



# 2019 Ordinary IHF Congress – Bidding Conditions

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## ***Accommodation***

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- five-star hotel
- 350 – 500 participants
- single + double rooms
- location of hotel (suitable distance from the airport)

## ***Accommodation fees***

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- define the accommodation fee (full board) for the official delegation (up to three persons)
- define the accommodation fee (full board) for accompanying persons

## ***Bank guarantee***

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- Presenting to IHF a bank guarantee amounting to CHF 100,000 nine months before the event

## ***Deposit***

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- Paying to IHF a deposit amounting to CHF 1,500 at the time of submitting the bid
- Deposit will be fully refunded to those federations which have duly submitted a bid but are not awarded the 2019 Ordinary IHF Congress.
- As for the hosting federation of the 2019 Ordinary IHF Congress, the deposit will be included in the final settlement of the Congress.

## ***Financial obligations of the organiser***

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- board and lodging of the participants
- board and lodging for IHF Council
- board and lodging for five IHF staff members
- transportation from/to the hotel
- requested meeting rooms for the Congress as well as meetings on the fringes of the Congress
- equipment of the meeting rooms for the Congress as well as meetings on the fringes of the Congress as provided in the bidding conditions
- two coffee breaks per meeting day
- social programme
- 12 interpreters for 6 languages of the Congress
- costs incurred by the IHF representatives during the inspection
- costs incurred by the closing banquet
- participants' accreditations

## ***Equipment of Congress meeting room (min. 1,500m<sup>2</sup>)***

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- simultaneous interpreting facilities for 6 languages (6 booths) with monitors connected to the Congress monitors
- stage / podium equipped by monitor for the presenters



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- head table with monitors
- IT system
- electronic entrance control / identification system (see specifications below)
- electronic voting system (see specifications below)
- 6 stand microphones
- 4 wireless microphones
- 230 conference microphones
- 350 to 500 headsets
- 2 projectors
- three individual screens behind the head table or one long screen to be divided into three parts (e.g. the left side showing a fixed picture, the middle showing live streaming, and the right side showing a presentation)
- two screens on each side of the meeting room
- complete sound system
- audio and video recording of Congress
- 230 monitors (to be set up in 6 master languages) including the following data:
  - Congress documents in 6 languages
  - Congress presentation
  - live streaming
  - voting system instructions
  - request to take the floor (button)
- high-speed Internet access free of charge
- photographer (digital camera)
- places for guests
- presentation of handball inside and outside the meeting room to be approved by IHF
- walls shall be covered by different handball-themed wallpapers throughout the room (LED or hard copy)

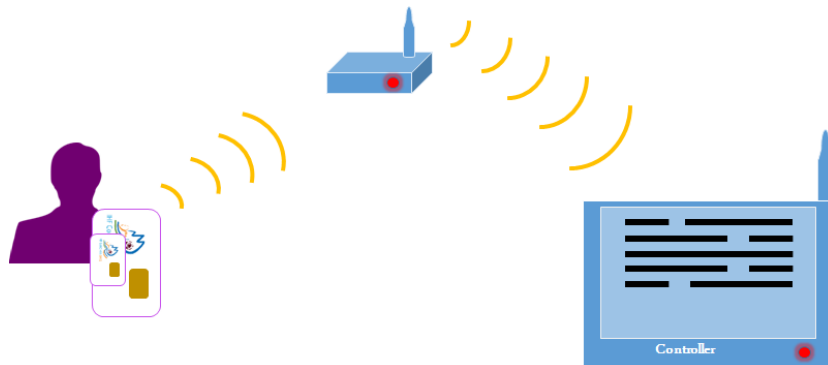
### *Electronic entrance and voting system*

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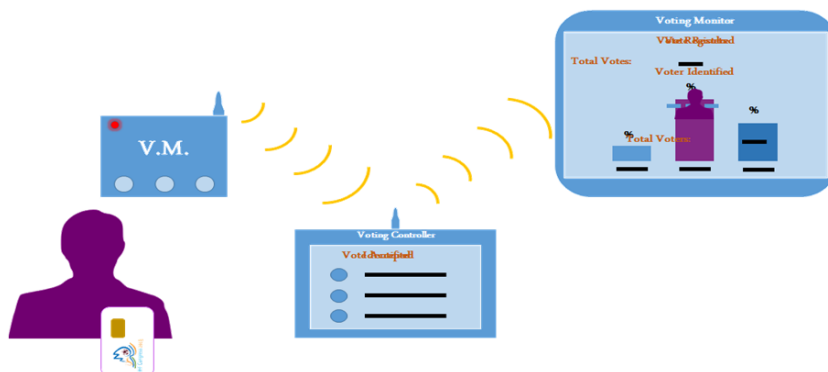
- one ID (accreditation) card for each Congress participant
- one electronic entrance card for each participant
- one electronic voting card per National Federation eligible to vote (credit card-sized with chip)



