

Bid Manual for World Conference on Tobacco or Health

PART A: General Information

A.1 Introduction

This Bid Manual outlines the main requirements for countries intending to submit a bid to host the World Conference on Tobacco or Health in 2012. It includes the various policies and requirements governing this event in order to offer clear guidelines of tasks and responsibilities. This manual also defines the financial obligations of a local legal body (entity) to be established by a Local Bid Committee should the venue be selected to host the Conference, and sets out clear procedures for the distribution of tasks.

The main objectives are:

- to exchange tobacco control and related information internationally
- to share recent achievements, failures, obstacles, challenges, etc.
- to share experiences and knowledge between all countries in the world with different cultures and economic developments
- to promote research and achievements in particular fields
- to provide a forum for the discussion of problems common to several countries, or regions to strengthen the international tobacco control network.

Previous world conferences were held as follows:

1st	New York, USA	1967
2nd	London, UK	1971
3rd	New York, USA	1975
4th	Stockholm, Sweden	1979
5th	Winnipeg, Canada	1983
6th	Tokyo, Japan	1987
7th	Perth Australia	1990
8th	Buenos Aires, Argentina	1992
9th	Paris, France	1994
10t	Beijing, China	1997
11th	Chicago, USA	2000
12 th	Helsinki, Finland	2003
13 th	Washington DC, USA	2006
14 th	Mumbai, India	2009

A 2. Role and responsibilities of the International Liaison Group on Tobacco or Health (ILGTH) and the International Union Against Cancer (UICC)

The International Liaison Group on Tobacco or Health (ILGTH), with the International Union Against Cancer (UICC) as the Secretariat, shall be responsible for:

- Determining the conference bidding procedure and determining the site of World Conferences.
- Inviting bids via each of its constituent members, though bidding will be open to any qualified entity or institution throughout the world with experience in tobacco control activity.
- Screening and processing all bids; inviting qualified organisations to present their bids at the appropriate time and announcing the chosen site of the World Conference at the end of each World Conference.
- Participating through its Chair/Co-chair and members in overseeing and regularly reviewing the conference plans and intervening in such cases where political or economic situations might prevent the conference from taking place.
- Advising on past customs regarding conferences and recommending a conference format in agreement with the host(s).
- The ILGTH Chair will be a member of the local Conference Organising Committee and the host organisation(s) will discuss ILGTH representation on all major committees dealing with the conference.

- The host Organisation and ILGTH will each appoint 2 persons to liaise on practical matters relating to the conference.

However, ILGTH does not provide any funds and does not accept any responsibility of raising funds for the Conference

A 3. Role and responsibilities of the host organisation(s) and host country:

The host organisation(s) are invited to present their bid to the ILGTH Secretariat. The host country must be secure and politically stable.

The host organisation(s) will be responsible for:

- Recommending an appropriate city and appropriate dates, taking into consideration any other international, regional or national conferences in the region.
- Appointing a national organising committee with overall responsibility for the conference.
- Obtaining the support of the government (usually Ministry of Health) of the host country.
- Providing supporting letters from National/provincial State and municipal authorities. The letter shall include a signed statement that all registered persons, from all countries, will be granted visas and admission to the country.
- Demonstrating that they have sufficient capital, minimum € 250,000, available to support the pre-financing of the conference, which amount can be turned into a loss guarantee and minimum € 100,000 for travel grants for delegates from developing countries. Past conference organizers have indicated that this conference has necessitated a minimum expenditure of € 2,000,000. No funding from tobacco companies or their subsidiaries can be accepted.
- Arranging and accepting financial responsibility for:
 - meeting halls, equipment and staff
 - exhibition areas, posters and abstracts
 - official ceremonies and social events
 - pre-conference and conference publications, assuring their timelines
 - post-conference publication (proceedings) and providing a free copy to all delegates after the conference by either print or electronic format
 - simultaneous interpretation if and when required
 - travel and accommodation expenses for invited speakers where they are unable to meet these expenses themselves.
- Publishing and disseminating widely all conference circulars (1st Announcement, 2nd Announcement, Preliminary programme with call for abstracts and regular updates) by direct mail or electronically in an appropriate way, considering costs and distances between countries.
- Arranging for announcements in relevant national, regional and international press and via GLOBALink and the Internet.
- Providing a 3 monthly 2-5 page progress report to the Chairman of ILGTH and secretariat (a timeline will be discussed with the successful bidder) up to one year from the congress then monthly.
- Ensuring that all publicity material refers to the Conference as the World Conference on Tobacco or Health'
- All data such as the letter of invitations, participants list, sponsorship lists, exhibitor lists, budgets and all other relevant data will be handed over to the WCTOH secretariat at UICC in Excel format at the end of the conference in the interests of future conferences.

