



Bidding Conditions



Accommodation

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



Accommodation fees

- Defining the accommodation fee (full board) for the official delegation (up to three persons per NF)
- Defining the accommodation fee (full board) for accompanying persons
- Defining the accommodation fee (full board) for additional nights



Bank guarantee

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



Deposit

- 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 that have duly submitted a bid but are not awarded the 2025 Ordinary IHF Congress.
- As for the hosting federation of the 2025 Ordinary IHF Congress, the deposit will be included in the final settlement of the Congress.



Financial obligations of the organiser

- 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
- board and lodging and fees of interpreters (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. 2,500m²)

- simultaneous interpreting facilities for 6 languages (6 booths) with monitors connected to the Congress monitors



- stage / podium equipped by monitor for the presenters



- head table with monitors



- IT system
- electronic voting system (see specifications below)
- 6 stand microphones
- 4 wireless microphones
- 230 conference microphones
- 350 to 500 headsets
- three individual LED screens behind the head table or one long LED 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) – total size: 20 x 4m



- two LED 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



- 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)
- tables shall be covered with table cloth including the Congress logo





Voting system *

- Voting system (Bosch Dicentis):
 - Microphone
 - Voting system
 - Translation (headphones are provided)
 - Request to take the floor button
- One device per NF (2 headphones per device); in case of three delegates per NF, this delegate will receive a small individual device just for the translation
- Request to take the floor: push the button and information will appear on main table screen
- System can be used by holding identification card on the device as a log-in → no actual roll call is needed, the main screen will display those NFs present in the room (one identification card per NF)
- Whenever a delegate leaves the room, he/she has to log out by holding the identification card on the device
- Touchscreen (with IHF logo)
- Voting options: yes, no and abstention (three buttons on the touchscreen)
- Physical button on the bottom of the device: request to take the floor
- Time limit for voting will be automatically started during the voting process, taking into account that delegates are allowed to change their choice in case of accidentally pushing the wrong button
- Three small buttons on the right side of the touchscreen are always displayed, the rest of the touchscreen can be black whenever no voting is taking place
- If delegates of any NF would like to listen to different channels (languages), additional translation devices will be provided
- Technician will give the floor to NF delegates who requested the floor as per the Congress chairperson's instruction
- Automatic calculation of majorities (simple / two-third) to be displayed on the big screen



Roll call

- To be conducted through the voting system device (as mentioned above)

INTERNATIONAL
HANDBALL FEDERATION
ORDINARY CONGRESS
NOVEMBER 31-12 | 2025 | ANTALYA






Number of full members present (number of voters):

201

Number of associated members present :

4

Number of regional members present :

4

Total :

209

Absolute majority:

101

Two thirds majority :

134

Below the flags, the following numbers shall be displayed:

- Total number of members present
- Number of full members present (number of voters)
- Number of associated members present
- Number of regional members present
- Absolute majority (*based on number of voters*)
- Two-third majority (*based on number of voters*)



Presentation of flags in the Congress meeting room

- Table flags



- IHF flag shall be on a pole along with the host country's flag
- Flags of all National Federations shall be placed in the meeting room



Admission of new members

- 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

- 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.

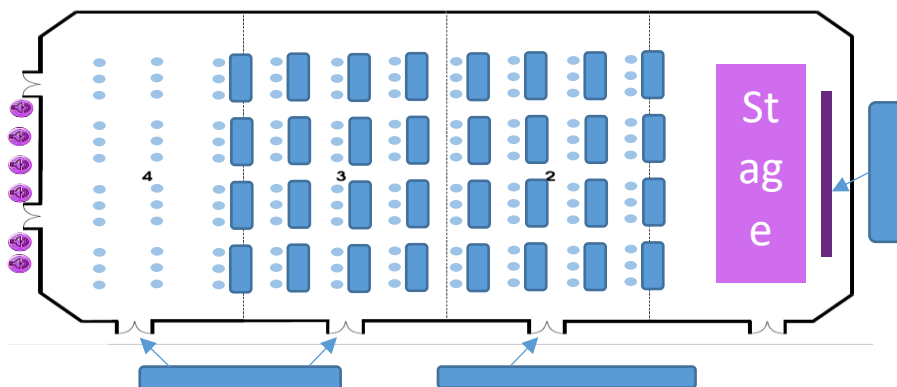


Voting and interpreting devices

- 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 LED screens behind the head table in addition to two LED 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 General 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 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
- Internet access free of charge
- Flags of IHF, the host country, the Congress logo and the Continental Confederations for Council and Executive Committee meetings. Flags of IHF, the Congress logo and the respective Continental Confederation for the Continental Confederations' meetings
- U-shape for Council and Executive Committee meetings. Classrooms for the Continental Confederations' meetings

Executive Committee meeting room:



Council meeting room:



Continental Confederations' meeting rooms (examples of CAHB and OCHF):



Meals

- 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

- Providing three separate offices (with the usual equipment) for the IHF President, General 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

- Providing a welcome/information desk (with Congress and/or handball presentation/decoration) 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
- Signages throughout the Congress venue





Social/touristic programme

- 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.



Visa procedures

- 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

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



Transportation

- 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

- 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

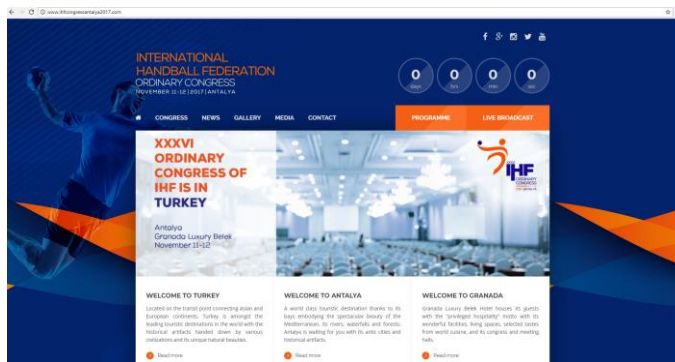


- Producing participation certificates for participants



Website

- 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

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



Media

- 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
- Media backdrops (e.g. for interviews)



Rehearsal

- 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

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



Preparatory course

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

** Note: The voting system might be subject to change due to updated technology available.*