



## INTERNATIONAL ASTRONAUTICAL FEDERATION

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19 October 2017

### **Call for Hosting the – 72<sup>nd</sup> International Astronautical Congress in 2021**

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 the 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 more than 3500 participants including up to 2000 full paying participants, retired participants and press representatives as well as more than 1000 students and young professionals. The IAF is seeking proposals from IAF member organisations interested in serving as the host of the 72<sup>nd</sup> IAC which will be held in 2021.

#### **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 as described in the Call.

Note: the IAF member organisation proposing to host an IAC must demonstrate that it meets the above requirements through the creation of a consortium or other entity with sufficient organisation 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 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 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 printed letterhead of the proposing host. The proposals shall discuss and, where appropriate, provide supporting documentation on the following factors.

1. Congress facilities including modern capabilities for holding the Congress.



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2. Prepare and execute in cooperation with the IAF, the IAA and the IISL the **72<sup>nd</sup> International Astronautical Congress (IAC)**, including defined pre- and post-congress associated events.
3. Organise and conduct a **five-day space exhibition** held in conjunction with the IAC at the same location.
4. The official language of the Congress is English. The Host may, at its discretion, provide for additional language interpretation services to and from Host language mainly for invited Host Officials during the Opening Ceremony and provide interpretation services at other occasions during the IAC, should the need arise.
5. Organise and conduct **social events** normally associated with IACs including:
  - Welcome reception on Monday evening of the Congress. This reception will be open for all registered participants and for accompanying persons at no charge.
  - A set of social events (dinner, show, etc.) from Tuesday to Thursday.
  - Accompanying persons' Programme.
  - Gala dinner on the Friday of the Congress.
6. 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 shall be no less than 50% of all of the registration fees (without deduction of applicable taxes).
  - 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.
7. Guarantee of a minimum financial return to the IAF of 400,000 Euros through a guarantee letter from a government institution. The host may also decide to subscribe insurance to this effect.
8. 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.
9. Acknowledge and agree to be bound by the requirements of the noncompliance provision that is included in the standard contract the IAF signs with the Host organisation.
10. Support - as requested by the IAF - the organisation of meetings associated with the IAC. These meetings will include but are not limited to the UN/IAF Workshop, the International Meeting for Members of Parliaments, the IAC Hosts Summit, Young Professionals, Educators Professional Development and/or Student Workshops which are generally held just before the IAC and sponsored in part or fully by the host country.



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11. Support the organisation of the IAA Academy Day (on Sunday) preceding the Congress and the IAA Dinner as requested by the IAA.
12. Support the organisation of the IISL Moot Court Competition and the IISL Dinner as requested by the IISL.
13. Provide all requested meeting rooms, facilities, equipment, staff support and related services in accordance with the provisions described in the Call.
14. Register IAC participants in accordance with the provisions as described in the Call for Hosting document and other provisions determined by the IAF and elaborated in a contract between the IAF and the Host.
15. Provide for the printing and dissemination of material in accordance with the provisions described in the Call.
16. Support IAF student and young professional activities in accordance with the provisions described in the Call.
17. Provide support for VIPs and Plenary Speakers in accordance with the provisions described in the Call.

### Congress Minimum Requirements

The proposals should indicate whether the proposed Congress facilities comply fully with the minimum requirements presented hereunder:

#### 1. Venue and technical equipment requirements

1.1. Facilities for 3,500 or more attendees must be provided and must be adequate to host:

- **Plenary Programme**

- Definition: Opening Ceremony, Closing Ceremony, Plenary Events, Highlight Lectures, Late Breaking News, IAF Global Networking Forum (GNF).
- 1 theatre to accommodate at least 3500 participants for the Opening Ceremony and the first Plenary Event (Heads of Agencies) on the first day of the Congress (Monday).
- 1 theatre to accommodate up to 1000 participants for the rest of the Congress (Tuesday to Friday).
- 2 rooms to accommodate at least 500 persons to host the Global Networking Forum (from Monday to Friday).

- **Technical sessions (simultaneous sessions)**

Host should provide highly practical sound-proofed rooms suitable for at least 21 simultaneous sessions with adjustable air conditioning and high quality lighting. All technical session rooms should be equipped with computers, projection, screens (adequate to the room size and topology), laser pointers, microphones and speaker timers.



