



Invitation for
Expressions of Interest
from potential host countries for the
IFLA World Library and Information Congress
2024

Region:
Whole world except Europe

June 2022
IFLA Headquarters

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Introduction

About the Congress

The IFLA Governing Board invites expressions of interest from its member national associations, or other member representative bodies, to host the 2024 IFLA World Library and Information Congress: 89th IFLA General Conference and Assembly (WLIC). The IFLA WLIC takes place during August each year in a city selected through a competitive process.

A National Committee of the local library and information services sector is the host organisation working with IFLA to hold the Congress. The Congress and host city is extensively promoted internationally and online, significantly raising awareness around the world of the local profession, city and region.

IFLA has a multi-year contract with a professional conference organiser (PCO) who manages most of the planning and logistical arrangements. Bid committees should note that a local PCO will not be appointed.

When in-person only the Congress normally attracts between 3000 – 4000 attendees from over 100 countries. From 2023, IFLA governing board took the decision that the congress should be hybrid and should provide remote access to worldwide attendees to promote inclusion.

The Congress budget is around 2 million Euro, mainly generated from delegate registrations (around 50%), exhibition sales, sponsorship and industry and government support. The Congress brings a large amount of income to the host city. IFLA has successfully received over 550,000 Euro in local business and government sponsorship for each of its congresses for many years. The PCO is responsible for the Congress budget. As far as possible these funds are spent on local services, rather than being transferred out of the host country to the congress bank account. The congress venue and audio/visual technical services make up a significant part of the congress costs and IFLA looks for competitive pricing or incentives for these costs.

The Congress programme runs over seven days, including three days of business meetings, a four-day conference programme, and a 2.5 or 3-day exhibition of around 1,000 sqm. IFLA is responsible for preparing and managing the conference programme.

The 2024 WLIC will be set up as a limited company in the Netherlands, with IFLA as the owner. The National Committee will enter into a formal agreement with the 2024 WLIC limited company that will set out the partnership role in the Congress, the responsibilities of the National Committee, and share of any surplus from the Congress. The limited company will also enter into a formal agreement with IFLA Headquarters and with IFLA's PCO. The limited company will license the organisation of the congress to the PCO. IFLA's Governing Board is the overall decision-making body for the Congress. The Stichting IFLA Foundation is a beneficiary of part of the surplus. The PCO will bear any loss for the Congress.

An extensive selection process is undertaken throughout the first year (2022). During the second year (2022-2023) preparation commences, however the National Committee needs to be aware that the main congress activity for IFLA will be directed to the congress being held in that year – 2023 WLIC. The third year – September 2023 to August 2024 – will be the period of peak activity for preparation of the 2024 WLIC.

Expressions of interest with all required information should be submitted by **12 September 2022** to conferences@ifla.org. Please include in the email subject field “Confidential – IFLA WLIC 2024 Expression of Interest”.

If you need any clarification of the EOI process, please send an email to conferences@ifla.org with “IFLA WLIC 2022 Expression of Interest” in the subject field and the Conference Officer will respond to you.

About IFLA

IFLA is the international organization for library and information associations, institutions and librarians in the user communities they serve throughout the world. It is the trusted global voice of the library and information community, and drives equitable access to information and knowledge for all.

To advance the interest of its members IFLA:

- furthers accessibility, protection, and preservation of documentary cultural heritage;
- supports a library and information profession which anticipates and responds to the needs of communities worldwide.
- drives high standards in library and information services and professional practices;
- encourages widespread understanding of the value and importance of high quality library and information services in the public, private and voluntary sectors;
- promotes libraries as vital institutions that enhance people’s lives through equitable access to knowledge and information;

IFLA does this by creating strategic alliances; enhancing professional education; developing professional standards; disseminating best practice and advancing relevant scientific and professional knowledge. It is committed to enabling all members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion

IFLA embraces the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights, and that people, communities and organizations need universal and equitable access to these for their social, educational, cultural, democratic and economic well-being.

The Royal Library, [Koninklijke Bibliotheek] the national library of the Netherlands, in The Hague, generously hosts our headquarters.

1. Outline of the selection process

There is a three stage process throughout year 1 for selection of the host and site for the WLIC:

- **Stage 1** – IFLA issues a call for expressions of interest (June 2022) from member national associations or other member appropriate representative body in the designated IFLA region. Interested candidates may advise the IFLA Secretary General before the deadline (12 September 2022) for submissions that they intend to submit an expression of interest, but this is not essential.

