

# INTERNATIONAL LIFE SAVING FEDERATION

Gemeenteplein 26 – 3010 Leuven

Tel: (32)(16) 89.60.60 – E-mail: ils.hq@telenet.be - Web: <http://www.ilsf.org>

**ILS WORLD CONFERENCE ON DROWNING PREVENTION 2021**

**BID APPLICATION FORM**

We herewith certify that we are a Full Member organisation of the Inter­na­tional Life Saving Federation (ILS) or an Event Organising Group/Agency/Host City. This document is our official application to host the 2021 World Conference on Drowning Prevention (WCDP 2021).

We declare that we have read, and that we fully understand the WCDP Bid Documents received and that we are committed to fulfil all the requirements and obli­ga­tions therein.

We furthermore declare that we will not create and/or distribute other letters, documents, brochures or pamphlets with additional or other information on our bid. We finally declare that all bidding promises are included in this official application document.

We understand that every bidder can promise aid and support in several domains and even a financial contribution to ILS but all these aids, supports and contributions must be included in the financial overview given in this bidding document only. We understand that our application will auto­matically become non-receivable if we do not comply with the above statement.

We certify that this Application Form has been completed truly and accurately, to the best of our knowledge and we understand that all the information contained in this document is a binding part of the WCDP 2021 Agreement that we have received and analysed.

We understand that we may also indicate our intention to be considered to host the WCDP 2023 event (Part 2 Section 24, page 28)

Signature:……………………….. Signature: ………………………………..

Name:……………………………. Name: …………………………………….

Position: …………………………. Position: …………………………………..

Date: …………………………….. Date: ………………………………………

Name, Function and Signature of at least two persons allowed to sign on behalf of the ILS Full Member organisation or the Conference Organising Group/Agency.

**Note: if the applicant feels that some explanations, tables, figures, etc should be added, it can be done between the tables. The complete application document can however not exceed 40 pages.**

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**IF FINANCIALS ARE REQUESTED: ALL FIGURES SHOULD BE IN EURO (€).**

**WORLD CONFERENCE ON DROWNING PREVENTION 2021**

1. **INFORMATION ON THE APPLICANT ORGANISATION**

|  |  |  |
| --- | --- | --- |
| **DATA OF THE APPLICANT ORGANISATION**  This can be an ILS Full Member or another Organisation, a City, a Conference Organiser, etc … | | |
| NAME (in English) |  | |
| NAME (in native Language) |  | |
| ADDRESS  - Street & Number |  | |
| - State & Zip |  | |
| - Country |  | |
| TELEPHONE |  | |
| TELEFAX |  | |
| E-MAIL |  | |
| WEB SITE |  | |
| Participated in a previous WCDP | NO: | YES: |
| Previous Conference Organisation Experience |  | |
| Your Name (\*) |  | |
| Your position in the applicant organisation (\*) |  | |

(\*) Only persons acting on behalf of and with the full consent of their National Lifesaving Federation or the Conference Organising Group/Agency can fill in the form.

|  |  |  |
| --- | --- | --- |
| **DATA OF THE SECONDED ORGANISATION**  This can be an ILS Full Member or another Organisation, a City, a Conference Organiser, etc … | | |
| NAME |  | |
| NAME of the contact person |  | |
| ADDRESS  - Street & Number |  | |
| - State |  | |
| - Country |  | |
| TELEPHONE |  | |
| TELEFAX |  | |
| E-MAIL |  | |
| WEB SITE |  | |
| Does the Organisation have a legal statute | NO: | YES: |

1. **DEFINITION OF TERMS**

|  |  |
| --- | --- |
| **ILS** | The International Life Saving Federation. |
| **Constitution** | The Articles of Association or Statutes of ILS. |
| **Bye-Laws** | The Bye-Laws of ILS. |
| **Objectives** | The objectives of ILS as set out in the Constitution. |
| **Federation** | An Organisation member of ILS. |
| **Host** | Host City, Conference Organising Group/Agency or the National Lifesaving Federation (NLF) that is bidding to Host the WCDP |
| **Board of Directors** | The Board of Directors elected, constituted and empowered under the Constitution. |
| **Commission** | A body established by the Board of Directors responsible to the Board of Directors for a designated ILS field of activity. |
| **Category C Nation** | Category C nations are: Afghanistan, Albania, Algeria, American Samoa, Angola, Antigua and Barbuda, Argentina, Armenia, Aruba, Azer­baijan, Bahamas, Bangladesh, Barbados, Belarus, Belize, Benin, Bermuda, Bhutan, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, British Virgin Islands, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Cayman Islands, Central African Republic, Chad, Chile, Colombia, Comoros, Congo-Brazzaville, Congo-Kinshasa, Costa Rica, Côte d'Ivoire, Cuba, Czech Republic, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Gui­nea, Eritrea, Estonia, Ethiopia, Fiji, Gabon, Gambia, Georgia, Ghana, Grenada, Guam, Guate­mala, Guinea, Guinea Bissau, Guyana, Haiti, Honduras, Hungary, India, Indo­nesia, Iran, Iraq, Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea North, Kyrgyz Republic, Laos, Latvia, Lebanon, Lesotho, Liberia, Libya, Lithuania, Macau, Macedonia, Mada­gascar, Malawi, Maldives, Mali, Malta, Mauritania, Malaysia, Marshall Islands, Mauritius, Mayotte, Mexico, Micronesia Federal States, Moldova, Mongolia, Montenegro, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Nicaragua, Niger, Nigeria, Northern Marianas Islands, Oman, Pakistan, Palau Islands, Palestine, Panama, Papua New Guinea, Para­guay, Peru, Philippines, Puerto Rico, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa (Western), Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Slovak Republic, Slovenia, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Trinidad and Tobago, Tunisia, Turk­menistan, Tuvalu, Uganda, Ukraine, Uruguay, Uzbekistan, US Virgin Islands, Vanuatu, Venezuela, Vietnam, Yemen, Zambia, Zimbabwe. |
| **VIP** | The summary customer group related to the Governing Authorities of the country, e.g. the Royal Family, the Ministers, the Mayors, etc… |
| **Delegates** | ILS Patrons, Go­ver­nors, Board Mem­bers, Com­mission and Com­mit­tee Members, Grand Knights and Knights in the Order of Lifesaving, National Delegates and Guests. |
| **Workforce** | Organising Committee’s staff that are required to prepare for, stage and manage the event. The operation personnel could be paid staff, volunteer staff, contractors, consultants, secondees or employees of external organisations. |
| **Participants** | Individuals participating at the Conference. |
| **Media** | Broadcasters, radio staff, photographers and journalists associated with providing the audio-visual reporting of the Conference. |
| **Commercial Partners** | The corporate investors in the Conference. |
| **Accreditation** | The process of identifying, certifying and evidence of a person’s entitlements related to the Conference’s operations and associated obligations. An accreditation pass is usually generated as evidence of the person's accreditation. |
| **Intellectual Property** | All rights or goodwill subsisting in copyright, business names, names, trademarks (or signs), logos, designs, patents or service marks relating to ILS or any event or activity conducted, promoted or administered by ILS. |
| **Feasibility** | Probability of a project being achieved in the proposed timeframe, taking into account financing, political issues, time, location, speed of growth of the city/region. |
| **Risk** | A factor that can penalise the project to which it is attributed which is graded from unfeasible to low probability, moderate probability, high probability and feasible. |
| **Conference Programme Committee** | The Conference Programme Committee (CPC) will be chaired by a suitable person appointed by the ILS. The Chair is responsible for coordinating and managing the programme. The Chair will compose the CPC, which will include at least five members, from which at least one member is from the Host Organising Committee. |
| **Coordinating Committee** | The ILS will establish a Coordination Committee (Co-Com) comprising a maximum of three people from the Host and three people from the ILS. The Co-Com is chaired by the ILS. The Co-Com will meet at least twice per year. Meetings may take place by electronic means where required. The CoCom will monitor the progress of the Horst Organisation and provide guidance to the Host Organisation, with respect to the planning, organisation, staging and financing of the WCDP, |

