receptions and social events;
 - vi. Food and Beverage, including lunch and two coffee breaks per day, in addition to receptions;
 - vii. Printing costs for all congress materials and pre-and post- congress publications, in time and number as required;
 - viii. Travel and accommodation expenses for four to five Keynote Speakers;
 - ix. Costs of promotion for the congress and exhibition opportunities in relevant national, regional and international media, including press conferences to be held during the congress;
 - x. Local transportation for congress participants;
 - xi. Security



B2. Calendar for the 2011 Congress

17. The bid process starts two years before the congress date and takes about one year to reach the formalisation of the agreement. The bid process begins immediately after the ISOCARP congress two years before the bidder's target date.

18. Interested organisations should take into account that the bid must be submitted approximately a year and a half before the target date. The submission deadline is in June of the year before the congress, at a date to be specified by ISOCARP in due course.

19. ISOCARP will announce the preferred Host Organisation in July 2010. This will be followed by a period of agreement fine-tuning. Finally, the congress will be introduced at the congress that takes place one year before the target date.

Stage	Date
Bid Process Open	Congress Date - 2 Years: Immediately after ISOCARP's congress
Formal Expressions of Interest	April 2010
Preliminary ISOCARP visit (if required) Bid Clarifications	May 2010
Bid Submission Deadline Evaluation	18 June 2010
Decision Announcement to Bidders	July 2010
Agreement Fine-tuning	July-August 2010
Agreement Formalisation and Presentation	Congress Date -1 Year: During ISOCARP Congress 2010

B3. Preliminary ISOCARP visits (if required)

20. Preliminary visits to Host Candidates who have submitted a formal Expression of Interest will be conducted by an ISOCARP team of two to three representatives. The purpose of these visits is for ISOCARP to get acquainted with the candidate city, team and facilities. The need to conduct such visits shall be decided by ISOCARP on a case by case basis.

B4. Evaluation

21. The decision on the preferred Host Organisation will be made by the ISOCARP EXCO, which comprises the President, The Secretary General, and six Vice-Presidents. EXCO will consider the appropriateness of the location based on the bid, paying special attention to candidate's statements of support and financial capacity; experience in congress organisation; quality of congress venue and facilities; range of hotels; alignment with ISOCARP's regional strategy and substantive agenda; opportunities for ISOCARP's further development with the host city, country and region; safety; and the proposed social programme. See Annex 3 for details on the evaluation criteria.



B5. Agreement Formalisation

22. An Agreement will be drafted by ISOCARP and the Host Organisation based on the accepted bid document and on any other elements that both parties may have agreed upon to include. The signing of the agreement will take place as stipulated in B.2.

B6. Presentation

23. The Host Organisation is presented at a Special Session in the immediately preceding congress. Creative presentations which capture the imagination of congress participants and therefore contribute to promote attendance at the forthcoming event are recommended.



PART C: Outline of Financial Arrangements

C1. General Principles

24. The candidate is informed that the preferred Host Organisation will be required to accept the sole financial responsibility for the organisation of the congress. ISOCARP will not be and cannot be held responsible for any financial losses if they occur. ISOCARP retains congress registration fees from international participants. Fees from national participants are retained by the host. Consequently, candidates must produce, as a key element of their bid, a detailed budget, which is not based on income out of participants' registration fees. This budget and, in general, all financial arrangements, shall be fully transparent to both parties.

C2. Sponsorship

25. The ISOCARP congress has traditionally relied on local and international sponsorship in order to offer low registration fees to members whilst being financially viable. ISOCARP ensures that all sponsors receive excellent exposure in the run-up to the event, during the event, and in the immediate aftermath.

Local Sponsorship

26. Local sponsorship is a vital part of the budget, and can include but not be limited to the following: public subventions, institutional and private donations, congress sponsorship whenever partially and/or entirely, exhibition fees from National exhibitors, meeting and exhibition space and equipment rental; AV equipment and technical personnel sponsorship; travel and transfer sponsorship; photography sponsorship; Internet Service Provider sponsorship; printing; publications sponsorship; advertising in venue and publications; Food & Beverage sponsorship (lunches, coffee/tea breaks and evening functions); congress bags, give-aways, paper and pens and other promotional items.