Submissions must include the required information as set out in the criteria on page 6. All submissions will be reviewed by IFLA Headquarters staff for completeness and if necessary clarification may be sought on some details. Submissions that meet the criteria will be considered by IFLA Governing Board, which will make its recommendation on each submission, based on the criteria and the information provided by each candidate. A preliminary short list of candidates will be made by the Governing Board at its October 2022 meeting. All candidates will be advised following the meeting whether they are on the preliminary short list or not.

- **Stage 2** – between October and December 2022 more detailed information will be gathered from the preliminary short listed candidates by IFLA Headquarters staff, for consideration by IFLA Governing Board. Recommendations to the IFLA Governing Board will be made at its December 2022 meeting, and generally two or three final candidates will be selected.
- **Stage 3** – in January 2023, IFLA Headquarters staff will confirm with the final candidates any further details relating to the submission, and seek confirmation of financial or other guarantees or incentives available to IFLA from the host country. Site visits will be undertaken in the second half of February 2023 or the first week of March 2023. These will be led by the Secretary General, the Conference Officer and a representative of the Professional Congress Organiser contracted by IFLA to provide services to IFLA for the WLIC.

The Committee will make its final recommendation, based on the agreed criteria and the site visits, to the April 2023 Governing Board meeting. The successful and unsuccessful candidates will then be advised of the Board's decision.

IFLA Headquarters will commence business arrangements and planning with the successful host association. The host and location will be announced at the WLIC in August that year (2023).

2. Proposed Timing schedule for the selection process for 2024

IFLA WLIC 2024	Expected dates
Stage 1	
EOI to National Associations and other appropriate bodies	June 2022
Bid information submitted	12 Sept. 2022
Preliminary short list decided by the IFLA Governing Board	October 2022
Detailed information and financial data sought	Oct. – Dec. 2022
Stage 2	
Site visits undertaken	Jan. – March 2023
HQ to write report on Site Visit, with PCO support	March 2023
Decision by Governing Board on successful location for WLIC 2024	April 2023
Decision relayed to applicants but kept confidential.	May 2023
Stage 3	
Early preparation of National Committee in lead up to WLIC 2024	May 2023
Legal agreements prepared in consultation with the host association, and firm negotiations held with venue and suppliers	May – July 2023
Confirmation and Announcement of the location for IFLA WLIC 2024 at WLIC 2023 [decision will remain confidential until then]	August 2023

3. Criteria against which submissions will be considered

*Candidates are advised to provide information on **all** the criteria. For the first stage of the selection process the IFLA Governing Board and its Congress Advisory Committee will consider only the information submitted by the candidate, and base its decision on the candidates selected for the preliminary short list on this information. Submissions should be made in electronic form.*

1. The host

- a. National association member, or other association member, of IFLA who is responsible for the bid and, if successful, is legally able to be contracted by IFLA to form the Congress National Committee (NC). Please also include details of the persons responsible for the bid.
- b. The goals of the bid representative body and local profession for hosting a successful WLIC;
- c. Opportunities that the WLIC provides to place an international focus on the local and regional profession, and for the local and regional profession to take an international focus;
- d. The types of support offered, within the local profession;
- e. The capacity to put together a representative National Committee that can work collaboratively and productively nationally and within the region. Please suggest the representation of the National Committee; [see chapter 4 for NC Roles and Responsibilities]
- f. Current and potential membership of IFLA within the host country, such as participation in past WLICs, membership of IFLA committees;
- g. The IFLA Conference BV for the WLIC 2024 is registered in the Netherlands and reports under Dutch tax. The PCO operates in Germany. The congress bank account will also be held in Germany. No business will be set-up in the host country.

Please provide IFLA with legal or fiscal business constraints that might need to be considered by the IFLA Governing Board.

2. Local and regional professional activity

- a. Professional activity and innovative ideas that would be of interest to delegates;
- b. A suggested list of libraries or information services for delegates to visit;
- c. Recent IFLA activity in the host country, such as meetings, seminars, workshops, conferences;
- d. Proposed dates – the WLIC is ideally held during the third week of August. Please also advise if there are any local or national events that might conflict with the WLIC, or may enhance the WLIC. If there may be a conflict, please propose alternative dates for the WLIC;
- e. If you are proposing that the WLIC could be held jointly with or adjacent to a national or regional conference please provide a clear business case for this, presenting the advantages and disadvantages for IFLA;
- f. Other conferences scheduled in your region for 2024 that may also attract WLIC delegates, or detract from WLIC attendance.