PART B: Conference Logistics

To ensure continuity from conference to conference, an official qualified conference organiser must be contacted to organise the World Conferences on Tobacco or Health.

The Professional Conference Organiser (PCO) will work, on behalf of the local organisers, as Logistical and Technical Consultants in areas such as Project Management, Finances, Participant Administration, Exhibition Management, Abstract Handling and Registration. In implementing the above services, the PCO will work together with an appropriate local convention bureau and or suppliers according to terms as per enclosed appendix 1. However, the bidding organization will remain the sole contact for ILGTH and will be accountable for full delivery of every aspect of the congress.

B. 1 Minimal Venue Requirements

The requirements below are guidelines and may be modified according to local needs. Major modifications must be disclosed in the bid. It should be noted that the site for World Conferences on Tobacco or Health should be located centrally and should be easily reached from an international airport, by both public and private transportation.

- B. 1:1** Plenary Session Hall: seating capacity of at least 2,000.
- B. 1:2** Parallel Session Rooms: possibility to conduct at least 10 concurrent sessions per day with room configurations for 20, 50, 100 participants or more.
- B.1:3** Appropriate sound proofing and air conditioning in the Conference Center.
- B. 1:4** Registration area: sufficient space to handle the registration and inquiry of 2,000 participants.
- B. 1:5** Information and communication: adequate arrangements for information and communication including TV monitors with screens, technical installments for television and broadcasting services must be available.
- B. 1:6** Halls should be properly equipped and be supplied with audio-visual equipment and super VGA projectors to be connected to laptop computers for Power Point presentations.
- B. 1:7** Advanced Internet capabilities are required prior, during and after the conference (on-line registration, on-line abstract submission, cyber-center, on-line press releases, on-line proceedings, etc.) in liaison with UICC GLOBALink. GLOBALink can be contacted via e-mail: globalink@uicc.org, fax (+41 22 809 1810) or phone (+41 22 809 1855).
- B. 1:8** Local Transportation: easy access to conference venue from the international airport and centrally located hotels.
- B. 1:9** Press: sufficient space to set up a Press Centre with adequate satellite communication, telephone, fax and PC/E-mail/internet services available.
- B. 1:10** Offices: a minimum requirement of 3 offices should be available for use by the various committees, the ILGTH committee and press officers.
- B. 1:11** Catering facilities: sufficient catering facilities/restaurants.
- B. 1:12** Negotiated costs of hiring the center and associated facilities (see appendix 1.).

B.2 Exhibition

Sufficient space for Poster display and Exhibition (both commercial and non-commercial with the following requirements:

- B. 2:1** A minimum requirement of 2,000 square metres gross is required to accommodate the Commercial Exhibition (1,500 sq.m. gross) and the Non-Commercial Exhibition (500 sq.m. gross).
- B. 2:2** For the Poster Exhibition a minimum of 1,000 square metres gross is required to accommodate 500 posters.

B.3 Hotel requirements

The Conference venue should be able to provide (and block book) the following number of hotel accommodation in the following categories:

- 4 and 5 stars: 750 - 500 rooms
- 2 and 3 stars: 750 - 500 rooms
- Student accommodation: 500 - 250 rooms

The organisers must demonstrate that the housing is at reasonable distance for the participants in the conferences.

PART C: Site inspection

- C.1** The representative of the ILGTH Secretariat will make a site inspection 2 to 4 months after the preliminary bid has been accepted.
- C.2** All costs including travel and accommodation in connection with site inspections must be borne by the proposing bid committee.

PLEASE RETURN THIS CHECKLIST WITH YOUR BID

PART E: Bidding Process

The decision on the site of the WORLD CONFERENCE ON TOBACCO OR HEALTH is the responsibility of the International Liaison Group on Tobacco or Health (ILGTH).

E. 1 Documentation required

In order to evaluate whether a bid may be placed before the ILGTH committee, the following required documents should be sent to the ILGTH SECRETARIAT.

• **Letter of invitation**

Invitations will be accepted from one or several entities which are clearly involved, on a national or regional basis, in tobacco control activity.

