

# BID GUIDANCE FOR PROSPECTIVE HOSTS/PARTNERS

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# 1. Introduction

## 1.1. About the ICA Conference

The ICA Executive Board invites expressions of interest from those wishing to host its 2027 International Conference.

As the main international events of the professional archive and records management community, ICA conferences and congresses are designed to be consistent with ICA's strategic priorities, developed by and for its members.

At the end of 2023, more than 2,000 professionals in 149 countries and territories were connected by the ICA network:

- 469 Category A professionals – 23% of the network
- 126 Category B professionals – 6% of the network
- 683 Category C professionals – 33% of the network
- 770 Category D professionals – 38% of the network

The term “professionals” is used to refer to rights holders in the institutional categories (A, B, C) and to Category D individual members.

The [call for expressions of interest](#) is now open for the ICA Conference in 2027. We hope that organisations from all our regions will submit proposals so that we can select a candidate capable of ensuring the representativity of all our members.

The following are the conferences and congresses of the past decade:

- [ICA Barcelona Congress 2025](#), Knowing pasts. Creating futures.
- [ICA Abu Dhabi Congress 2023](#), Enriching Knowledge Societies
- [ICA Roma Conference 2022](#), Archives: Bridging the Gap
- [ICA Virtual Conference 2021](#), Empowering Knowledge Societies
- [ICA Adelaide Conference 2019](#), Designing the Archive
- [ICA Yaoundé Conference 2018](#), Governance, Memory and Heritage
- [ICA Mexico Conference 2017](#), Archives, Citizenship and Interculturalism
- [ICA Seoul Congress 2016](#), Archives, Harmony & Friendship

This call is open to all prospective hosts, institutional members of ICA, National Archives and Professional Congress organisers (in partnership with National Archives or Professional Associations concerned with record and archive administration or preservation or with archival training and education).

### 1.1.1. Vision

ICA's vision for its upcoming conferences focuses on three key elements: [Sustainability](#) (legacy of the conference, local partnerships and support, allowance for 'zero waste' policy and more sustainable management of events), [Inclusivity](#) (for example,

accessibility for all, guarantee of diversity in all aspects of the programme, grant/bursary scheme) and **Accountability** (transparency: as a membership-based organisation, ICA needs to be completely transparent over costs and benefits and proactive about cost-efficiency). Potential hosts are invited to keep these elements in mind when putting forward their bids.

### 1.1.2. Stakeholders

- The **ICA Programme Commission (PCOM)**, the ICA body that addresses key professional challenges and develops solutions and products to support members in their work. All the separate strands of ICA's work come together at conference time to be presented, discussed and developed, and to inspire new initiatives and focuses for ICA groups.
- The **National Archives** of the country of the prospective hosts will be vital in ensuring the relevance of the event at national level and in encouraging the national professional community to participate extensively in supporting the event.
- The support of national professional associations would also give added weight to a bid.
- The ICA Regional Branch of the prospective hosts will also be a key stakeholder in ensuring regional relevance and participation.

### 1.1.3. General information about ICA Conferences

Conference sessions are preceded by an opening ceremony in which the ICA representatives share the floor with the hosts. These are organised through close cooperation between ICA and stakeholders.

The conference programme extends over 4 days, including one day for pre-conference workshops. The specificity of ICA conferences is that they combine both plenary sessions and workshops, as well as meetings of the different ICA groups, assemblies and committees, all of which provide ample opportunity for professionals to share their experience, knowledge and expertise.

The ICA General Assembly is held in the evening of one of the days of the professional programme and requires a room with seating for 500 people.

Prior to the public conference programme, governance meetings are held, with 2 days having to be set aside for the ICA Executive Board and Programme Commission meetings, and one day for meetings of the two ICA Forums, Professional Sections and Regional Branches. Bringing ICA members together for decision-making purposes is critical to maintaining the association's democratic character, as well as to ensuring that our strategies are regularly adapted to our community's needs.

The conference ends with a closing ceremony, the purpose of which is to sum up the events of the week and highlight the progress made, outlining the road ahead towards the next event.

Social events, evening celebrations, a gala dinner and the opportunity to participate in visits, excursions and activities are widely appreciated, both by attendees as well as eventual accompanying persons.

## 1.2. Outline of the Evaluation process

An **Evaluation Committee** composed of the ICA President, 2 Vice-Presidents and Executive Director will evaluate the bids received.

This Evaluation Committee will report to the ICA Executive Board, which will then make its decision and present it to the ICA General Assembly.

**Step 1:** Call for expressions of interest open (May – September 2024)

Prospective hosts should send their formal bids together with the other details required or recommended as described below.