- g. Unique characteristics of the country or region, that could benefit the WLIC programme and the delegates experience;
- h. Suggested venues for social events (Social/Cultural Evening 3000-4000p., Officers Reception 200p.) Preferred venues are non-commercial, cultural venues such as museums, town halls, libraries etc.

3. Levels of wider support

- a. Capacity of the NC to secure government and industry incentives and sponsorship;
- b. Expected level of financial and other support for the Congress from Government, Government agencies (e.g. convention bureau), the local and regional profession, industry and government (in the recent past, NC's have been able to secure 700,000 Euro to cover for example the venue rental fee (incl. AV equipment) and the costs for the cultural evening);
- c. Expected links with government, industry and media; please include evidence of this;
- d. Visa policy and process, and identify restrictions on any countries for the issuing of visas.
- e. The Venue information. This should be prepared in consultation with the Convention/Tourist Bureau against the IFLA requirements specified in Appendix 1. Where there is more than one possible congress venue in your country please provide your (up to) three preferences and the reasons why.

Bid committees should contact their local Convention Bureau to find out what support they can offer in the process.

Please submit any supporting documents, such as official letters to provide evidence of any promised support.

Satellite Meetings

Satellite Meetings are usually held immediately prior or immediately after the congress.

They are small meetings, organised by one of the IFLA Professional Units, together with a local host. They vary in size from 25 to 150 delegates and last for 1 or 2 days. These meetings are not part of the WLIC budget and should be self-funded, possibly with support of the host organisation.

Please specify whether the National Committee would be willing to assist in recruiting suitable locations for a number of these Satellite Meetings. This shall be done in year 2, after the decision has been announced.

4. Outline of Division of Roles and Responsibilities

Outline of division of responsibilities

A. IFLA Governing Board

IFLA Governing Board retains the right of overall governance and financial management responsibility for its IFLA World Library and Information Congress (WLIC). This includes the decision on the location, host and site for each congress. It also makes the decisions about the structure and content of the congress and ensures that it appropriately reflects IFLA's values and 'brand'. The Governing Board receives advice from its Executive, Professional, Finance, and Congress Advisory committees to assist it in making its decisions.

IFLA, through the IFLA Holding B.V., creates an independent legal entity (IFLA Conf BV) to which it entrusts the execution of the Congress under conditions laid down by separate agreement with the Core Professional Congress Organiser, a local professional body (the National Committee), and IFLA.

B. IFLA Headquarters (HQ)

IFLA HQ is the IFLA secretariat and head office. It is contracted by the IFLA Conf BV to provide staff resources, advice and consultancy services to the IFLA WLIC. It does this in collaboration with the National Committee and support from the PCO. The IFLA HQ main responsibilities for the Congress include:

- Consultancy Services
- Governing Board delegation to the IFLA Secretary General to sign contracts relating to the Congress following agreement by the IFLA Holding BV directors
- Management of IFLA Holding BV governance and compliance requirements
- Management of IFLA's business and related meetings during the Congress
- Scientific Programme Co-ordination
- Financial management
- Congress selection process and follow up Site Inspections
- Planning Meetings
- Web Site Management
- Simultaneous interpretation
- Making important Congress information available in IFLA's official languages
- On-site communications
- International Promotion
- On-site Services and Support
- Post Congress Survey
- Management of congress participation grants and grant funding
- Liaison with IFLA's Governing Board and its advisory committees on congress matters
- Liaison with the National Committee and PCO
- Work with the NC on suggestions for the keynote speaker for the Opening Session, for approval by IFLA's Governing Board, and organise their attendance at the Congress

- Respond to accessibility issues where necessary

IFLA HQ is generally represented by the Secretary General and/or his representative. IFLA Headquarters is based in The Netherlands.

C. National Committee (NC)

The National Committee is the organising body of the national association contracted by IFLA Conf BV to provide services to the IFLA WLIC. It is comprised of representatives of the local library and information sector. Its membership includes as wide as possible representation from the whole local library community. The main responsibilities include:

