



International Council  
of Societies of Industrial Design  
A Partner of the International  
Design Alliance



International Council  
of Graphic Design Associations  
A Partner of the International  
Design Alliance



International Federation  
of Interior Architects/Designers  
A Partner of the International  
Design Alliance

**2013 IDA Congress  
Bid Manual**

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## 1.0 About this Manual

This manual outlines the procedures, rules and timeline for bidding for the 2013 International Design Alliance (IDA) Congress.

It establishes the legal, financial and technical obligations of each bidding organisation and the host city when selected.

- If a bidding organisation wishes to modify any of the requirements contained in this manual, permission to modify the bid requirements must be granted by the IDA Executive Committee prior to accepting the bid, and the IDA Executive Committee must inform the Executive Boards of the IDA Partners of the requested modifications prior to the bid being accepted for consideration.
- To comply with the deadlines outlined in this document, the IFI Secretariat in Montreal must receive documents on or before the deadline date and time.

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- Any changes or misrepresentation by a bidding organisation of the requirements set out in this bid manual without the IDA Executive Committee's approval will result in the revocation of the hosting of the congress if selected as the successful bid.

## 2.0 Bid process

The bidding process for the IDA Congress begins four years prior to the proposed congress date.

The lead liaison of the IDA for the 2013 Congress bidding process will be IFI, on behalf of the IDA.

### 2.1 Letter of intent

A letter of intent to bid may be submitted through a member of an IDA Partner and or an organisation interested in bidding for a future IDA Congress at any time prior to the beginning of the bid process. Organisations submitting a letter of intent will be notified directly when the bid process begins.

### 2.2 Expression of Interest

Following the call for “Expressions of Interest” (EOI) from the IDA Partners, host cities, through their member association in an IDA Partner organisation may submit an EOI.

EOIs are called for no later than three months prior to the opening of the bid presentation process and are submitted to the IDA lead liaison’s secretariat.

There is no limit to the number of EOI’s that will be accepted for consideration.

Each EOI must be accompanied by a non-refundable € 500 Euros deposit fee. This fee should be directed to the lead liaison of the IDA during the bidding process and should be made by electronic bank deposit; this will be used toward the administrative costs of the review process. Relevant banking information and directions can be found in Appendix B, of this manual.

Each EOI must also include a letter of intent from the ‘Professional Conference Organiser’ (PCO) to be assigned to the event delivery.

All complete EOI’s will be reviewed by the IDA Partner Secretariats and forwarded to the IDA Executive Committee for consideration.

### 2.3 Bid Presentation

The IDA Executive Committee will short list up to six submissions to move on to the bid presentation phase. The IDA Executive Committee reserves the right to short list fewer than six submissions.

Candidates invited to submit bid presentations will have a period of not less than three months and no more than six months to prepare their files.

Representatives of the IDA (up to three secretariat staff) may request to visit each invited city prior to the bid presentation. Travel and accommodations are expenses for requested

site visits are the responsibility of the bidding organisation. Site visit reports will be circulated to the IDA Executive Committee.

Bid presentation files will be circulated to executive boards of the IDA Partners, with the exception of those who represent the bidding country. The IDA partner's boards will provide a mandate to the IDA Executive Committee to make the final selection of the host city.

Bidders will be invited to make presentations in person to the IDA Executive Committee. Travel, accommodations and other expenses for bid presentations are the responsibility of the bidding organisation.

Each bid presentation must be accompanied by a non-refundable € 3,000 Euro fee, made payable to IFI. This fee will be used toward the administrative costs of the bid presentation process. Please see Appendix B (Financial information).

Each bid presentation must be accompanied by the written guarantees outlined in the hosting requirements section of this Manual (page 14).

#### **2.4 Geographic rotation**

Bidding is open to all geographic regions. The time period between when a region hosts the Congress will be a consideration but there will be no strict rotation pattern.

