# IAC BID CONTENT STRUCTURE

## 1. INTRODUCTION

Cover Letter of Hosting Organization

Mentioning of:

- Host City
- Dates
- Host Organization
- Venue
- Theme
- Formal acknowledgement of requirements as per IAC Generic Contract
- Statement of commitment to accessibility, inclusivity and 3G+ Diversity values
- Statement of national support and readiness to fully comply with the Call for Hosting minimum requirements and the 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)
- Demonstrated capacity to comply with the Call for Hosting minimum requirements and the IAC Generic Contract
- Financial viability and organizational stability

Host Country & Host City

- Basic information (geographic, demographic, social and political)
- Relevant space activities
- Infrastructure overview
- Touristic attractions
- Security considerations
- Visa policies, procedures and non-discriminatory access assurances
- Categorization of Countries by Host Country Visa Policy
  - Visa-Free Entry Countries
  - Electronic Visa (e-Visa) Eligible Countries
  - Visa on Arrival Eligible Countries
  - Standard Consular Visa Required Countries
  - Restricted or Special Authorization Countries
  - Currently Prohibited / Travel-Restricted Countries (if applicable)
- Host City Map with marked venue(s) and main hotels
- Strength of national support from national, regional and municipal governments, industry, academia

## 3. LOCAL ORGANIZING COMMITTEE (LOC)

- Structure including detailed organigramme
- 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. HOSTING VISION, THEME, AND STRATEGIC VALUE PROPOSITION

- Reasons for bidding
- Focus and Theme
- Timeliness of the bid and expected goals/legacy (scientific, educational, institutional, industrial, and economic)
- Proposed logo and rationale
- Commitment to IAC values and identity (sustainability, inclusiveness,diversity, and non-discriminatory participation)
- International Accessibility (including proactive visa facilitation)

## 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 (GSLS)
  - UN/IAF Workshop
  - 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
  - Attractiveness and originality of social programme

## 7. ACCESSIBILITY, TRANSPORTATION & ACCOMMODATION

- International Accessibility and Visa Facilitation
  - Visa requirements and procedures, and commitment to transparent and non-discriminatory entry

        - Visa facilitation programme including dedicated IAC Visa assistance office; designated embassy/consular liaison; escalation of visa-delayed applications; clear information on visa refusal and appeal procedures; dedicated assistance for participants requiring additional support.
- Ease of access to the country, city, and venue
    - 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
- Attractiveness of technical tours and social programmes

## 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
- Financial viability, operational resilience, and risk mitigation

## 10. CORE COMPETITIVENESS & ADDITIONAL INCENTIVES

Additional incentives proposed by organization/city/country

## 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
- Visual assets, maps, photos
- Technical specifications and supplementary documentation
- Support letters
- Government Support Letters (obligatory)
- Letter of commitment for the guaranteed return to IAF (obligatory)

## 13. EXECUTIVE SUMMARY

Integrated overview highlighting:

- Full compliance with minimum requirements from the IAC Call for Hosting and IAC Generic Contract
- Inclusivity, accessibility, and 3G+ Diversity commitments
- Government, academia, industry, and institutional partners' support
- Financial viability and operational resilience
- Timeliness of the bid, and legacy/impact