- Recruit National, Regional and Local Government sponsorship or incentives
- Propose the Congress logo and Congress theme, for approval by IFLA's Governing Board
- Work with IFLA HQ on suggestions for the keynote speaker for the Opening Session, for approval by IFLA's Governing Board, and assist with their attendance at the Congress
- Management of Congress volunteers (recruitment, allocation of tasks and liaison during Congress etc.)
- Organise the Library visits, with assistance from the PCO where required
- Organise the opening ceremony, with logistical assistance from the PCO
- Advise on the content and location of the cultural evening social event, assist the PCO with the planning, organisation and management where necessary
- Contribute to the organisation of the programme for accompanying persons, and tours, to be organised by the PCO
- Organise host country invitation letters and visa application assistance when required, liaising with embassies and consulates
- Organise the local and national media campaign
- Promote the Congress to the national and regional audience
- Advise IFLA Conf III BV and the PCO on potential local sponsors and exhibitors
- Contribute content to Congress publications, the newsletter and promotional materials
- Recruit national, regional and local grants
- Recruit and liaise with libraries who may wish to host satellite meetings
- Liaise with local authorities
- Liaise with IFLA HQ and the PCO
- Advise on protocol requirements
- Organise a pre-conference visit by the IFLA-President to promote IFLA and the WLIC, incl. a press conference
- Organise a welcome function for the IFLA Governing Board
- Organise 'cultural activities' to attract delegates into the exhibition
- Organise programmes in the Expo Pavilion (Eg. meet the author-sessions)
- Write an article on libraries in the host countries for publication in the IFLA Journal in one of the issues preceding the Congress

Most of the expenses relating to the congress are paid for from the central congress budget. In principle the NC does not keep a separate budget. There is a fixed budget for National Committee expenses in the congress budget. In principle, all sponsorship, grants and government funds become part of the congress budget.

The following items are 'off-budget' costs, to be paid for by the host organisation:

- IFLA Governing Board welcome dinner/reception
- Local and national media campaign
- Promote the congress to national and regional audience

D. Professional Congress Organisers (PCO)

The PCO is responsible for the day to day logistical organisation of the Congress. Their responsibilities include:

- Budget management, with IFLA Conf BV
- International sponsorship sales and fulfilment
- Exhibition sales and management
- Assisting with the implementation of scientific programme including on-site speaker management and hybrid elements
- Poster board construction and on-site management
- Liaison with IFLA HQ on venue and audio-visual requirements
- Negotiation of venue requirements and on-site management
- Negotiation of audio-visual and IT requirements and on-site management
- Negotiation of contracts and agreements with suppliers, within budget requirements
- On-site PCO support staffing
- Liaison with IFLA HQ and the NC on catering, and on-site/off-site management
- Construction of exhibition and other requirements
- Preparation and distribution of congress publications and promotional materials, in consultation with IFLA HQ and the NC
- General promotion of the Congress
- Registrations management
- Management of accommodation booked through the registrations
- Organise and manage the social programme (a.o. Cultural Evening and Exhibition Opening), under direction of IFLA Conf BV and the NC
- Implementation of the accompanying persons' programme
- Local transport requirements
- Respond to accessibility issues where necessary

Appendix 1

Venue Requirements

IFLA World Library and Information Congress 2024

Country:

City:

Venue:

Dates available (preferably 2nd or 3rd week of August):

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1. Room Requirements

SI: Simultaneous Interpretation T = Theatre style U = U-Shape DIV: Division (committee) room

Please note: In all cases seating capacity shown should be able to be accommodated comfortably and should be calculated after leaving adequate podium space.

room name	Capacity	Min. size in m ²		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	
	Registration area			Set up	Set up AM Open PM	Open	Open	Open	Open	Open	
	3,500 T or 2,000 T min.+ option for overflow					Build-up and Rehearsals	Opening Session			Closing Ceremony	
	Exhibition (3,000 sqm)				Build-up	Build-up	Exhibition	Exhibition	Exhibition	Exhibition	
	700 T		See schedule below for scheduling on Friday, Saturday and Sunday for Committee Meetings, SC and Caucus Meetings				Session 1	Session 1	Session 1	Session 1	
	600 T							Session 2	Session 2	Session 2	Session 2
	450 T							Session 3	Session 3	Session 3	Session 3
	350 T							Session 4	Session 4	Session 4	Session 4
	300 Ballroom Style							Session 5	Session 5	Session 5	Session 5
	200 Ballroom Style							Session 6	Session 6	Session 6	Session 6
	30 U (50 T for the C10)							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U (50 for the C11)							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	Volunteers room 10 Round tables					X	X	X	X	X	X
	Volunteers Training 300 T				X						
	Sponsor Hospitality Suite	60					X	X	X	X	
	President's Lunch*						X				
	Press Office	50			Set-up laptops	X	X	X	X	X	
	Technical Preview	50			Set-up laptops	X	X	X	X	X	

