



International Convention on Science, Education and Medicine in Sport (ICSEMIS)

ICSEMIS 2016, Brazil

Candidate Procedure and Questionnaire

Background and Bid Invitation

In 2012, three leading international organisations in sport, sports medicine and sport science: the International Council of Sport Science and Physical Education (ICSSPE), the International Paralympic Committee (IPC) and the International Federation of Sports Medicine (FIMS) reiterated their intention to hold a joint scientific conference every four years in the host country of the Paralympic Summer Games.

Previous editions of the International Convention on Science, Education and Medicine in Sport (ICSEMIS), with the International Olympic Committee as a partner organisation also, were held in Guangzhou, China, in 2008 and in Glasgow, United Kingdom, in 2012.

With the Olympic and Paralympic Games to be held in Rio de Janeiro in 2016, the three parties who jointly form the 2016 ICSEMIS International Coordinating Committee (ICC) are now accepting applications for the 2016 ICSEMIS.

This important event is expected to gather again over 2,000 delegates. Their backgrounds include all different fields of sport, sport and exercise science, physical activity, sports medicine and physical education; making it the most comprehensive multi-disciplinary gathering of professionals of the year.

Document Presentation

Introduction

The Candidature Procedure and Questionnaire is provided by the International Coordinating Committee in full to Candidates engaged in the ICSEMIS bid process. It contains explanations about the various steps of the candidature until determination by the Host Committee in July 2014.

Structure

The Candidature Procedure and Questionnaire is structured in three parts as follows:

Part 1 Candidature Procedure

Part 1 outlines what is required of a Candidate during the bid process. It contains procedures, rules and deadlines to be respected by Candidates.

Part 2 ICC Questionnaire

Part 2 contains the detailed ICC questionnaire which provides the structure of the Candidature File to be submitted to the ICC and which will form the basis for a technical analysis of each Candidate's bid.

Part 3 Instructions

Part 3 contains precise instructions regarding presentation of a Candidate submission to the ICC.

1.1 Deadlines

The following table lists the main deadlines of the ICSEMIS Candidature Procedure:

Object	Deadline
Open call for Candidates	Feb 2014
Submission of the ICSEMIS Candidatures	May 31, 2014
Evaluation of Submissions	July 15, 2014
Presentation of Candidature	July 2014
Acceptance of Submission / Announcement of Host City	July 2014

1.2 Submission of the ICSEMIS Candidature File, Guarantees, Photographic Files and Undertaking

ICSEMIS Candidature File

Please note that it is not mandatory to answer all questions. However, the more complete your application, the more prepared you will be in terms of delivering ICSEMIS in 2016, as you will have already created relationships with key stakeholder groups in your area.

The ICSEMIS Candidature File should be presented in accordance with the Model ICSEMIS Candidature File described in Part 3 of this document.

Force of obligation

ICSEMIS Candidates are reminded that all representations, statements and other commitments contained in the ICSEMIS Candidature File have the force of obligations, as do all other commitments made by the ICSEMIS Candidate.

Guarantees

The ICC questionnaire asks ICSEMIS Candidates to obtain guarantees from third parties. The aim of these guarantees is to protect both the ICSEMIS Local Organising Committee and the ICC after the Host City is chosen, and to provide the Local Organising Committee with the best possible framework to support the organisation of the convention. This demanding exercise in the candidature phase will pay dividends in the future for the local ICSEMIS 2016 host.

Again, it may not be possible to submit all guarantees within the submission deadline. However, it is to your advantage to provide your Organising Committee with as many guarantees as possible, especially when it comes to financial matters.

All Guarantees submitted should be presented in accordance with the Model ICSEMIS Guarantees File described in Part 3 of this document.

1.3 Analysis of the Candidature Files

Representatives of the ICC shall review the material submitted by ICSEMIS Candidates using the following criteria:

- Completeness of proposal;
- Composition of the scientific committee;
- Feasibility;
- Previous experience;
- Fiscal soundness;
- Ease of access/attractiveness of location; and
- Other factors.

