



Call for Hosting the 63rd International Astronautical Congress in 2012

Each year the International Astronautical Federation (IAF) – in collaboration with the International Academy of Astronautics (IAA) and the International Institute of Space Law (IISL) - organises an International Astronautical Congress (IAC). The IAC is held in different countries of the world with an IAF member organisation serving as its host. In recent years the event attracted each year more than 3000 participants including between 1500-2000 full paying participants, retired participants and press representatives as well as approximately 600 students and young professionals. The IAF is seeking proposals from IAF member organisations interested in serving as the host of the 63rd IAC which will be held in 2012.

A. Qualifications: The proposing organisation must demonstrate to the satisfaction of the IAF that it is:

1. An IAF member organisation or a group of IAF member organisations. The member or members submitting a proposal must be member(s) in good standing.
2. Legally capable of signing a contract with the IAF for the execution of an IAC.
3. Organisationally and financially able to undertake and successfully manage an IAC.
4. Capable of fulfilling all of the requirements placed on the Host organisation. These requirements are summarised in the minimum requirements sheet (Attachment 1). They are elaborated in detail in the Standard Contract including Exhibits A-F (Attachment 2).

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 members.

The IAF may request additional information to ensure that it has a sufficient understanding of the consortium arrangement as well as the legal and financial commitments of the consortium members to the collective effort.

B. Proposals: The IAF member organisation or consortium proposing to host the IAC shall submit a proposal with a cover letter addressed to the President of the IAF, and written on paper with the printed letterhead of the proposed host. The Proposals shall discuss and, where appropriate, provide supporting documentation on the following factors:

1. Congress facilities including modern capabilities for holding plenary sessions, highlight lectures open to the public, technical sessions, committee rooms, offices, special purpose rooms, areas for registration, refreshments and meals and other features.
 - a. The proposal should indicate whether the proposed Congress facilities comply fully with the requirements discussed in Attachment 2-Exhibit A and Attachment 2-Exhibit D (student and young professional requirements).
 - b. The proposal should also discuss additional features of the Congress site that might make it attractive for the 63rd IAC (e.g. additional meeting rooms, flexible facility arrangements, scenic location, wireless internet access, security provisions, convenient access to public transportation, etc.).
2. Exhibition facilities which are co-located at the Congress meeting room site or (if co-location is not possible) no more than 5 minutes walk from the Congress facilities. The proposal should discuss their size, flexibility to accommodate various types of exhibits, special events and other special features.
3. Venues for the opening ceremony (3000 persons) and closing gala banquet (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 for IAC participants.
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 individual the local organisation committee intends to designate as International Programme Committee Co-Chair (technical program 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 program sites of potential interest to the IAC attendees.

C. Evaluation and selection process: The IAF has established a Congress and Symposium Advisory Committee that will review the proposals submitted by potential IAC host organisations. This Committee is composed of experienced individuals who represent the various organisational and geographical interests of the Federation. The Committee will develop and complete a compliance matrix that takes into account the factors elaborated in this Call including the minimum requirements and standard contract provisions.

Taking into account the results of the Congress and Symposium Advisory Committee review, the Bureau will – **not later than 10 August 2009** - select no more than three candidates who will be asked to make a presentation and answer questions concerning their proposals during the following IAC. The Bureau may ask these candidates to submit additional information and documentation in connection with their proposals. The updated proposals must be submitted to the IAF no later than **7 September 2009.**

During the 60th IAC in Daejeon, Rep. of Korea, the IAF Bureau and interested IAF General Assembly delegates will listen to oral presentations and ask questions about the candidate's proposals. The Congress and Symposium Advisory Committee will also attend the presentation and question/answer sessions. The Congress and Symposium Advisory Committee will then present its evaluation in the form of a compliance matrix to the IAF Bureau and to the IAF General Assembly. The Bureau will present a recommendation to the General Assembly which will in turn select the venue of the 2012 International Astronautical Congress on Friday, 16 October 2009.

D. Evaluation criteria: The IAF Congress and Symposium Advisory Committee and the IAF Bureau will evaluate the extent to which each proposed venue satisfies the above factors. The evaluation will also consider:

1. The anticipated ability of the proposing organisations to comply fully with the minimum Congress requirements, as described in the following documents that are available separately on the IAF web site:
 - a) "Call for Hosting the 63rd International Astronautical Congress in 2012 -- Attachment 1 -- Minimum Requirements for Hosting an International Astronautical Congress"
 - b) Exhibits A-F of the standard contract for the International Astronautical Congress.
2. The financial viability of the undertaking as proposed by the host organisation or consortium.
3. The number of IAF member organisations in the host country and the level of involvement of these organisations in the current activities of the Federation.

4. Other incentives that may be proposed by the host organisation/city/country.
5. Unique opportunities associated with the host city that the IAF and the host organisation can take advantage of to promote global space cooperation and space activities in the host country.
6. Ease of access to the host country, to the proposed venue city and, from the selected hotels to the Congress site.
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 different regions of the world. In making its recommendation to the General Assembly the IAF Bureau will take into account the Federation's desire, when possible, to hold successive IACs in different continents.

A compliance matrix listing all the elements of the requirements will be used to evaluate the proposals. An example of this compliance matrix is available on the IAF web site as background information for prospective bidders. The actual compliance matrix used to evaluate candidates to host the 2012 IAC may differ from the example shown.

E. Preliminary and final contracts: The organisation selected to host the IAC will be asked to sign a preliminary contract with the IAF that elaborates the respective commitments of the parties. These commitments include the basic Congress requirements which are outlined in Section D.1. above. This pre-contract will be signed no later than 30 November 2009 unless the IAF elects to grant a delay. The final contract between the IAF and the host organisation for the 63rd IAC will be signed during the 62nd IAC or (if the IAF elects to grant a delay) no later than 31 October 2011.

F. Schedule: The schedule for the selection of the site of the 63rd IAC is as follows:

- Announcement of call for proposals: 1 April 2009
- Deadline for notices of intent to submit proposals: 25 May 2009
- Deadline for submission of proposals: 22 June 2009
- Selection of finalist candidates: not later than 10 August 2009
- Deadline for submission of updated proposals from the candidates: 7 September 2009
- Finalist presentations: during the 60th IAC in Daejeon, Rep. of Korea.
- Selection of the host by the IAF General Assembly: at the Friday session of the General Assembly on 16 October 2009.

Note: The IAF may – at its discretion – modify the above schedule and notify the concerned organisations of the schedule changes.