	PCO	40		X	X	X	X	X	X	X
	NC	70		Set-up	X	X	X	X	X	X
	IFLA Staff Office	64		Set-up	X	X	X	X	X	X
	HQ Secretariat	75		Set-up	X	X	X	X	X	X
	IFLA Second work space	70		Set-up	X	X	X	X	X	X
	IFLA President	40		Set-up	X	X	X	X	X	X
	IFLA President-elect	40		Set-up	X	X	X	X	X	X
	IFLA Secretary General	40		Set-up	X	X	X	X	X	X
	IFLA Social media	40		Set-up	X	X	X	X	X	X
	IFLA Board Room**	70		Set-up	X	X	X	X	X	X
	IFLA GB	60		Set-up	X	X	X	X	X	X
	First Aid				X	X	X	X	X	X
	Prayer Room**				X	X	X	X	X	X
	Business Centre**				X	X	X	X	X	X

*The IFLA President's Lunch needs seating for approximately 80 people in ballroom style from 12.00-14.00 for a plated lunch

** If you do not have such an area or room, please suggest where we should place this

It is preferred that all elements of the congress are held under one roof. Should this not be possible, please list the alternatives clearly.

Smaller meetings:

1 st Friday	Activity	Capacity	Suggested Room
08.30-17.30	Professional Council Regional Council Finance & Risk Committee Governing Board	30 U-shape	
08.30-17.30	IFLA Meetings	30 U-shape	

Outline of rooms needed on Sunday, the day before the Opening session

Rooms for Officers Training Session, Standing Committee (SC) and Caucus Meetings (C).

Rooms may be larger, but need to be set up as min capacity as shown

Capacity	1 st Sunday 08.00-10.30	Suggested Room
170 Theatre	Officers Brief	

Capacity	1 st Sunday 10.30-17.45	Suggested Room	1 st Sunday 18.45-21.00		Suggested Room
30 U	SC 1		C1	110 T	
30 U	SC 2		C2	94 T	
30 U	SC 4		C3	44 T	
30 U	SC 5		C4	400 T	
30 U	SC 6		C5	190 T	
30 U	SC 7		C6	190 T	
30 U	SC 8		C7	120 T	
30 U	SC 9		C8	250 T	
30 U	SC 10		C9	60 T	
30 U	SC 11		C10	60 T	
30 U	SC 12		C11	60 T	
30 U	SC 13		C12	40 T	
30 U	SC 14		C13	40 T	
			C14	90 T	
			C15	30 T	
			C16		
			C17		

Schedule for Monday Morning:

Sunday	Activity	Capacity	Suggested Room
08.30-10.00	LF 1	30-40 U	
08.30-10.00	LF 2	30-40 U	
08.30-10.00	LF 3	30-40 U	
08.30-10.00	LF 4	30-40 U	
08.30-10.00	LF 5	30-40 U	
08.30-10.00	Newcomers Session	Held in one of the main session halls, with Simultaneous Interpretation	

2 nd Friday	Activity	Capacity	Suggested Room
09.00-13.00	Governing Board (incl PC)	35 U-shape	

Questions

1. Please complete a room per function overview based on the specified room requirements as outlined.
(please use the blank column to outline your room allocation against our schedule for an easy overview)
2. Please attach a copy of the Convention Centre Floor plan
3. Please give an overview of the Rental Fees. Please indicate in the fees if VAT is included and if not, which VAT % would apply.
4. Please specify what is included in the rental fee: (i.e. electricity, air-conditioning, hostesses, security)

Please send us 3 copies of the full venue brochure with all rooms, spaces and the capacities.

2. Exhibition Requirements

	Minimum Sqm Required	Maximum Sqm available	Rental Fee (per Sqm)
1. Exhibition	1,000 Sqm net (3,000 Sqm Gross)	_____	_____
2. Poster	250 Sqm net	_____	_____

Exhibition space column free Yes No

Adjacent to session rooms Yes No

If not, what is the distance? _____

Charge for set-up/ tear down day? Yes No

If so, what is the cost per day ? _____

Possibility to have reception on exhibition floor (3,000-3,500 attendees) Yes No

(If so, please enclose list of F&B prices).

Internet connection available? Yes No

If so, please specify capacity, provider & prices:

Air-condition / electricity included during the congress Yes No

Air-condition / electricity included during move-in days Yes No

If not, please specify rates: _____

Electricity / water connections already installed on move-in day: Yes No

Storage space available: _____

Please indicate the type of floor in the exhibition hall (carpet, concrete, tiles):

3. Registration area requirements

Registration -Desks and areas	Min. # of m ² / min. # of desks required	Min. # of m ² / min. # of desks available	Rental fee (per day/week)
Pre-paid desks	1 desk	____/____	____/____
Non-paid desks	1 desk	____/____	____/____
New registrations	1 desk	____/____	____/____
Exhibitors	1 desk	____/____	____/____
Hotel desk	1 desk	____/____	____/____
Library Tour Desk	1 desk	____/____	____/____
Social Tour desk	1 desk	____/____	____/____
Information Desks	1 desks	____/____	____/____
Administration office	30 m2	____/____	____/____

4. Catering

IFLA does not provide catering to the attendees. We plan to have a cash catering area on the exhibition floor, but catering is also needed outside of the exhibition hours. Please outline the possible areas where you would set-up cash outlets (either existing ones or purpose built) with seating capacities for 1000 persons all together including approx. 300 seats in the exhibition.

