



Invitation for
Expressions of Interest
from potential host countries for the
IFLA World Library and Information Congress
2018

Regions: Latin America and the Caribbean
Africa
Asia and Oceania

April 2016
IFLA Headquarters

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Introduction

About the Congress

The IFLA Governing Board invites expressions of interest from its member national associations, or other member representative bodies, in the countries within IFLA's Latin America and the Caribbean region, Africa Region and Asia and Oceania Region to host the 2018 IFLA World Library and Information Congress: 84th IFLA General Conference and Assembly (WLIC). [Appendix 2 lists the region countries]. The IFLA WLIC takes place during August each year in a city selected through a competitive process.

A National Committee of the local library and information services sector is the host organisation working with IFLA to hold the Congress. The Congress and host city is extensively promoted internationally and online, significantly raising awareness around the world of the local profession, city and region.

IFLA has a multi-year contract with a Professional Conference Organiser (PCO) who manages most of the planning and logistical arrangements. Bid committees should note that a local PCO will not be appointed.

The Congress normally attracts between 3000 – 4000 attendees from over 100 countries [for example, 2015 Cape Town 109, 2014 Lyon 132, 2013 Singapore 122, 2012 Helsinki 114, 2011 Puerto Rico 116; 2010 Gothenburg 121; 2009 Milan 118; 2008 Quebec City 118]

The Congress budget is around 2 million Euro, mainly generated from delegate registrations (around 50%), exhibition sales, sponsorship and industry and government support. The Congress brings a large amount of income to the host city. IFLA has successfully received over 550,000 Euro in local business and government sponsorship for each of its congresses for many years. IFLA is responsible for the Congress budget. As far as possible these funds are spent on local services, rather than being transferred out of the host country to the congress bank account. The congress venue and audio/visual technical services make up a significant part of the congress costs and IFLA looks for competitive pricing or incentives for these costs.

The Congress programme runs over eight days, including three days of business meetings, a five-day conference programme, and a 3.5 day exhibition of around 1,000 m². IFLA is responsible for preparing and managing the conference programme.

The 2018 WLIC will be set up as a limited company in the Netherlands, with IFLA as the owner. The National Committee will enter into a formal agreement with the 2018 WLIC limited company that will set out the partnership role in the Congress, the responsibilities of the NC, and share of any surplus from the Congress. The limited company will also enter into a formal agreement with IFLA Headquarters and with IFLA's PCO to provide services for the organisation and management of the Congress. IFLA's Governing Board is the overall decision-making body for the Congress. The

Stichting IFLA Foundation is a beneficiary of part of the surplus. The limited company will bear any loss for the Congress.

The Congress is organised over a three-year period. An extensive selection process is undertaken throughout the first year (2015-2016). During the second year (2016-2017) preparation commences, however the National Committee needs to be aware that the main congress activity for IFLA will be directed to the congress being held in that year – 2017 WLIC in Europe. The third year – September 2017 to August 2018 – will be the period of peak activity for preparation of the 2018 WLIC.

Expressions of interest with all required information should be submitted by **27 May 2016** to conferences@ifla.org. Please include in the email subject field “Confidential – IFLA WLIC 2018 Expression of Interest”.

If you need any clarification of the EOI process, please send an email to conferences@ifla.org with “IFLA WLIC 2018 Expression of Interest” in the subject field and the appropriate person will respond to you.

About IFLA

IFLA is the international organization for library and information associations, institutions and librarians in the user communities they serve throughout the world. IFLA is the trusted global voice of the library and information community. We empower and inspire society by driving access to information, knowledge and culture for all, to support development, learning, creativity and innovation.

To advance the interest of its members IFLA:

- furthers accessibility, protection, and preservation of documentary cultural heritage;
- supports a library and information profession which anticipates and responds to the needs of communities worldwide.
- drives high standards in library and information services and professional practices;
- encourages widespread understanding of the value and importance of high quality library and information services in the public, private and voluntary sectors;
- promotes libraries as vital institutions that enhance people’s lives through equitable access to knowledge and information;

IFLA does this by creating strategic alliances; enhancing professional education; developing professional standards; disseminating best practice and advancing relevant scientific and professional knowledge. It is committed to enabling all members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion

IFLA embraces the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights, and that people, communities and organizations need universal and equitable access to these for their social, educational, cultural, democratic and economic well-being.

The Royal Library, [Koninklijke Bibliotheek] the national library of the Netherlands, in The Hague, generously hosts our headquarters.

1. Outline of the selection process

There is a three stage process throughout year 1 for selection of the host and site for the WLIC:

- **Stage 1** – IFLA issues a call for expressions of interest from member national associations or other member appropriate representative body in the designated IFLA region. (April 2016) Interested candidates may advise the IFLA Secretary General before the deadline for submissions that they intend to submit an expression of interest, but this is not essential.

Submissions must include the required information as set out in the criteria on pages 6-7. All submissions will be reviewed by IFLA Headquarters staff for completeness and if necessary clarification may be sought on some details. Submissions that meet the criteria will be considered by the IFLA Governing Board's Congress Advisory Committee, which will make its recommendation on each submission to the Governing Board, based on the criteria and the information provided by each candidate. A preliminary short list of candidates will be made by the Governing Board. All candidates will then be advised whether they are on the short list or not.

- **Stage 2** – if necessary more detailed information will be gathered from the short listed candidates by IFLA Headquarters staff, for consideration by the Congress Advisory Committee. The Committee will make its recommendations to the IFLA Governing Board for the final short list. Generally, two or three final candidates will be selected.
- **Stage 3** – in June 2016, IFLA Headquarters staff will confirm with the final candidates any further details relating to the submission, and seek confirmation of financial or other guarantees or incentives available to IFLA from the host country. Site visits will be undertaken in July 2016. These will be led by the Chair of the Congress Advisory Committee or a Governing Board representative on the Committee. They will include the Secretary General, the Manager, Conferences and Business Relations and a representative of the Professional Congress Organiser contracted by IFLA to provide services to IFLA for the WLIC.