1.4 Host City Contract

Representatives of the selected candidate will be required to sign a Convention Host Agreement (CHA), according to ICC instructions. They must have the appropriate delegated authority to do so.

Theme 1 - Concept

ICSEMIS takes place within a four to five day period, prior to the Summer Paralympic Games in the host country. A number of associations and federations also use the opportunity to stage their own annual meetings and gatherings. State your proposed location and dates to host ICSEMIS in 2016 and specify your reasons.

Describe your motivation and vision, and proposed theme for ICSEMIS 2016.

ICSEMIS, and the members of the ICC enjoy a recognised professional image all over the world. It is the task of ICSEMIS Candidates and Organising Committees, to ensure that this image is positive.

The communications of ICSEMIS should be targeted primarily towards the scientific community, in order to reach the highest quality of speakers. As a multi-disciplinary Convention, different fields should be approached. In addition, as an international event, representatives from across the globe should be present and ICSSPE's Equity Policy should be used as Guidance. The ICC will work closely with the Organising Committee in the years leading up to ICSEMIS 2016 to develop coherent and complementary communication strategies.

Describe the communications strategies and programmes you intend to initiate, in order to promote the Convention and reach out to the professional community before and during ICSEMIS 2016.

Theme 2 - Political and Economic Climate and Structure

List all institutions at regional and local level, and all other public authorities involved in your project of bidding for and hosting ICSEMIS 2016.

Explain the possible interaction between the various authorities concerned, as well as their respective degree of autonomy, if any. For example, regional or municipal support may be of assistance in terms of funding, managerial expertise, and operational deliverables.

Describe the exact role and responsibilities that the above mentioned institutions and public authorities will be expected to have in the preparation and hosting of ICSEMIS 2016. Also provide a description of the intended procedures that will be put in place to ensure good governance and coordination between each body, and with the future Organising Committee.

Describe the specific support that will be provided to your project of hosting ICSEMIS 2016 by all institutions/authorities concerned (i.e. regional, local authorities and all bodies listed above).

Indicate to what extent such support constitutes binding obligations for the authorities involved.

Provide all guarantees obtained from your regional and local authorities including and in addition to each body listed above (i.e. specify support and commitments – financial or otherwise towards your project of hosting ICSEMIS 2016).

Theme 3 - Legal Aspects

Provide a covenant from all authorities concerned by your project of hosting the ICSEMIS 2016 which guarantees the following:

- The respect of the provisions of a Convention Host Agreement which will be signed by the ICC and the Local Organising Committee (LOC) after a successful bidding process;
- The understanding and agreement that all commitments made are binding;
- Taking the necessary steps so that the host fulfils its obligations completely.

Provide an organisational chart of the bid committee including titles and names of persons involved.

Provide a declaration from your authorities confirming that the bid committee is empowered to represent the ICSEMIS 2016 Candidate, and indicate the names of the persons and/or their titles who have the authority to sign contracts and other documents (such as the Convention Host Agreement) on behalf of the Candidate.

Theme 4 - Finance

Provide any financial guarantees obtained from the competent authorities covering a potential economic shortfall of the ICSEMIS 2016 Organising Committee.

Provide any other additional financial guarantee you may have obtained.

In order to obtain verifiable and comparable data, budgets should be prepared on the basis of economic conditions existing at the time of the preparation of the candidature.

ICSEMIS 2016 Candidates must always follow a gross budgeting approach (i.e. always include the gross revenue figure and the corresponding cost).

Registration Fees should be kept as close as possible to the fees used at previous conferences of the same magnitude in order to allow participation from developing countries.

Government/Public Funding amounts budgeted for contributions from local, regional, and national authorities should be indicated.

Private/Corporate Sponsorship is permitted but any arrangements for sponsorship must comply with ICC instructions and must not infringe upon the rights of a sponsor of an ICC member, or sponsor of the Rio Organising Committee of the Paralympic Games. No sponsorships from alcohol or tobacco companies will be accepted and all sponsorship and financial assistance must be cleared by the ICC.