(if possible, please outline these on the venue floorplan)

5. Additional requirements

A. Simultaneous Translation

Simultaneous translation is an important component of the IFLA World Library and Information Congress within the 3 main session halls, as indicated in the Room requirements.

IFLA requires provision for 7 official languages -> 6 translation teams.

Do the 3 main session halls have built-in SI booths Yes No

How many booths are there and how many channels are available?

Are there additional costs for use of these booths? Yes No

If there is an additional cost, please advise how much:

If session halls do not have purpose built SI booths please confirm, if allowing for the required seating capacities as indicated above, if there is sufficient space for these to be constructed within the session halls?

Also please provide estimated costs for construction and installation of booths and equipment

Please provide estimate costs for the rental of 400 headsets in each of the 3 main session rooms Sunday - Thursday.

B. Internet Access / Wi-Fi Facilities

It's IFLA's policy to provide internet access and free Wi-Fi throughout the congress centre to all delegates.

Does the Convention Centre have Wi-Fi access throughout the centre? Yes No

If only in part of the centre, please advise which areas:

Is the cost for Wi-Fi access to delegates included within the rental fees? Yes No

If no, please advise the costs to have Wi-Fi access in all rooms occupied by the Congress and please provide information about the bandwidth that this costs covers

C. Other

Are there any exclusive contracts with suppliers? Yes No

If so, for what services? _____

Please specify prices for: food & beverage, electrical, telephones, cleaning, guard service, services staff, microphones, projectors, computers, flags, and other services available from the Convention Centre.

Are there contracts with a preferred caterer and or AV supplier? Yes No

If yes, please indicate which company:

What is the room set-up that is included in the rental price in terms of:

Furniture (chairs, head table, lectern, stage etc.) Yes No

If so, please specify: _____

Basic A/V (screen, beamer, microphone etc.) Yes No

Table linens Yes No

Water in the room for participants Yes No

Water for speakers Yes No

Pads, mints Yes No

Overnight cleaning of session rooms Yes No

House lightning and air condition during the event Yes No

Are there additional costs for reset of rooms: Yes No

Overnight changes costs:

Daytime changes costs:

Please see page 15 of the room requirements overview, many daytime changes are needed on the Saturday, please specify the cost for this, if any:

Does the Convention Centre have:

an ATM Yes No

a Business Centre Yes No

a Bank Yes No

First Aid Facilities Yes No

Access for the Disabled Yes No

What areas of the Convention Centre are carpeted?

Is electronic signage available? Yes No

Are there wide-screens available to be used for announcements etc.? Yes No

Is the venue able to facilitate live broadcasting?

- for TV? Yes No
- For Internet? Yes No

Rates:

Are the rates negotiable? Yes No

Is a discount being offered? Yes No

If so, how much? _____

If no, when is the earliest date rental rates can be confirmed? _____

Is it possible to confirm rental rates for 2024? Yes No

What is your expected rate of price increase per year? _____

In which currency will you charge your rental fees and services: _____

Do the rates include tax? Yes No

What is the tax on the meeting / exhibition space? _____

Please attach a sample contract.

Security

Do you have a Security Plan Yes No

If so, please provide us with a copy.

Do you have an emergency plan? Yes No

If so, please provide us with a copy.

What is the role of the organizers/PCO in case of an emergency?

Is a Risk Assessment carried out? Yes No

Are security staff or venue marshals included within the rental rates? Yes No

Will the fire department check the exhibition prior to opening? Yes No

Sustainability

Is the congress venue ISO 9001 certified? Yes No

What best practices do you have in place to maximise Sustainability? Please include also best practices of your exclusive suppliers:

7. Hotels

IFLA prefers to contract hotels that do not have a surcharge for the use of internet.

	Minimum # Rooms needed	Maximum # committable rooms	Hotel rooms average rate	Breakfast average rate
Luxury 5-star hotel	300	_____	_____	_____
4-star hotel	750	_____	_____	_____
3-star hotel	750	_____	_____	_____
2-star and student	250	_____	_____	_____

Please provide average rates excluding breakfast.

