

BID INFORMATION TO HOST IEA MEETINGS AND THE HOSTING PROCESS

1. INTRODUCTION

The IEA governing group (GG) accepts bids to host an IEA Conference. The main conference is held every two years, traditionally, in June. These are known as biennial meetings. However due to increased work load there has also been a conference held in the alternate year. These are known as interim workshops. They are scheduled by the GG as and when required but history to date indicates these are likely to be an ongoing event. Normally at the biennial IEA meetings the GG would invite delegates to submit their bids to host future IEA conferences at least two years in advance.

2. THE BID PROCESS

2.1 Bids should be submitted to the GG via the IEA Secretariat. Bids should be received electronically and, generally, within 6 weeks of the date of the request for the bid.

2.2 The timetable for submission and selection is generally:

2.2.1 Date X- Request for bids issued

2.2.2 + 6 weeks- Bids received

2.2.3 + 2 weeks- Clarifications requested by GG (if applicable)

2.2.4 + 2 weeks- Conditional acceptance

2.2.5 + 2 weeks- Contract signed

2.3 Bidders must meet the following criteria:

- Only bids from full Signatories or IEA Member association/institutions will be considered.
- Bidders should not normally be undergoing consideration for IEA change of status at the time of hosting the meeting ie should not be under consideration for transfer from provisional to full member of any agreement

2.4 The IEA GG will assess each bid proposal. The GG is made up of the chair and deputy chair of each of the Accords and agreements. The bid evaluation will be undertaken by governing group with any member of the governing group belonging to a bidding jurisdiction abstaining.

The bid evaluation will consider such factors as:

- The location of the country with respect to previous meeting locations in order to achieve a balance of north south and east west locations over time

- the length of time the bidder has been involved with the IEA.
- The level of safety for attendees in the proposed hosting country will also be taken into account.

2.5 Initial bid information requirements

Below is information as a guide to bid preparation- Questions at any stage should be directed to the IEA Secretariat.

- Name and description of hosting organisation/institution(s).
- Bidder's rationale for hosting the conference.
- Planned dates. Please include proposed conference dates and explain your choice, including flexibility of proposed dates.
- Possible venues (see item 4 below)
- Indicative costs for venue and accommodation bearing in mind that these may change in the period between host selection and the conference

2.6 Approval or decline process

The normal timeframe is that the host is confirmed by the GG within 4 weeks of bids being received. Please refer to item 2.2 for general timetable.

3. POST SELECTION PROCESS

After the hosting country has been selected the host institution will work closely with the IEA Secretariat over the host year to plan and execute all aspects of the conference including final venue confirmation, programme outline and registration costs.

4. CONFERENCE DETAIL PROCESS

After the host has been selected and advised the host must prepare a detailed proposal giving the detail below

4.1 Venue

4.1.1 Proposal requirements

- The Governing Group (GG) usually appreciates the proposal having at least 2 possible venues.
- Please consider the financial limitations of some attending countries when selecting a venue. Some members and prospective members and observers may be financially constrained and may also have high travel costs.
- It is preferred that the event venue and the hotel are one and the same, or as near as practicable to ensure that delegates need not travel via public transport or walk unreasonable distances to the work meetings from their hotel rooms.
- Include a venue description in your proposal. Give detailed information about conference facilities, i.e., number and size of conference rooms and other hotel facilities and attractions.

4.1.2 Meeting Room Requirements

- One large meeting room that can comfortably accommodate
 - 70 registrants for an interim workshop
 - 100 to 120 for a biennial meeting
- Delegates should have access to free Wi-Fi in the meeting room. (Wi-Fi costs should be included in the registration price).
- One other breakout room. (If at all possible it would be highly desirable to be able to split the large meeting room into two with bi fold doors.)
- Registration area where registrations can easily be completed.
- A small room for use of the secretariat during the workshop period. There needs to be at least one high speed printer available so that registrants and the Secretariat can print items off if necessary. It would also essential to have a photocopier available.

4.2 Social Events

Social events are to be fully organised by the host country but the cost will be included in the conference budget to be covered by the delegate registration fee.

Social events will include:

- One “meet and greet” on the evening prior to the conference.
- One conference dinner.

4.3 Budget

The proposal is to be accompanied by a full conference budget.

This will enable an indicative per registration fee to be calculated after all budgeted costs are taken into account. Cost included are:

- daytime catering
- venue hire
- AV equipment
- all taxes
- social event costs
- Wi-Fi access in meeting rooms.

Guest and/or partner registration fee is also to be budgeted for. The guest and/or partner registration fee should cover attendance at the two social events.

Costs excluded are hotel living accommodation and food outside the normal business day. These are not included in the registration fee.

4.4 Conference organisation

Please include key information for

- conference support personnel
- those responsible for conference organisation

4.5 Risk Management

Please list all possible financial and environmental risks that could occur which would affect the viability of hosting the conference including

- Cancellation policy of the venue and any associated fees
- Insurance fees
- Bidders should state the financial implications to the IEA if the event is cancelled at short notice because of a Force Majeur such as earthquake, flood or terrorist incident. The bidder should have insurance to cover such events.

4.6 Audio Visual

AV requirements will change depending on whether the conference is a workshop or biennial meeting but do include;

- Microphones that will be placed at tables around the room.
- Multiplug adaptors under each table
- Large screen, Projector, laptop, remote mouse
- Ability to record the proceedings (not always necessary)

4.7 Miscellaneous information required

- Travel/Transportation considerations
- Accommodations (type, cost, and access to conference venue)
- Reassurance that catering will address a wide range of dietary requirements
- Tourist information

5. FINANCIAL MANAGEMENT

The IEA governing group has final sign off for all costs placed against the conference budget.

As in the past, the expectation is that the host country will place the deposit with the venue and pay for any other upfront costs. . Then an itemised invoice should be sent to the GG, via the Secretariat, for reimbursement of costs.

6. DELEGATION OF RESPONSIBILITIES

To ensure the host country is fully supported by the Secretariat and/or a nominated conference organiser clarification of roles and responsibilities will be discussed with the host country during the bid process.