

Guidelines for preparation of bid documents to host the 38th IGC (International Geological Congress)

The International Geological Congress Committee (IGCC) has prepared these guidelines for future bids to host the IGC. During the IGCC meeting in Cape Town, S. Africa, held on November 7-8, 2011, the committee agreed on providing a set of questions and guidelines to those countries/organisations intending to submit bids to host a future IGC.

We encourage countries submitting bids to provide detailed information (see below), in order to give the IGCC and the Council a better background for the evaluation of bids, and to facilitate bid comparison. In particular, the IGCC is concerned about proposed IGC venues for future congresses, especially the capacity for the venue to adequately manage the projected number of delegates and concurrent sessions. The remaining questions are also important for the evaluation of the proposals.

Programme

The scientific programme is the core of the IGC and we would appreciate a description of the programme structure and the scientific profile.

What is the overall geological theme for the Congress?

What are your plans for scientific outreach linked to the theme(s) of the Congress, (such as a "Theme of the Day" plenary sessions, media strategy, etc.)?

How will you highlight the geology from your region or continent?

Have you considered the length of the Congress (5 to 10 days)? The length of the congress must reflect the number of participants/contributions and the capacity of the venue.

Do you have plans for digital and virtual activities during the Congress?

Excursions

How many pre and post congress excursions are you proposing?

Please provide very short descriptions of the most important excursions.

What are the plans for excursions during the Congress, such as local one day excursions within the region?

What will the transportation and accommodation conditions comprise for the field excursions?

Host City

What are the amenities (e.g. access to hospitals, etc.) and social conditions (security) of the proposed host city?

What is the access to the proposed host city (e.g. how many international flights per day, how many different countries directly access the host city, etc.)?

What are the options for local intra-city travel (public transport)?

What are the travel/entertainment/cultural options for accompanying guests in the host city?

Venue

The number of participants can be expected to differ from region to region. In Europe and North America one should be prepared for 8,000 to 10,000 participants.

What is the maximum number of delegates the venue can accommodate? Please give examples of past conferences held at the venue, with year, number of participants, and, if possible, a website address for the venue.

Previous congresses held in Florence and Oslo had more than 30 parallel sessions. How many concurrent sessions can be run, and what are the sizes of the auditoriums/meeting rooms (number of seats)?

We see a rapid increase in business meetings related to an IGC. What are the facilities for business meetings?

What is the maximum seat capacity for the opening and closing ceremonies? Capacity for the Plenary sessions?

Description of the exhibition facilities to be used for the GeoExpo (area, transport possibilities, staff, etc.)?

What is the expected number of organizations/companies, etc. who will likely contribute to the GeoExpo.

What is the distance between the closest international airport and the venue?

Hotels

How many hotels and hotel beds are available and where are the hotels located relative to the venue?

Transport between the hotels and the venue?

What are the costs associated with the various hotel categories?

The Geohost program

What volume (funds, number of recipients) do you expect?

What are the limitations regarding application for the Geohost program?

Other Themes

Letters of governmental, professional and other support should be included early.

Funding and sponsorship possibilities and commitments must be indicated.

What is the estimated registration fee structure?

Ease of international access into your country. How many countries need visas to enter and what are the costs? Does your country forbid access for individuals from any countries? What are your plans for handling of possible Visa problems for participants?

We hope the above list will assist you in the preparation of the final bid document.