

## BID GUIDANCE FOR PROSPECTIVE HOST(S)/PARTNER(S)

**THERE ARE TWO CATEGORIES: REQUIRED INCLUSIONS, AND ENCOURAGED INCLUSIONS. ICA EXECUTIVE BOARD WILL CONSIDER THE ENTIRE BID IN DETERMINING ITS CHOICE OF THE 2021 CONFERENCE HOST/PARTNER.**

### REQUIRED INCLUSIONS

**The following items must be included in the bid. Non-inclusion of these elements will result in non-consideration of the bid. These factors will be weighed by Executive Board in its decision concerning the conference host/partner.**

#### General

Bids must include:

- Names and full profiles and information concerning the prospective host/hosts/partners and host institution(s), city and country.
- A proposed venue for the ICA governance meetings and for the conference programme.
- Proposed dates to comply with the following:
  - Event to be held between mid-September and end November; duration normally not to exceed 5 days including governance meetings (final duration and dates mutually agreed via MOU)
  - Not to overlap with other major archives and records management events and religious holidays

#### Political requirements

Bids must include assurances and, if possible, evidence of:

- Political support of the upper levels of host organisation's government
- High-level support from the administration of the city, area or organization concerned
- Support from other archival and recordkeeping stakeholders
- Whether the proposed host bid in the past, and if so, with what result

Bids must include the following visa and travel information:

- What are the visa and immigration considerations for entry into the country?

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- 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 arise?
  - What measures will be taken to ensure that world and local airports and airlines are notified?
  - What measures will be taken to ensure that a list of participants is provided to authorities?
  - What measures will be taken to issue the required invitation letters to meet visa requirements?

ICA wishes to uphold the principle of inclusiveness, as laid down in its Constitution, by organizing its annual 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 guarantees the safety and security of participants.
- The country will allow all ICA members, regardless of the country of origin, to attend the event and that there will, for example, be no obstacles as regards delivering the requisite visas.
- The host will make every effort to obtain appropriate assurances in this regard from its national government.

Bids must include the following security information:

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

#### Professional requirements

Bids must include assurances and, if possible, evidence of:

- The country or host's track record and recent achievements in archives management
- Opportunity to increase the visibility of ICA
- Any professional and strategic challenges to holding the event in the proposed location, and planned mechanisms for mitigation
- Relevance of the proposed theme to the local and regional archival and recordkeeping community
- The host having been demonstrably involved in ICA bodies or activities
- Furtherance of ICA's strategic aims

#### Conference organisation

Bids must include assurances and, if possible, evidence that:

- The conference registration and payments system will:
  - be available both on line and on site
  - be able to accommodate multiple languages, at minimum English and French
  - accommodate at minimum the categories of waived (Secretariat) and ICA member registration rates
  - include a choice of meal restrictions

Bids must include:

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

Business and financial model

Bids must include assurances and, if possible, evidence that the host can organize the conference/congress and fund the items to be agreed via Memorandum of Understanding.

The bid must also include:

- A provisional conference budget including both revenues and expenses.
- 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 in the host country for the Conference/Congress

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- Details of any additional sources of income such as grants, subsidies, sponsorship or partnerships, exceptional income, etc.
  - A description of the financial model that the prospective host seeks to establish: (Possible scenarios to explore below – in all cases, programme content is the decision of ICA PCOM, in consultation with host as needed)
    - 50/50 split of costs and revenues/losses
    - Host pays majority of costs with ICA bearing majority of the organizational effort; 50/50 split of revenues/losses
    - ICA pays majority of costs with host bearing majority of the organizational effort; 50/50 split of revenues/losses
    - Other division of costs, organising effort, revenues/losses
  - Minimum and maximum assumptions with regard to the surplus/loss likely to result from the financial arrangements selected for the event
  - Acknowledgement that if ICA intervenes directly to find sponsors, it will be entitled to 50% of the amount thus obtained

#### Venue

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

- a minimum of 500 participants in the professional programme, and 300 to 500 for the ICA General Assembly, as well as constitutionally mandated governance meetings (Forum of National Archivists (FAN) 100-150 people; Executive Board (EB) 45 people; Branch chairs, section chairs and Programme Commission (PCOM) 25 people)
- at least 3 concurrent panel streams and a major plenary room, professional gatherings, work space for the ICA Secretariat, and space for associated events (gala dinner, etc.)
- ICA workshops: minimum 36 hours of workshop time, normally in 3 hour increments, during the professional programme
- governance meetings during or immediately prior to conference/congress (ICA is responsible for planning and arranging governance meetings)
- sponsor/vendor exhibition, coffee breaks, bar/restaurant or café on site, distribution of headsets for translation