**PART 1. INFORMATION ON THE BIDDING COUNTRY-REGION-CITY**

The below information is entirely part of the Bid and the Host Organisation and the Local Organising Committee are bound to these commitments.

Describe in maximum 10 lines the host Country (location, population, special features, etc.)

|  |
| --- |
|  |

Describe in maximum 10 lines the host Region (location, population, special features, etc.)

|  |
| --- |
|  |

Describe in maximum 10 lines the main host City (location, population, special features, etc.)

|  |
| --- |
|  |

Describe in maximum 10 lines the expected effect of the organisation of the Conference to the Country-Region and City and to the National Lifesaving Federation.

|  |
| --- |
|  |

Give hereunder the map of the country with the location of the closest International Airport and the Host City.

|  |
| --- |
|  |

Give hereunder the Map(s) of the City (Cities) in which the Conference will be staged, indicating the accommodation venue, the Conference venue, the Exhibition venue, the airport(s), the port(s), the central train and bus stations.

|  |
| --- |
|  |

1. **ADDRESS OF LOCATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference Address** | | | |
| Location: | | | |
| Name of Venue: | | | |
| Address – Street and nr: | | | |
| Postal Code: | Town: | | |
| State/Province: | Country: | | |
| Telephone: |  | | |
| E-mail: | Web site: | | |
| Position within Venue Organisation: |  | | |
| Is Conference Venue co-located with a Hotel/Resort? | | YES: | NO: |
| If YES, what is the name of Hotel/Resort? |  | | |
| Accessible for people with physical and sensory disability | | YES: | NO: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibition Address** | | | |
| Location: | | | |
| Name Venue: | | | |
| Address – Street and nr: | | | |
| Postal Code: | Town: | | |
| State/Province: | Country: | | |
| Telephone: |  | | |
| E-mail: | Web site: | | |
| Position within Venue Organisation: | | | |
| Is Exhibition Venue co-located with a Hotel/Resort? | | YES: | NO: |
| If YES, what is the name of Hotel/Resort? |  | | |
| Accessible for people with physical and sensory disability | | YES: | NO: |

|  |  |  |  |
| --- | --- | --- | --- |
| **ILS Meetings Address** | | | |
| Location: | | | |
| Name of Venue: | | | |
| Address – Street and nr: | | | |
| Postal Code: | Town: | | |
| State/Province: | Country: | | |
| Telephone: |  | | |
| E-mail: | Web site: | | |
| Position within Venue Organisation: | | | |
| Is Meeting Venue co-located with a Hotel/Resort? | | YES: | NO: |
| If YES, what is the name of Hotel/Resort? |  | | |
| Accessible for people with physical and sensory disability | | YES: | NO: |

1. **PROPOSED DATES OF THE CONFERENCE**

|  |  |  |
| --- | --- | --- |
| **Proposed Dates:** | **From – To** | |
| First choice |  | |
| Second choice |  | |
| The Host understands that ILS has the final authority to decide the dates of the Conference; are these dates flexible? | YES | NO |
|  |  |

Explain the reasons for these dates?

|  |
| --- |
|  |

Will there be any festivals, exhibitions, etc., taking place during this period? If yes, please list.

|  |
| --- |
|  |

1. **POSSIBLE THEMES OF THE CONFERENCE**

|  |  |
| --- | --- |
| **Possible Overall Theme** (The Final Theme will be determined by ILS) | |
|  | |
| **Suggested Conference Aim** (The Final Aim will be determined by ILS): | |
|  | |
| **Suggested Conference Objectives** (The Final Objectives will be determined by ILS) | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| **Conference target markets:** | |
|  | |
| **Suggested Conference areas of emphasis, themes or streams** (To be approved by ILS): | |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| **Speakers (presenters) may include** (list names and titles if available).The applicant acknowledges it will work with ILS to select the most appropriate experts/leaders in their field. | |
|  | |
| **Language** | |
| The main Conference language is to be English.  List other languages to be available by translation, if any? |  |
| **Expected number of participants:** | |
| Domestic |  |
| International |  |
| **Pre and/or post Conference training and education activities** | |
| Suggested training and/or education activities: | |

1. **MEETING AND CONFERENCE PROGRAMME**

Please complete the following tables, or attach documents which address the same information.

