6 November 2020

Call for Hosting the 75th International Astronautical Congress in 2024

Each year the International Astronautical Federation (IAF) – with the support of its partners the International Academy of Astronautics (IAA), the International Institute of Space Law (IISL) and the Space Generation Advisory Council (SGAC) – organizes the International Astronautical Congress (IAC). The IAC is held in different countries of the world with an IAF member organization serving as its Host. In recent years, the event attracted between 4,500 and 6,500 participants including up to 3,000 full paying participants, retired participants and press representatives as well as more than 1,500 students and young professionals. The IAF is seeking proposals from IAF member organizations interested in serving as the host of the 75th IAC which will be held in 2024.

A.   Qualifications

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

1. An IAF member organization or a group of IAF member organizations. The member or members submitting a proposal must be member(s) <u>in good standing</u>.

2. Legally capable of signing a contract with the IAF for the execution of an IAC.

3. Organizationally and financially able to undertake and successfully implement an IAC.

4. Capable of fulfilling all of the requirements placed on the host organization as described in the Call.

<u>Note:</u> the IAF member organization proposing to host an IAC must demonstrate that it meets the above requirements through the creation of a consortium or other entity with sufficient organization skills, financial backing, human resources and legal structure to meet this requirement.

In this case, the proposed organization must include in its proposal:

1. A description of the proposed organizational arrangement. The consortium or organization 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 organizational and/or financial support they propose to provide.

3. Additional, publicly verifiable information describing the capabilities as well as the financial and organizational 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.

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B. Proposals

The IAF member organization 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.

2. Preparation and execution in cooperation with the IAF the **75th International Astronautical Congress** (IAC), including defined pre- and post-congress associated events.

3. Organization and conduct of 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. Organization and conduct of **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 (dinners, shows, cultural evenings, etc.) from Tuesday to Thursday.

   - Accompanying persons' Programme.

   - Gala dinner on the Friday of the Congress.

6. Commitment 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 to the IAF of its share of all sponsorship (including Anchor sponsor, if applicable) collected which shall be no less than 35% of all sponsorship income (without deduction of applicable taxes).

   - Payment of any and <u>all taxes</u> 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 500,000 Euros through a guarantee letter from a government institution. The host may also decide to subscribe insurance to this effect.

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8. Provision of liability insurance coverage for the protection and benefit of the IAF 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. Acknowledgement and agreement to be bound by the requirements of the Generic Contract that will be shared with the bidder upon receipt of the letter of intent.

10. Support - as requested by the IAF – to the organization of meetings associated with the IAC. These meetings will include but are not limited to the UN/IAF Workshop, the IAF International Meeting for Members of Parliaments, the IAC Hosts Summit, the IAF Public Speaking & Presentation Skills Lab, the IPMC Young Professionals Workshop, the Educators Professional Development and/or other Student Workshops, and the Space Generation Congress which are generally held just before the IAC and sponsored in part or fully by the host country.

11. Support to the organization of the IAA Academy Day (on Sunday) preceding the Congress and the IAA Dinner as requested by the IAA and in close coordination with the IAF.

12. Support to the organization of the IISL Moot Court Competition and the IISL Dinner as requested by the IISL and in close coordination with the IAF.

13. Support to the organization of the Space Generation Congress as requested by the Space Generation Advisory Council SGAC and in close coordination with the IAF.

14. Provision of all requested meeting rooms, facilities, equipment, support staff and related services in accordance with the provisions described in the Call.

15. Registration of 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.

16. Cooperate with the IAF in the efforts to acquire local and international sponsorships for the IAC.

17. Provision of the printing and dissemination of material in accordance with the provisions described in the Call.

18. Support to the IAF student and young professional activities in accordance with the provisions described in the Call.

19. Provision of support for VIPs, Plenary and IAF GNF Speakers in accordance with the provisions described in the Call.

Congress Minimum Requirements

The proposals should clearly demonstrate that the proposed Congress facilities and services fully comply with the minimum requirements presented hereunder:

1.   **Venue and technical equipment requirements**

     1.1. Facilities for 4,500 or more attendees must be provided and must be adequate to host:

     - **Public Programme**

       - Definition: Opening Ceremony, Closing Ceremony and all Public Day activities.

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- 1 theatre to accommodate at least 3,500 participants for the Opening Ceremony (Monday) and the Public Day activities (day TBD).

  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.

- 1 theatre to accommodate up to 1,000 participants for the Closing Ceremony (Friday).

- Necessary arrangements and provision of live streaming of selected sessions including connectivity (wired internet – 10mps minimum), filming, equipment and personnel.

- **Plenary Programme**

  All rooms should be equipped with stage, computers, projection, screens (adequate to the room size and typology), laser pointers, microphones, speaker timers and water for speakers.

  - Definition: Plenary Events, Highlight Lectures, Late Breaking News and IAF Global Networking Forum (GNF).