The Committee will make its final report, based on the agreed criteria and the site visits, to the Governing Board in early August. The successful and unsuccessful candidates will then be advised of the Board's decision.

IFLA Headquarters will commence business arrangements and planning with the successful host association. The host and location will be announced at the WLIC 2016 in August.

2. Proposed Timing schedule for the selection process for 2018

IFLA WLIC 2018	Expected dates
Stage 1	
EOI to National Associations and other appropriate bodies	April 2016
Bid information submitted	27 May 2016
Preliminary short list decided by the IFLA Governing Board	2 nd week of June 2016
Candidates advised of the outcome	June 2016
Stage 2	
Preliminary short listed candidates may be requested to provide more detailed information by a specified date	2 nd week of June 2016
Candidates to provide more detailed information if requested	June 2016
Final Short list determined by IFLA Governing Board and candidates advised	June 2016
Stage 3	
Confirmation of financial and other support and incentives is requested	End June 2016
Site Visits undertaken	July 2016
HQ to write report on Site Visit, with PCO support	July 2016
Decision made by IFLA Governing Board on the successful candidate	Last week of July 2016
Candidates advised of the Board's decision on their submission	Last week of July 2016
Legal agreements prepared in consultation with the host association, and firm negotiations held with venue and suppliers	August 2016
Confirmation and Announcement at the IFLA WLIC [decision will remain confidential until then]	18 August 2016

3. Criteria against which submissions will be considered

Candidates are advised to provide information on all the criteria. For the first stage of the selection process the IFLA Governing Board and its Congress Advisory Committee will consider only the information submitted by the candidate, and base its decision on the candidates selected for the preliminary short list on this information. Submissions should be made in electronic form.

1. The host

- a. National association member, or other association/body member, of IFLA who is responsible for the bid and, if successful, is legally able to be contracted by IFLA to form the Congress National Committee (NC). Please also include details of the persons responsible for the bid.
- b. The goals of the bid representative body and local profession for hosting a successful WLIC;
- c. Opportunities that the WLIC provides to place an international focus on the local and regional profession, and for the local and regional profession to take an international focus;
- d. The types of support offered, within the local profession;
- e. The capacity to put together a representative National Committee that can work collaboratively and productively nationally and within the region? Please suggest the representation of the National Committee; [see chapter 4 for NC Roles and Responsibilities]
- f. Current and potential membership of IFLA within the host country, such as participation in past WLICs, membership of IFLA committees;
- g. The IFLA Conference BV for the WLIC 2018 is registered in the Netherlands and reports under Dutch tax. The PCO operates in Germany. The congress bank account will also be held in Germany. No business will be set-up in the host country.

Please provide IFLA with details on any local legal or fiscal business constraints that might need to be considered by the IFLA Governing Board.

2. Local and regional professional activity

- a. Professional activity and innovative ideas that would be of interest to delegates;
- b. A suggested list of libraries or information services for delegates to visit;
- c. Recent IFLA activity in the host country, such as meetings, seminars, workshops, conferences;
- d. Proposed dates – the WLIC is ideally held during the third week of August. Please also advise if there are any local or national events that might conflict with the WLIC, or may enhance the WLIC. If there may be a conflict, please propose alternative dates for the WLIC;
- e. If you are proposing that the WLIC could be held jointly with or adjacent to a national or regional conference please provide a clear business case for this, presenting the advantages and disadvantages for IFLA;

- f. Other conferences scheduled in your region for 2018 that may also attract WLIC delegates, or detract from WLIC attendance.
- g. Unique characteristics of the country or region, that could benefit the WLIC programme and the delegates experience;
- h. Suggested venues for social events (Social/Cultural Evening 3000-4000p., Officers Reception 250p., Corporate event 400p.) Preferred venues are non-commercial, cultural venues such as museums, town halls, libraries etc.

3. Levels of wider support

- a. Capacity of the NC to secure government and industry incentives and sponsorship;
- b. Expected level of financial and other support for the Congress from Government, Government agencies (e.g. convention bureau), the local and regional profession, industry and government (in the recent past, NC's have been able to secure between 450,000-600,000 Euro to cover for example the venue rental fee (incl. AV equipment) and the costs for the cultural evening);
- c. Expected links with government, industry and media; please include evidence of this;
- d. Visa policy and process, and identify restrictions on any countries for the issuing of visas.
- e. The Venue information. This should be prepared in consultation with the Convention/Tourist Bureau against the IFLA requirements specified in appendix 4. Where there is more than one possible congress venue in your country please provide your (up to) three preferences and the reasons why.

Bid committees should contact their local Convention Bureau to find out what support they can offer in the process.

Please submit any supporting documents, such as official letters to provide evidence of any promised support.

Satellite Meetings

Satellite Meetings are usually held immediately prior or immediately after the congress.

They are small meetings, organised by one of the IFLA Professional Units, together with a local host. They vary in size from 25 to 150 delegates and last for 1, 2 or 3 days. These meetings are not part of the WLIC budget and should be self-funded, possibly with support of the host organisation.

Please specify whether the National Committee would be willing to assist in recruiting suitable locations for a number of these Satellite Meetings. This shall be done in year 2, after the decision has been announced.

4. Outline of division of responsibilities

A. IFLA Governing Board

IFLA Governing Board retains the right of overall governance and financial management responsibility for its IFLA World Library and Information Congress (WLIC). This includes the decision on the location, host and site for each congress. It also makes the decisions about the structure and content of the congress and ensures that it appropriately reflects IFLA's values and 'brand'. The Governing Board receives advice from its Executive, Professional, Finance, and Congress Advisory committees to assist it in making its decisions.