|  |  |  |
| --- | --- | --- |
| **Meeting and Conference Proposed Programme** | | |
| DAY 0 | All Day | * Arrivals of ILS Secretary General and Staff |
| DAY 1 | All Day | * Arrivals of Commission and Committees Chairs and Members |
| 10:00 – 12:00 | * Meeting between ILS and the Organising Committee |
|  | 16:00 – 18:00 | * The ILS Chancellery and ILS Commission Chairs Meeting |
| DAY 2 | All Day | * Arrival of Members of the Board of Directors and Regional Secretary Generals |
| All Day | * Arrivals of ILS Delegates |
| 09:00 – 10:30 | * ILS Commission and Committee Meetings – Session 1 |
| 10:30 – 11:00 | * Tea and Coffee Break |
| 11:00 – 12:30 | * ILS Commission and Committee Meetings – Session 2 |
| 12:30 – 13:30 | * Lunch |
| 13:30 – 15:00 | * ILS Commission and Committee Meetings – Session 3 |
| 15:00 – 15:30 | * Tea and Coffee Break |
| 15:30 – 17:00 | * ILS Commission and Committee Meetings – Session 4 |
| 18:00 – 19:00 | * Chancellery Meeting |
| DAY 3 | 09:00 – 10:30 | * ILS Board of Directors Meeting – Session 1 |
| 10:30 – 11:00 | * Tea and Coffee Break |
| 11:00 – 12:30 | * ILS Board of Directors Meeting – Session 2 |
| 12:30 – 13:30 | * Lunch |
| 13:30 – 15:00 | * ILS Board of Directors Meeting – Session 3 |
| 15:00 – 15:30 | * Tea and Coffee Break |
| 15:30 – 17:00 | * ILS Board of Directors Meeting – Session 4 |
| All Day | * Arrival of Conference Participants |
| DAY 4 | All Day | * Set-up of Conference booths |
| All Day | * Pre-Conference Workshops |
| 09:00 – 10:30 | * ILS Board of Directors Meeting – Session 5 |
| 10:30 – 11:00 | * Tea and Coffee Break |
| 11:00 – 12:30 | * ILS Board of Directors Meeting – Session 6 |
| 12:30 – 13:30 | * Lunch |
| 13:30 – 15:00 | * ILS Board of Directors Meeting – Session 7 |
| 15:00 – 15:30 | * Tea and Coffee Break |
| 16:00 – 16:30 | * ILS Annual General Assembly (6 people) |
| 17:00 – 18:30 | * Official Opening of the Conference \* |
| 18:30 – 18:45 | * Official Opening of the Exhibition \* |
| 18:45 – 20:30 | * Welcome reception |
| 17:00 – 20:30 | * Poster Session |
| DAY 5 | All Day | * Exhibition |
| 09:00 – 10:30 | * Key-note speakers Session 1 |
| 10:30 – 11:00 | * Tea and Coffee Break |
| 11:00 – 12:30 | * Break-out Sessions 1 |
| 12:30 – 13:30 | * Lunch |
| 13:30 – 15:00 | * Break-out Sessions 2 |
| 15:00 – 15:30 | * Tea and Coffee Br |
| 15:30 – 17:00 | * Break-out Sessions 3 |
| All Day | * Poster Session |
| All Day | * Exhibition |
| DAY 6 | 09:00 – 10:30 | * Key-note speakers Session 2 |
| 10:30 – 11:00 | * Tea and Coffee Break |
| 11:00 – 12:30 | * Break-out Sessions 4 |
| 12:30 – 13:30 | * Lunch |
| 13:30 – 15:00 | * Break-out Sessions 5 |
| 15:00 – 15:30 | * Tea and Coffee Break |
| 15:30 – 17:00 | * Break-out Sessions 6 |
| All Day | * Poster Session |
| All Day | * Exhibition |
| Evening | * ILS and Conference Dinner |
| DAY 7 | 09:00 – 10:30 | * Key-note speakers Session 3 |
| 10:30 – 11:00 | * Tea and Coffee Break |
| 11:00 – 12:30 | * Break-out Sessions 7 |
| 12:30 – 13:30 | * Lunch |
| 13:30 – 15:00 | * Break-out Sessions 8 |
| 15:00 – 15:30 | * Tea and Coffee Break |
| 15:30 – 17:00 | * Conference Closing Ceremony – includes Conference Statement and handover to next WCDP |
| Evening | * Departures |
| DAY 8 | All Day | * Departures |

After the Conference: Post conference tours.

\* The opening ceremony of the Conference and Exhibition can be done in the morning of day 5.

1. **SOCIAL AND OTHER ACTIVITIES ASSOCIATED WITH THE CONFERENCE**

Please complete the following tables, or attach documents which address the same information.

|  |  |  |
| --- | --- | --- |
| **List of social activities, other activities, partners programmes** | | |
| DAY 2 |  |  |
| DAY 3 |  |  |
| DAY 4 |  |  |
| DAY 5 |  |  |
| DAY 6 |  |  |
| DAY 7 |  |  |

1. **WEATHER CONDITIONS**

The information required is the average for the month that the Conference will be staged.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL DATA** | unit | Date 1 | Date 2 |
| Average daily temperature | in° C |  |  |
| Average night temperature | ° C |  |  |
| Average daily humidity | % |  |  |
| Average rainfall for that month | cm |  |  |

1. **DISTANCES**

|  |
| --- |
| Fill in the Number of Kilometres (above the blue) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Airport | Harbour | Rail Station | HQ Hotel | Conference Centre | Exhibition Centre |
| International Airport |  |  |  |  |  |  |
| Port - Harbour |  |  |  |  |  |  |
| Railway Station |  |  |  |  |  |  |
| HQ Hotel |  |  |  |  |  |  |
| Conference Centre |  |  |  |  |  |  |
| Exhibition Centre |  |  |  |  |  |  |

|  |
| --- |
| Fill in the Time needed by car (in minutes) (Below the blue) |

1. **ACCESS TO THE VENUE** (the venue is defined to be the Headquarters Hotel (HQ Hotel)

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCESS DATA – CLOSEST LOCAL AIRPORT** | | | |
| Is there a Local Airport close to the venue | | NO: | YES: |
| Distance of venue to the Local Airport | | km | |
| Is there a railway link between the Airport and the venue | | NO: | YES: |
| Give an overview of airlines that are servicing the Airport |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCESS DATA – CLOSEST INTERNATIONAL AIRPORT** | | | |
| Is there an International Airport close to the venue | | NO: | YES: |
| What is the name of the International Airport | |  | |
| Distance of venue to the International Airport | | km | |
| From which of the following Regions does the International Airport receive direct flights? Europe, Middle East, Africa, Asia, Pacific, North America, South America. | |  | |
| Is there a railway link between the Airport and the venue | | NO: | YES: |
| Is there a Motorway-Expressway link between the Airport and the venue? | | NO: | YES: |
| Give an overview of airlines that are servicing the Airport |  | | |

|  |  |  |
| --- | --- | --- |
| **ACCESS DATA – RAILWAY STATION** | | |
| Is there a Railway Station close to the HQ hotel | NO: | YES: |
| What is the name of the Railway Station? |  | |
| Distance of HQ hotel to the Railway Station | km | |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACCESS DATA – BOAT** | | | |
| Is there a Harbour linking the venue to other countries | | NO: | YES: |
| If yes, to which countries |  | | |

|  |  |  |
| --- | --- | --- |
| **ACCESS DATA – ROAD** | | |
| Is there a Motorway linking the Airport to the venue | NO: | YES: |
| Is there an Expressway linking the Airport to the venue | NO: | YES: |

1. **ENTRY FORMALITIES**

|  |  |
| --- | --- |
| **ENTRY FORMALITIES** | |
| List the countries who do not require a Visa |  |
| List the countries who need a Visa |  |

1. **TYPE AND COSTS OF TRANSPORT**

What type of public transport is available (give details and rates – rates are not binding).

|  |
| --- |
| From the airport to the accommodations |
|  |

|  |
| --- |
| From accommodation to the Conference/Exhibition Venue(s) |
|  |

|  |
| --- |
| What are rental rates for cars, mini-busses, etc.  Rates – in Euro – are for information only and not binding |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Is there a public transport system (bus/tram/etc.) | | **NO** | **YES** |
| Linking the HQ hotel with the Conference Venue | |  |  |
| Linking the HQ hotel with the Exhibition Venue | |  |  |
| Will the local transport be free of charge | |  |  |
| If yes, please specify for who |  | | |

1. **ACCOMMODATION**

The Host shall provide a broad range of accommodation options from camping parks to 5 star in the vicinity of the Conference.

The maximum room rates given shall be the ones applicable in 2021 and are thus binding (a deviation of 10 % is acceptable). No increase can be made to the room rates. All rates should include service fees and taxes.