VAT applicable to hotel rooms: _____

Service charge applicable to hotel rooms: _____

How many committable hotel rooms are within walking distance of the Convention Centre?

5-star hotels

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

4-star hotels

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

3-star hotels

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

2-star and student

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

Are the major potential headquarter hotels within walking distance willing to offer the following?

Upgrades/amenities for VIP's (30) Yes No
 Discounted staff/supplier accommodation (55) Yes No
 Complimentary suites for a limited number of VIP's (6) Yes No

Limousine pickup for a limited number of VIP's Yes No
Are the hotels willing to sign a contract with a foreign country? Yes No
Would the hotel(s) be willing to offer Complimentary rooms for site inspections (10) Yes No

8. Transport

Is there an International Airport near the city? Yes No
(if so, please name the airport and distance) _____

How many International Airlines service the above airport?

How many international destinations have direct flights for the above airport?

Can you advise what cities have a direct link?

What cities are within a 3 hour direct flight or train trip?

What are the different means of transport from the airport and their average fee to the city centre

- Taxi Fee _____
- Bus Fee Fee _____
- Train Fee _____
- Shuttle Fee _____
- Other, _____ Fee _____

Is there a public transport system?

If yes, please provide more details:

Accessibility to the congress centre with public transportation:

9. Convention and visitors Bureau (CVB)

Please provide a list of services available by the CVB to the Congress Organizer such as:

Promotion (what type) _____

Media/PR (what type) _____

City Brochures (how many complimentary, cost, what languages?)

Restaurants

Attractions

Maps

Public transportation tickets:

Complimentary Number: _____ Cost: _____

Welcome desks and hostesses at airport on days of peak arrival and departure:

Complimentary Cost: _____

Welcome signs and banners at airport, convention centre, and major downtown areas

Complimentary Cost: _____

Registration Personnel if provided, cost per hour: Cost: _____

Please provide a list of suppliers or a directory:

What kind of financial support is offered for site visits:

10. Tours

Please complete the table below by proposing three different tours.

Category	Timetable	Frequency	Prices (per trip/tour)
Day-trip (City-tour, museum visit etc.)	Half day	During the congress	
1.			_____/____
2.			_____/____
3.			_____/____
4.			_____/____
5.			_____/____
Day-trip (City-tour, museum visit etc.)	Full day (incl. lunch)	During the congress	
1.			_____/____
2.			_____/____
3.			_____/____
4.			_____/____
5.			_____/____
Overnight / Package tours	3 days, 2 nights	Pre and post Congress	
1.			_____/____
2.			_____/____
3.			_____/____

Appendix 2 Provisional programme outline 2024

Saturday XX August	Sunday XX August	Monday XX August	Tuesday XX August	Wednesday XX August	Thursday XX August	Friday XX August	
Professional Council Regional Council Finance & Risk Committee Governing Board 08:30 - 17:00	Officers Briefing Regional Divisions Advisory Committees 08:30-10:30	Opening Session 9:00-10:30	Sessions 08:30-12:45	Sessions 08:30-12:45	Sessions 08:30-12:45	Library visits full-day & half-day	Professional Council Meeting 8:30-11:00
	Sections Standing Committees 11:00 - 18:00	Sessions 10:45 - 12:15					
	Officers' Reception (by invitation only) 19:00-21:00	President's Lunch (by invitation only) 12:15-14:00	Sessions 13:45-18:00	Sessions 13:45-18:00	Sessions 13:45-16:00		
		Exhibition Opening 16:00 - 18:00					Closing Session 16:00-17:30
		Caucus Meetings 18:00 - 20:00					

Appendix 3 Promotional information IFLA WLIC

The IFLA World Library and Information Congress (WLIC) takes place during August each year in a city selected through a competitive process. The Congress normally attracts between 3000 – 4000 attendees from over 120 countries:

2019, Athens:	130
2018, Kuala Lumpur:	113
2017, Wroclaw:	113
2016, Columbus:	139
2015, Cape Town:	109
2014, Lyon:	132
2013, Singapore:	122
2012, Helsinki:	114
2011, San Juan:	115
2010, Gothenburg:	121
2009, Milan:	119
2008, Quebec:	122
2007, Durban:	113

The Congress programme runs over seven days. A National Committee of the local library and information services sector is the host organisation working with IFLA to hold the Congress. On average, the IFLA delegates accumulate around 25,000 hotel nights while staying in the city for the Congress.

IFLA investing in the region

The Congress and host city is extensively promoted internationally and online, significantly raising awareness around the world of the city and region.