IFLA, through the IFLA Holding B.V., creates an independent legal entity (the Congress Entity) to which it entrusts the execution of each individual Congress under conditions laid down by separate agreement with the Core Professional Congress Organizer, a local professional body (the National Committee), and IFLA.

B. IFLA Headquarters (HQ)

IFLA HQ is the IFLA secretariat and head office. It is contracted by the Congress Entity to provide staff resources, advice and consultancy services to the IFLA WLIC. It does this in collaboration with the National Committee and support from the PCO. The IFLA HQ main responsibilities for the Congress include:

- Consultancy Services
- Governing Board delegation to the Managing Director of the Congress Entity (IFLA Secretary General) to sign contracts relating to the Congress following agreement by the Congress Entity directors
- Management of Congress. Entity governance and compliance requirements
- Management of IFLA's business and related meetings during the Congress
- Scientific Programme Co-ordination
- Financial management
- Congress selection process and follow up Site Inspections
- Planning Meetings
- Web Site Management
- Interpreters – recruitment
- Making important Congress information available in IFLA's official languages
- On-site communications
- International Promotion
- On-site Services and Support
- Post Congress Survey
- Seed Funding
- Management of congress participation grants and grant funding
- Liaison with IFLA's Governing Board and its advisory committees on congress matters
- Liaison with the National Committee and PCO

IFLA HQ is generally represented by the Secretary General and/or the Manager, Conferences and Business Relations. IFLA Headquarters is based in The Netherlands.

C. National Committee (NC)

The National Committee is the organising body of the national association/organisation contracted by the Congress Entity to provide services to the IFLA WLIC. It is comprised of representatives of the local library and information sector. Its membership includes as wide as possible representation from the whole local library community. The main responsibilities include:

- Recruit National, Regional and Local Government sponsorship or incentives
- Propose the Congress logo and Congress theme, for approval by IFLA's Governing Board
- Nominate the keynote speaker for the Opening Session and 2 plenary speakers, for approval by IFLA's Governing Board, and organise their attendance at the Congress
- Management of Congress volunteers (recruitment, allocation of tasks and liaison during Congress etc.)
- Organise the Library visits, with assistance from the PCO where required
- Organise the opening ceremony, with logistical assistance from the PCO
- Advise on the content and location of the cultural evening social event, assist the PCO with the planning, organisation and management where necessary
- Contribute to the organisation of the programme for accompanying persons, and tours, to be organised by the PCO
- Organise host country invitation letters and visa application assistance when required, liaising with embassies and consulates
- Organise the local and national media campaign
- Promote the Congress to the national and regional audience
- Advise IFLA and the PCO on potential local sponsors and exhibitors
- Contribute content to Congress publications and promotional materials
- Recruit national, regional and local grants
- Liaise with local authorities
- Liaise with IFLA HQ and the PCO
- Report to the IFLA Governing Board on National Committee activities
- Advise on protocol requirements
- Organise a pre-conference visit by the IFLA-President to promote IFLA and the WLIC, incl. a press conference
- Organise a welcome function for the IFLA Governing Board
- Organise 'cultural activities' to attract delegates into the exhibition
- Organise programmes in the Expo Pavilion (Eg. meet the author-sessions)
- Write an article on libraries in the host countries for publication in the IFLA Journal in one of the issues preceding the Congress

[note: please be aware that these are managing responsibilities, not financial responsibilities]

Most of the expenses relating to the congress are paid for from the central congress budget. In principle the NC does not keep a separate budget. There is a fixed budget for National Committee expenses in the congress budget. In principle, all sponsorship, grants and government funds become part of the congress budget.

The following items are 'off-budget' costs, to be paid for by the host organisation:

- IFLA Governing Board welcome dinner/reception
- Local and national media campaign

- Promote the congress to national and regional audience

D. Professional Congress Organisers (PCO)

The PCO is responsible for the day to day logistical organisation of the Congress. The responsibilities include:

- Budget management, with IFLA having overall financial responsibility and decision
- International sponsorship sales and fulfilment
- Exhibition sales and management
- Assisting with the implementation of scientific programme including on-site speaker management
- Poster board construction and on-site management
- Liaison with IFLA HQ on venue and audio-visual requirements
- Negotiation of venue requirements and on-site management
- Negotiation of audio-visual and IT requirements and on-site management
- Negotiation of contracts and agreements with suppliers, within budget requirements
- On-site PCO support staffing
- Liaison with IFLA HQ and the NC on catering, and on-site/off-site management
- Construction of exhibition and other requirements
- Preparation and distribution of congress publications and promotional materials, in consultation with IFLA HQ and the NC
- General promotion of the Congress
- Registrations management
- Management of accommodation booked through the registration
- Organise and manage the social programme (a.o. Cultural Evening and Exhibition Opening), under direction of IFLA and the NC
- Implementation of the accompanying persons' programme
- Web Site Management
- Local transport requirements
- Reporting to the IFLA Governing Board

Appendix 1

Programme Outline 2018

1 st Thursday	1 st Friday	Saturday	Sunday	Monday	
	PC Meeting 08.30-11.00	Officers Conference Briefing 08.00-09.30	Leadership Forums 08.30-10.00	Plenary Session 08.30-09.15	Exhibition 09.30-17.30 Poster Session 09.30-17.30
		SC Meetings 09.45-12.15	Newcomers Session 08.30-10.00	Sessions 09.30-11.30	
	Governing Board (GB) Meeting 11.30-17.00	SC Meetings 12.30-15.00	Opening Session 10.30-12.00	Sessions 11.45-12.45	
Conference Advisory Committee 12.00-14.00		SC Meetings 15.15-17.45	President's Lunch (invited) 12.15-14.00 IFLA Market* 12.15-13.30	Lunch Break & Exhibition Visits 12.45-13.45	
Finance Committee 14.00-16.00		Africa Caucus Canada Caucus 17.00-18.00	Sessions 13.45-15.45	Sessions 13.45-15.45	
Executive Committee 16.00-18.00		Caucus Meetings 18.30-19.30	Exhibition & Opening Party 16.00-18.00	Sessions 16.00-18.00	
	NC hosts reception for GB		Officers Reception		