**Hotels**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please specify the number of hotel rooms available within 10 km of the conference venue, broken down per class of hotel. | Number of | | Maximum rate  (per room in 2021) | |
| Hotels | Rooms | Single | Double |
| Deluxe: Five star hotel (\*\*\*\*\*) |  |  |  |  |
| First: Four star hotel (\*\*\*\*) |  |  |  |  |
| Standard: Three star hotel (\*\*\*) |  |  |  |  |
| Tourist: Two star hotel (\*\*) |  |  |  |  |
| Budget: One star hotel (\*) |  |  |  |  |
| Backpackers Accommodation |  |  |  |  |
| Youth Hostels |  |  |  |  |
| Total |  |  |  |  |

Note: the main ILS Hotel must at the minimum be a four star hotel.

**Apartments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please specify the number of apartments available within 10 km of the Conference Venue | Number | Maximum rate (per apartment) | | |
| Apartments | 2 bedroom  (4 people) | 1 bedroom  (2 people) | Studio  (2 people) |
| Apartment – 2 bedrooms |  |  |  |  |
| Apartment – 1 bedroom |  |  |  |  |
| Apartment – Studio |  |  |  |  |

**Camping Cabins – Mobile Homes – Motorhomes - Others**

|  |  |  |  |
| --- | --- | --- | --- |
| Please specify the numbers | Number | Maximum Rates | |
| 2 persons | 4 persons |
| Camping Cabins |  |  |  |
| Mobile Homes |  |  |  |
| Motor Homes |  |  |  |
| Others (please specify) |  | | |

**Main Hotel = HQ Hotel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Hotel – HQ Hotel** | **M** | **NO** | **YES** |
| The Host Guarantees at least 60 rooms in the HQ hotel for at least 6 nights up until 60 days prior to the event. After that there is no guarantee is required. | **M** |  |  |
| The HQ hotel has a business centre |  |  |  |
| The HQ hotel has internet access in each room |  |  |  |
| The HQ hotel has free internet in public areas |  |  |  |

|  |
| --- |
| Name and Describe the HQ Hotel – Add a Map of the Hotel and pictures |
|  |

|  |  |
| --- | --- |
| **Main Hotel - HQ Hotel Address** | |
| Name: | |
| Rating of Hotel (stars): | |
| Street and Number: | |
| Town: | Postal Code: |
| State/Province: | Country: |
| Telephone: |  |
| Email: | Web site: |
| Number of rooms: |  |
| Single room rate without breakfast (\*): |  |
| Single room rate with breakfast (\*): |  |
| Double room rate without breakfast (\*): |  |
| Double room rate with breakfast (\*): |  |
| Car parking costs per 24 hours. |  |
| Other hotel offerings: |  |

(\*) rates should be the best estimate room rates of 2021 and should include all service charges and taxes.

|  |  |
| --- | --- |
| **Alternate Hotel 1** | |
| Name: | |
| Rating of Hotel (stars): | |
| Street and Number: | |
| Town: | Postal Code: |
| State/Province: | Country: |
| Telephone: |  |
| Email: | Web site: |
| Number of rooms: |  |
| Single room rate without breakfast (\*): |  |
| Single room rate with breakfast (\*): |  |
| Double room rate without breakfast (\*): |  |
| Double room rate with breakfast (\*): |  |
| Car parking costs per 24 hours. |  |
| Other hotel offerings: |  |

(\*) rates should be the best estimate room rates of 2021 and should include all service charges and taxes.

|  |  |
| --- | --- |
| **Alternate Hotel 2** | |
| Name: | |
| Rating of Hotel (stars): | |
| Street and Number: | |
| Town: | Postal Code: |
| State/Province: | Country: |
| Telephone: |  |
| Email: | Web site: |
| Number of rooms: |  |
| Single room rate without breakfast (\*): |  |
| Single room rate with breakfast (\*): |  |
| Double room rate without breakfast (\*): |  |
| Double room rate with breakfast (\*): |  |
| Car parking costs per 24 hours. |  |
| Other hotel offerings: |  |

(\*) rates should be the best estimate room rates of 2021 and should include all service charges and taxes.

|  |  |
| --- | --- |
| **Alternate Hotel 3** | |
| Name: | |
| Rating of Hotel (stars): | |
| Street and Number: | |
| Town: | Postal Code: |
| State/Province: | Country: |
| Telephone: |  |
| Email: | Web site: |
| Number of rooms: |  |
| Single room rate without breakfast (\*): |  |
| Single room rate with breakfast (\*): |  |
| Double room rate without breakfast (\*): |  |
| Double room rate with breakfast (\*): |  |
| Car parking costs per 24 hours. |  |
| Other hotel offerings: |  |

(\*) rates should be the best estimate room rates of 2021 and should include all service charges and taxes.

1. **RECREATION**

|  |  |
| --- | --- |
| What recreational facilities are available in the City or Convention area  (within 10 km from HQ hotel) | Number |
| Theatres |  |
| Restaurants |  |
| Cinemas |  |
| Fun Parks |  |
| Pubs/bars |  |
| Casino’s: |  |
| Others |  |

1. **CONFERENCE CENTRE DETAILS**

|  |
| --- |
| **Conference Centre Details** |
| Describe the Conference Centre (10 lines) and include at least one picture: |

|  |  |
| --- | --- |
| **Conference Centre Contact Details** | |
| Centre Name: | |
| Street and Number: | |
| Town: | Postal Code: |
| State/Province: | Country: |
| Telephone: |  |
| Email: | Web site: |
| Car parking costs per 24 hours. |  |
| Internet for a fee or Free? |  |
| Does it include a Café, Restaurant, Bar? |  |

**Guidance Notes:** The Conference venue should have a minimum of the following specifications.

1. Main conference room

* Able to seat a minimum of 800 persons theatre style for plenary sessions with stage and high-quality audio-visual technology.
* If this room is to be divided for breakaway sessions, the maximum changeover time is 25 minutes including set up of chairs, staging and audio visual in each room.
* If this room is to be divided for breakaway sessions there should be a high degree of soundproofing between each room and have a maximum changeover time of 25 minutes inclusive of a stage and separate audio visual in each room.
* Should be located at a prominent area of the venue and have entry/exit doors from a foyer/lobby, but not down narrow corridors.