International sponsorship

27. ISOCARP is responsible for international sponsorship. Financial support resources to be tapped by ISOCARP include but are not limited to the following: public subventions, institutional and private donations, congress sponsorship whether partially and/or entirely, exhibition fees from International exhibitors, publications sponsorships and Technical Seminar sponsorship.

C3. Registration Fees

28. ISOCARP has total discretion in setting international participant's registration fees. The Host Organisation proposes registration fees for national delegates, which need to be approved by ISOCARP. As a reference, the international registration fees for the 2010 congress were set for ISOCARP members and authors at €400 (early registration) and €480; for non-members, €520 and €600 respectively; for members under 32 years old, €250 and €330 respectively. Single day registrations were priced at €200.



C4. Management of income and distribution of potential surplus

29. The congress budget strives at a healthy financial result. The management of income and any potential surplus will be distributed as follows:

- a. The Host Organisation will manage the income obtained from national sponsors, subventions, exhibitors and social events, tours and professional site visits, retaining any surplus if existing. The Host Organisation also receives income from national registration fees.
- b. ISOCARP will manage the income obtained from international sponsorship, subventions, exhibitors and contributions from technical seminars, and special and side, retaining any surplus if existing.

30. ISOCARP would favourably consider if the Host Organisation would commit any surplus, partially or entirely, towards funding of further ISOCARP activities in the host city or country. These activities may include capacity building, advisory, applied research and other activities of mutual interest. ISOCARP manages all non-national registration fees.

C5. Liability

Indemnity

31. The Host Organisation should provide ISOCARP with full indemnity against claims arising from failure of services or from accidents within venues provided to ISOCARP. Details will be determined following professional advice.

Claims

32. ISOCARP and the Host Organisation will jointly agree a process for minimising the risk to both parties from claims relating to all and any of the following:

- a. loss or damage to the buildings or contents of venue(s), hotels or any other facilities used in connection with the event arising from any cause whatsoever;
- b. loss or damage to any property owned, hired or loaned by the Host Organisation/LOC or for which they may be held responsible;
- c. any liability arising from any accidental death or bodily injury occurring to any of the participants or visitors to the congress, or loss or damage to their property, arising during the congress including the use of local transport facilities as a part of the official programme;
- d. any financial loss incurred arising from an enforced cancellation, abandonment, postponement or curtailment of the event arising from any cause.

C6. Financial Settlement

33. A full financial settlement between the Host Organisation/LOC and ISOCARP will be made within 6 weeks after the congress.



ANNEX 1 - ISOCARP Congresses 1965-2010

1965 – Amsterdam, Holland	The Position of The Netherlands in a Uniting Europe
1966 – Coimbra, Portugal	Urban Development in the Region
1967 – Lyon, France	Text Programme of ISOCARP
1969 – Dusseldorf, Germany	Integration of Public Transport in Town Planning Policy
1970 – Aix-en-Provence, France	Education of the Planner
1971 – Antwerp, Belgium	Physical and Economic Planning
1972 – Gothenburg, Sweden	Visual Qualities of the Built-Up Environment
1973 – Zurich, Switzerland	Integration and Segregation in Urban Land Activities
1974 – Munich, Germany	Urban Planning and Political Decisions
1975 – Edinburgh, Scotland	Planning for Our Inheritance
1976 – Helsinki, Finland	Demands on Land
1977 – Athens, Greece	Change and Urban Structure
1978 – Montreal, Canada	Evolution of Urban and Regional Planning
1979 – Strasbourg, France	France Planning and Energy
1980 – Tunis, Tunisia	Planning and Education
1981 – Stockholm, Sweden	Renaissance of the City. How?
1982 – Istanbul, Turkey	Habitat for All: What is the Solution?
1983 – Amsterdam, Holland	Implementation of Planning: The Partners
1984 – Braga, Portugal	Implementation of Planning: Agents of Action
1985 – Berlin, Germany	Implementation of Planning: Non Governmental Actions
1986 – Paris, France	Research for Urban Planning Practice
1987 – New Delhi, India	Shelter for the Homeless
1988 – Taormina, Italy	Urban and Metropolitan Peripheries
1989 – Basel, Switzerland	Communication Technology and Mobility
1990 – Warsaw, Poland	The Environment and the City
1991 – Guadalajara, Mexico	Planning for Leisure: The Challenge of Tourism
1992 – Cordoba, Spain	Cultural Identities
1993 – Glasgow, Scotland	Cities, Regions and Well-Being
1994 – Prague, Czech Republic	Expanding Demands on Planning
1995 – Sydney, Australia	Planning for Rapid Urban Change
1996 – Jerusalem, Israel	Migration and the Global Economy
1997 – Ogaki, Japan	Risk Assessment and Management
1998 – Azores, Portugal	Planning for Land and Water
1999 – Gelsenkirchen, Germany	The Future of Industrial Regions
2000 – Cancun, Mexico	People's Empowerment in Planning
2001 – Utrecht, Holland	Planning in the Information Age
2002 – Athens, Greece	The Pulsar Effect in Urban Planning
2003 – Cairo, Egypt	Planning in a More Globalised and Competitive World
2004 – Geneva, Switzerland	Management of Urban Regions
2005 – Bilbao, Spain	Making Spaces for the Creative Economy
2006 – Istanbul, Turkey	Cities between Integration and Disintegration
2007 – Antwerp, Belgium	Urban Dialogues
2008 – Dalian, China	Urban Growth Without Sprawl
2009 – Porto, Portugal	Low Carbon Cities
2010 – Nairobi, Kenya	Sustainable City / Development World