Tuesday	Wednesday	2 nd Thursday	2 nd Friday
Plenary Session 08.30-09.15	Plenary Session 08.30-09.15	Sessions 08.30-10.30	PC Meeting 08.30-10.00
Sessions 09.30-11.30	Sessions 09.30-11.30	Sessions 10.45-12.45	GB meeting 10.00-13.00
Sessions 11.45-12.45	Sessions 11.45-12.45		
Lunch Break & Exhibition Visits 12.45-13.45	Lunch Break & Exhibition Visits 12.45-13.45	Lunch Break 12.45-13.45	
Sessions 13.45-15.45	Sessions 13.45-15.45	Sessions 13.45-15.45	
Sessions 16.00-18.00	General Assembly 16.15-18.00	Closing Session 16.15-17.30	
Cultural/social event		GB hosts reception for NC	

GB = Governing Board, PC = Professional Committee, SC = Standing Committee, NC = National Committee

Appendix 2 Regions

IFLA region – Latin America and the Caribbean

Anguilla
Antigua and Barbuda
Argentina
Aruba
Bahamas
Barbados
Belize
Bermuda
Bolivia
Brazil
British Virgin Islands
Cayman Islands
Chile
Colombia
Costa Rica
Cuba
Dominica
Dominican Republic
Ecuador
El Salvador
Falkland Islands (Malvinas)
French Guiana
Grenada
Guadeloupe
Guatemala
Guyana
Honduras
Jamaica
Martinique
Mexico
Montserrat
Netherlands Antilles
Nicaragua
Panama
Paraguay
Peru
Puerto Rico
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Suriname
Trinidad and Tobago
Turks and Caicos Islands
United States Virgin Islands
Uruguay
Venezuela

IFLA region – Africa

Algeria
Angola
Benin
Botswana
Burkina Faso
Burundi
Cameroon
Cape Verde
Central African Republic
Chad
Comoros
Congo
Congo, Democratic Republic of the
Cote d'Ivoire
Djibouti
Egypt
Equatorial Guinea
Eritrea
Ethiopia
Gabon
Gambia
Ghana
Guinea
Guinea-Bissau
Kenya
Lesotho
Liberia
Libyan Arab Jamahiriya
Madagascar
Malawi
Mali
Mauritania
Mauritius
Mayotte
Morocco
Mozambique
Namibia

Niger
Nigeria
Réunion
Rwanda
Saint Helena
Sao Tome and Principe
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Sudan
Swaziland
Tanzania, United Republic of
Togo
Tunisia
Uganda
Western Sahara
Zambia
Zimbabwe

IFLA region –Asia & Oceania:

Afghanistan
American Samoa
Australia
Bahrain
Bangladesh
Bhutan
Brunei Darussalam
Cambodia
China, People's Republic of
Cook Islands
East Timor
Fiji
French Polynesia
Guam
Hong Kong (Special Adm. Reg. of China)
India
Indonesia
Iran, Islamic Republic of
Iraq
Israel
Japan
Jordan
Kazakhstan
Kiribati
Korea, Democratic People's Republic of
Korea, Republic of
Kuwait
Kyrgyzstan
Lao People's Dem. Republic
Lebanon
Macao (Special Adm. Reg. of China)
Malaysia
Maldives
Marshall Islands
Micronesia, Federated States of
Mongolia
Myanmar
Nauru
Nepal
New Caledonia
New Zealand
Niue
Norfolk Island
Northern Mariana Islands
Oman
Pakistan
Palau
Palestinian Territories
Papua New Guinea
Philippines
Pitcairn
Qatar
Samoa
Saudi Arabia
Singapore
Solomon Islands
Sri Lanka
Syrian Arab Republic
Tajikistan
Thailand
Tokelau
Tonga
Turkmenistan
Tuvalu
United Arab Emirates
Uzbekistan
Vanuatu
Vietnam
Wallis and Futuna
Yemen

Forward WLIC cycle for IFLA regions

Currently in process

2017 – Europe

2018 – Latin America and Caribbean – now expanded to Africa and Asia and Oceania

2019 – Europe

New cycle commences

2020 – Asia and Oceania

2021 – Europe

2022 – Africa

2023 – North America

2024 – Open to all regions

2025 – Latin America and Caribbean

2026 – Europe

Appendix 3

Promotional information IFLA WLIC

The IFLA World Library and Information Congress (WLIC) takes place during August each year in a city selected through a competitive process. The Congress normally attracts between 3000 – 4000 attendees from over 100 countries [Cape Town 2015: 109; Lyon 2014: 132; Singapore 2013: 122; Helsinki 2012: 114; San Juan 2011: 115; Gothenburg 2010: 121; Milan 2009: 119; Quebec 2008: 122]

The Congress programme runs over eight days, including three days of business meetings, a five-day conference programme, and a 3.5 day exhibition of around 1,000 m². A National Committee of the local library and information services sector is the host organisation working with IFLA to hold the Congress.

IFLA investing in the region

The Congress and host city is extensively promoted internationally and online, significantly raising awareness around the world of the city and region.

The Congress brings a large amount of income to the host city.

The Congress budget is around 2 million Euro. Much of this is spent on local services. In addition, many attendees take the opportunity to stay on for holidays. Based on IFLA's commissioned research some examples follow.

IFLA 2015 World Library and Information Congress, Cape Town, South Africa

- 50.8% of the respondents extended their visit to South Africa for purposes of tourism; 20.5% of the respondents extended their visit for more than 3 days. If extrapolated to all attendees of the conference from outside South Africa (estimated at 1617), it can be estimated that more than 3048 holiday days in South Africa are spent because of the IFLA conference there.
- 31 % of the respondents spent up to \$1000 during their visit to South Africa; 39.4 % of the respondents spent between \$1000 and \$2500; 22.8 % of the respondents spent between \$2500 and \$5000; 6.8 % of the respondents spent more than \$5,000. Extrapolated to all attendees from outside South Africa (estimated at 1617), this would mean that \$ 3.6 million was spent in South Africa due to the IFLA conference.