  - 1 theatre to accommodate at least 2,500 participants for the first Plenary Event (Heads of Agencies) on the first day of the Congress (Monday).

  - 1 theatre to accommodate up to 1,000 participants for the Plenary Events, Highlight Lectures, Late Breaking News for the rest of the Congress (Tuesday to Friday).

  - 2 rooms to accommodate to host the IAF Global Networking Forum (from Monday to Friday); 1 room can be the theatre for the Plenary Events, the second room shall accommodate at least 300 pax.

  - Necessary arrangements and provision of live streaming of selected sessions including connectivity (wired internet – 10mps minimum), filming, equipment and personnel.

- **Technical sessions (simultaneous sessions)**

  Host should provide highly practical sound-proofed rooms suitable for at least 22 simultaneous sessions in theatre style 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 typology), laser pointers, microphones and speaker timers.

  - 1 room for 250 pax.
  - 1 room for 200 pax. (to host the Special Sessions; this room shall allow for multiple settings and reconfiguration possibility in a short amount of time)
  - 3 rooms for 120 pax. each
  - 5 rooms for 100 pax. each

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- 8 rooms for 80 pax. each incl. 1 room to host the Global Technical Sessions with at least 2 computers with Gotowebinar software. The computers shall be connected to wired internet lines capable of at least 2Mb each
- 4 rooms for 60 pax. each

1 interactive presentation (IP) area of sufficiently large size with no less than 50 electronic screens for the interactive presentations located in close vicinity to the technical session rooms or other attractive location. The screens' technical requirements include: digital screens or touch function, with mouse and keyboard, or touchpads, portrait or landscape mode (preferably landscape mode), displaying high-resolution images, videos & animations, all presentations available on each screen. The IAF has a multi-year contract with aMuze! Interactive Inc. company to provide the software to run the Interactive Presentations. The Host shall make use of this software and pay for the associated costs based on a range of 500 to 700 IPs.

In addition, the IP area shall also be equipped with a stage for at least 10 pax, inclusive of a screen, lectern, a computer with clicker and 2 wireless microphones, to be used for the IP Lightening Talks on Tuesday and the IP Award Ceremony on Thursday.

- **Exhibition**

  - Exhibition space: The proposal should discuss size (minimum 5,000 sqm) 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. All rooms shall be equipped with a teleconference system.

- **Members meeting rooms**

  - 10 rooms to accommodate 15 participants each (U-shape set-up) equipped with power cords, projector and screen.

- **Offices** (IAF President, IAF Executive Director, IPC Co-Chairs Office, IAF Secretariat Office, IAA President, IAA Secretariat, IISL President, IISL Members Lounge)

  - 7 rooms equipped with chairs, tables, computers, printers, telephone and wired internet.
  - 1 room for the IAF Secretariat (minimum surface 100 sqm) with chairs, tables, computers, printers, telephone and wired internet (10mps minimum).

- **Special purpose rooms**

  - UN/IAF Workshop: 1 room for 100 pax (Friday – Sunday prior to the Congress) and 2 rooms for 50 pax (Sunday prior to the Congress)
  - IAF General Assembly: 1 room for 300 pax in classroom style (Monday and Friday)
  - IPC General Meeting: 1 room for 200 pax (Saturday)
  - IAA Academy Day: 1 room for 300 pax (Sunday)
  - IAF International Meeting for Members of Parliaments: 1 room for 100 pax classroom style (Sunday); ideally in the local parliament
  - IAC Hosts Summit: 1 room for 150 pax (Sunday)

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- IAF PS Lab: 1 room for 150 pax (Sunday)
- Young Professional Programmes Session Rooms: 1 room for 300 pax theatre style and 1 cocktail reception area for 300 pax. (Sunday, Tuesday and Wednesday evenings)

- **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
  - Wired internet – 10mps minimum

- **Press Conference Room**

  - 1 room with theatre style seating for 100 journalists/participants
  - 1 stage / head table for up to 6 presenters with backdrop (branding by IAF)
  - 1 lectern, screen and projection, audio system and at least 5 hand-held microphones

- **Speaker Preparation Room**

  - 1 staffed room in the vicinity of the IAF Secretariat equipped with at least 6 computers and five full time technicians speaking fluent English.

- **Delegates' Lounge**

  - Seating arrangements for at least 30 pax
  - 15 high-speed cable internet connections
  - At least 5 computers (with English keyboards)
  - A photocopy machine and a printer

- **IAF Members' Lounge**

  - Seating arrangements for at least 30 pax
  - 15 high-speed cable internet connections
  - At least 3 computers (with English Keyboards)
  - One printer connected to the computers
  - A photocopy machine

- **Registration Areas**

  - at least 6 registration counters, 1 Press registration counter, 2 congress bags collection counters

- **IAF Congress TV Areas**

  - A lockable room with two keys, two chairs, one desk and internet connection cables;
  - An area close to the registration to place the main interview booth and a big screen;
  - Areas to place 4 to 6 screens in the Congress centre.