1. Meeting / Breakaway Rooms

* Minimum of 6 rooms able to hold 100 to 120+ persons each in theatre style
* Alternatively, a minimum of 8 rooms able to hold 80+ people each in theatre style
* Rooms should be fit-for-purpose and not used for any other function (e.g. nightclub, bar, restaurant)

1. The Conference venue should have appropriate and high quality audio-visual technology to meet the needs of each session of the Conference in all of the rooms to be used (presentations, reception, breakouts etc). Audio-visual technicians should be onsite throughout the Conference for troubleshooting.
2. The Exhibition area/centre should be co-located or adjacent to the main conference room or breakaway rooms or in close proximity within 5mins walk.
3. All rooms and venues must have considerations for sensory and mobility disadvantaged persons and ideally on-site medical and/or first aid facilities and personnel.
4. Coffee/Tea Breaks - the conference facilities should be set up so that a minimum of 800 participants can comfortably move together to take coffee/tea breaks and return to the conference rooms within 30 minutes, including use of restrooms/toilets
5. Lunch Breaks – similarly the conference facilities should be set up so that a minimum of 800 participants can comfortably move together to take their Lunch Break and return to the conference rooms within 60 minutes, including the use of restrooms/toilets

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Conference Centre Rooms** | | | | | |
| Nr | Name | Length | Width | Height | Capacity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |
| --- |
| **Exhibition Centre Details** |
| Describe the Exhibition Centre (10 lines) and include at least one picture: |

|  |  |
| --- | --- |
| **Exhibition Centre Contact Details** | |
| Centre Name: | |
| Street and Number: | |
| Town: | Postal Code: |
| State/Province: | Country: |
| Telephone: |  |
| Email: | Web site: |
| Car parking costs per 24 hours. |  |
| Internet for a fee or Free? |  |
| Does it include a Café, Restaurant, Bar? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exhibition Rooms/Space** | | | | | |
| Nr | Name | Length | Width | Height | Capacity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Rooms for Administration** | | | | | |
| Nr | Name | Length | Width | Height | Capacity |
|  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Rooms for Meetings** | | | | | |
| Nr | Name | Length | Width | Height | Capacity |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |
| --- |
| **Other Conference Centre benefits** |
|  |

|  |  |  |
| --- | --- | --- |
| **Conference Catering** – Options available on site: | | |
| Can the Conference Centre provide morning and afternoon coffee/tea for a minimum of 800 participants at once comfortably and enable them to return to the conference within 30 minutes? | YES: | NO: |
| Can the Conference Centre provide lunch on each day for a minimum of 800 participants at once comfortably to enable them to return to the conference rooms within 60 minutes? | YES: | NO: |
| Other Catering options: | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exhibition/Trade Display** | | | |
| List the proposed targeted Exhibitors: | | | |
| Total Floor space (m²): | | | |
| No. of separate display areas: | Average size each area (m²): | | |
| Will display fixtures (e.g. for notices  And Posters be available? | | YES: | NO: |
| Estimate of rental costs per display in Euro € for a space of 9 m2 (3m x 3m): | | | |

|  |  |  |
| --- | --- | --- |
| **Internet Access in the Conference Centre** – Options available on site include: | | |
| The venue has internet access in each room | YES: | NO: |
| The venue has free (no cost) internet access in each room? | YES: | NO: |
| The venue has internet access in public rooms? | YES: | NO: |
| The venue has free (no cost) internet access in public rooms? | YES: | NO: |
| Other internet options: | | |

1. **INTERNATIONAL DEVELOPMENT AND/OR AID PROGRAMMES**

Please provide information on current development and/or aid programmes in which the Host organisation is involved, and not necessarily related to the Conference, before and during the Conference.

|  |  |  |
| --- | --- | --- |
| ILS Member Organisation to list major current development and/or aid programmes. | | |
| 1 | Programme Name |  |
| Country/City |  |
| 2 | Programme Name |  |
| Country/City |  |
| 3 | Programme Name |  |
| Country/City |  |
| 4 | Programme Name |  |
| Country/City |  |

|  |  |  |
| --- | --- | --- |
| ILS Member Organisation to list current development and/or aid programmes to be held in conjunction with the Conference. | | |
| 1 | Programme Name |  |
| Overview |  |
| Beneficiaries |  |
| 2 | Programme Name |  |
| Overview |  |
| Beneficiaries |  |

1. **CONFERENCE FEES AS RECOMMENDED BY THE HOST ORGANISATION**

**Guidance Notes:**

1. The following fees must be approved by the ILS. They will, as a minimum, include full participation in the conference, a delegate’s pack including a printed programme and an abstracts book plus, unless otherwise stated, morning and afternoon breaks and lunch. Unless otherwise stated, they will not include the conference/ILS Dinner.
2. The fees, once approved by the ILS are binding, and may only be varied, with the agreement of the ILS, by a maximum of +10% to cover any unforeseen service fees or taxes
3. The registration periods are as follows:
   1. Early – 15 months from the start of the conference (or whenever registration opens) to 8 months out
   2. Normal – 8 months out to 2 months out
   3. Late – 2 months out to 15 days out
   4. Very Late – 14 days out to 5 days out
   5. No registrations should be accepted less than 5 days out

|  |  |  |
| --- | --- | --- |
|  | **Conference Fees (\*)** | **In Euro** |
| **EARLY REGISTRATION** | Full conference ratein Euro  This early registration rate covers the participation to the Conference for three days. |  |
| Full conference rate in Euro for speakers and poster presenters  This early registration rate covers the participation to the Conference for three days. |  |
| Full conference rate for students in Euro  This early registration rate covers the participation to the Conference for three days. |  |
| Full conference rate for nations of the ILS Category C list  This early registration rate covers the participation to the Conference for three days. |  |
| **NORMAL REGISTRATION** | Full conference rate in Euro  This rate covers the participation to the Conference for three days. |  |
| Full conference rate in Euro for speakers and poster presenters  This rate covers the participation to the Conference for three days. |  |
| Full conference rate for students in Euro  This rate covers the participation to the Conference for three days. |  |
| Full conference rate for nations of the ILS Category C list  This rate covers the participation to the Conference for three days. |  |
| **LATE REGISTRATION** | Full conference rate in Euro  This late rate covers the participation to the Conference for three days. |  |
| Full conference rate in Euro for speakers and poster presenters  This late rate covers the participation to the Conference for three days. |  |
| Full conference rate for students in Euro  This late rate covers the participation to the Conference for three days. |  |
| Full conference rate for nations of the ILS Category C list  This late rate covers the participation to the Conference for three days. |  |
| **VERY LATE REGISTRATION** | Full conference rate in Euro  This very late rate covers the participation to the Conference for three days. |  |
| Full conference rate in Euro for speakers and poster presenters  This very late rate covers the participation to the Conference for three days. |  |
| Full conference rate for students in Euro  This very late rate covers the participation to the Conference for three days. |  |
| Full conference rate for nations of the ILS Category C list  This very late rate covers the participation to the Conference for three days. |  |
| One day Registration Rate  This rate covers the participation to the Conference for one days. | |  |
| Delegate Partners Programme  The partners programme should be available but is at cost. | |  |
| List the Delegate Partner’s activities planned and the estimated costs  -  -  -  -  -  - | |  |

(\*) The maximum fees cannot be exceeded otherwise the bid becomes void.

1. **SUPPORT FOR PARTICIPANTS FROM DEVELOPING NATIONS**

**(CATEGORY C LIST MEM­BERS)** (see list in Definition of Terms above)

|  |  |  |
| --- | --- | --- |
| **List of support to participants from developing and/or disadvantaged nations** | | |
| International Travel (airline tickets) | YES: | NO: |
| Please detail: | | |
| Local Travel (ground transportation) | YES: | NO: |
| Please detail: | | |
| Accommodation | YES: | NO: |
| Please detail: | | |
| Meals | YES: | NO: |
| Please detail: | | |
| Waiving of registration fees | YES: | NO: |
| Please detail: | | |
| Other support options (please detail): | | |

1. **PROMOTION PLAN**

|  |
| --- |
| **Promotional Plan**: |
| Outline proposed marketing activities: |
| Outline proposed promotional activities: |
| Outline proposed media and publicity plans prior to and during the Conference: |
| Other promotion options: |

1. **FINANCIAL PLAN**

The Financial plan is a part of this Form and must be submitted together and at the same time as this Form. It must use the template provided at Appendix 5.