IFLA 2014 World Library and Information Congress, Lyon, France

- 47.3% of the respondents extended their visit to France for purposes of tourism; 17.2% of the respondents extended their visit for more than 3 days. If extrapolated to all attendees of the conference from outside France (estimated at 2573), it can be estimated that more than 4278 holiday days in France are spent because of the IFLA conference there.
- 40.7 % of the respondents spent up to USD1000 during their visit to France; 37.9 % of the respondents spent between USD1000 and USD2500; 16.4 % of the respondents spent between USD2500 and USD5000; 5 % of the respondents spent more than USD5,000. Extrapolated to all attendees from outside France (estimated at 2573), this would mean that USD 4.8 million was spent in France due to the IFLA conference.

IFLA 2013 World Library and Information Congress, Singapore

- 37.5% of the respondents extended their visit to Singapore for purposes of tourism; 7.6% of the respondents extended their visit for more than 3 days. If extrapolated to all participants of the conference from outside Singapore, it can be estimated that more than 1900 holiday days in Singapore are spent because of the IFLA conference there.

- 35.4 % of the respondents spent up to USD1000 during their visit to Singapore; 41.2 % of the respondents spent between USD1000 and USD2500; 19.2% of the respondents spent between USD2500 and USD5000; 3.6 % of the respondents spent more than USD5,000. Extrapolated to all participants from outside Singapore, this would mean that USD 2.9 million was spent in Singapore due to the IFLA conference.
- The International Federation of Library Associations and Institutions and the Singapore National Library Board have received the prestigious Singapore Tourism Board '[Singapore Experience Award 2014](#)', in the 'Experience Association Conference Organiser of the year' category for the IFLA WLIC 2013 in Singapore.

IFLA 2012 World Library and Information Congress, Helsinki, Finland

- 39.5% of the respondents extended their visit to Helsinki for purposes of tourism; 10.5% of the respondents extended their visit for more than 3 days. If extrapolated to all participants of the conference from outside Helsinki, it can be estimated that more than 3917 holiday days in Helsinki are spent because of the IFLA conference there.
- 43% of the respondents spent up to USD 1000 during their visit to Finland; 39 % of the respondents spent between USD 1000 and USD 2500; 3 % of the respondents spent more than USD 5,000. Extrapolated to all attendees from outside Finland, this would mean that more than USD 4.6 million was spent in Finland due to the IFLA Conference.
 - The World Library and Information Congress was, with 4,167 attendees, the largest congress held in the Helsinki Exhibition and Convention Centre in 2012

IFLA 2011 World Library and Information Congress, San Juan, Puerto Rico

- 36% of the respondents (39% of attendees) extended their visit to Puerto Rico for purposes of tourism; 7,5% of the respondents extended their visit for more than 3 days. This is estimated at more than 655 holiday days in Puerto Rico. If extrapolated to all attendees of the conference from outside Puerto Rico, this would mean more than 1635 holiday days in Puerto Rico as a result of the Congress.
- 37 % of the respondents spent up to USD 1000 during their visit to Puerto Rico; 45 % of the respondents spent between USD 1000 and USD 2500; 2.2 % of the respondents spent more than USD 5,000. Extrapolated to all attendees from outside Puerto Rico, this would mean that more than USD 2.5 million was spent in Puerto Rico.

IFLA 2010 World Library and Information Congress, Gothenburg, Sweden

- 28.1% of the respondents (41% of attendees) extended their visit to Sweden for purpose of tourism; 10% of the respondents extended their visit for more than 3 days. This is estimated at more than 643 holiday days in Sweden. If extrapolated to all attendees of the Congress from outside Sweden, this would mean more than 1750 holiday days in Sweden as a result of the Congress.
- 46 % of the respondents spent up to USD 1000 during their visit to Sweden; 38.9 % of the respondents spent between USD 1000 and USD 2500; 2 % of the respondents spent more than USD 5,000. Extrapolated to all attendees from outside Sweden, this would mean that more than USD 2.7 million was spent in Sweden.

IFLA 2008 World Library and Information Congress, Quebec City, Canada

- The Congress won the Quebec Chamber of Commerce award of "Fideide" for the Business Event of the Year 2008 and "Grand Prix du Tourisme Quebecois" award from the Quebec Tourism Bureau.

- Both recognised the IFLA World Library and Information Congress as the most important conference that was held in Quebec in 2008, generating CAD 8,800,000 (Approx. 5,556,000 Euro) in the Quebec region.

IFLA 2002 World Library and Information Congress, Glasgow, Scotland

- The SECC Glasgow reported that the impact of the IFLA Congress was substantial for the host city and region. It generated 28,200 delegate-days with an estimated economic benefit of 6.6 million GBP, the then equivalent of EUR10.5 million.

The region investing in IFLA

In order to bring a congress to any city around the world IFLA asks that there is a level of local funding to ensure the success of the congress and to provide attendees with a memorable experience of the congress as well as the host city/region.

The level of support sought from the local host country is around 600,000 Euro. This could be achieved in various ways of collaboration with local supporters. It can be given as monetary support to cover the expenditure that the congress incurs locally, preferably for budgeted items.

In kind support can be given in various ways, such as:

- The hire costs for the Convention and Exhibition Centre
- The hire of the audio visual equipment during the congress at the Convention and Exhibition Centre
- The hire of the Simultaneous Interpretation Equipment during the congress
- The cost of the Social Cultural Event during the congress – (Venue Rental, Entertainment, Transport Costs and Food & Beverage Costs)

Further support can be given by government bodies or industry supporters for conference attendance grants.