#### **2.5 Presentation to the IDA Partners' General Assemblies**

The recommended host will be invited to make four presentations at the 2011 IDA Congress held in Taipei, Taiwan (Chinese Taipei): One public presentation to all congress delegates and a presentation to each general assembly of the IDA Partners.

#### **2.6 Voting procedure**

Each member of the IDA Executive Committee has one vote. Rounds of voting will take place following the bid presentations until there is consensus for one bidding organisation.

#### **2.7 Conflict of interest**

No sitting member of the IDA Executive Committee or the IDA Partner's boards may be associated, affiliated or involved with an organisers bid process and/or selection.

The IDA Executive Committee consists of three representatives each from Icsid, Icograda and IFI. Where any partner is represented by less than two members due to conflict of interest, the Executive Board of that partner will designate representatives to participate in the selection process so that each partner is equally represented.



#### **4.0 About the IDA**

The International Design Alliance (IDA) is a strategic venture between the international organisations representing design. The alliance was created by founding partners Icsid and Icograda and ratified by their respective general assemblies in September 2003. In September 2008, the IDA welcomed the International Federation of Interior Architects/Designers (IFI) to the alliance as the third partner.

The alliance is based on the desire of its partners to "do together what they cannot do alone," concentrating on opportunities arising from multidisciplinary collaboration.

#### **5.0 About the IDA Congress**

The IDA Congress is the primary event for dialogue between designers and non-designer stakeholders in a summit format.

The aim of the IDA Congress is to bring together the unified voice of designers around the world in a themed framework to advance the vision and mission of the IDA by engaging with government leaders (commerce, trade, culture, etc.), INGO's, business, science and technology, education, the social sciences (ethnography, sociology).

The IDA's primary objectives for the Congress are:

- To promote the value of design-based collaboration between designers and non-design stakeholders.
- To provide an engaging and educational experience for the memberships of the IDA partners, and to promote interaction among the memberships.
- To brand the IDA as the global voice of design.

## 6.0 Background

### 6.1 Joint Congresses

The IDA Partners have held joint congresses every six years since 1981, to foster closer collaboration between the international design associations. Past joint congresses have been held in:

- 1981 – Helsinki, Finland
- 1987 – Amsterdam, the Netherlands
- 1993 – Glasgow, Scotland
- 1999 – Sydney, Australia
- 2005 – Copenhagen, Denmark

For information on the past congresses of each IDA Partner, please visit the partner websites: [icsid.org](http://icsid.org), [icograda.org](http://icograda.org) and [ifiworld.org](http://ifiworld.org)

### 6.2 IDA Congress

In 2011, the inaugural IDA Congress will be hosted in Taiwan (Chinese Taipei) by the Taiwan Design Centre.

### 6.3 IDA Congress Organising Committee

The IDA will appoint a programme committee and operations committee to work with the host(s) consisting of the president elects and the senior staff member of each IDA Partner. The president elects shall be responsible for the programming decisions related to the congress and the staff will be responsible for the operational decisions related to the congress.

## **7.0 Breakdown of groups**

IDA Congresses may be attended by a varied group of stakeholders. The breakdown of these groups is briefly described below.

### **7.1 IDA Executive Committee**

The IDA is managed by an executive committee of nine members appointed in equal numbers from the IDA Partners. The senior staff of each partner serves as observers to the committee.

### **7.2 IDA Partners Executive Boards**

Each IDA Partner is governed by an executive board elected by their members sitting in general assembly. The number of representatives on each board is determined by the organisations governing documents.

### **7.3 IDA Partner Secretariats**

Administration of the IDA's activities is managed on a rotating basis by the secretariats of the IDA Partners.

### **7.4 IDA Congress delegate**

The IDA Congress may be attended by any individual who pays the appropriate registration fee.

### **7.5 IDA Partner Member delegations**

Member organisations of the IDA Partners attending the IDA Congress.