- voting cards to be distributed to the highest-ranking representative of the NF to be provided by the IHF



- All delegates shall have access through the same designated door and exit through another designated door.
- As soon as the delegate is entering the room, the control station detects and records the delegate's name and country. The number of participants shall be displayed on a screen at the entrance.
- In case the delegate needs to leave the meeting, he has to go through the exit door which will spontaneously record his absence and reduce the number of participants accordingly.



- The voter (who will be in charge of giving the vote according to his federation's confirmation) has to insert his voting card into the voting device in front of him.
- The number of voters shall be automatically counted and displayed on the screen.
- None of the delegates has the possibility to enter or leave the room without his electronic entrance and voting cards.

### **Roll call**

- As soon as the IHF staff call the National Federations, they shall insert their voting cards into the voting machines. The flag of the NFs concerned shall be presented on the screen which will serve as a roll call tool.



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## *Presentation of flags in the Congress meeting room*

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- table flags
- IHF flag shall be on a pole along with the host country's flag
- Flags of the National Federations shall be around the meeting room ceiling or via projection (LED).

## *Admission of new members*

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- Preparing flags of the new Member Federations for the admission ceremony
- Providing ushers
- information of the new Member Federations to be displayed during the admission ceremony

## *Interpreting*

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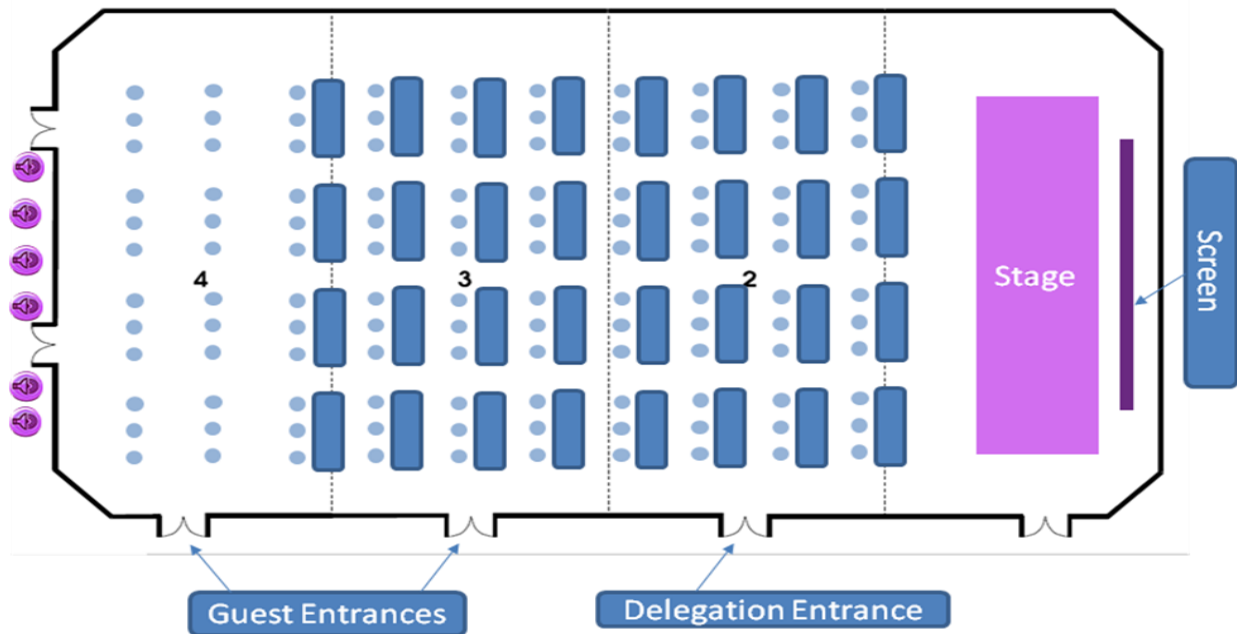
- 12 simultaneous interpreters for the following 6 languages (two per language):
  - English
  - French
  - German
  - Arabic
  - Spanish
  - Russian
- The organiser shall propose their interpreters to the IHF (with CVs) for decision. IHF may also choose their own interpreters if they do not agree to the proposal of the organiser.
- The organiser shall pay all the related costs.