In principle all funds related to the congress are kept in one single congress budget. However, provisions can be made to allow local funds to stay and be spent locally.

IFLA has successfully achieved over 450,000 Euro in local business and government sponsorship for its congresses for many years.

Congresses locations up to 10 years back, for reference

2015 Cape Town, South Africa

2014 Lyon, France

2013 Singapore

2012 Helsinki, Finland

2011 San Juan, Puerto Rico

2010 Gothenburg, Sweden

2009 Milan, Italy

2008 Quebec City, Quebec, Canada

2007 Durban, South Africa

2006 Seoul, Korea

Attendee profile

- Around 3,500 attendees, including 3,000 delegates;
- The average age of delegates is mid 40s;
- Gender breakdown is approximately 68% female and 32% male;

- More than half the delegates have budgetary responsibilities within their organization, and an estimated combined buying power of around USD 2 billion;
- Wide international representation

Opportunity for Local Libraries and their staff

The World Library and Information Congress offers professional benefits in two ways. It is an opportunity for the host country to showcase the status of Libraries and Information Science in their country as well as to have their professionals experience international librarianship and international relations in a unique way.

During the IFLA WLIC congress there are usually around 250 volunteers who act as ambassadors for their libraries and the profession as a whole.

Trade Exhibition

The trade exhibition (approx. 1000 m²) that is held in conjunction with the World Library and Information Congress offers a chance for regional companies, governmental bodies and other organizations with products and services related to the library and information field to explore the international market.

Appendix 4

Venue Requirements

IFLA World Library and Information Congress 2018

Country:

City:

Venue:

Dates available (preferably 2nd or 3rd week of August):

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1. Room requirements
2. Exhibition requirement
3. Registration area requirements
4. Catering
5. Additional requirements
6. Social event venues
7. Hotels
8. Transport
9. Convention and visitors bureau (cvb)
10. Tours

1. Room Requirements

SI: Simultaneous Interpretation T = Theatre style U = U-Shape DIV: Division (committee) room

Please note: In all cases seating capacity shown should be able to be accommodated comfortably and should be calculated after leaving adequate podium space.

Insert suggested room name/number	Capacity	SI	Min. size in m ²	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday						
Registration area				Set up	Set up AM Open PM	Open	Open	Open	Open	Open	Open						
Conference bags packing area				X													
3,500 T or 2,000 T min.+ option for overflow		SI				Build-up and Rehearsals	Opening Session				Closing Ceremony						
Exhibition						Build-up	Build-up & Exhibition	Exhibition	Exhibition	Exhibition							
1,000 T (SI to be built in)		SI		See schedule below for scheduling on Thursday, Friday and Saturday for Governing Board, PC, committee, SC and Caucus Meetings							Session 1	Session 1	Session 1	Session 1	Session 1		
700 T (SI to be built in)		SI									Session 2	Session 2	Session 2	Session 2	Session 2	Session 2	Session 2
450 T											Session 3	Session 3	Session 3	Session 3	Session 3	Session 3	Session 3
350 T											Session 4	Session 4	Session 4	Session 4	Session 4	Session 4	Session 4
200 T											Session 5	Session 5	Session 5	Session 5	Session 5	Session 5	Session 5
200 T											Session 6	Session 6	Session 6	Session 6	Session 6	Session 6	Session 6
30 U (50 T for the C10)											Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
30 U (50 for the C11)											Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
30 U											Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
30 U											Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
30 U							Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg						
Volunteers room 10 Round tables				X	X	X	X	X	X	X	X						
Volunteers Training 300 T				X													
Sponsor Hospitality Suite		60					X	X	X	X							
President's Lunch*							X										
Interpreters		75				X	X	X	X	X	X						
Press Office		50				X	X	X	X	X	X						

Insert suggested room name/number	Capacity	SI	Min. size in m ²	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
	Technical Preview		50			X	X	X	X	X	X
	PCO		40	X	X	X	X	X	X	X	X
	NC		70		X	X	X	X	X	X	X
	IFLA Staff Office		64	Set-up	X	X	X	X	X	X	X
	HQ Secretariat		75	Set-up	X	X	X	X	X	X	X
	IFLA President		40	Set-up	X	X	X	X	X	X	X
	IFLA President-elect		40	Set-up	X	X	X	X	X	X	X
	IFLA Secretary General		40	Set-up	X	X	X	X	X	X	X
	IFLA Social media		40	Set-up	X	X	X	X	X	X	X
	IFLA Board Room**		70	Set-up	X	X	X	X	X	X	X
	IFLA GB		60	Set-up	X	X	X	X	X	X	X
	Prayer Room**				X	X	X	X	X	X	X
	Business Centre**										

*The IFLA President's Lunch needs seating for approximately 80 people in ballroom style from 12.00-14.00 for a plated lunch

** If you do not have such an area or room, please suggest where we should place this

It is preferred that all elements of the congress are held under one roof. Should this not be possible, please list the alternatives clearly.

Smaller meetings:

1 st Thursday	Activity	Capacity	Suggested Room
12.00-14.00	Conference Advisory Committee	10 Round Table	
14.00-16.00	Finance Committee	10 Round table	
16.00-18.00	Executive Committee	10 Round Table	

1st Friday	Activity	Capacity	Suggested Room
08.30-11.00	PC Meeting	30 Round Table	
11.30-17.00	Governing Board	30 Round table	

Outline of rooms needed on Saturday, the day before the Opening session

Rooms for Officers Training Session, Standing Committee (SC) and Caucus Meetings (C).

