

18th World Conference on Tobacco or Health 2021

Invited bidding for Conference Venue

Closing date for applications

18 September 2017

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Introduction

This bidding document outlines the main requirements for cities with proven track records that wish to submit a bid to host the 18th World Conference on Tobacco or Health (WCTOH).

It includes general information, various policies and requirements governing this event and clear guidelines of tasks and responsibilities of all parties involved. This manual also defines roles and responsibilities of the Local Partner (LP) and the Secretariat of the World Conference on Tobacco or Health (WCTOH). The final decision on the venue choice will be made by the World Conference on Tobacco or Health's Advisory Board.

Part A

Information about the conference and requested documents

A.1 General information about the WCTOH

a) Conference objectives

The current objectives of the conference are to:

- exchange tobacco control and related information internationally
- share recent achievements, failures, obstacles and challenges, in particular regarding the implementation of the Framework Convention on Tobacco Control (FCTC)
- advance tobacco control policies beyond the FCTC
- report on tobacco use trends locally and worldwide
- share experiences and knowledge between all countries in the world with different cultures and different levels of economic development
- promote research and collaboration in particular fields of tobacco control
- provide a forum for the discussion of problems common to several countries or regions to strengthen the international tobacco control network
- show the importance of tobacco prevention and control to reduce the burden of non-communicable diseases (NCDs).

b) Previous World Conferences

1 st	New York, USA	1967	10 th	Beijing, China	1997
2 nd	London, UK	1971	11 th	Chicago, USA	2000
3 rd	New York, USA	1975	12 th	Helsinki, Finland	2003
4 th	Stockholm, Sweden	1979	13 th	Washington DC, USA	2006
5 th	Winnipeg, Canada	1983	14 th	Mumbai, India	2009
6 th	Tokyo, Japan	1987	15 th	Singapore	2012
7 th	Perth, Australia	1990	16 th	Abu Dhabi	2015
8 th	Buenos Aires, Argentina	1992	17 th	Cape Town, South Africa	2018
9 th	Paris, France	1994			

Part A

Information about the conference and requested documents

A.2 Conference timing

The conference is generally held in March and preferably towards mid-end of the month. Conference dates should not coincide with seasonal meteorological risks (e.g. blizzards, monsoons), local holidays or major events in the host city that could disrupt the functioning of the city or conference.

The venue rental should start on Sunday and run through until Thursday. The conference itself would be held from Tuesday morning to Thursday afternoon.

The conference format includes three days of programme sessions, public activities, and commercial and non-commercial exhibitions.

A.3 Information about the requested documents

In order to evaluate whether a bid maybe placed before the Advisory Board, the following documents should be provided to the Conference Secretariat hosted by the International Union Against Tuberculosis and Lung Disease (The Union):

- Letter of intent confirming interest to host the World Conference on Tobacco or Health in 2021 prepared by the host organization.
- Written statement that the Local Partner(s) will provide all necessary support and collaborate with the WCTOH Secretariat in organising the conference.
- Description about the Local Partner(s) including the organisational structure, main activities, and a confirmation that the organisation has never received support and/or collaborated with tobacco industry or its affiliates.
- Proposed city and its health, safety and security considerations, including recent or imminent steps taken to negate threats. City compliance with and promotion of “smoke-free” policies would be a plus.
- Support letters from national, local convention bureaus, and entities actively involved in tobacco control.
- Resource support pledge from the local government, National Ministry of Health and/or Chamber of Commerce.

Part A

Information about the conference and requested documents

- Visa and entry requirements for the country, including the number of embassies and consulates around the world, their distribution across continents and the number of nationalities requiring a visa.
- Calendar of political elections on city, regional and national level within six months of the conference.
- A detailed description of the proposed venue (including history, renovations, technical specifications, CSR programmes, tobacco use policies, accessibility for those with special needs, emergency facilities onsite, list of recent or future clients).
- Hotel room breakdown — number of rooms within walking distance from the venue, distribution of rooms across “star” and price categories, number of smoke-free hotels.
- Accessibility by air, rail and road for international participants.
- Description of public transportation options available.
- List of local academic, youth, faith-based or community groups working in the field of tobacco control or health promotion in general.
- Completed tenderer’s declaration, confirming that the proposed venue meets the terms of reference or clear indication of any deviations from these requirements.

A.4 Conference location requirements

The location of the conference for the World Conference on Tobacco or Health must meet the following requirements:

- **Adequate size** venue and sufficient accommodation (from 2- to 5-star categories) for up to 2,000 delegates, as well as affordable low-cost residences at close proximity to the conference venue.
- **Safety, security and stability** including smoke-free hotel rooms, restaurants, conference venue and public spaces, sufficient emergency medical facilities, no elections the year of the conference that could disrupt conference arrangements, commitment to respect the human rights of all participants and a functioning civil safety system.
- **Accessible** with an international airport, served by a variety of airlines allowing easy access from all continents at competitive and affordable rates, easily accessible by public transport and a clear and just visa application process for delegates from around the world.

