

Bidding Conditions



Accommodation

- five-star hotel
- approx. 300-400 participants
- single & double rooms (in total approx. 300-350 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 2027 Ordinary IHF Congress.
- As for the hosting federation of the 2027 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, namely English, French, German, Arabic, Spanish and Russian)
- 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* (one per booth)



- stage / podium equipped by monitor* for the presenters



- head table with monitors*



- IT system
- 6 stand microphones
- 4 wireless microphones
- 230 conference microphones
- 300-400 headphones for the translation
- 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* (one per National Federation) 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 by external service provider of the IHF

- An external service provider of the IHF will supply the secure voting platform for the Congress.
- The highest ranked representative of each participating National Federation, whether entitled to vote or not, will receive unique log-in details (username and password) to log into the voting platform.
- As soon as the representative logged into the voting platform, the National Federation concerned will automatically be considered in the roll call (agenda item 2 of the Congress). No actual roll call will be carried out during the Congress.
- During the course of the Congress, the ability to cast votes will be opened in real time. When announced in the meeting, the voting question and voting choices will automatically appear, and then the delegates entitled to vote may cast their vote. To vote, delegates must select their voting direction from the options shown on screen. Once cast, the option will be highlighted and a confirmation message will appear to show the vote has been received. Delegates will be given the opportunity to vote until the voting is closed.
- A test vote will be conducted before the start of the official voting.
- Virtual training sessions will be organised prior to the Congress in order to allow delegates to become familiar with how to vote.



Roll call

- To be conducted through the voting system by the external service provider of the IHF (as mentioned above)



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



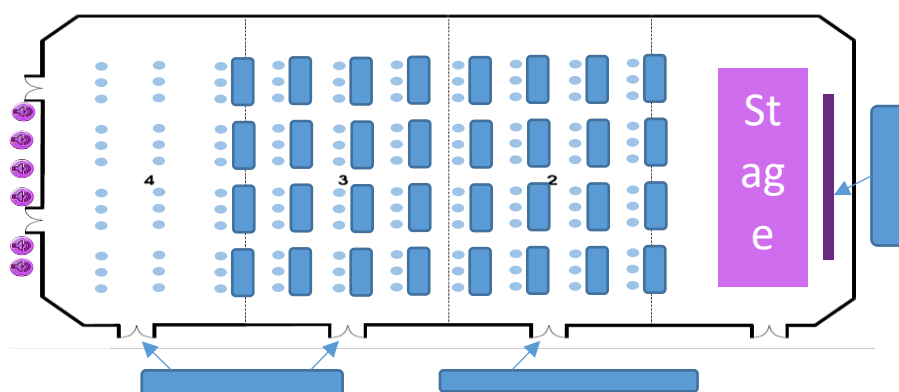


Interpreting

- 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.



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, the Presidents of the 6 Continental Confederations 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
- conference microphones
- wireless microphone
- 1 large screen
- 1 projector
- sound system
- simultaneous interpreting (English/French) during the Council meeting
- audio recording of the Council meeting
- 5 comfort monitors on the floor (55" LED HD) 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

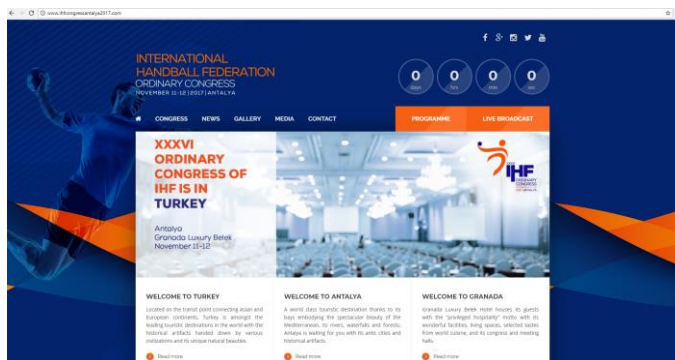


- Producing participation certificates for participants



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: Alternatively, tablets (e.g. iPads) or laptops may be provided.*