Rooms may be larger, but need to be set up as min capacity as shown

Capacity	1st Saturday 08.00-09.30	Suggested Room
100 Theatre	Officers Brief	

Capacity	1st Saturday 09.45-17.45	Suggested Room	1st Saturday* 18.45-19.45		Suggested Room
30 U	SC 1		C1	110 T	
30 U	SC 2				
30 U	SC 3		C2	94 T	
30 U	SC 4		C3	44 T	
30 U	SC 5		C4	400 T	
30 U	SC 6		C5	190 T	
30 U	SC 7		C6	190 T	
30 U	SC 8		C7	120 T	
30 U	SC 9		C8	250 T	
30 U	SC 10				
30 U	SC 11		C9	60 T	
30 U	SC 12		C10	60 T	
30 U	SC 13		C11	60 T	
30 U	SC 14				
30 U	SC 15				

*2 Caucus meetings are held between 17.00 and 18.00. If possible the SC rooms are used for that.

Schedule for Sunday Morning:

Sunday	Activity	Capacity	Suggested Room
08.30-10.00	LF 1	30-40 U	
08.30-10.00	LF 2	30-40 U	
08.30-10.00	LF 3	30-40 U	
08.30-10.00	LF 4	30-40 U	
08.30-10.00	LF 5	30-40 U	
08.30-10.00	Newcomers Session	Held in one of the main session halls, with Simultaneous Interpretation	

2 nd Friday	Activity	Capacity	Suggested Room
09.00-13.00	Governing Board (incl PC)	35 Round Table	

Questions

1. Please complete a room per function overview based on the specified room requirements as outlined on page 13 – 15. (please use the blank column to outline your room allocation against our schedule for an easy overview)
2. Please attach a copy of the Convention Centre Floor plan
3. Please give an overview of the Rental Fees.
4. Please specify what is included in the rental fee: (i.e. electricity, air-conditioning, hostesses, security)

Please send us 3 copies of the full venue brochure with all rooms, spaces and the capacities.

2. Exhibition Requirements

	Minimum sq m required	Maximum sq m available	Rental fee (per sq m)
1. Exhibition	1,000 m ² net (3,000 m ² Gross)	_____	_____
2. Poster	250 m ² net	_____	_____

Exhibition space column free Yes No

Adjacent to session rooms Yes No
 If not, what is the distance? _____

Charge for set-up/ tear down day? Yes No
 If so, what is the cost per day? _____

Possibility to have reception on exhibition floor (3,000-3,500 attendees)
 (If so, please enclose list of F&B prices). Yes No

Internet connection available? Yes No
 If so, please specify capacity, provider & prices: _____

Air-condition / electricity included during the congress Yes No

Air-condition / electricity included during move-in days Yes No

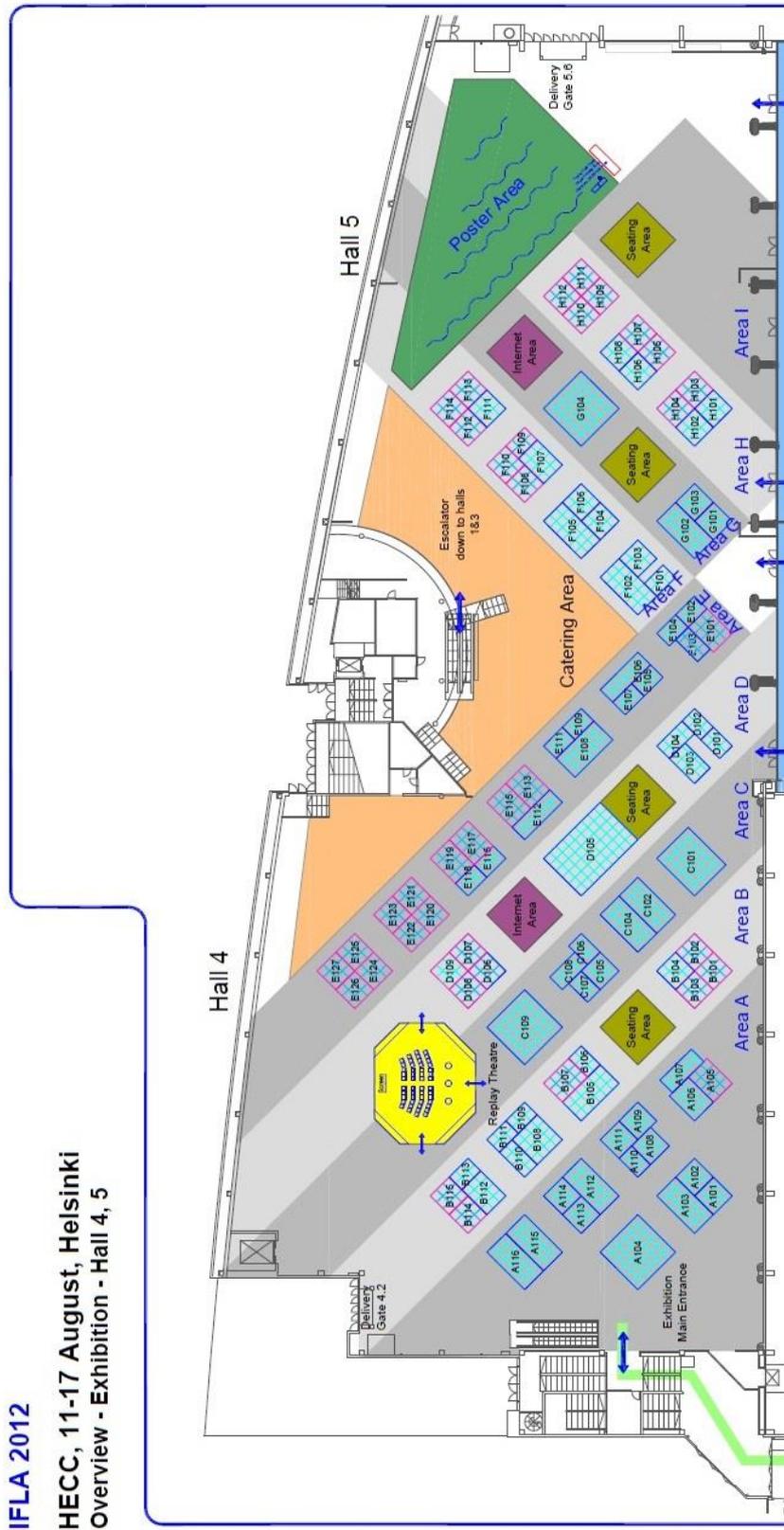
If not, please specify rates: _____

Electricity / water connections already installed on move-in day: Yes No

Storage space available: _____

Please indicate the type of floor in the exhibition hall (carpet, concrete, tiles):