Proposals with all required information should be submitted in **English or French** at the latest by **Tuesday 1 October 2024, 23:59 CET**, to [ica@ica.org](mailto:ica@ica.org). Please enter “Confidential – ICA 2027 Expression of Interest” in the email subject field.

Prospective hosts are encouraged to contact [ica@ica.org](mailto:ica@ica.org) for any clarification they may require with regard to their bids.

**Step 2:** Proposal Presentation (November – December 2024)

The Evaluation Committee will meet with all prospective hosts who have submitted a complete proposal.

**Step 3:** Targeted exchanges

Between January and February 2025 more detailed information will be gathered from candidates by the Evaluation Committee

**Step 4:** (March 2025)

The Evaluation Committee will make a recommendation to the ICA Executive Board.

**Step 5:** Presentation of the recommended applicant(s) at the ICA Executive Board (2<sup>nd</sup> quarter of 2025). The successful and unsuccessful candidates will then be advised of the Executive Board’s decision.

ICA Headquarters will start to discuss the details of arrangements and timelines with the host selected.

In this document information is provided about the elements that must be included in the Conference bid and those that are strongly recommended. The Evaluation Committee will base its assessment on the guidelines set out below in this regard. There is no hard copy form to be completed when making a bid. Proposals should be sent by email as a single PDF document to [ica@ica.org](mailto:ica@ica.org).

***THE INFORMATION TO BE PROVIDED MAY BE DIVIDED INTO TWO CATEGORIES: INFORMATION REQUIRED, AND NON-COMPULSORY BUT HIGHLY RECOMMENDED INFORMATION.***

***THE ICA EXECUTIVE BOARD WILL CONSIDER ALL ASPECTS OF THE BID WHEN CHOOSING THE 2027 CONFERENCE HOSTS/PARTNERS.***

## 2. INFORMATION REQUIRED

**The following items must be included in the bid. Failure to include these elements will result in non-consideration of the bid. These factors will be taken into account by the Evaluation Committee when making its decision over the conference hosts/partners.**

### 2.1. General

Bids must include:

- Names, full profiles and details of the prospective hosts/partners and host institution(s), city and country.
- Details of the venue proposed for the ICA governance meetings and for the conference programme with a full description of capacities and services.
- Dates proposed in relation to the following:
  - Event to be held between mid-September and end November; duration normally not to exceed 6 days including governance meetings (final duration and dates will later be mutually agreed by common consent)
  - Event should not coincide with other major archive and records management events, religious holidays, or other important events in the host city/country.

### 2.2. Political requirements

Bids must include the assurance and, if possible, evidence of:

- Political support from the higher levels of host organisation's government
- High-level support from the administration of the city, area or organisation concerned
- Support from other archival and recordkeeping stakeholders

- Whether the proposed host has submitted similar bids in the past, and if so, with what result

Bids must include the following visa and travel information:

- What are the visa and immigration requirements for entry into the country?
- What measures will be taken to ensure that visas are issued to participants who require them for entry into the host country?
- What measures will be taken to ensure that a dedicated liaison will be established to manage any visa issues that may arise?
- What measures will be taken to ensure that the relevant airports and airlines (local and international) are duly notified?
- What measures will be taken to issue the written invitations needed to meet visa requirements?

ICA wishes to uphold the principle of inclusiveness, as laid down in its Constitution, by organising its biennial conferences in places freely accessible to all nationalities. Bids should include statements to the effect that:

- The political or social situation of the host country is such that the safety and security of participants can be guaranteed.
- The country will allow all ICA members, regardless of their country of origin, to attend the event and that there will, for example, be no obstacles to issue of the requisite visas.
- The host will make every effort to obtain appropriate assurances from its national government in this regard.

Bids must include the following security information:

- Whether and how the safety and security of participants will be assured or guaranteed.

### 2.3. Professional requirements

Bids must include the assurance and, if possible, evidence of:

- The country or host's track record and recent achievements in archive management
- Opportunities for increasing the visibility of ICA
- Any professional and strategic challenges involved in holding the event in the proposed location, and the mitigation mechanisms planned
- Relevance of the proposed theme for the local and regional archival and recordkeeping community
- The host's involvement in ICA bodies or activities
- Furtherance of ICA's strategic aims

## 2.4. Conference organisation

Bids must include the assurance and, if possible, evidence that:

- The conference registration and payment system will:
  - Be available both online and on-site
  - Be able to accommodate multiple languages, with English and French as a minimum
  - As a minimum, accommodate the categories of waived (Secretariat) and ICA member registration rates
  - Include a range of menus to cater to various dietary requirements.