* The draft financial plan shall be balanced or positive.
* All amounts shall be calculated including all service and governmental levies.
* The expenses should reflect the total budgeted amounts to be taken care of by the Host. The amounts also include the estimated part of the expenses that are covered by contributions of value in kind (VIK).
* The total contribution by value in kind should be summarised in the "Income" under the heading "Value in Kind" (VIK). The budgeted amounts shall be categorised by nature and not by the headings in the "Expenses" chapter. The reason being is that the various contributions are mostly scattered beyond the different headings.

1. **SAFETY AND SECURITY PLAN**

Public liability insurance must be provided.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Management, Safety and Security** |  | **NO** | **YES** |
| Public liability insurance | **M** |  |  |
| Risk Management (commitment to daily risk assessment; by venue management, by the Host or by both) | **M** |  |  |
| A detailed Conference Safety and Security Plan will be submitted to the ILS Secretary General a minimum of 2 months prior to the first day of the Conference. | **M** |  |  |
| Public Liability Insurance will be provided during the Conference for all participants. A copy of the policy to be provided to ILS a minimum of 2 months prior to the first day of the Conference. | **M** |  |  |

**Guidance notes:** As a minimum, arrangements for bag searches, and access to the conference rooms, breakout rooms and catering areas being strictly controlled through the checking of accreditation tags should be clearly demonstrated in the Conference Safety and Security Plan. Any other additional security measures that are needed should be detailed clearly

|  |  |  |  |
| --- | --- | --- | --- |
| **Public liability insurance** | **M** | **NO** | **YES** |
| A detailed Conference Safety and Security Plan will be submitted to the ILS Secretary General a minimum of 2 months prior to the first day of the Conference. | **M** |  |  |
| Public Liability Insurance will be provided during the Conference for all participants. A copy of the policy to be provided to ILS a minimum of 2 months prior to the first day of the Conference. | **M** |  |  |

1. **EMERGENCY SERVICES**

|  |  |
| --- | --- |
| **Specifications** | |
| List the hospitals that are available within 20 km of the venue offering 24 hour's service. |  |
| List other medical facilities available at or near venue (e.g. dentists, etc) |  |
| What medical transport facilities  (ambulance, etc.) is available |  |
| Is there or will there be a medical facility available at the Conference Centre? |  |

**PART 2. COMMITMENTS**

The below commitments made by the Host Organisation are entirely part of the Bid and the Host Organisation is bound to these commitments.

1. **ORGANISATIONAL COMMITMENT**

We commit to organise:

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Conference** | **M** | **NO** | **YES** |
| Conference of minimum three days  (including an Opening and Closing Ceremony/Session) | **M** |  |  |
| Exhibition/Trade Show during three days | **M** |  |  |
| Poster Sessions during three days | **M** |  |  |
| Plenary Opening Session of the Conference | **M** |  |  |
| Plenary Closing Session of the Conference | **M** |  |  |
| Official Conference Dinner (at cost) | **M** |  |  |
| Conference related site visits/tours |  |  |  |
| Pre/post Conference courses and workshops |  |  |  |
| Delegate Partners programmes |  |  |  |
| Others: please specify |  |  |  |

M = Mandatory.

**Failure to comply with a Mandatory requirement will result in disqualification of the bid.**

We commit to organise:

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meetings** | **M** | **NO** | **YES** |
| Board of Directors Meeting  (maximum 2 days – 25 people + 30 observers) | **M** |  |  |
| Sports Commission Meetings (\*)  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Rescue Commission Meetings (\*)  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Drowning Prevention and Public Education Commission Meetings (\*)  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Business Commission Meetings (\*)  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |

(\*) Commission/Committee meetings will run concurrently so a minimum of 4 appropriately sized meeting rooms are required.

1. **BID EVALUATION**

Each bid will be inspected by a Bid Evaluation Team comprising of up to three (3) ILS appointed Bid Inspectors for a duration of maximum three (3) days.

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid Evaluation Committee** | **M** | **NO** | **YES** |
| We commit to provide and fund economy class air tickets. | **M** |  |  |
| We commit to provide and fund local transportation | **M** |  |  |
| We commit to provide and fund accommodation in at least a four star hotel (preferably in the hotel that is proposed as the ILS HQ hotel). | **M** |  |  |
| We commit to provide and fund three meals per day and all non-alcoholic beverages. | **M** |  |  |

1. **COMMITMENT TO SUPPORT**

We commit to support:

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **M** | **NO** | **YES** |
| The Local Organising Committee (if one is appointed) in the preparation and realisation of the Conference. | **M** |  |  |
| The Conference Programme Committee in the preparation and realisation of the Conference. | **M** |  |  |
| We understand that the Conference Programme Committee is composed by ILS and that at least one person from the Host is part thereof. The Conference Programme Committee is in charge of accepting the Conference Key-Note speakers, the Conference presentations and Posters. | **M** |  |  |

1. **WELCOME RECEPTION AND CONFERENCE DINNER**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Welcome Reception and Conference Dinner** | **M** | **NO** | **YES** |
| We commit to provide a Welcome Reception, at no cost for ILS, for approximately 60 ILS delegates prior to the Conference | **M** |  |  |
| We commit to organise a Conference dinner. The maximum participation fee per delegate is 60 Euro, including soft drinks. | **M** |  |  |
| We commit to provide 30 dinner tickets to ILS at no cost for ILS. | **M** |  |  |

1. **Meeting, Conference and Exhibition Rooms**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to cover the costs for the rental of the rooms and data projection utilities for the following events:** | **M** | **NO** | **YES** |
| Board of Directors Meeting Room  (maximum 2 days – 25 people + 30 observers) (size must be at the minimum 20 m x 15 m) | **M** |  |  |
| Sports Commission Meeting Room  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Rescue Commission Meeting Room  normally 1 and (maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Drowning Prevention Commission Meeting Room  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Business Commission Meeting Room  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Conference and Exhibition Days  (3 days – 500 to 800 people) | **M** |  |  |
| ILS Headquarters Room  (maximum 6 days - size must be at least 4m x 6m) | **M** |  |  |
| Other small meeting rooms  (maximum 6 days – 2 rooms for 10-12 people) | **M** |  |  |
| Rooms for other events (please detail) |  |  |  |
|  | | | |

1. **INTERNATIONAL TRANSPORT**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to pay the Interna­­tional Transport to the venue:**   * Airfare: return air ticket in Economy Class * Rail Fare: Second Class Train Ticket * Car Fare: 0,40 Euro per km for transport by car | **M** | **NO** | **YES** |
| For the ILS President | **M** |  |  |
| For the ILS Secretary General | **M** |  |  |
| For the ILS Vice Presidents |  |  |  |
| For the ILS Board Members |  |  |  |
| For the Chair of the Conference Programme Committee | **M** |  |  |
| For at least two (2) ILS Staff Members | **M** |  |  |
| For at least four (4) International Speakers (one per ILS region) | **M** |  |  |
| For other people (please detail to who) |  |  |  |
|  | | | |

