

Call for Hosting the 63rd International Astronautical Congress in 2012

Host City Proposals

Compliance Matrix

Indicate with Y (Yes), N (No) or ? (Uncertain)

A Qualifications

The proposing organisation must demonstrate, to the satisfaction of the IAF, that it is:

- 1 An IAF member organisation in good standing, or a group of IAF member organisations [Y/N]
- 2 Legally capable of signing a contract with the IAF for the execution an IAC.
- 3 Organisationally and financially able to undertake and successfully manage an IAC. [Addressed in detail below.]
- 4 Capable of fulfilling all of the requirements placed on the Host organisation. Requirements are summarised in the Minimum Requirements sheet (Att. 1), detailed in the Standard Contract including Exhibits A-F (Att. 2). [Addressed in detail below.]
- 5 Proposed dates:

	Bidder 1	Bidder 2	Bidder 3

Note: The IAF member organisation proposing to host an IAC may demonstrate that it meets the above requirements through the creation of a consortium or other entity with sufficient organisational skills, financial backing, human resources and legal structure to meet this requirement. In this case, the proposed organisation must include in its proposal:

- 1 A description of the proposed organisational arrangement. The consortium or organisation shall also provide documentation to validate its legal existence as well as its address, telephone, facsimile and e-mail address for follow up communications.
- 2 Written commitments from the consortium members specifying the organisational and/or financial support they propose to provide.
- 3 Additional, publicly verifiable information describing the capabilities as well as the financial and organisational resources of the consortium

3 Venues for the opening ceremony (minimum 3000 persons) and closing gala banquet (minimum 500 persons).

a The proposal should indicate whether the opening ceremony can be held at the Congress site. If the opening ceremony cannot be accommodated at the Congress site, the proposal should indicate the planned site for this ceremony, the distance (minutes walking) from the site and, if the distance is more than 15 minutes walking from the hotels and Congress site what transportation arrangements are envisioned.

b The proposal should also indicate the probable location of the Gala dinner and its location vis-à-vis the proposed Congress hotels.

4 Hotel accommodations of varying types and prices (including information on the distance from the Congress area) for attendees including students/young professionals.

a The IAF's goal is to offer Congress participants high quality lodging at prices that are significantly lower than would otherwise be available to visitors to the Congress site including those who may book directly from the hotels.

b The proposal should specify whether discounts on hotel rates will be offered and, if so, what percentage of discount is guaranteed in each category.

c The proximity – both in distance and in time – of hotel accommodations to the Congress site. If the majority of the hotels proposed for the Congress are not within a 15 minute walk from the Congress site the proposing organisation should elaborate on how it intends to provide frequent, convenient access to and from the Congress site.

5 Anticipated local organisation committee structure including names of local organising committee members, organisational and financial support, and past experience in organising large congresses.

6 Name and qualifications of the person who the local organising committee intends to designate as International Programme Committee Co-chair (technical programme leader)

7 Local organisation plans with regard to ensuring that all Congress participants will be granted unimpeded access to enter and leave the host country. If visas are required, the proposed host organisation should indicate which country residents will need to obtain visas. The proposed host organisation should also describe its plans to facilitate the granting of visas for Congress participants.

8 The proposal should include a preliminary budget for the proposed Congress that demonstrates the anticipated financial viability of the undertaking. The budget should be developed and presented in Euros and included as part of the Host's proposal.

9 Accessibility of host country and city for international travellers including the number and frequency of non-stop international flights from major locations, local transportation (including metro, taxi and buses) and regional transportation services, language capabilities of host city residents to communicate in the Federation's official languages).

10 Availability of mobile telephone, high speed internet, and wireless internet services in the Congress city.

11 Venues for associated events such as the UN/IAF Workshop.

12 Space activities and interests of the host country and city including any special events or plans which the host organisation plans to pursue in connection with the IAF.