Bids must include:

- Acknowledgement that responsibility for the registration process, sharing of registration information and division of registration fees between the host and ICA Secretariat will be decided and documented via a written agreement, and that any waiver of registration fees will be agreed jointly by the host and ICA.
- Acknowledgement that, subject to written agreement, a Professional Conference Organiser (PCO) may be hired to handle registrations, the welcome desk, organise hotels, tourist programme, payments, local transport, etc.; and that any PCO hired must be in constant and regular contact with the ICA Secretariat.
- A description of the context within which bids for a PCO would be sought and how a PCO would be selected. (Please note that the choice of PCO would have to be made jointly by ICA and the host)
- Assurance that transport to/from hotels will be provided if the budget allows, when public transport is not an option for security or other reasons.
- Acknowledgement that the host is responsible for negotiating preferential conference hotel rates; at least 3-star level and with a range of price options.

## 2.5. Business and financial model

Bids must include the assurance and, if possible, evidence that the host is capable of organising the conference and funding the items contractually agreed. Please note that ICA expects a profit, to be shared between ICA and the host institutions at the end of the conference.

The bid must also include:

- Possible scenarios with regard to the scale of registration fees. Different categories of registration may be suggested (e.g. early bird, ICA members, non-ICA members, participants from low-resource/developing countries, students, 1 day only), for agreement between ICA and the host. Registration fees will be

collected by either ICA or the host country and split according to previous agreement

- A provisional conference budget including both revenues and expenditure.
- Details of possible cost items (logistics, transport, accommodation, catering, tourist programme, etc.)
- Major sources of financial support for the conference.
- Details of the resources available for the conference in the host country.
- Details of any additional sources of income such as grants, subsidies, sponsorships or partnerships, exceptional income, etc.
- A description of how the financial model envisaged by the prospective host will work, including details of how revenues are to be shared. Please note that ICA cannot be held responsible for any deficits or settle any payments pending at the end of the Conference.
- Minimum and maximum assumptions with regard to the surplus/loss likely to result from the financial arrangements selected for the event.
- Acknowledgement that ICA will participate in finding and negotiating sponsorship agreements with organisations and institutions that have supported its events in the past.

## 2.6. Venue

Bids must include the assurance and, if possible, evidence that the proposed venue can accommodate:

- A minimum of 500 participants at the professional programme, opening and closing ceremonies, ICA General Assembly, and cater to the governance meetings required by the constitution (Forum of National Archivists [FAN] 100-150 people; Executive Board meeting [EB] 50 people; Branch chairs, Section chairs and Programme Commission meetings [PCOM] 35 people)
- At least 3 concurrent panel streams and major plenary sessions, professional gatherings, workspace for the ICA Secretariat, and space for associated events (gala dinner, etc.)
- ICA workshops: minimum 36 hours of workshop time, normally in 3-hour blocks, preferably the day before the opening ceremony and start of the main conference sessions
- Governance meetings immediately before the conference (ICA will be responsible for planning these meetings)
- Sponsor/vendor exhibition
- Coffee breaks, bar/restaurant or café on site
- Distribution of headsets for sessions with interpretation

The bid must also include the assurance that:



- Interpretation will be provided during the ICA governance meetings and plenary sessions (interpretation services for parallel sessions will be highly appreciated)
- Interpretation booths can be accommodated in the plenary and main conference rooms (may be the same room depending on circumstances) in accordance with international standards.
- Technical staff will be included in venue costs
- ICA workspace: private locked area with black and white printer and internet access
- Internet/Wi-Fi access at the venue
- Audiovisual and recording equipment in conference rooms
- Room for bilateral meetings for ICA leadership at the venue

## 2.7. Conference organisation

The bid must provide the following information:

- A description of what plans have already been made outside the bid itself (should start two years in advance of the event).
- Acknowledgement that there will be a Conference Directorate Committee made up of at least 3 members of ICA/PCOM and 3 members from the conference hosts, along with the ICA Secretariat/ED; in order to:
  - Manage and monitor progress in Conference organisation
  - Communicate key developments regarding the programme and its financial aspects
  - Remain sensitive to local and regional needs
  - Ensure compliance with the financial and other legally binding requirements of the ICA Constitution
  - Ensure that the conference mirrors the cultural diversity of ICA membership
  - Ensure that the professional programme meets ICA's strategic goals and those of the profession
  - Ensure that the division of responsibilities is flexible enough to guarantee that the conference can be delivered efficiently and successfully for both parties
- Acknowledgement that a Conference Programme Committee will be established, which will be chaired by ICA Vice-President Programme and include representatives of the international and local archival communities. This will meet at least monthly in order to:
  - Agree programme content in accordance with PCOM decisions (delegated to Vice-President Programme and/or other PCOM members as needed), working with host to ensure national/regional suitability (according to the

ICA Constitution, the Programme Commission has the lead role in setting the themes and content of the conference in association with the host)

- Ensure that the content of the professional programme is consistent with ICA's strategic objectives and with the Programme Commission's work and projects
- Ensure that the conference topic is consistent with the PCOM multiannual plan
- Acknowledgement that inviting the local media is optional, at the discretion and the expense of the host.
- Acknowledgement that, should the conference proceedings be published, whether online or in hard-copy, publication arrangements should be discussed and agreed with ICA.