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- 1 room for 250 pers.
  - 1 room for 200 pers. (to host the Special Sessions)
  - 3 rooms for 120 pers. each
  - 4 rooms for 100 pers. each
  - 8 rooms for 80 pers. each incl. 1 room to host the Global Technical Sessions with at least 2 computers with Internet Explorer and Gotowebinar software. The computers shall be connected to wired internet lines capable of at least 2Mb each
  - 4 rooms for 60 pers. each
  - 1 interactive presentation (i-poster) area with no less than 40 electronic screens for the interactive presentations located in close vicinity to the technical session rooms or other attractive location.
- **Exhibition**
    - Exhibition space: The proposal should discuss size and flexibility to accommodate various types of exhibits, special events and other special features.
- **Committee meeting rooms**
    - 10 rooms to accommodate 30 participants each (U-shape set-up) equipped with power cords, computers, projector and screen, microphones, audio system and wired internet connection. Five of these rooms shall be equipped with a teleconference system.
- **Members meeting rooms**
    - 5 rooms to accommodate 15 participants each (U-shape set-up)
- **Offices** (IAF President, IAF Executive Director, IPC Co-Chairs Office, IAF Secretariat Office, IAA President, IAA Secretariat, IISL President, IISL Members Lounge)
    - 8 rooms equipped with chairs, tables, computers, printers, telephone and wired internet
- **Special purpose rooms** (used for the UN/IAF Workshop, IAF General Assembly, IPC General Meeting, Academy Day, other meetings like the International Meeting for Members of Parliaments, the IAC Hosts Summit)
    - 1 room with classroom / theatre style seating for 300 participants
    - 2 rooms with U-shape seating for 50 participants
- **Press Center**
    - 1 room to accommodate up to 50 journalists
    - At least 4 computers
    - A printer for use without charge
    - Cables for laptop/notebook computer internet connections
- **Speakers Preparation Room**
    - 1 staffed room in the vicinity of the IAF Secretariat equipped with at least 6 computers and three full time technicians speaking fluent English.



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- **Internet Café/Delegates' Lounge**
  - 15 high-speed cable internet connections
  - Several wireless access point
  - At least 10 computers (with English keyboards)
  - A photocopy machine and a printer (pay for use)
  
- **IAF Members' Lounge**
  - 15 high-speed cable internet connections
  - At least 3 computers (with English Keyboards)
  - One printer connected to the computers
  - A photocopy machine
  
- **Areas of registration**
  - at least 6 registration counters, 1 Press registration counter, 2 congress bags collection counters
  
- **Luncheon facilities** on the Congress site and/or in restaurants within walking distance. A dedicated Speakers/VIP Luncheon area for 300 people shall be provided.
  
- Possibility to rent additional smaller meeting rooms and offices in the vicinity of or inside the Congress venue.
  
- **WIFI internet service** in the entire Congress venue shall be provided to all delegates free of charge from Friday before the IAC till the end of the IAC.
  
- At the congress site, or in very close proximity, the following services must be available: banking facilities, travel agency and medical services.

1.2. The proposal should also discuss additional features of the Congress site that might make it attractive for the 72<sup>nd</sup> IAC (e.g. additional meeting rooms, flexible facility arrangements, scenic location, security provisions, convenient access to public transportation, etc.).

1.3. The proposals should show that the Host pays great importance to youth programmes as well as 3G diversity (Gender, Generation, Geography) and that the Host agrees to the following:

- **Low Cost Accommodations:** Host to provide a list of budget hotels, university campus accommodation.
  
- **International Student Zone:** Host to provide, free-of-charge, a student area of between 200 and 500 square meters in the IAC Exhibition area.
  
- **Student and Young Professional Programmes Session Rooms:** Host to provide a 300 seat-theatre for students and young professionals presentations and events as well as an area capable of hosting up to 300 young professionals for cocktail receptions.
  
- Host to designate a point of contact to coordinate both students, young professional programmes and diversity activities.

1.4. Venues for the opening ceremony (3500 participants) and the gala dinner (500 participants)



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- 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 proposals should indicate the planned site for this ceremony, the distance (minutes walking) from the site and, if the distance is more than 5-minutes walking from the hotels and Congress site what transportation arrangements are envisioned.
- The proposal should also indicate the probable location of the Gala dinner and its location vis-à-vis the proposed Congress hotels.