Trade Exhibition space may be sold to companies and institutions and is subject to written approval of the ICC.

Travel expenses of ICC representatives and the ICC Permanent Secretariat shall be borne by the Local Organising Committee to attend preparatory meetings of the LOC, the Scientific Committee and the Convention.

Members of the boards of the ICC, ICC representatives who cooperate with the LOC to prepare for the conference as well as the appointed representatives of the ICC Permanent Secretariat should be provided with free participation in the congress (airline and ground travel, accommodation and board, registration and social programme, max. 10 persons).

Honoraria or stipends for young researchers and experts from developing countries are welcomed.

Expenses for keynote speakers such as airline travel, return transit to and from the Convention site, accommodation at the host hotel, meals during the Convention, and free registration to all events should be provided. (Previous editions had up to 19 keynotes.)

Organisers of invited symposia should be given a sum of money to organise the invitations of speakers, if appropriate. In addition, one free registration should be provided for each symposium. ICSEMIS 2012 had 32 invited symposia.

Upon acceptance of the final financial report by the ICC, the Organising Committee may retain any profits generated up to a sum of 5,000€. On profits above 5,000€, the ICC and the Organising Committee shall each receive 50% of the amount above 5,000€.

Using the template below provide a detailed budget (€) for ICSEMIS 2016 and indicate, which €/local currency exchange rate was used in preparation of the budget.

REVENUES		EXPENSES	
Registration Fees		Marketing and Promotion	
Government/Public Funding		Organising Committee Administration	
Private/Corporate Sponsorship		Scholarship Programme	
Trade Exhibition		Scientific Programme	
Social Events		Social Events	
		Trade Exhibition	
		Local Transportation	
Shortfall		Surplus	
Total		Total	

Theme 5 – Convention Venues and Programme

The programme of ICSEMIS 2016 shall be established on the basis of numerous elements, such as:

- Keynote addresses – invited speakers that are internationally renowned individuals on important global topics.
- Symposia – invited or submitted speakers who join together on presenting a topic of importance through connected presentations in a multi-disciplinary setting.
- Workshops – outlets for professionals to share their knowledge in an active learning environment.
- Oral presentations - submitted presentations, grouped with other presentations in related interest areas.
- Poster presentations – submitted presentations, where material is displayed on bulletin boards and time is set aside for presenters to answer questions and interact with interested parties.
- Round tables – less formal presentations involving a moderator for the small group discussion.
- Special Programmes – including demonstrations, tours and activities designed for a specific target group.
- Social Programmes – including receptions, banquets and galas designed to bring delegates together and encourage networking, as well as local tour packages.

Use the table below to indicate:

- Dates and days for the type of programme you wish to present;
- Opening and Closing events;
- All proposed venues;
- Gross seating and standing capacities of meeting rooms used in venues.

Programming decisions must also take into account equal representation from both genders and organisers must endeavour to include speakers from different parts of the world.

Date	Programme Element	Venue/Room	Standing/Seating Capacity
(examples)			
August 2	Opening Dinner	Grand Hotel / Ballroom A	1,200 seated
August 3	Keynote Address A	University, Lecture Hall B	300 seated
August 3	Harbour Boat Cruise	City River Boat	400 standing

Convention venues must be smoke-free and wheelchair-accessible.

With the exception of trade displays at the trade exhibition, no form of advertising or other publicity shall be allowed in and above the venues which are considered as part of the Convention, other than those of ICC and ICSEMIS sponsors

ICSEMIS 2016 Candidates are requested, via a guarantee from each venue owner, to secure use of venues for the future.

Please note that, once elected as Host, the Organising Committee must develop a detailed agreement with each venue owner, which is subject to approval by the ICC. The agreement should also consider use of existing technology equipment such as audio and video conference equipment, use of venue staff and early access for association meetings, and signage installation.