### **7.6 IDA Partners Staff**

Each IDA Partner hires its own staff to administer its independent operations.

### **7.7 IDA Congress Host**

The organising committee of future IDA Congress hosts. The delegation will normally include representatives of the local design community, local, regional and national government supporters.

### **7.8 Future Bidding Organisations**

Preparatory committees or delegations from cities interested in bidding to host an IDA Congress in the future.

### **7.9 Project partners**

Icsid, Icograda and IFI projects and initiatives including World Design Capital® cities, World Design Survey participants, INDIGO supporters, Icograda Design Week hosts, Icsid Interdesign representatives, and World Interiors Day, IFI Round Tables and Think Tanks.

### 7.10 INGOs

Representatives from international non-governmental organisations (INGOs) with whom the IDA Partners have official relationships, including ISO, UNESCO, UNIDO and WIPO.

### 7.11 Sponsors

Sponsors and partners of the IDA, the IDA Congress and its host organiser, and/ or sponsors and partners of the individual IDA Partners.

## 8.0 Expression of Interest outline

### 8.1 Name of bidding organisation and affiliation

Description of the bidding organisation and the proposed organising committee. Please describe each entity's legal status and affiliation with the IDA. A letter of intent from the PCO you intend to work with must also accompany each EOI submitted.

### 8.2 General information

- Geography
- Population
- Cultural heritage
- International access (air, rail, road, water)
- Access to potable water
- Meteorology (average temp and rainfall during proposed dates) and potential natural disasters
- Transportation conditions (public)
- Access to health care
- Design economy, policy and support
- Security and terrorism risk

### 8.3 Support for the proposal

- Public bodies, NGOs and government agencies involved
- Commitments that are binding (i.e parties that have created/ incorporated a formal entity to manage the bid and event)
- National and local election schedule between bid and host date
- Potential impact
- Evidence of support
- Letters of support from relevant government agencies
- Letters from design organisations
- Letters from funders

### 8.4 Proposed dates, concept, theme and budget

- How does it advance the bidder's overall development objectives
- How does it advance the IDA's objectives
- Legacy of event to host
- Summary programme (a detailed programme would be required in the bid presentation)
- Proposed budget and listing of funding sources

### 8.5 Legal Requirements

- Agreement between entities involved in bid (sample agreement to be provided)
- Guarantee that no other national or international design event will take place one month before to one month after (ie: focus on Congress)
- Guarantee IDA marks and Intellectual Property will be respected

- Guarantee bidding organisation is empowered to present the Expression of Interest

#### **8.6 Customs and Immigration information**

- Guarantee of entry for delegates to General Assembly
- Guarantee of entry for IDA staff and governing officers
- Tourist visas for Congress delegates and speakers
- Import, use, export of goods free of customs and duties (when non- commercial)
- Health and vaccine guidelines and regulations
- Specifics on import of media, technology, equipment
- Specifics on recording with intent for broadcast
- Specifics on access for media

#### **8.7 Environmental impact**

- Process to minimise the environmental impact of the Congress.

## 9.0 Hosting requirements

### 9.1 Venues

In bidding to host the IDA Congress, the host assumes responsibility for providing the space and facilities for the congress, the IDA Partners' General Assemblies, their associated workshops and the pre-general assembly and post-general assembly board meetings of the IDA Partners.

The venues include but are not limited to:

Main plenary hall	- capacity determined by delegate projection
Breakout session rooms	- capacity determined by Congress format and delegate projection
Speaker Ready room	- preparation room for IDA Congress presenters
Media room	- working space for media covering the Congress
IDA Secretariat	- working office for the IDA Secretariat staff
Meeting rooms	- 3 separate board meeting rooms for 15 people each
Registration area	- sufficient space to handle registration and inquiry for all Congress delegates

Note: specific requirements for the IDA Partners' individual General Assemblies will be provided by each Partner organisation.