1. **AIRPORT TRANSPORT**

**Please tick the appropriate answer.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Host agrees to provide and to pay the transport or costs from the closest Airport to the accommodation venues and back to the Airport.** | **M** | **NO** | | **YES** | |
| For the ILS President | **M** |  | |  | |
| For the ILS Secretary General | **M** |  | |  | |
| For the ILS Vice Presidents | **M** |  | |  | |
| For the ILS Board Members | **M** |  | |  | |
| For the Chair of the Conference Programme Committee | **M** | |  | |  |
| For at least two (2) ILS Staff Members | **M** |  | |  | |
| For at least four (4) International Speakers (one per region) | **M** | |  | |  |
| For other people (please detail to who) |  | |  | |  |
|  | | | | | |

1. **LOCAL TRANSPORT**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to provide and to pay the local transport (from accommodation venues to the conference venues and return):** | **M** | **NO** | **YES** |
| For the ILS President | **M** |  |  |
| For the ILS Secretary General | **M** |  |  |
| For the ILS Vice Presidents | **M** |  |  |
| For the ILS Board Members | **M** |  |  |
| For the ILS Commission Chairs | **M** |  |  |
| For the Chair of the Conference Programme Committee | **M** |  |  |
| For at least two (2) ILS Staff Members | **M** |  |  |
| For at least four (4) International Speakers (one per region) | **M** |  |  |
| For other people (please detail to who) |  |  |  |
|  | | | |

1. **Accommodation**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to provide and to pay the accommodation for the following individuals:** | **M** | **NO** | **YES** |
| For the ILS President (mandatory for 10 nights) | **M** |  |  |
| For the ILS Secretary General (mandatory for 10 nights) | **M** |  |  |
| For the 4 ILS Vice Presidents |  |  |  |
| For the 16 ILS Board Members |  |  |  |
| For the Chair of the Conference Programme Committee  (mandatory for 6 nights) | **M** |  |  |
| For at least two (2) Staff Members (mandatory for 10 nights) | **M** |  |  |
| For at least four (4) International Speakers (one per region)  (mandatory for 4 nights) | **M** |  |  |
| For other people (please detail to who) |  |  |  |
|  | | | |

1. **Food and Drinks**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to provide and to pay the meals (breakfast, lunch and dinner) and soft drinks during these meals for the following individuals:** | **M** | **NO** | **YES** |
| For the ILS President (mandatory for 10 days) | **M** |  |  |
| For the ILS Secretary General (mandatory for 10 days) | **M** |  |  |
| For the ILS Vice Presidents |  |  |  |
| For the ILS Board Members |  |  |  |
| For the Chair of the Conference Programme Committee  (mandatory for 6 days) | **M** |  |  |
| For at least two (2) Staff Members (mandatory for 10 days) | **M** |  |  |
| For at least four (4) International Speakers (one per region) (mandatory for 4 days) | **M** |  |  |
| For other people (please detail to who) |  |  |  |
|  | | | |

1. **Conference Fee WAIVING**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to waive the Conference Fees:** | **M** | **NO** | **YES** |
| For the ILS President | **M** |  |  |
| For the ILS Secretary General | **M** |  |  |
| For the ILS Vice Presidents |  |  |  |
| For the ILS Board Members |  |  |  |
| For the Chair of the Conference Programme Committee | **M** |  |  |
| For at least two (2) ILS Staff Members | **M** |  |  |
| For at least four (4) International Speakers (one per region) | **M** |  |  |
| For other people (please detail to who) |  |  |  |
|  | | | |

1. **Coffee Tea Breaks**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to provide and to pay the morning and afternoon Coffee/Tea breaks for the following events:** | **M** | **NO** | **YES** |
| Board of Directors Meeting  (maximum 2 days – 25 people + 30 observers) | **M** |  |  |
| Sports Commission Meetings  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Rescue Commission Meetings  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Drowning Prevention and Public Education Commission Meetings  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Business Commission Meetings  (normally 1 and maximum 2 days – 15 people + 15 observers) | **M** |  |  |
| Conference and Exhibition Days  (3 days – all participants) | **M** |  |  |
| For other events (please detail) |  |  |  |
|  | | | |

1. **Lunch**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to provide the lunch for the following events. A maximum of 20 Euro can be requested per lunch and per person for non-Board of Directors and non-conference attendees.** | **M** | **NO** | **YES** |
| Board of Directors Meeting  (maximum 2 days – 25 people) | **M** |  |  |
| Sports Commission Meetings  (normally 1 and maximum 2 days – 15 people) |  |  |  |
| Rescue Commission Meetings  (normally 1 and maximum 2 days – 15 people) |  |  |  |
| Drowning Prevention and Public Education Commission Meetings  (normally 1 and maximum 2 days – 15 people) |  |  |  |
| Business Commission Meetings  (normally 1 and maximum 2 days – 15 people) |  |  |  |
| Conference and Exhibition Days  (maximum 3 days – all participants) | **M** |  |  |
| For other events (please detail) |  |  |  |
|  | | | |

1. **HEADQUARTERS EQUIPMENT**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host agrees to provide and to take care of the costs of the following equipment for the ILS Headquarters during the whole duration of at least 10 days.** | **M** | **NO** | **YES** |
| At least 4 tables and 10 chairs | **M** |  |  |
| At least one modern computer with screen, mouse, keyboard, .. | **M** |  |  |
| At least one laser printer with toner (preferably a colour laser printer) | **M** |  |  |
| At the minimum one copy machine with automatic feeder and automatic sorter with all ink, toners, maintenance, technician | **M** |  |  |
| At least 5,000 pages of white copy paper | **M** |  |  |
| At least one technical assistant | **M** |  |  |
| Office supply | **M** |  |  |

1. **OTHER COMMITTMENTS**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Miscellaneous Information** | **M** | **NO** | **YES** |
| ILS is requesting that each Host must have insurance cover for all people involved in the Conference. Will you comply with this request? | **M** |  |  |
| ILS is requesting at each Board of Director’s Meeting a written Progress Report from the Host. Such should also be foreseen in the budget. Will you comply with this request? | **M** |  |  |
| The Host agrees that a senior official (who can commit the organisation) should physically be present at each ILS Board of Director’s Meeting. | **M** |  |  |
| ILS is requesting a Final Report from the Host including a financial report within 60 days following the end of the conference. Such should also be foreseen in the budget. Do you comply with this request? | **M** |  |  |
| ILS is requesting that the proceedings of the conference is published within six months after the closing of the Conference. Do you comply with this request? | **M** |  |  |

1. **REGISTRATION**

The ILS will provide, free of charge, the Conference Management Software which must be used by the Host Organisation. The Software includes, amongst others, an on-line registration system. The ILS and the Host Organisation will co-share access codes at all times. The data will ultimately be owned by the ILS. The Host Organisation is responsible for the management of the registration of the participants, including the onsite check-in and reception process at the event