ANNEX 2 – Standard congress format

Date	Time	Subject
3 days before Congress		Young Planning Professionals Workshop
Pre-Congress - Saturday		ISOCARP Executive Committee Meeting Technical Tours Welcome reception to Bureau Members
Arrival date - Sunday		Registration ISOCARP General Assembly and Bureau Meeting Welcome Reception offered by Host Organisation / LOC
Congress' First Day	Morning	Opening Session Keynote Presentations
	Afternoon	Keynote Presentations continued Congress Introduction by Congress Team Young Planning Professionals Presentation Urban Planning Advisory Teams Presentation
	Evening	Open
Second Day	Morning	Technical Seminars Partners Sessions Special Sessions
	Afternoon	Parallel Workshops Session 1
	All Day	Companions Tour (if applicable)
	Evening	Dinner offered by Host Organisation / LOC
Third Day	Morning	Parallel Workshops Session 2
	Afternoon	Parallel Workshops Session 3
Fourth Day	Morning	Closing Session Reports by Congress Team Conclusions by General Rapporteur Discussion Awards Ceremony Presentation of Next Year's Congress Closing Remarks
	Afternoon	Technical Tours
	Evening	Farewell Dinner
Days 5,6,7		Post-Congress Workshops if applicable Post Congress Tours, if applicable



ANNEX 3 - RESPONSIBILITIES of PARTIES

ISOCARP has the following responsibilities:

Substantive

1. Determines the overall substantive content of the congress, including theme, sub-themes, scope, title and general content of the programme, including the selection of speakers. ISOCARP will do so in consultation with the Host Organisation/LOC;
2. Appoints the Congress Team in consultation with the Host Organisation/LOC;
3. Prepares substantive content for all congress printed materials and reviews the graphic design proposed by the Host Organisation;¹
4. Provides information concerning relevant journals and media contacts outside the organising country;

Operational

5. Transfers its acquired expertise in congress organisation to Host Organisation/LOC;
6. Supervises the activities of the Host Organisation/LOC;
7. Promptly responds to enquiries from the Host Organisation/LOC;
8. Manages congress registrations;

Budget

9. Manages its congress budget component, maintains financial accounts and arranges for statements to be prepared;
10. Manages international congress sponsorship retaining any surplus from such sources;
11. Determines and conducts activities in congress promotion and sponsorship;

The Host Organisation/LOC has the following responsibilities:

Substantive

1. Acknowledges at all times and under all circumstances that the congress is an event of ISOCARP;
2. Uses its best endeavours to develop opportunities for ISOCARP's programme activities² in the host country before and after the congress;
3. Engages high-level institutional representative(s) of the host city and/or country to open the congress;
4. Proposes the substantive content of technical and study tours, to be approved by ISOCARP;
5. Designs the layout of all printed material and congress publications, ensuring that the use of ISOCARP logo and graphic style is adequate; prints and distributes such materials and publications;
6. Ensures that there is no infringement of ISOCARP's Intellectual Property Rights or misuse of its logo and other identity elements in the host country. In the event of any infringement or misuse the Host Organisation/LOC must notify ISOCARP immediately and shall use its best endeavours to terminate the infringement or misuse;