Other considerations for venues include:

- Appropriate soundproofing and air conditioning for all Congress venues
- All main venues and meeting rooms should be equipped with audio-visual equipment that can be connected to laptop computers for presentations
- All main venues and meeting rooms should be equipped with high speed internet connections (wireless access preferred)
- The Congress should be easily accessible from the international airport and centrally located accommodations
- Catering facilities to accommodate the breaks and lunches for the duration of the congress.

### 9.2 Accommodations

Based on an average attendance of 1000 delegates, the bidding organisation should demonstrate the availability of hotel accommodations in the following categories:

- 4-5 star: 250 rooms
- 3 star: 500 rooms
- 2 star/budget accommodations: 250 rooms

The Executive Boards and staff of each IDA Partner should be accommodated at a 5-star designated 'host' conference hotel within close proximity to the congress venue if possible.

The Expression of Interest should include the process for booking accommodations and demonstrate that the accommodations are a reasonable distance from the main Congress venue.

### 9.3 Written guarantees

The following guarantees will be required from all bidding organisations:

- Guarantee that the responsibilities of the host organisation will be met
- Letter of credit or equivalent or written guarantee from the bidding organisation's financial institution or national government that they have sufficient capital to finance the Congress as projected in the financial estimate (including financial estimates).
- Written guarantee from the host country government that any bona fide delegate to the General Assemblies of the IDA Partners will have free entry to the country to attend a General Assembly
- Letter of guarantee from the PCO to be assigned to the event delivery.

Confirm in writing that neither the IDA, the IDA Executive Committee, nor the IDA Partners, will have any financial responsibility for any deficit suffered by the host(s).

### 9.4 Site inspections

Once selected as the host, the local organising committee will cover the travel and accommodations costs for representatives of the IDA to conduct up to two site inspections.

### 9.5 Licensing fee

In consideration for the use of host(s)' event trademarks and all other rights granted, the successful host will pay a fee of € 150,000 Euros, payable in three equal sums to the IDA Partners on a schedule to be determined in the event agreement (MoA).

### 9.6 Management fee

In addition to a licensing fee of the 2013 IDA Congress, a management fee of € 35,000 Euros is payable for project management and promotional services provided by the lead secretariat. This fee is payable in a manner to be determined in the event agreement (MoA).

## **10.0 General Overview of the Conditions governing the organisation of an IDA Congress**

The IDA Congress is organised to advance IDA vision and mission. The event planning, management, promotion and finance associated with the IDA Congress are the responsibility of the host(s) and are subject to the following conditions:

1. Offers to organise a congress must be done in accordance with this bid manual.
2. After winning the bid, a memorandum of agreement (MoA) shall be sent by the IDA Executive Committee to the host(s) confirming the respective arrangements and conditions, including the financial arrangements.
3. During the period commencing at the signing of the MoA and until the IDA Congress, the host(s) will send a representative to the signing of the MoA and each of the scheduled IDA
4. The host(s) will present regular progress reports to the IDA Executive Committee between their meetings in the form of written reports.
5. During the four-year period preceding the IDA Congress, the host(s) shall arrange up to two planning meetings with six representatives of IDA on a schedule to be determined between the IDA and the host(s) all costs associated with these meetings will be borne by the host(s).
6. Neither the IDA, the IDA Executive Committee nor the IDA Partners, nor the IDA Partner Executive Boards can accept any financial responsibility for any deficit suffered by the host(s).
7. The host(s) shall discuss the following in advance with the IDA Executive Committee and be guided by its recommendations:
  - 7.1 The programme, including provision for such events as exhibitions and entertainments and for publications
  - 7.2 The form and organisation
  - 7.3 The choice of speakers and other participants
  - 7.4 The arrangements for simultaneous translation
8. All advance information and programmes shall be published in English. This should apply to main congress publications and documents distributed to participants.
9. The host(s) are primarily responsible for the marketing and promotion of the stated events within the IDA brand guidelines.
10. The IDA Executive Committee shall give all such help, advice and support as may reasonably be asked for by the host(s) to ensure the success of the Congress. This includes access to all IDA address lists, documentation concerning previous Congresses,

promotion of the Congress through IDA's normal channels of information and publication, cooperation in obtaining material for exhibitions and projection, etc.