Part A

Information about the conference and requested documents

- **Support:** Bids must be submitted by local host partners, candidate cities together with conference centers with a proven track record of hosting national and international conferences. Working together with local and national government, academic institutions, tourism bureaus and private industry, the candidate cities are expected to offer an-kind or in-cash combined sponsorship with a value of US \$1,000,000. The Advisory Board is not obliged to select the highest bidder but the choice will be made based on all the factors combined, i.e. quality, responsiveness, access, bid, etc. This support can include but is not limited to: visa or tax waivers, sponsorship of national and low-income countries participants, subsidised hotel accommodation rates or venue rental, hosting the welcome reception, simultaneous interpretation, local marketing, on-site/airport promotional signage, public transport to the conference venue, covering costs of local staff and/or volunteers, contribution to offset costs for the public space.

A city or country with a current initiative or proven historical role in the global fight for tobacco control may be favoured.

A.5 Space requirements (These are guidelines and may be modified)

Plenary sessions	1 room	1,500-2,000 seats
Concurrent sessions	10-15 rooms	100-1,000 seats
Welcome reception (if local sponsorship is secured)	1 time event	1,500-2,000 participants
Offices and side meetings	10 rooms	10-100 seats
Other areas (Registration, Catering, Networking, Commercial and Poster Exhibitions, Easy-Access Public Space that can be secured from the rest of the Conference)		3,000m ² gross

Part A

Information about the conference and requested documents

The office space should be available for five days, exhibition hall for four days including set-up and dismantle, and meeting and session rooms for four days.

The venue should provide free-of-charge the following facilities:

- First Aid
- Capacity for Wi-Fi bandwidth for 2,000 participants
- Security
- Cleaning
- Electricity
- Temporary cash-storage
- Climate-appropriate heating, ventilation and air conditioning (HVAC).

A.6 Facility requirements and specifications

- The facility should meet all relevant codes for fire and other emergencies and accessibility.
- Restrooms should be easily accessible and maintained to a high standard of hygiene.
- Meeting and session rooms should be properly equipped and have effective soundproofing.
- Sufficient space for a Press Centre serving 50 journalists with adequate satellite communication, telephone, Wi-Fi services. Capacity for television and online broadcasting must be available.
- Adequate arrangements for information messaging systems and communication throughout the conference centre. Advanced internet capabilities are required during the conference with possibilities of webcasting and streaming sessions.
- Registration area with capacity for online registration, accounting services and distribution of conference bags and headsets.
- Sufficient catering facilities/restaurants for the delegates to eat hot or cold meals and snacks onsite.

Part A

Information about the conference and requested documents

A.7 Exhibition area

The venue must be able to provide sufficient space for scientific poster display and commercial and non-commercial exhibition areas with the following requirements:

- A minimum of 2,000 square-meters gross is required to accommodate the commercial and non-commercial exhibition, catering and networking areas.
- A 700 square-meter space for the open access community space with easy public and delegate access but with the ability to restrict entry to the rest of the venue.

A.8 Conference centre services and resources

Please provide the following information regarding the venue:

- Floor plans for all areas, including technical specifications (details of freight lifts, weight allowance per square meter, ceiling height, etc.)
- Any preferred or exclusive provider agreements that conference organisers are obliged or recommended to use as well as any trade union regulations apply
- Planning and design resources for signage, exhibit layout, etc.
- Internet Bandwidth
- Customs broker
- Information on pricing and pricing structure, conditions, etc.
- Sample of a generic contract with the conference centre

A.9 Hotel accommodation

The destination should be able to provide the following number of hotel rooms by category:

5 Star	★ ★ ★ ★ ★	100 rooms
4 Star	★ ★ ★ ★ ☆	200 rooms
3 Star	★ ★ ★ ☆ ☆	1,000 rooms
2 Star	★ ★ ☆ ☆ ☆	200 rooms

Please provide details regarding the distance from the conference centre, available means of transportation, cost of transportation, travel time and the cost per room per category.

Part A

Information about the conference and requested documents

A.10 Transport within the city

Please describe transport services in the proposed location:

- The traffic situation in this city, especially in the area of the conference centre during conference opening and closing hours and in between hotels and the conference center, the airports and hotels.
- The public transport network in the city with specific reference to traveling between hotels and the conference center, airport and hotels.
- Distances between venue and evening dining facilities and cultural highlights.

A.11 Political and economic situation/health care for delegates

Please describe the following circumstances in the proposed location:

- The political and economic situation in the city/country.
- Calendar of elections on city, regional and national level the year before and of the conference.
- The level of safety in the city, with particular reference to the area surrounding the conference centre, proposed hotels and on public transport.
- The healthcare system in the country and what services may be available in case of a health emergency.

A.12 Attractiveness of the destination to participants

Please summarise why the proposed location would be attractive to delegates.

- List possible activities for the accompanying person programme and approx. costs
- List pre-and post-conference sightseeing or travel opportunities and approx. costs

Part B

Roles and responsibilities of the Local Partner and Conference Secretariat

B.1 Local partner

The role of the LP is to create a lasting impact on tobacco control and public health at local and regional levels by: collaborating with key partners; and as members of the Organising and Scientific Committees to achieve the conference goals with the financial support of local parties and sponsors.