1.5. The proposal should include plans for hosting the IISL Moot Court Competition Finals and covering the associated costs (including costs for IAC programmes and transport and accommodation of the Judges of the International Court of Justice) up to a maximum of 25,000 Euros.

### 2. Hotel Facility Requirements

The Host will make appropriate arrangements to ensure that suitable and sufficient hotel accommodations are available for attendees to the Congress:

- 2.1. The proposal shall include hotel accommodations of varying types and prices (including information on the distance from the Congress area) for attendees including budget hotels for students and young professionals.
- 2.2. 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.
- 2.3. The proposal shall specify whether discounts on hotel rates will be offered and, if so, what percentage of discount is guaranteed in each category.
- 2.4. The proximity – both in distance and in time (by walk – by Public Transportation – by Dedicated Shuttle Service) – of hotel accommodations to the Congress site. If the hotels proposed for the Congress are not within a 10-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.
- 2.5. Efficient and reliable hotel-booking system.

### 3. Local Organising Committee

The Local Organising Committee (LOC) must be committed to assist in the organization of the following aspects of the Congress:

- 3.1. Rent of the Congress Venue, including booking exhibition and social events.
- 3.2. Responsibility of the tasks associated with ensuring that the IAC runs smoothly, including at least: establishing media relations, developing regional contacts, encouraging participation in the Congress, mobilising volunteers.
- 3.3. Anticipated local organisation committee structure including names of local organising committee members, organisational and financial support, and past experience in organising large congresses.
- 3.4. Name and qualifications of the individual that the local organisation committee intends to nominate as International Programme Committee Co-Chair (technical and plenary programme leader).



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- 3.5. Local organisation plans with regard to ensuring that all Congress participants will be granted unimpeded access to enter and leave the host country. The LOC must be in a position to address problems regarding visa access for participants coming from many different countries and, more generally, to expedite the visa process.
- 3.6. Online booking of hotel accommodation for participants.
- 3.7. Opening ceremony, Closing Ceremony.
- 3.8. Social events including Welcome Reception and Gala Dinner.
- 3.9. Preparation and handling of technical visits.
- 3.10. The Host to provide a private dining area to host VIPs and Plenary Speakers luncheons. The cost of food and beverages will be paid by the host up to a maximum of 15,000 Euros.
- 3.11. Design of IAC logo  
The Host will be responsible for and pay the cost of designing the logo and related marketing materials
- 3.12. Production of Promotional Materials
  - Call for Papers  
The Host to contribute to the production of a Call for Papers brochure.
  - Final Programme  
The Host to contribute to and print a Final Programme brochure (Part I and II) at its own expenses and in sufficient quantities to provide a copy to all registered IAC participants (except accompanying persons).
- 3.13. IAC Website  
The Host agrees to establish and maintain current and updated information regarding the 72<sup>nd</sup> IAC on the IAC 2021 website ([www.iac2021.org](http://www.iac2021.org)) according to IAF guidelines.

#### 4. Costs

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. The following financial aspects should be taken into consideration when preparing a bid:

- 4.1. Congress facilities: rent and cleaning; technical equipment and support; signage and decoration; high-speed internet connection, Wi-Fi, exhibition space, registration area.
- 4.2. Medical services; special arrangements for disabled participants.
- 4.3. Interpretation services, if needed.
- 4.4. Congress materials: design of Congress logo, congress bag, printed materials such as final programme (Part I and II) and call for papers.
- 4.5. Opening Ceremony, Closing Ceremony



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- 4.6. Social events incl. Welcome Reception, Gala Dinner, IAA and IISL Dinners
- 4.7. Exhibition; handling expenses.
- 4.8. IISL Moot Court Competition expenses up to a maximum amount of 25,000 Euros (covered either by the Host or through sponsorship acquired by the Host).
- 4.9. Cost of a Professional Congress Organiser (PCO) company selected for the IAC.
- 4.10. Guaranteed minimum financial return to the IAF: the host shall guarantee that the payment due to IAF shall be not less than 400,000 Euros. This may be documented by a guarantee letter from a government institution. The host may also decide to subscribe insurance to this effect.