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host commits to:** | **M** | **NO** | **YES** |
| Manage the registration of, and provide the accreditation cards of the Conference and Exhibition participants, including partners and children (if any are present) | **M** |  |  |
| Manage the registration of, and provide the accreditation cards of the participants at pre- and post-Conference meetings from the ILS, including partners and children (if any are present) | **M** |  |  |
| Provide sufficient staff/volunteers to successfully manage the onsite check-in and reception process for the Conference and Exhibition participants, and the participants at pre- and post- Conference meetings from the ILS including partners and children (if any are present) | **M** |  |  |

1. **WEB SITE**

The Host Organisation will, in close collaboration with the ILS, create, set-up and manage the Conference web site. The website will be live on-line at least 450 days before the start of the Conference. The web site should include:

* + - Information on the ILS, lifesaving and drowning prevention.
    - Information on the country, region, city and Conference Host.
    - The Conference Goals, Objectives and Topics.
    - Promotion and Incentive to participate: benefits of attending.
    - The title, the dates, the venues and the contact details.
    - The programme.
    - The online registration system – the conference management software will be provided by the ILS at no cost to the Host.
    - The call for abstracts and Posters.
    - The information for Participants, Speakers, Poster Presenters, Commercial Partners, Exhibitors.
    - The list of authorities, delegates, scientists, Commercial Partners, exhibitors, etc. that will participate at the Conference.

1. **PRINTED (and DIGITAL) MATERIALS**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host commits to:** | **M** | **NO** | **YES** |
| Provide the Conference and Exhibition participants with a printed programme of the Conference | **M** |  |  |
| Provide the Conference and Exhibition participants with a printed Abstract Book. (If the delegate prefers the Abstract Book may be provided to them in digital format) | **M** |  |  |
|  |  |  |  |

1. **MEDIA AND BROADCAST**

**Please tick the appropriate answer.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Media and Broadcast Specifications** | | **M** | **NO** | **YES** |
| Will the Host Organisation provide Media Coverage? | | **M** |  |  |
| Will a Press Conference be organised? | | **M** |  |  |
| Will there be Media coverage (written photo and internet)? | | **M** |  |  |
| Will Television be invited? | | **M** |  |  |
| Will there be coverage provided via Social Networking Media? | | **M** |  |  |
| Other media activities, please specify |  | | | |

1. **BRANDING OF THE EVENT**

**Please tick the appropriate answer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **The Host commits to:** | **M** | **NO** | **YES** |
| Providing sufficient space at the venues to display at least 10 ILS- branded banners. | **M** |  |  |
| Provide sufficient space at the venues to display at least 10 ILS-branded feathers. | **M** |  |  |
| Display the ILS flag at all venues. | **M** |  |  |
| Play the ILS Song at the Opening and Closing Session. | **M** |  |  |
| Display the flags of the participating nations at the Conference site. |  |  |  |

1. **BINDING COMMITMENT**

Any declarations, guarantees or agreements contained in this document have the force of binding obligations, as do all the other commitments made by your bid committee or its representatives at presentations of your candidature.

**AL FORMS, MAPS AND DRAWINGS PROVIDED IN THIS BID SHALL BE IN DIGITAL FORMAT, ON A4 PAPER AND USING ARIAL 10 FONTS. PICTURES CAN BE INCLUDED IN THE DOCUMENT TO ILLUSTRATE THE VENUES, ETC…. HOWEVER, THIS COMPLETE BIDDING FORM MAY NOT EXCEED 50 PAGES.**

1. **ComMERCIAL PARTNERSHIP**

As a measure of the global status and profile of this major event, and in line with previous WCDP events, the ILS will seek the support of the World Health Organisation (WHO) to act as a Co-Sponsor of WCDP 2021.

In order to comply with the WHO Framework for Engagement with Non-State Actors (FENSA) guidelines, all references to “sponsors” should be referred to as “commercial partners”. Furthermore, no “commercial partners” can be seen to be involved in any role in the organising of the conference (apart from any contractual arrangements with partners who deal with logistical aspects of the conference itself), or be given favourable treatment because of their support, i.e. all commercial partners and exhibitors have publicly been given an equal chance to provide support

No name commercial partner is permitted for the WCDP 2021. If and when an Event Commercial Partner is provided by ILS to the WCDP 2021, 20% of the gross cash partnership amount will be paid to ILS within 30 days of payment of the fee by the partner.

1. **FEES TO ILS**

**Bid Fees**

A Bid Fee which is to be paid by the closing date of the Bid (15 July 2018) as follows:

* + - Conference Organising Group/Agency and Category A or B Full Member of ILS: € 1,000.
    - Category C Full Member of ILS: € 500.

**Conference Fee**

A Conference Host Fee which is to be paid on signing of the Host Agreement.

* + - Conference Organising Group/Agency and Category A or B Full Member of ILS: € 6,250.
    - Category C Full Member of ILS: € 3,125.

**Services Fee**

A Services Fee which is twenty five (25) % of the registration fee received per individual, and is used to cover the costs of the ILS providing the services outlined in **App 1 Procedural Overview Section 8.A**. The Host will pay 80% of the Services Fee to the ILS at least 30 days before the start of the Conference, and the remaining 20% balance within 30 days after the conclusion of the Conference.

The recommended maximum registration fee is 450 Euro (though see **App 1 Procedural Overview 8.A.15.b** regarding variation)

**Commercial Partnership Fee**

A Commercial Partner Fee: If a Commercial Partner is introduced by the ILS, twenty (20) % of the gross cash amount will be paid to the ILS within 30 days of payment of the fee by the Commercial Partner.

1. **BID APPLICATION**

Each Conference Organising Group/Agency or the National Lifesaving Federation (NLF) bidding must e-mail before 15 July 2018 (24 hours Belgian Time) the following to the ILS Headquarters:

* + - The completed Application Form (this document).
    - The Financial Plan (Appendix 5) (incomes – expenditures).
    - The non-refundable bid fee:
    - 1,000 Euro for a Member of Category A and B.
    - 500 Euro for a Member of Category C.

A bid will be considered invalid if one or more of the above three requests are not fulfilled before the set deadline. Relevant attachments that support the Bid can be mailed later.

Depending on the number of bids received, the ILS Board of Directors may approve the hosting of the WCDP 2023 event at the same time as the WCDP 2021 event to maintain the momentum of interest shown.

|  |  |  |
| --- | --- | --- |
| **Intention to be considered to host the WCDP 2023 event:** | **NO** | **YES** |
| Our organisation wishes this bid application to be considered to host the WCDP 2023 event |  |  |

This Bid Application Form shall be returned to the following address:

International Life Saving Federation

Gemeenteplein 26

3010 Leuven

Belgium

E-mail: [ils.hq@telenet.be](mailto:ils.hq@telenet.be)

The payment of the non-refundable bid fee should be done to the ILS Bank account:

BNP Paribas Fortis Bank

Diestsesteenweg 99

3010 Leuven – Belgium

Swift code: GEBABEBB

Account number (IBAN): BE 91 001242199376