## *Voting and interpreting devices*

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- Controlling the voting process starting from accreditation to the casting of votes
- Providing built-in devices for interpreting and voting

## Model layout of Congress meeting room



- three screens behind the head table in addition to two screens on each side of the meeting room
- classroom-style seating (three rows and two corridors)
- main table will include the IHF Executive Committee and the Managing Director
- side table for IHF staff to operate presentations
- 3D presentation for the layout of the Congress room shall be finalised by the organiser three months in advance.

## Congress material

- bags, pens, notepads, etc.
- accreditation cards

## Equipment of additional meeting rooms

- Providing meeting rooms for Executive Committee, Council, and 5 Continental Confederations with the following equipment:
  - head table
  - microphones
  - wireless microphone
  - 1 screen
  - 1 projector
  - sound system
  - simultaneous interpreting (English/French) during the Council meeting
  - audio recording of the Council meeting
  - 25 monitors for the Council meeting
  - coffee breaks



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- Internet access free of charge
- U-shape for Council and Executive Committee meetings. Classrooms for the Continental Confederations

### *Meals*

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- buffet for three meals per day
- two coffee breaks on the Congress, Council and Executive Committee meeting days
- water in the meeting rooms
- meals to be served in one place for all participants
- soft drinks during meals
- international cooking

### *IHF Offices*

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- Providing three separate offices (with the usual equipment) for the IHF President, Managing Director and staff:
  - 2 phones (international lines)
  - 1 fax machine
  - 2 PCs
  - 5 mobile phones for the IHF staff to be returned at the end of the Congress
  - Internet access free of charge
  - digital copy machine (black/white and colour)
  - 2 laser printers (colour)
  - 1 scanner
  - beverages and cookies
  - Congress notepads
  - IT technician
  - 2 volunteers

### *Additional facilities*

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- Providing a welcome/information desk at the airport after the passport control as well as at the Congress hotel
- Providing a large separate storage room for the IHF
- Providing a separate registration room for the IHF

### *Social/touristic programme*

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- Providing the IHF with a social programme proposal for the Congress participants depending on the overall programme (available free time).
- Providing the IHF with a social programme for accompanying persons during the entire stay in order to send it to the participants.



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## *Visa procedures*

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- The organiser shall confirm/guarantee that all participants (including journalists) are able to obtain visas without difficulty and unhindered entry to the country.
- IHF shall send the applications received directly to the organiser.

## *Closing banquet*

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- Organising a closing banquet for all participants at a place and date to be defined

## *Transportation*

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- Guaranteeing the local transportation required by the participants.
  - transportation for the participants from and to the airport
  - transportation for the participants from and to the Congress venue (if applicable)
  - transportation for accompanying persons regarding the social programme
  - transportation for all participants regarding social programme and closing banquet

## *Other administrative procedures*

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- Producing the Congress logo to be approved by IHF
- Printing of Congress documents in six languages (place of printing tbd)
- Providing name tags of the participating countries to be placed on the tables
- Producing participation certificate for participants

## *Website*

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- Setting up a Congress website including the following.
  - information about the host country
  - hotel information
  - meeting place
  - registration form
  - number of participants
  - countdown of days
  - agenda and programme of the Congress
  - touristic programme (online registration)

## *Internet*

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- Providing free Internet access (wireless) for all the participants



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### *Media*

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- Providing a special place for media during the Congress with information centre
  - IT service (computers, Internet, etc.)
  - Place for media outside the Congress meeting room

### *Rehearsal*

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- Setting a date for a rehearsal (set-up of the main meeting room including booths, monitors, classroom-style seating, main table, podium, voting system, conference microphones, interpreting equipment, etc.)
- Rehearsal should be held one day after the arrival of the IHF office staff.

### *Volunteers*

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- Volunteers shall be provided by the organiser to help the IHF as well as the guests on site.

### *Preparatory course*

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- Holding a preparatory course for the volunteers as well as the working staff of the Organising Committee