Operational

7. Conducts all necessary coordination and logistics tasks to ensure the efficient running of the congress, striving for quality and attention to detail;
8. Undertakes all congress activities in accordance with relevant laws and regulations;
9. Appoints a Local Organising Committee and focal point to liaise with ISOCARP;

¹ Except content for the Special Bulletin and input for Congress Brochure

² Urban Planning Advisory Teams, Young Planners Programme, Publications, Awards, Technical Assistance



10. Manages public relations in the host country;
11. Engages media relations services as necessary for the organisation of a number of press conferences during the congress;
12. Secures an appropriate venue with a variety of rooms and immediately adjacent exhibition facilities, to be approved by ISOCARP, and the provision of AV and computer equipment, including simultaneous translation if required;
13. Organises a programme of social events;
14. Arranges availability of a variety of accommodation options in the proximity of the congress venue;

Budget

15. Manages its congress budget component, maintains financial accounts and arranges for statements to be prepared, quoting budget figures inclusive of VAT (if applicable);
16. Seeks and manages national sponsorship and subventions, retaining any surplus;
17. Partners with a conference organiser or arranges all necessary contracts for the supply of services or otherwise directly manages suppliers, sub-contractors and support staff including printing, catering, audio visual technicians and others;
18. Covers the remuneration of local staff, including personnel to support ISOCARP on general registration services and to provide necessary support to ensure an efficient operation of the congress, including one English speaking assistant to ISOCARP Secretariat, and guides on technical and study tours;
19. Includes in its budget travel expenses for preliminary visits (if required), for three representatives of ISOCARP to the congress and for four to five keynote speakers;
20. Provides public liability insurance for the duration of the congress at its expense;
21. Submits written progress reports to ISOCARP on the budget, programme and state of preparedness every two months in the year previous to the congress;
22. Arranges the adequate display of promotional and directional panels in the congress venue;



Annex 4 - Evaluation sheet

For _____

No.	Item	Weight	Score
1	Viability <ul style="list-style-type: none">• Statement of in-kind and financial support from national, regional and /or local government• Statement of in-kind support from local university• Statement of financial support from other partners• Financial viability statement• Conference organisation experience• Statement of endorsement from ISOCARP ND	40%	
2	Experience for participants <ul style="list-style-type: none">• Location advantages• Congress venue<ul style="list-style-type: none">○ Overall suitability of proposed venue○ Proximity of exhibition space to break out areas○ Room capacity and adjacency○ Equipment• Accessibility and safety<ul style="list-style-type: none">○ Proximity of venue and hotel○ Hotel variety and prices ranges○ Availability of local transport and/or shuttle services○ Safety	30%	
3	Value to ISOCARP <ul style="list-style-type: none">• Capacity to align with ISOCARP's substantive agenda• Contribution to ISOCARP's geographical spread• ISOCARP Development Opportunities<ul style="list-style-type: none">○ Additional ISOCARP activities such as UPATs³, capacity building, etc.○ Potential for recruitment of members○ Other development opportunities proposed by candidate	30%	

ISOCARP EXCO will evaluate each item according to the following scale:

3: Excellent; 2: Good; 1: Acceptable; 0: Not acceptable

³ Urban Planning Advisory Team



ANNEX 5 - Congress rooms and equipment

The event should be staged in one main venue. This would be a congress centre, preferably, or a suitable hotel facility. Social functions can be held off-site.

Equipment definitions

Computer:	Full work station, with QWERTY keyboard and mouse.
Software:	Windows Vista OS, Microsoft Office 2007 (Word, Excel, Powerpoint etc)
Regional settings:	English, United Kingdom
Printer:	Laser, black and white, unless specified otherwise
Internet:	Wi-Fi broadband Internet connection

Pre-Congress Rooms

1. Young Planning Professionals' Programme Workshop Room

Location:	Local university, preferably
Room set up:	Large enabling 20-30 persons to split up in 4 groups; or a large room for general discussion and general presentations and 4 smaller rooms for group working in own working and computer space. Working tables enabling free set-up for group working and theatre style presentations
AV Equipment:	Screen and projector Four computers; additional software such as AutoCAD, Adobe Photoshop, Adobe Illustrator highly recommended Power outlets for laptops brought along by YPP workshop participants Wi-Fi broadband Internet connection
Other:	Printer; additional A3 printers in colour or plotter(s) are highly advisable Drawing materials (pens, markers, paper etc.)