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- **Luncheon facilities** on the Congress site and/or in restaurants within walking distance. A dedicated Speakers/VIP Luncheon area for 300 people including audio/video facilities, shall be provided.

- Possibility to rent additional smaller meeting rooms and offices in the vicinity of or inside the Congress venue.

- **High-Speed 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, medical services, child care services.

1.2. The proposal should also discuss additional features of the Congress site that might make it attractive for the 75th IAC (e.g. additional meeting rooms, flexible facility arrangements, scenic location, security provisions, convenient access to public transportation, additional incentives, 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.

- Host to designate a point of contact to coordinate both students, young professional programmes and diversity activities.

1.4. Venue for the gala dinner (500 participants)

- The proposal should 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 the IISL programmes and transport and accommodation of the Judges of the International Court of Justice) up to a maximum of 25,000 Euros.

1.6. The proposal should include plans for hosting the Space Generation Congress in the close vicinity of the IAC venue (200 participants).

2. Hotels 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.

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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 organization 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 Organizing Committee**

The Local Organizing Committee (LOC) must be committed to 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, mobilizing volunteers.

3.3. Anticipated local organization committee structure including names of local organizing committee members, organizational and financial support, and past experience in organizing large congresses.

3.4. Name and qualifications of the individual that the local organization committee intends to nominate as International Programme Committee Co-Chair (technical and plenary programme leader).

3.5. Local organization 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 daily luncheons. The cost of food and beverages will be paid by the host.

3.11. Design of IAC logo
The Host shall be responsible for the design and pay the cost of designing the logo and related marketing material. Logo and marketing materials shall be approved by the IAF before production.

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3.12. Production of Promotional Materials

- Call for Papers and IAC 2024 Promotional Brochure
  The Host to contribute to the production of a Call for Papers brochure and an IAC 2024 Promotional Brochure. The Host shall pay for the printing of the Call for Papers to be included in all IAC 2023 Congress Bags.

- Final Programmes
  The Host to contribute to and print Final Programmes – General and Technical (in colour and on recycled paper) 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 75th IAC on the IAC 2024 website (www.iac2024.org) according to IAF guidelines. Domain to be provided by the IAF.

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. Catering cost (coffee breaks, VIP gathering/morning coffee, VIP and Plenary Speakers Luncheons, Welcome Reception, Gala Dinner)

4.3. Medical services; special arrangements for disabled participants.

4.4. Interpretation services, if needed.

4.5. Congress materials: design of Congress logo, congress bag, printed materials such as final programmes (General and Technical), call for papers and promotional brochure.

4.6. Opening Ceremony, Closing Ceremony

4.7. Social events incl. Welcome Reception and Gala Dinner

4.8. Exhibition; handling expenses.

4.9. 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).

4.10. Cost of a Professional Congress Organizer (PCO) company selected for the IAC.

4.11. Guaranteed minimum financial return to the IAF: the host shall guarantee that the payment due to IAF shall be not less than 500,000 Euros. This may be documented by a guarantee letter from a government institution. The host may also decide to subscribe insurance to this effect.

4.12. IAF Share of the Registration fee income and sponsorship revenues.

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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 IAF International Meeting of Members of Parliaments, the IISL Moot Court Competition and the Space Generation Congress.

5.3. Space activities and interests of the host country and city including any special events or activities which the host organization 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.

5.7. Significance of the chosen year for the bidder.

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 organizations. This Committee is composed of experienced individuals who represent the various organizational 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 Organizing 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 75th 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 June 2021 – to 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 17 September 2021.

During the 72nd IAC in Dubai, UAE, 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 organizations 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 2024 International Astronautical Congress on Friday, 29 October 2021.

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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 organization 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 Organizations 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.

The organization 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 25 November 2022 unless the IAF elects to grant a delay. The final contract between the IAF and the host organization for the 75th IAC will be signed during the 74th IAC or (if the IAF elects to grant a delay) no later than 24 November 2023. The final contract signed between IAF and the successful bidder shall be governed by the laws of France.

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F. Schedule

The schedule for the selection of the site of the 75th IAC is as follows:

- Announcement of Call for Proposals   06 November 2020
- Deadline for notices of intent to submit proposals   19 February 2021
- Deadline for submission of proposals   30 April 2021
- Selection of finalist candidates (if applicable)   June 2021
- Site Inspections   July - August 2021
- Deadline for submission of updated proposals from the candidates   17 September 2021
- Finalist presentations: during the 72nd IAC in Dubai, United Arab Emirates   25 - 29 October 2021
- Selection of the Host by the IAF General Assembly   29 October 2021

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

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