

IAC BID CONTENT

1. INTRODUCTION

Cover Letter of Hosting Organization

Mentioning of:

Host City

Dates

Host Organization

Venue

Theme

Acknowledgement of requirements as per IAC Generic Contract

2. HOST ORGANIZATION, HOST COUNTRY & HOST CITY

Presentation of:

Host Organization

Status, structure and key personnel

History of IAF membership and engagement

Previous experience in hosting of IAF events/activities

Relevant space activities (national and international)

Host Country & Host City

Basic information (geographic, demographic, social and political)

Relevant space activities

Infrastructure overview

Touristic attractions

Security considerations

Host City Map with marked venue(s) and main hotels

3. LOCAL ORGANIZING COMMITTEE (LOC)

Structure

Key Personnel (LOC Chair and Members)

International Programme Committee (IPC) Co-Chair

Signatory of IAC Contract with IAF

Professional Congress Organizer(s) (PCO)

Selection process and schedule

Experience in organizing large international events

References

4. REASON & CONCEPT FOR BIDDING

Reasons for bidding

Focus and Theme

Expected goals/legacy

Timeliness of the bid

Proposed logo and rationale

Commitment to IAC values (sustainability, inclusiveness and diversity)

5. IAC VENUE

Venue Introduction

Overall capacities and floorplans

Proposed room allocation (according to IAF room allocation table)

Individual capacities, configurations and photos

Technical specifications (AV, AC, sound proofness, reconfiguration flexibility, latest renovations and level of the state of the art)

Accessibility (venue location in the city)
Supporting facilities (catering, medical, childcare, currency, etc.)
Hosting experience of the venue (previous references)
Booking status (dates, flexibility and potential concurrent events)

6. OTHER VENUES

Associated Events

IAF International Meeting for Ministers and Members of Parliaments (MMoP)
IAF Global Space Leaders Summit
UN/IAF Workshop
IAC Career Opportunity Forum
Space Generation Congress (SGC)
IISL Moot Court Competition Finals

IAF International Astronauts Chapter

Social Events

Welcome Reception
Gala Dinner
Potential additional social and evening events

7. ACCESSIBILITY, TRANSPORTATION & ACCOMMODATION

Visa requirements and procedures

Airport and international flights connectivity

Local transportation (public transports, taxi, others)

Accommodation

Suggested Congress Hotel(s)
Hotel table (category, distance to venue, prices, photos)
Low-cost accommodation for students
Shuttle services from hotels to venue
Booking conditions

8. TECHNICAL VISITS & TOURISTIC TOURS

Technical Visits sites, schedule, programme and booking

Social and Cultural Programme (touristic attractions, tours and discounts)

Accompanying Persons programme

9. BUDGET

Expenditure Details (venue, PCO, promotion, payments to IAF & others)

Income Details (registration, sponsorship, exhibition & others)

Balance Sheet

Registration, sponsorship and exhibition income simulation

Letter of commitment for the guaranteed return to IAF

VAT situation

10. CORE COMPETITIVENESS & ADDITIONAL INCENTIVES

11. NATIONAL AND INTERNATIONAL SUPPORT

National support (government, municipality, local organizations, industry, IAF members, etc. – support letters to be included)

International support (IAF members, others – support letters to be included)

12. ANNEXES

Complementary promotion information & material

Executive Summary