2. ISOCARP Executive Committee (EXCO) Room

The ISOCARP EXCO requires a dedicated room at the Congress Venue. This room should be available from two days before the congress opening until its closure.

Location:	Congress venue
Room set-up:	Hollow square table setting for 16 persons
AV Equipment:	Screen and projector Wi-Fi broadband Internet connection Power outlets for 5-6 laptops
Other:	Flip chart and markers Notepads and pens

3. Storage Room

Lockable room close to registration desk, can be combined with Secretariat Room.



Congress Rooms

4. Plenary Room

Number: One Plenary Room
Room set-up: Theatre for 400 persons; head table for 6-8 persons with microphone(s)
AV Equipment: Large Screen and projector, preferably 2 of each
Computer
Wi-Fi broadband Internet connection
Lectern with computer and microphone
2-3 wireless microphones
Laser pointer
Other: Optional, digital recording equipment; simultaneous translation equipment and set up

5. Semi-Plenary Room (Technical Seminars, Partner's Sessions)

Number: Two Semi-plenary rooms
Room set-up: Theatre for 200 persons; head table for 6-8 persons with microphone(s)
AV Equipment: Large Screen and projector
Computer
Wi-Fi broadband Internet connection
Lectern with computer and microphone
2-3 wireless microphones
Laser pointer
Other: Optional, digital recording equipment; simultaneous translation equipment and set up

6. Parallel Workshop Rooms

Number: Five or six workshop rooms
Room set-up: Head table for four persons with two microphones; seating capacity for 80 persons
AV Equipment: Screen and projector
Computer
Two to three remote microphones
Wi-Fi broadband Internet connection
Laser pointer

7. Press Room

A room for press events for two or three days. Dates to be determined 1-2 weeks before event
Room set-up: Head table for 5-6 persons; seating for 30 persons; space available for cameras
AV Equipment: Wi-Fi Broadband Internet connection
Microphones on desk panel and 2 wireless microphones



8. Speaker's Room

A room for dignitaries, keynote speakers, moderators, and other special participants.

Room set-up: Low (coffee) tables and 10-15 easy chairs

AV Equipment: Two computers and a printer
Wi-Fi Broadband Internet connection

9. ISOCARP Congress Team Room

The ISOCARP Congress Team holds frequent meetings throughout the event.

Room set-up: Hollow square table setting for 10 persons

Flip chart and markers

AV Equipment: Wi-Fi broadband Internet connection
Power outlets for 5-6 laptops

10. ISOCARP Secretariat

Located next to Registration Area

Set-up: Four desks and chairs

AV Equipment: Two Computers
Wi-Fi broadband Internet connection
Printer
Supply of A4 paper

11. Registration Area/Congress Open Desk

Room set-up: Counter and chairs for 6 persons
Desk with lockable drawers or cupboards.

AV Equipment: One Computer
Wi-Fi broadband Internet connection
Printer
LAN to connect ISOCARP laptops to printer
Power outlets for 4 laptops

12. Presenters' Preparation Room / Open Workroom

Room set-up: Around 20 tables with chairs

AV: Twenty computers
Wi-Fi Broadband Internet connection
Printer with LAN

Assistance: Technician(s) should be available on-site for assistance throughout the event.



Exhibition Area

Conditions

The particulars of the exhibition, including electricity, lighting and other technical equipment, furniture and decoration, amongst others, will be jointly determined by the Host Organisation and ISOCARP.

Location and Floor space

The exhibition area should be centrally located in the congress venue, within or immediately adjacent to coffee break areas to ensure maximum visibility and circulation of delegates.

An area of approximately 500 m² gross should be made available.

Stand requirements and Stand Package Price

The Host Organisation should obtain competitive quotes from a local shell scheme contractor based on the following requirements and include these in the bid:

25-30 exhibition stands (15 m² per booth) including:

- 2 x 100 watt spotlights
- 1 x 2 kw/230 volt socket
- Brochure rack
- 1 x table
- 2 x chairs
- Power outlets

Organisation

The exhibition takes place throughout the event and is open to all organisations concerned to planning profession and urban development. Exhibition logistics are managed by the Host Organisation. Fees from exhibitors are managed by both the Host Organisation and ISOCARP. See para. 28.