## 2.8. Conference experience

The bid must provide the following information:

- Measures to be taken to negotiate preferential airfares
- Is the proposed venue easy and practical to reach from the airport (no more than one hour's travel)?
- Is it possible to walk from the venue to the main conference hotel(s)?
- Is public transport a possibility?
- Proximity of restaurants and shops to hotels and venue
- Will there be a reception desk at the airport?
- Acknowledgement that English and French are required for conference communications; cost to be included in budget and agreement; any other languages (though desirable in general) will be at the host's discretion and expense
- Acknowledgement that meals (coffee breaks and lunch) will be included in the registration fee; meals should accommodate dietary restrictions, with vegetarian, vegan and gluten-free options available, Halal and Kosher, if possible within budget

## 2.9. Communications and promotion

The bid must provide the following information:

- Is the conference website to be hosted by ICA or by the host?
- Acknowledgement that, in all events, ICA must have access to the conference website and be able to edit it as necessary; and that ICA must approve of any third-party hosting of the conference website
- Acknowledgement that a conference logo can be designed for the event at least one year before the event with the final approval of the ICA Secretariat for its use being required

- Conference communications must receive approval from the secretariat to use the ICA name and logo. Once approved, communications must include the ICA logo in addition to the conference and local host logos.

### 3. RECOMMENDED INFORMATION

It is recommended that the following items be included, if possible. These factors will be taken into consideration by the Evaluation Committee when making its decision over the conference hosts/partners.

#### 3.1. Political considerations

- Financial support of the higher levels of host organisation's government
- Guarantees and assurance with regard to visa requirements and arrangements.
- Assurance from the government over the issue of the requisite visas
- Assurance of a climate of openness and public debate in the country
- Indication of any celebrations or important national, regional or local events of historical importance coinciding with the conference dates or location
- Indication of any benefits expected by the host country in general
- Guarantees and assurance with regard to security.

#### 3.2. Professional considerations

- Indication of any benefits for the national/regional professional archives and recordkeeping community
- Indication of any benefits for and input from the local ICA Regional Branch
- Indication of the involvement of the hosts in ICA Groups and/or activities
- Indication of any archival development projects at national or regional level
- Indication of any innovative features for the profession in the bid.

#### 3.3. Logistical considerations

Will a local committee be created to support the host institution? What other local human resources will be dedicated to conference organisation?

#### 3.4. Conference experience

- If they so wish, the hosts can offer a gala dinner or welcome drinks session and will be responsible for the costs and arrangements
- If they so wish, the hosts can offer cultural excursions and activities and will be responsible for the costs and arrangements
- Will there be possibilities for professional visits, cultural excursions and a programme of activities for accompanying guests?

- Conference kits should include individual name badges, a printed copy of the professional programme, invitations to the social events, tourist information, and any sponsor advertising material and brochures

## Appendix 1: ICA Conference Schedule template (for information)

Time	Day1	Day 2	Day 3		Day 4	Day 5	Day 6
	Governance Meetings	Governance Meetings	Governance Meetings	Pre-Conference Workshops	Conference Day 1	Conference - Day 2	Conference - Day 3
Morning	Programme Commission Meeting	Executive Board Meeting	ICA Groups Meetings	Workshops	Start of Registrations Opening ceremony and Keynote Address	Registrations Parallel Sessions	Registrations Keynote Address and Closing Ceremony
Lunch Break	Lunch	Lunch	Lunch		Lunch	Lunch	Farewell Lunch
Afternoon	Programme Commission Meeting	Executive Board Meeting	ICA Groups Meetings	Workshops	Parallel Sessions	Parallel Sessions	Cultural Visits
Evening			Reception			Gala Dinner	

This template is for information only and is based on the arrangements adopted at previous events. It is not mandatory, and the proposal may differ from it for various reasons. It should be remembered that the date of the ICA General Assembly, usually held on one of the evenings during the main conference, will need to be added to the template.

ICA Governance Meetings
Conference Programme
Plenary Events
Social Programme