Use the following table to indicate, for each Convention venue:

- Current use of venue
- Current ownership

Venue	Current Use	Current Ownership

Provide any written guarantees obtained from venue owners guaranteeing the following:

- Use of venue (including the period the Organising Committee has control of the venue)
- Rental costs (if applicable)

Please indicate whether your programme includes a trade exhibition for suppliers, sporting good manufacturers, and other organisations to showcase their goods and services, as well as an opportunity for the Local Organising Committee to highlight business partners. What will be the location of the exhibition? What are the dimensions and capacity for booth space? How do you intend to solicit exhibitors?

Theme 6 – Scholarships

Please indicate if you are planning on operating a scholarship programme for ICSEMIS 2016.

If you are planning on operating a scholarship programme for ICSEMIS 2016, please describe the number of scholarship awards, and a description of the amounts to be allocated for:

- Full scholarships;
- Partial scholarships.

Please describe the characteristics upon which stakeholder groups will be eligible for such funding assistance.

Please provide any other details that you consider will be pertinent to the administration of the scholarship programme.

Theme 7 – Accommodation

Approximately 2,000 professionals are expected to attend the Convention necessitating the need for various accommodation options, ranging from two to five star- categories, as well as dormitory-style rooms to be made available.

Complete the following table, guaranteed by your national tourist board, detailing the total room capacity within 10km of your city centre, along with availability of public transport.

Type of Accommodations	Number of Rooms (Existing)	Number of Rooms (Under Construction)
5 Star		
4 Star		
3 Star		
2 Star		
Dormitory-Style		

Summary of All Guaranteed Hotel Rooms for ICSEMIS

Hotel Name	Number of Hotels	Number of Guaranteed Rooms
5 Star Hotels		
Existing		
Under Construction		
SUBTOTAL		
4 Star Hotels		
Existing		
Under Construction		
SUBTOTAL		
3 Star Hotels		
Existing		
Under Construction		
SUBTOTAL		
2 Star Hotels		
Existing		
Under Construction		
SUBTOTAL		
Dormitory-Style Rooms		
Existing		
Under Construction		
SUBTOTAL		
TOTALS		

Indicate on Map B the location of all hotels listed.

Please indicate the type of hotel by its number (4 for 4 star, 3 for 3 star, etc.), and use yellow for an existing hotel, and pink for hotel location currently under construction.

Should your gateway international airport not appear on this (these) map(s), please use an arrow to indicate its direction and the additional distance to the airport.

Clearly stipulate the maximum room rate for all room types (single, double/twin and suite) including breakfast(s) and taxes applicable to all guaranteed hotel rooms, in € 2016.

Provide any guarantees obtained from accommodation owners which are planned to be used by ICSEMIS 2016 outlining:

- Room availability;
- Room rate;
- No minimum stay;
- That accommodation contracts are binding to the end of the ICSEMIS 2016.

Theme 8 – Transportation

Explain your ICSEMIS 2016 transport concept (i.e. fleet cars, shuttle buses, access to public transport, etc.) based on your general concept for the Convention with reference to the proposed venues for the social, scientific, and special programmes, and hotel accommodations.

Which is the main international airport you intend to use for ICSEMIS 2016? What are the types and lengths of surface transport links from the airport(s) to the ICSEMIS 2016 hotels and the Convention site? Describe your airport transfer plan, if appropriate.

Use the following table to indicate distances and average journey times by planned transportation mode.

Distance in km / Journey in minutes	International Airport km/mins		Main Convention Site km/mins		Social Tour km/mins	
International Airport						
Main Convention Site						
Social Tour						
Hotel Venue 1						
Hotel Venue 2						
Hotel Venue 3						

Theme 9 – Languages

Although English is the main operating language for ICSEMIS, as an international congress, there will be many participants (including presenters) for whom English is a foreign or second language.

Describe your plans, if any, to provide translation services for Convention attendees.

If you are planning only to provide translation for certain portions of the programme, please provide details on what type of sessions (and which if known) will have translation services.

Describe for which languages you will provide translation services.

Provide any guarantees obtained from translation services providers outlining:

- Languages translated;
- What sessions translation will be provided;
- Rates for translation.