ANNEX 6 – Food and Beverage (F&B)

The Host Organisation should cover all F&B costs, unless otherwise stated.

The variety of F&B elements includes:

1. Coffee/tea breaks, held in the exhibition area, with coffee, tea, biscuits, fruits, water and other refreshments;
2. Working lunches, which can consist of sandwiches and refreshments;
3. Conference lunches, which can be buffet style (unless a sponsor requires a seated lunch). Dishes should be clearly labelled. i.e. vegetarian, no pork, no gluten, lactose free, diabetic;
4. Mineral / drinking water should be available throughout the event in all workshop rooms, ISOCARP meeting rooms and in the ISOCARP congress office and registration desk;
5. Cocktail receptions;
6. Host organisation dinner
7. Farewell dinner (optional)

Date	Time	Subject	F&B
3 days before Congress		Young Planning Professionals Workshop	1,2
Pre-Congress - Saturday		ISOCARP Executive Committee Meeting ISOCARP Bureau Meeting Welcome reception to Bureau Members	1,2 1 5 (ISOCARP)
Arrival date - Sunday		Registration Technical Tours ISOCARP General Assembly Welcome Reception	4 4 1 5
Congress' First Day	Morning	Opening Plenary	1,5
	Lunch		2
	Afternoon	Plenary	1,4
	Evening	Open	
Second Day	Morning	Technical Seminars, Partners Sessions, Special Sessions	1,4
	Lunch		2
	Afternoon	Parallel Workshops Session 1	1, 4
	All Day	Companions Tour (if applicable)	2,4
	Evening	Dinner offered by Host Organisation / LOC	6
Third Day	Morning	Parallel Workshops Session 2	1,4
	Lunch		2
	Afternoon	Parallel Workshops Session 3	1,4
Fourth Day	Morning	Closing Session	1,4
	Lunch		2
	Afternoon	Technical Tours / Free	
	Evening	Farewell dinner	7



ANNEX 7 - Congress Printed Materials, ISOCARP Congress Publications

1. Graphic identity considerations

The graphic design of all ISOCARP printed materials to be produced by the Host Organisation should follow the look of ISOCARP printed materials, including the usage of the ISOCARP logo in all instances required. The design of all printed materials should be approved by ISOCARP before going into production.

The Host Organisation shall propose the design of a logo specific for the Event, integrated with ISOCARP's graphic identity and logo. Costs for the design of the logo should be borne by the Host Organisation.

A. Congress Printed Materials

2. 1st Announcement (Provisional Programme)

Contents and editing: ISOCARP with input from the Host Organisation

Design: Host Organization with the approval of ISOCARP

Description: A4 size 2-pager, colour

Production time: September 2010

Design, production and shipping costs: Host Organisation

Number of copies to be produced: Electronic version and/or 1,500 copies, to be agreed

Distribution: 1) 500 copies to be sent to the location of the previous Congress on time to be distributed as hand outs;
2) 1,000 copies to be sent to the ISOCARP Secretariat in The Hague

3. Call for Papers and Congress Brochure

Contents and editing: ISOCARP; the Host Organisation needs to provide ISOCARP with the necessary information on the location, hotel choices, tours, visa requirements, weather, currency and similar general information.

Design: Host Organization with the approval of ISOCARP

Description: A4 size, usually about 6 pages, colour

Design, production and shipping costs: Host Organisation

Production time: March 2011

Number of copies to be produced: Electronic version and/or 1,500 copies, to be agreed

Distribution: Host Organisation, by post to an ISOCARP-provided database

4. Final Programme

Contents: responsibility ISOCARP and the Host Organisation

Design: Host Organization with the approval of ISOCARP

Description: A4 size, usually about 8 pages, black and white or colour

Design, production and handling costs: Host Organisation

Number of copies: around 500, exact number subject to congress registration

Production time: September 2011

Distribution: in conference bag



B. ISOCARP Congress Publications

5. Congress Proceedings on CD ROM Box

Contents and editing: ISOCARP

Design and production costs: Host Organisation; CD ROM Box cover template produced by ISOCARP and delivered in a camera-ready file