A written invitation to host the 15th World Conference on Tobacco or Health in 2012 including the following information:

- Full name of conference host organisation(s) and cities where they are located
- Preferred conference dates option
- City where it is proposed to hold the conference

Please attach detailed information on the host organisation(s) including their activities, structure, executive bodies, and type of involvement in tobacco control

• **Written guarantees**

The following written guarantees should be included with the bid:

- Written guarantee by the host organisation(s) or a competent body that they have sufficient capital, minimum € 250,000 available to support the pre-financing of the conference, which amount can be turned into a loss guarantee.
- Past conference organisers have indicated that this conference has necessitated a minimum expenditure of approximately € 2,000,000.
- Guarantee that the responsibilities of the host organisation(s), as listed in this document, will be met
- Written guarantee from the host country government that any bona fide participant from any country will have free entry into the country of the conference for the duration of the conference in order to attend it.
- Written statement that the Bid Committee will provide the provision of funds and/or subsidies from the host country government and/or other relevant institutions
- Written statement that the Bid Committee will provide the generation of income from relevant industries and other national commercial or private sponsors.
- The bid document will be made jointly by the Local Host Committee, the Tourist Bureau of the city/country, and the Congress venue selected.

IMPORTANT PLEASE NOTE: ILGTH/UICC will be NOT responsible for any losses, this will be the sole responsibility of the conference organizers.

• **Letters of support**

Please include with this bid letters of support from:

- Scientific organisations
- National and regional entities actively involved in tobacco control and specify the proposed role of these organisations in the conference
- National/provincial State and municipal authorities.

The letter from the national authority shall include a signed statement that all registered persons, from all countries will be granted visas and admission to the country.

- **Preliminary Conference Information**

Proposals for the following conference items should be clearly indicated with the bid:

- Preliminary proposal of programme topics and conference theme
- Name and current position of proposed conference chair
- Names of proposed members of the organising committee, regional and international advisers
- Letter of agreement with Conference Organiser

- **Conference, Accommodation facilities**

Please read the requirements in the bidding guidelines and include full information on:

- Local conference facilities, meeting capacities, accommodation facilities, including low cost accommodation and distances from the conference centre
- Internet capabilities
- Exhibition area plans

- **Budget**

Appendix I completed

Please submit bids to:

ILGTH Secretariat
c/o International Union Against Cancer (UICC)
62 route de Frontenex
1207 Geneva (Switzerland)

Tel: +41 22 809 1820
Fax: +41 22 809 1810
Email: mortara@uicc.org

Appendix 1

Specifications to be met by a future venue in connection with hosting the World Conference on Tobacco or Health

(to be returned to the ILGTH Secretariat with your bid)

Part I - Conference venue

1. Session Halls	Requirements	Available: Yes/No
	No. persons/size	
1 hall	2000 - 3000	_____
10 halls	20 - 100	_____

2. Exhibition Area

Commercial	1,500 sq.m.(gross)	_____
Non-commercial	500 sq.m.(gross)	_____

3. Other Areas/Rooms within or close to the Conference venue

Poster Area	1,000 sq.m.(gross)	_____
Registration Area		_____
Press Area		_____
Lounge/Community Area		_____
Slide Preview Room		_____
Offices for Committees		_____
Sponsors, co-sponsoring organisations	10	_____

4. Total rental price for complete venue according to the specifications above

Total rental price in EUR _____

For total number of days needed, see Part III - Available Conference dates

Part II - Accommodation

1. Hotel Requirements and number of rooms preliminary reserved* Requirements Available: Yes/No

Category 4 and 5 star	750-500 rooms	_____
Category 2 and 3 star	750-500 rooms	_____
Student accommodation	500-250 rooms	_____

**by local Convention Bureau to be handed over to the PCO upon request*

2. Period preliminary reserved

From: _____, year 2012
To: _____, year 2012

Part III - Available Conference dates year 2012

To be kept confidential until venue has been decided by the ILGTH secretariat in order to safeguard the hotel accommodation.

It should be noted that in order to build up and break down the World Conference on Tobacco or Health, and including the actual conference the rental period should be 5 days.

Dates available: _____

Part IV - Preliminary composition of committees

This part should include:

- Conference Chair(s)
- Programme Chair(s)
- Local Organising Committee
- Scientific Committee (except for international members)

Part V - Contract between the Local Organising Committee and the ILGTH and the UICC

A contract will be drawn up between the local Organising Committee, the ILGTH Committee and the UICC stipulating:

- the financial, organisational and scientific responsibilities
- local provisions for an eventual loss exceeding the loss guarantee
- the transfer of possible profit to the ILGTH secretariat to assist subsequent conferences in developing countries
- the inclusion of cost for 2 members of the ILGTH Secretariat in connection with a possible site visit
- agreement of the registration fee
- representation and travel costs of ILGTH reps to planning meetings and conference (ILGTH Chair and member of secretariat)
- agreement to give GLOBALink free exhibit space and funding to the GLOBALink cyber center as well as high visibility during the conference and on conference material (signage, opening/closing ceremonies and sessions etc).