Tasks include but not limited to:

- Designating the Local Chair of the Conference and assigning members to the Organizing Committee and the Scientific Committee
- Engaging with a variety of stakeholders, ranging from local authorities to leaders of the scientific and health community to other local parties, including volunteers, who will be willing and able to contribute to the success of the conference
- Liaising with local government/authorities and health authorities to facilitate the organisation of the Conference.
- Securing local sponsorship in accordance with the Conference guidelines to provide at least one million US dollars of in-kind and in-cash sponsorship
- Promoting the Conference nationally and regionally within the budget guidelines
- Securing support of the local press and sponsors for local/regional advertising of the Conference
- Developing the communication and advocacy strategy in coordination with Conference Secretariat for promoting the Conference's key messages
- Providing input to official social events to reflect local practices, and customs and draw in key participants
- Assisting participants and delegates applying for entry visas by negotiating favourable application process for Congress participants with the Ministry of Immigration, Foreign Affairs or relevant government body
- Negotiating the selection and conditions with the local providers (for example, hotel accommodation broker) in consultation with the Conference Secretariat

Part B

Roles and responsibilities of the Local Partner and Conference Secretariat

B.2 The Conference Secretariat

The main role of the Conference Secretariat is to manage the Conference in collaboration with key partners to establish the core identity, structural organisation and financial management and accountability.

Tasks include but not limited to:

- Conducting the Conference bidding procedure in collaboration with the Advisory Board to shortlist, select and announce chosen site of Conference at end of each preceding world Conference
- Assuming responsibility for managing the financial aspects of the Conference including securing support from global funders
- Setting up the Organising and Scientific Committees in consultation with the Advisory Board and LP
- Establishing the calendar of events, milestones and reporting process in consultation with Advisory Board and LP
- Organising logistics and IT systems for abstract and session submissions, registration of delegates, management of international exhibitors, scholarships, websites, social media, delegate and public communications (newsletters)
- Organizing Conference sales and marketing (i.e. exhibition, registrations) in coordination with the LP and Advisory Board members
- Organising the funding for scholarships and selection process based on agreed criteria

Part C

Bidding and selection process

C.1 Bids

The proposal should include all the above mentioned information that will help the Conference Secretariat to understand the general administrative, operational and financial conditions under which the conference would be managed. This final document should reflect the style and the quality of future partnership the Conference Secretariat would experience if the venue is selected.

Complete bids should be submitted no later than 18 September 2017 to: bids@theunion.org

Please note: Hard copies of bids will not be considered

C.2 Criteria for selection

When reviewing the submitted bids, the Conference Secretariat will shortlist those city and countries that demonstrates the following criteria:

Logistical and organisational parameters include:

- Appropriate conference venue
- International airport
- Wide accessibility to the tobacco control community locally, regionally and internationally
- Appropriate dates, taking into consideration other events
- Wide range of hotel categories
- Total cost of venue and services (as per appendix)

Written guarantees:

- From the host country government that they will collaborate and support Local Partner and Conference Secretariat's efforts to ensure broad geographical participation so that bona fide participants will have entry into the country where the conference is being held for the duration of the event in order to attend

Part C

Bidding and selection process

- From the local tourism bureau that they will collaborate and promote the Conference locally and internationally
- From the bidder or bidding conglomerate, a financial or in-kind commitment to the conference

C.3 Site inspection

The short-listed host cities will be asked to organise and handle flights and accommodations for two- to three-days site visit for up to three people. During this site visit, Conference Secretariat representatives will meet local host partners and political supporters inspect the conference facilities, visit potential accommodation, and discuss the details of conference organisation, the business plan and budgets with those parties most intimately involved. The site visits should take place in November 2017.

C.4 Timeline

26 June 2017	Call for invited bids announced
18 September 2017	Deadline for receiving bids
26 September 2017	Conference Secretariat requests additional information from the shortlisted cities
05 October 2017	Shortlisted cities to submit the additional information
November 2017	Conference Secretariat makes site visits to shortlisted candidate cities
December 2017	Conference Secretariat evaluates the bids
March 2018	Shortlisted cities to deliver an in-person presentation to the Advisory Board during the conference in Cape Town. Following that, the Advisory Board informs which destination has been selected.

Appendix

Requirements		Cost (Euros)
Venue (as above specifications and including tax and any charges)		3,000 sq. m
Catering (for reference only):	— Onsite warm meal	
	— Onsite cold meal	
	— Reception for 2,000 person	
Local staff (for reference only):	— Cost of 1 technician per day (10 hours)	
	— Cost of 1 temp hired staff per day (10 hours)	

Hotel requirements and number of rooms*	Available (Y/N)	Cost per night (Euros)
5 Star ★ ★ ★ ★ ★		
4 Star ★ ★ ★ ★ ☆		
3 Star ★ ★ ★ ☆ ☆		
2 Star ★ ★ ☆ ☆ ☆		

*This arrangement is to be kept confidential until venue has been selected by the WCTOH Advisory Board.

