

Attachment 1

Minimum Requirements for Hosting the 63rd International Astronautical Congress

Below is a summary of minimum requirements that have been established by the IAF – in collaboration with the IAA and the IISL – for the successful conduct of the International Astronautical Congress. The host organisation will be required to:

- Organise and conduct a six-day International Astronautical Congress on behalf of the IAF, the IAA and the IISL. This includes an “Academy Day” on the first day (Sunday) of the Congress that is open to IAA members and the public without charge, followed by a five day Congress (Monday to Friday) that is generally open only to registered participants.
- Organise and conduct a five day space exhibition held in conjunction with the IAF at the same or an adjacent location.
- Provide simultaneous interpretation services – at a minimum in English, French, Spanish and Russian - during the Opening Ceremony of the IAC.
- Organise and conduct social events normally associated with IACs including:
 - Welcome reception on the Monday evening of the Congress. This reception will be open for all registered participants and to accompanying persons at no charge.
 - Accompanying persons’ coffee or similar event.
 - Gala dinner on the Friday of the Congress.
- Commit to the following minimum financial conditions:
 - Collection of registration fees at rates established by the IAF under conditions approved by the IAF.
 - Payment to the IAF of its share of all registration fees collected which (except as specified otherwise in *Attachment 2-Exhibit B*) will be at least 50%.
 - Payment of any and all taxes imposed by local and national authorities. This includes any taxes that are required to be paid on registration fees. Such taxes will be paid by the Host out of its portion of the revenues from the Congress; they will not be charged to those registering and will not be deducted from the amounts the Host is obligated to pay to the IAF.
 - All payments that are due to the IAF will be made in Euros by the agreed payment deadlines.
- Guarantee of a minimum financial return to the IAF of 300,000 Euros through the establishment of an insurance policy issued to the IAF and paid by the host organisation. This coverage will be provided by an internationally recognised insurance firm. The proposed terms and conditions of the coverage will be approved by IAF before the policy is issued.
- Provide liability insurance coverage for the protection and benefit of the IAF, IAA, IISL, and all attendees. This coverage will be provided by an internationally recognised insurance firm. The proposed terms and conditions of the coverage will be approved by IAF before the policy is issued.

- Acknowledge and agree to be bound by the requirements of the non-compliance provision that is included in the standard contract (*Attachment 2*) the IAF signs with the Host organisation.
- Assist – as requested by the IAF - in the organisation of meetings associated with the IAC. These meetings will include but are not limited to a UN/IAF Workshop which is generally held just before the IAC and is sponsored in part by the host country.
- Provide all requested meeting rooms, facilities, equipment, staff support and related services in accordance with the provisions of *Attachment 2-Exhibit A*.
- Register IAC participants in accordance with the provisions of *Attachment 2-Exhibit B* and other provisions determined by the IAF and elaborated in a contract between the IAF and the Host.
- Provide for the printing and dissemination of material in accordance with the provisions of *Attachment 2-Exhibit C*.
- Support IAF student and young professional activities in accordance with the provisions of *Attachment 2-Exhibit D*.
- Provide support for the International Institute of Space Law Moot Court and related activities in accordance with the provisions of *Attachment 2-Exhibit E*.
- Provide support for Distinguished Participants (VIPs) and Plenary Speakers in accordance with *Attachment 2-Exhibit F*.