Description: CD ROM with PDFs of Congress papers

Number of copies: around 1,000, exact number subject to congress registration

Production time: September 2011

Distribution: 1) in conference bag; 2) 500 copies to be sent to the ISOCARP Secretariat in The Hague

6. Congress Special Bulletin

The Special Bulletin is an optional publication on planning in the country where the congress is held

Contents and editing: Host Organisation through local ISOCARP members

Design and Production Costs: Host Organisation

Description: approximately B5 size, 170x240mm, length up to Host Organisation, colour, printed on recycled paper preferably

Number of copies: around 1,000; exact number subject to congress registration

Production time: September 2011

Distribution: 1) in conference bag; 2) 500 copies to be sent to the ISOCARP Secretariat in The Hague

7. ISOCARP REVIEW

The ISOCARP review is background publication on the congress theme featuring specially invited contributions selected by ISOCARP

Contents and editing: ISOCARP

Design: template produced by ISOCARP and delivered in a camera-ready file

Description: B5 size, 170x240mm, 250-300 pages, colour, printed on recycled paper preferably

Production Costs: Host Organisation through own resources or sponsors if required

Number of copies: 1,500

Production time: September 2011

Distribution: 1) in conference bag; 2) 1,000 copies to be sent to the ISOCARP Secretariat in The Hague



ANNEX 8 – Other items

Welcome desk at airport

It is preferred to have a manned welcome desk at the airport. Ideally, it should be open on arrival day when the majority of participants will arrive.

Local Information Desk

A manned local information desk (tour operator, general tourist information) should be set up near the open congress desk throughout the event.

Local Transportation

The following transfers should be provided to all delegates and accompanying guests:

- To/from the airport to the official hotel(s)
- Shuttle service between hotels and the meeting venue when required
- To/from all social functions

Congress Bags

Congress bags should be supplied to each delegate. Congress bags should include paper and a pen, plus a number of additional ISOCARP and other promotional documents.

Airline Fare Discount

It is appreciated if the bid also includes any discounts by appropriate airlines(s) and/or an appropriate global alliance e.g. Star Alliance. Discounts on promotional fares e.g. pex/apex as well as full business and economy fares will assist the bid.

VIP transfers

Keynote Speakers and VIPs will require individual transfers to/from the airport as well as ISOCARP EXCO and Staff.

Social Programmes

All possible social functions, organised by the Host Organisation, should be accessed for Delegates and accompanying partners

TOURS

Accompanying Guests Programme

The Host Organisation is responsible for organising an attractive and comprehensive programme for accompanying guests. The content and format should be agreed with ISOCARP. The accompanying guests should also be able to attend the evening functions.

Optional City Tour

The programme may include an optional two hour city tour (with different departure hours), which is offered complimentary to delegates and accompanying guests on the arrival day.

Technical/Professional Tour

The appointed LOC should include a planning professional tour giving attendants an in-depth insight in the city and regional planning of the Congress City.



Pre & Post Congress Tours

The organisation of pre & post congress tours will be the responsibility of the Host Organisation. These tours should cover both tourist sites and planning project sites of interest. The organisation of pre & post education tours will be arranged in consultation with ISOCARP.

SIGNAGE

Event and sponsor signage by Host Organisation

Electronic or static displays are acceptable but must be of a high standard. All signage and displays should include the ISOCARP logo and the congress logo.

Outdoor Displays and Indoor Signage: Signage should include clear signs to direct delegates to the congress desk and congress sessions. The name of each session should also be placed outside the meeting room. A special background display should be prepared for Press conferences.

Stage Display. The Plenary Hall should be suitably decorated with a back-drop / display, and should be agreed in advance with ISOCARP.

Sponsor Acknowledgement. sponsors should be acknowledged either electronically by means of a computer and large screen or on announcements boards. Posters should be provided wherever necessary to acknowledge individual sponsorships



ANNEX 9 - Accommodation

Example of hotel requirements

Number of rooms pre- reserved	Requirements
Category 5 star	50 rooms
Category 4 star	100 rooms
Category 3 star	150 rooms
Student accommodation	50 rooms



ANNEX 10 - Congress Website

There will be only one congress website. The congress website will be controlled by ISOCARP including the following responsibilities:

Contents and editing:	ISOCARP with input from the Host Organisation
Design:	ISOCARP
Production:	ISOCARP
Hosting and Maintenance Costs:	ISOCARP