13 Proximity of cultural, historical and space programme sites of potential interest to the IAC attendees.

C Evaluation and Selection Process

- 1 Selected as a candidate for further consideration
- 2 Additional information requested
- 3 Updated proposal received on or before deadline
- 4 Additional material provides complete responses to the issues raised
- 5 Oral Presentations
 - a Bidder was well-prepared, presentation was complete and consistent with the written proposal
 - b Answers to questions seemed direct and thorough, not vague or evasive
 - c Representatives have attended previous IACs
 - d Representatives have a clear grasp of what it takes to host a Congress

	Bidder 1	Bidder 2	Bidder 3

7 Past experience with regard to the hosting of an IAC or a comparable event by an organisation, city or country.

8 IAF practices with regard to the sequence of holding IACs in various regions of the world. [Alternate between Europe and somewhere else.]

E Additional Comments/Summary

Bidder 1

Strengths:

Shortcomings:

Bidder 2

Strengths:

Shortcomings:

Bidder 3

Strengths:

Shortcomings:

Bidder 1
Bidder 2
Bidder 3

Room requirements iaw Contract Exhibit A (all theatre style)

This detailed section should be completed once the CSAC has received feedback from the site evaluations.

General comments

<p>a Opening Ceremony - 1 room Contract says 3,000 seats -- more likely 2,500 required</p>			
<p>b Plenary and Highlight Lectures - 1 room 1,000 seats</p>			
<p>c Technical Sessions - 17 rooms 100 to 250 seats each</p>			
<p>d General Assembly & IPC meetings - 1 room 300 seats Note: may also be used for Academy Day</p>			
<p>e Academy Day - 7 rooms 300 seats - plenary room 75 seats - six Commission rooms</p>			
<p>f Gala Dinner - 1 room 600 seats</p>			
<p>g UN/IAF Workshop - 2 rooms 180 seats - plenary room 50 seats - session room Note: must be in the vicinity (not co-located with) the Congress</p>			
<p>h Special Sessions - 1 room 250 seats</p>			
<p>i Committee Meetings - 7 rooms 30 + seats - Bureau 20-30 seats - six committee rooms</p>			
<p>j Offices Executives - IAF/IAA/IISL/IPC - 4 rooms 5m x 5m, lockable, window, HS internet IAF - telephone w/long-distance capability w/free calls IPC - 20 seats IISL - computer + printer IAF Secretariat - 1 room</p>			

lockable, window, HS internet, computers etc etc			
IAA Secretariat			
lockable, window, HS internet, computers etc etc			
IISL Secretariat			
lockable, window, HS internet, computers etc etc			
Note: all consumables to be supplied no charge			
k Press Centre - 1 room 5 HS internet connections, one laptop, receptionist			
l Presentation Preparation - 1 room computers, projectors, technical staff			
m Internet Café - 1 room or area 15 HS internet connections, 10 computers, printer			
n IAF Members Lounge - 1 room 30 seats 25 HS internet connections, 3 computers, 3 printers, 5 telephone lines, fax, photocopier, all-day snacks, full-time receptionist to restrict access			
o Special Reception Facilities - 1 or 2 rooms Lounge, reception area Private dining area for VIP lunches			
p Registration Desk area 8 am - 6 pm Saturday through the following Friday			
q Stands - 6 required 1 - > 9 sq m area - next Congress host 5 - > 6 sq m - publications			
r Meeting Facilities for IAF Members - 2 rooms 15 seats each Note: must be within 5 minutes walking distance			
s Additional meeting rooms (must be provide upon request) - availability			
NOTE: Additional rooms will be required for hospitality/sales presentations in/near the main venue -- various sizes			

Students and Young Professionals programme requirements iaw Contract Exhibit D

1 Facilitate contact between sponsors and local hotels

	Bidder 1	Bidder 2	Bidder 3

2 Provide a dedicated student area of at least 200 square meters in the Space Exhibition area

	Bidder 1	Bidder 2	Bidder 3

3 Provide two dedicated session rooms with seating for at least 200 persons (theatre style), located either near the other session rooms or near the student area within the Space Exhibition

	Bidder 1	Bidder 2	Bidder 3

4 Facilitate organisation of daily lunches (catering) and a party (venue, DJ, catering) for students, and social and other events supporting the Students and Young Professionals programme

	Bidder 1	Bidder 2	Bidder 3

5 Designate a Students and Young Professionals programme coordinator

	Bidder 1	Bidder 2	Bidder 3