Instructions

3.1 Model ICSEMIS 2016 Candidature File - General presentation and layout

Format	A4 (21cm x 29.7cm), vertical presentation.
Presentation	Simple, soft-cover and glued binding. Loose leaves and binders are not accepted.
Quantity	ICSEMIS 2016 Candidate Cities are required to submit 10 copies of their Candidature File to the ICC no later than 31 May 2014.

All above-mentioned documents should be sent by post/courier.

3.2 Content Instructions

The following table specifies the maximum number of pages per theme, including all maps, tables and any other illustrations:

Theme	Maximum Pages (double-sided, i.e. two pages = 1 sheet)
Theme 1 - Concept	2
Theme 2 - Political and Economic Climate and Structure	1
Theme 3 - Legal Aspects	1
Theme 4 - Finance	2
Theme 5 - Convention Venues and Programme	4
Theme 6 - Scholarships	1
Theme 7 - Accommodations	3
Theme 8 - Transportation	1
Theme 9 - Languages	1

Answers should be concise and concrete, and comply with the form required for each question, as described below. This aspect is essential for the analysis which the ICC will subsequently perform. No illustrations, other than those requested by the ICC, need to be included.

There are three types of answers possible:

- Explanatory: Textual explanation;
- Visual: concrete information which allows rapid visual grasp and objective analysis of the context (e.g. tables, lists, photographic files and maps). When an answer has to be given using these elements, any attached explanation must be complementary and extremely brief;
- Guarantees: Replies which require undertakings on the part of third parties. In the corresponding theme and question, these indicate whether or not the Bid Committee has obtained the guarantee and who gave it. Include all original guarantee documents in the Guarantees Files. (See instructions in the Model Guarantees Files)
- Candidature File covers
- Front cover: Name of the ICSEMIS Candidate.

3.3 Instructions for the Electronic Version

ICSEMIS 2016 Candidates are required to provide the ICC with an electronic version in addition to their ICSEMIS 2016 Candidature Files, containing the following documents:

- ICSEMIS 2016 Candidature File (pdf) – please include one pdf document of the complete ICSEMIS 2016 Candidature File;
- Separate individual pdf documents of each theme of the ICSEMIS 2016 Candidature File;
- Maps A, B (.jpg).

3.4 Model ICSEMIS Guarantees File - General Presentation and Layout

Deliverables

ICSEMIS 2016 Candidate Cities are required to submit two identical sets of guarantees to the ICC no later than 31 May 2014, as follows:

- Guarantees File 1: all original documents;
- Guarantees File 2: copies of all original documents.

Presentation

A4 binder that reflects the presentation and design of the rest of the ICSEMIS 2016 Candidature File.

Referencing

All guarantees should be clearly identified and referenced according to the following instructions:

- Each guarantee should be in a plastic sleeve, identified with a label stating the theme;
- Guarantees should be classified according to the themes by using dividers.

Should a single guarantee document provide undertakings relating to several questions:

- The guarantee should be structured by question number with clear headings; and
- The original should be classified and referenced as above under the lowest theme number it refers to (in numerical order) with copies of this document classified and referenced as above, under all other theme numbers it refers to, and with the additional mention made of where the original is located in the Guarantees File.

Standard Text for Guarantees

The following text should be used for this guarantee:

“.....[name(s) of the duly authorised representative(s)] hereby confirm(s) that the government of (regional authority) of (name of the region)/local authority of (name of the city)

- Guarantees the respect of the Convention Host Agreement;
- Understand(s) and agree(s) that all representations, warranties and covenants contained in the Candidate’s bid documents, as well as all other commitments made, either in writing or orally, by the Candidate (including the Bid Committee) to the ICC, shall be binding on the Candidate; and
- Guarantees that it will take all the necessary measures in order that the Candidate fulfils its obligations completely.”

The following text should be used for these guarantees:

“The undersigned, on behalf of (venue owner), hereby guarantees that, with respect to the ICSEMIS venue(s) identified below, which is(are) owned by (venue owner), the Organising Committee of ICSEMIS will have:

- Exclusive use of the venue / (quantity of rooms) (specify rental costs/free of charge)

Mailing Address:

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