The bid must also include assurances that:

- Interpretation booths can be accommodated in the plenary and one conference room (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, internet access can be provided at venue
- Internet/WiFi access in the venue and laptops are available (for projection in conference rooms)

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- Room for bilateral meetings for Elected Officers can be provided at venue

#### Conference organisation

The bid must provide the following information:

- A description of what planning has already taken place beyond the bid itself (should start two years in advance of the event).
- acknowledgement that there will be a conference committee made up of at least 3 members of the ICA PCOM and 3 members from the conference host(s); in order to:
  - manage and monitor progress in Conference /Congress organization
  - communicate key developments with regard to the programme and financial aspects
  - remain sensitive to local and regional needs
  - observe the contingencies of the financial and other legally binding requirements of the ICA's constitution
  - ensure that the conference represents the cultural diversity of ICA's membership
  - ensure that the professional programme meets ICA's strategic goals and those of the profession
  - ensure that the division of responsibility is flexible enough to ensure that the annual conference is delivered in an efficient and successful manner for both parties
- acknowledgement that there will be established a Conference Programme Committee chaired by ICA VP Programme and with no more than six members, that meets at least monthly or in executive if geography and time zones prevent meetings, in order to:
  - Effect the programme selection in accordance with PCOM decision (delegated to VP Programme and/or other PCOM members as needed), working with host to ensure national/regional relevance (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 to the Programme Commission's work and projects
  - Ensure that the conference/congress topic fits the PCOM multiannual plan
- acknowledgement that local media is optional, at host discretion and expense.
- acknowledgement that no published proceedings will result from the conference, though publication might be encouraged in Flash or Comma.

### Conference experience

The bid must provide the following information:

- Measures to be taken to negotiate preferential air fares
- 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 shopping to hotels and venue
- Will a welcome desk at the airport be established?
- Acknowledgement that EN/FR are required for conference communications; cost to be included in budget and MOU; any other languages (though desirable in general) are at the host's discretion and expense
- Acknowledgement that meals (coffee breaks and lunch) are to be included in registration fees; accommodate dietary restrictions by avoiding pork, making vegetarian and vegan options available, Halal and Kosher if possible within budget

### Communications and promotion

The bid must provide the following information:

- Does the host require that the conference web site be hosted by the ICA or by the host?
- Acknowledgement that in any event the ICA must have editing access to the conference web site; and that ICA must approve of any third party housing of the conference web site
- Acknowledgement that a conference logo can be designed for the event at least one year before event with final approval for use coming from ICA prior to its dissemination; ICA will allow its name and logo to be used for the conference
- Acknowledgement that the conference must use the ICA logo in addition to the conference logo and any host logo(s)

### ENCOURAGED INCLUSIONS

**The following items are encouraged to be included if possible. These factors will be weighed by Executive Board in its decision concerning conference or congress host/partner.**

#### Political considerations

Financial support of the upper levels of host organisation's government

Assurance from the government over issue of the requisite visas

Assurances of a climate of openness and public debate in the country

Indication of any celebration or an important national, regional or local event of historical importance coinciding with the conference timing or location

Indication of any benefits to the host country in general

Guarantees and assurances concerning visa requirements and arrangements

Guarantees and assurances concerning security

#### Professional considerations

Indication of any benefits for the national/regional professional archives and recordkeeping community

Indication of any benefits to and input from involvement of the ICA Regional Branch

Indication of host(s) involvement in ICA bodies and/or activities

Indication of any benefits to any stakeholder Sections

Indication of any archival development projects at national or regional levels

Indication of any innovative features for the profession in the proposal

#### Logistical considerations

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

If possible, indicate proposed or approximation of proposed registration fees scale.

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- Different categories of registration may be introduced (e.g. early bird, ICA member, non ICA members, students, 1 day only), if the ICA and the host so agree. The registration fee is raised by either ICA or the host country and split according to the Memorandum of Understanding. ICA uses any income above that necessary to defray its expenses to support people from developing countries in attending the Conference/Congress.

Conference experience

Host is responsible for costs and arrangements for a gala dinner or cocktail - optional

Host is responsible for costs and arrangements for cultural excursions – optional

Are there good prospects for professional visits, cultural excursions and programme of activities for accompanying persons?

Conference kits should include individual name badges, a copy of the professional programme, invitations to the social events, tourist information, voting slips for ICA members and any sponsor advertising material and brochures