### 5. Other

- 5.1. 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 fares) and regional transportation services, language capabilities of host city residents to communicate in the Federation's official language (English).
- 5.2. Provide venues for associated events such as the UN/IAF Workshop, the International Meeting of Members of Parliaments, the IAC Hosts Summit and the IISL Moot Court Competition.
- 5.3. 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 IAC.
- 5.4. Proximity of cultural, historical and space programme sites of potential interest to the IAC attendees.
- 5.5. The host shall support the IISL in holding of the Annual Manfred Lachs Moot Court Competition (including the provision of an appropriate venue) and the IISL Annual Dinner.
- 5.6. Catering options/facilities incl. typical menus and prices.

### 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.

Based on the mandate from the IAF General Assembly the IAF Executive Director will undertake a site inspection visit to the proposed host city to inspect the congress venue, hotel accommodation facilities and technical tours and social events sites, meet with the Local Organising Committee and local industry, academia and local administration and government institutions and representatives with the aim to review the proposal and assess the feasibility of hosting the 72<sup>nd</sup> International Astronautical Congress. A report on the site inspection visit will be presented to the Congress and Symposium Advisory Committee, the IAF Bureau and the IAF General Assembly.

Taking into account the results of the Congress and Symposium Advisory Committee review, the Bureau may decide - not later than 29 June 2018 – to select no more than three candidates who will be asked to





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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 2018.

During the 69<sup>th</sup> IAC in Bremen, Germany, the IAF Bureau and IAF General Assembly delegates will listen to oral presentations and ask questions about the candidate's proposals. The Congress and Symposium Advisory Committee will conduct dedicated interviews with the bidding organisations and then present its evaluation 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 2021 International Astronautical Congress on Friday, 5 October 2018.

### **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. Anticipated ability of the proposing organizations to comply fully with the minimum requirements as described in the Call.
2. Financial viability of the undertaking as proposed by the host organisation or consortium.
3. Practice of host country regarding granting of visas.
4. Strength of national support – government, industry and academia.
5. Suitability of the proposed congress main venue to accommodate the many facets of an IAC.
6. Quantity, quality, price, and proximity to the main venue of hotels of various categories.
7. IAF practices with regard to the sequence of holding IACs in various regions of the world.
8. Ease of access to the host country, city and venue.
9. Past experience with regard to the hosting of an IAC or a comparable event.
10. Number of IAF member organizations in the host country and their level of IAF involvement.
11. Attractiveness of the technical tours, social and accompanying persons programs.
12. Other incentives that may be proposed by the host organization/city/country.
13. Unique opportunities to promote global space cooperation and space activities in the host country.

### **E. Preliminary and final contracts**

A Generic Contract between the IAF and the Host has been developed over the years based on experience and past practice. This Generic Contract is the basis for the Contract to be signed between the IAF and the Host. It will be provided to those Member Organisations who will have submitted a letter of notice of intent to bid and the provisions of the Generic Contract shall be taken into due account when preparing the final proposal.



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The organisation selected to host the IAC will be asked to sign a preliminary contract with the IAF on the basis of the Generic Contract that elaborates the respective commitments of the parties. These commitments include the basic Congress requirements which are outlined above. This pre-contract will be signed no later than 29 November 2019 unless the IAF elects to grant a delay. The final contract between the IAF and the host organisation for the 72<sup>nd</sup> IAC will be signed during the 71<sup>st</sup> IAC or (if the IAF elects to grant a delay) no later than 27 November 2020. The final contract signed between IAF and the successful bidder shall be governed by the laws of France.

### F. Schedule

The schedule for the selection of the site of the 72<sup>nd</sup> IAC is as follows:

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| ▪ Announcement of Call for Proposals   | 20 October 2017    |
| ▪ Deadline for notices of intent to submit proposals                         | 23 February 2018   |
| ▪ Deadline for submission of proposals                                       | 27 April 2018      |
| ▪ Selection of finalist candidates (if applicable)                           | 29 June 2018       |
| ▪ Site Inspections   | July - August 2018 |
| ▪ Deadline for submission of updated proposals from the candidates           | 7 September 2018   |
| ▪ Finalist presentations: during the 69 <sup>th</sup> IAC in Bremen, Germany | 1 - 5 Oct. 2018    |
| ▪ Selection of the Host by the IAF General Assembly                          | 5 October 2018     |

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