The Congress budget is around 2 million Euro. Much of this is spent on local services. In addition, many attendees take the opportunity to stay on for holidays. Some examples follow.

IFLA 2019 World Library and Information Congress, Athens, Greece

Based on IFLA's commissioned research:

- 47% of the respondents extended their visit to Greece for purposes of tourism. From the responses, it could be calculated that more than 1200 holiday days were spent in Greece by the respondents. If extrapolated for all attendees of the conference, it can be estimated that more than 2953 holiday days were spent in Greece because of the IFLA conference. With a similar calculation, it can be estimated that \$3.1 million were spent in Greece due to the IFLA conference.
- 40.6 % of the respondents spent up to \$1000 during their visit to Poland; 39.4 % of the respondents spent between \$1000 and \$2500; 15.5 % of the respondents spent between \$2500 and \$5000; 3.8 % of the respondents spent more than \$5,000.

IFLA 2018 World Library and Information Congress, Kuala Lumpur, Malaysia

Based on IFLA's commissioned research:

- 41.1% of the respondents extended their visit to Malaysia for purposes of tourism. 11.3% of the attendees extended their visit for more than 3 days. If one takes the mean of each category of the extension (2, 5 and for the last category 8 days), it can be calculated that the conference attendees have spent together 670 holiday days in Malaysia. If extrapolated to all attendees of the conference from outside Malaysia (estimated at 1632), it can be estimated that more than 2119 holiday days in Malaysia were spent because of the IFLA conference there.
- 49.3 % of the respondents spent up to \$1000 during their visit to Poland; 21 % of the respondents spent between \$1000 and \$2500; 35.7 % of the respondents spent between \$2500 and \$5000; 12.6 % of the respondents spent more than \$5,000. It can be estimated that \$2.5 million were spent by the attendees in Malaysia due to the IFLA conference to extend their holidays.

The region investing in IFLA

In order to bring a congress to any city around the world IFLA asks that there is a level of local funding to ensure the success of the congress and to provide attendees with a memorable experience of the congress as well as the host city/region.

The level of support sought locally is 700,000 Euro. This could be achieved in various ways of collaboration with local supporters. It can be given as monetary support to cover the expenditure that the congress incurs locally, preferably for budgeted items.

In kind support can be given in various ways, such as:

- The hire costs for the Convention and Exhibition Centre
- The hire of the audio visual equipment during the congress at the Convention and Exhibition Centre
- The hire of the Simultaneous Interpretation Equipment during the congress
- The cost of the Social Cultural Event during the congress – (Venue Rental, Entertainment, Transport Costs and Food & Beverage Costs)

Further support can be given by government bodies or industry supporters to conference attendance grants.

In principle all funds related to the congress are kept in one single congress budget. However provisions can be made to allow local funds to stay and be spent locally.

IFLA has successfully achieved over 450,000 Euro in local business and government sponsorship for its congresses for many years.

Congresses locations up to 10 years back, for reference

2023 Rotterdam, Netherlands
2022 Dublin, Ireland
2019 Athens, Greece
2018 Kuala Lumpur, Malaysia
2017 Wroclaw, Poland
2016 Columbus, OH, USA
2015 Cape Town, South Africa
2014 Lyon, France
2013 Singapore
2012 Helsinki, Finland
2011 San Juan, Puerto Rico
2010 Gothenburg, Sweden
2009 Milan, Italy

Attendee profile

- Around 3,500 attendees, including 3,000 delegates;
- The average age of delegates is mid 40s;
- Gender breakdown is approximately 68% female and 32% male;
- More than half the delegates have budgetary responsibilities within their organization, and an estimated combined buying power of around USD 2 billion;
- Wide international representation

Opportunity for Local Libraries and their staff

The World Library and Information Congress offers professional benefits in two ways. It is an opportunity for the host country to showcase the status of Libraries and Information Science in their country as well as to have their professionals experience international librarianship and international relations in a unique way.

During the IFLA WLIC congress there are usually around 300 volunteers who act as ambassadors for their libraries and the profession as a whole.

Trade Exhibition

The trade exhibition (approx. 1000sqm) that is held in conjunction with the World Library and Information Congress offers a chance for regional companies, governmental bodies and other organizations with products and services related to the library and information field to explore the international market.

About IFLA

The International Federation of Library Associations and Institutions (IFLA) is the leading international body representing the interests of library and information services and their users. It is the global voice of the library and information profession.

It has close to 1500 members comprising national and international associations, institutions, and individuals from over 120 countries.