11. No Congress registration fee shall be paid by members of the IDA Executive Committee nor by the Executive Board Members and paid staff of Icsid, Icograda and IFI and all such participants
  12. The host(s) will pay the IDA a management fee of € 35,000 Euros to the 2013 IDA Congress Lead Liaison for the secretariat project management and promotional services provided, in addition to a licensing fee of € 150,000 Euros to be determined by the MoA.
  14. The hotel accommodation of members of the IDA Executive Committee and the Executive Board Members and paid staff of Icsid, Icograda & IFI shall be borne by the host(s). The members of the IDA Executive Committee and the Executive Board Members of Icsid, Icograda & IFI and their paid officers shall be offered complimentary accommodation for a 5-star hotel, an approximation of nights required by each partner is below:
    - Icsid** - Twelve (12) nights for paid secretariat staff and nine (9) nights for the executive board (includes eleven (11) Icsid executive board members and four (4) Icsid secretariat staff)
    - Icograda** - Ten (10) nights for paid secretariat staff and eight (8) nights for the executive board (includes twelve (12) Icograda executive board members and four (4) Icograda secretariat staff)
    - IFI** - Twelve (12) nights for paid secretariat staff, 9 nights for the executive board (includes thirteen (13) IFI executive board members and four (4) IFI secretariat staff)
- These figures are based on a 3-day congress and 1 to 2 day education conference/ workshop and internal meetings necessary to each partner's organisation. The duration of the final agreed congress programme may vary and therefore the number of nights accommodation may also fluctuate. The or MoA will confirm the final number.
15. The host(s) shall arrange for adequate documentary (audio/visual, etc) coverage of the Congress.
  16. The host(s) shall supply to the IDA Executive Committee, within three months of the end of the Congress, full documentation on the organisation of the Congress and a financial statement to assist in the planning of future Congresses. They shall also supply six complete sets of printed material used for the Congress for archival purposes.
  17. The host(s) shall offer to the IDA Executive Committee on terms to be agreed, copies of any photographic or videotape material concerning the Congress and general assemblies.
  18. At least one copy of any published congress report or main exhibition catalogue shall be sent by the host(s) to each Member of Icsid, Icograda & IFI.

19. When there is more than one Icsid, Icograda or IFI member association in the host country, all the associations should be officially affiliated with the organisation of the Congress. The allocation of responsibilities within the organisation is, however, a matter for national agreement.
20. The host(s) is responsible for providing space and related facilities for the Icsid, Icograda & IFI Secretariats and for their general assemblies. Any financial liabilities to be borne by Icsid, Icograda or IFI respectively shall be agreed by each organisation in advance in writing.

## Appendix A

### Background

#### International meetings and conventions overview

Bidding organisations are recommended to visit the following website on statistics of the international meetings market:

<http://www.iccaworld.com/spps/sitepage.cfm?catID=33%20&expnav=1>

Bidding organisations are also advised to check the following source for best practices and business standards on sustainable events (BSI standards):

<http://www.bsi-global.com/Shop/Publication-Detail/?pid=000000000030146791>

## Appendix B

### Financial information

Please make all payments by electronic transfer to the following account:

**Note: Please include all account details below as well as the full name of your association when making payments.**

**Account Name:** The International Federation of Interior Architects/Designers (IFI) Ltd

**Account Number:** 260-434055178

The Hong Kong & Shanghai Banking Corporation Ltd

21 Collyer Quay

#08-01 HSBC Building

Singapore 049320

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Bank Telephone: +65 6216 9008