Example floor plan of the Exhibition lay out for IFLA WLIC 2012 Helsinki



IFLA 2012
 HECC, 11-17 August, Helsinki
 Overview - Exhibition - Hall 4, 5

3. Registration area requirements

Registration -Desks and areas	Min. # of sq m/ min. # of desks required	Min. # of sq m/ min. # of desks available	Rental fee (per day/week)
Message Centre	2 desk	____/____	____/____
Pre-paid desks	1 desk	____/____	____/____
Non-paid desks	1 desk	____/____	____/____
New registrations	2 desk	____/____	____/____
Exhibitors	1 desk	____/____	____/____
Hotel desk	1 desk	____/____	____/____
Library Tour Desk	1 desk	____/____	____/____
Social Tour desk	1 desk	____/____	____/____
Information Desks	2 desks	____/____	____/____
Administration office	30 m ²	____/____	____/____
Stuffing kits and congress bags	150 m ²	____/____	____/____

3. Catering

IFLA does not provide catering to the attendees. We plan to have a cash catering area on the exhibition floor, but catering is also needed outside of the exhibition hours. Please outline the possible areas where you would set-up cash outlets (either existing ones or purpose built) with seating capacities for 1000 persons all together including approx. 300 seats in the exhibition.

(if possible, please outline these on the venue floorplan)

5. Additional requirements

A. Simultaneous Translation

Simultaneous translation is an important component of the IFLA World Library and Information Congress within the 3 main session halls, as indicated in the Room requirements.

IFLA requires provision for 7 official languages -> 6 translation teams.

Do the 3 main session halls have built-in SI booths Yes No

How many booths are there and how many channels are available?

Are there additional costs for use of these booths? Yes No

If there is an additional cost, please advise how much:

If session halls do not have purpose built SI booths please confirm, if allowing for the required seating capacities as indicated above, if there is sufficient space for these to be constructed within the session halls?

Also please provide estimated costs for construction and installation of booths and equipment

Please provide estimate costs for the rental of 400 headsets in each of the 3 main session rooms Sunday - Thursday.

B. Internet Access / Wi-Fi Facilities

It's IFLA's policy to provide internet access and free Wi-Fi throughout the congress centre to all delegates.

Does the Convention Centre have Wi-Fi access throughout the centre? Yes No

If only in part of the centre, please advise which areas:

Is the cost for Wi-Fi access to delegates included within the rental fees? Yes No

If no, please advise the costs to have Wi-Fi access in all rooms occupied by the Congress:

C. Other

Are there any exclusive contracts with suppliers? Yes No
If so, for what services? _____

Please specify prices for: food & beverage, electrical, telephones, cleaning, guard service, services staff, microphones, projectors, computers, flags, and other services available from the Convention Centre.

Are there contracts with a preferred caterer and or AV supplier? Yes No

If yes, please indicate which company:

What is the room set-up that is included in the rental price in terms of:

Furniture (chairs, head table, lectern, stage etc.) Yes No
If so, please specify: _____

Basic A/V (screen, beamer, microphone etc.) Yes No

Table linens Yes No

Water in the room for participants Yes No

Water for speakers Yes No

Pads, mints Yes No

Overnight cleaning of session rooms Yes No

House lightning and air condition during the event Yes No

Are there additional costs for reset of rooms: Yes No

Overnight changes costs:

Daytime changes costs:

Please see page 15 of the room requirements overview, many daytime changes are needed on the Saturday, please specify the cost for this, if any:

Does the Convention Centre have:

an ATM Yes No

a Business Centre Yes No

a Bank Yes No

First Aid Facilities Yes No

Access for the Disabled Yes No

What areas of the Convention Centre are carpeted?

Is electronic signage available? Yes No

Are there wide-screens available to be used for announcements etc.? Yes No

Is the venue able to facilitate live broadcasting
- for TV? Yes No
- For Internet? Yes No

Rates:

Are the rates negotiable? Yes No

Is a discount being offered? Yes No

If so, how much? _____

If no, when is the earliest date rental rates can be confirmed? _____

Is it possible to confirm rental rates for 2018? Yes No

What is your expected rate of price increase per year? _____

In which currency will you charge your rental fees and services? _____

Do the rates include tax? Yes No

What is the tax on the meeting / exhibition space? _____

Please attach a sample contract.

Security

Do you have a Security Plan Yes No

If so, please provide us with a copy.

Do you have an emergency plan? Yes No

If so, please provide us with a copy.

What is the role of the organizers/PCO in case of an emergency?

Is a Risk Assessment carried out? Yes No

Are security staff or venue marshals included within the rental rates? Yes No

Will the fire department check the exhibition prior to opening? Yes No

6. Social event venues

Please provide a list of venues available (2 – 3 alternatives per event) in the city for the following social events. Preferred venues are non-commercial, cultural venues such as museums, town halls and libraries. For convention bureau's: please liaise with the National Library Association on this point, they often have experience in attending these events and may be able to suggest locations within some of their institutions.

Officer's reception/dinner (approximately 250 attendees) 2 hours

Area for a reception followed by a buffet dinner [mix of official seated table, stand up eating tables]

Caterer exclusive?

Buffet dinner price list

Beverage price list

Rental fee

Atmosphere/impression

Cultural evening (approximately 3,000 – 4,000 attendees) 2 hours

Reception with scattered seating possibilities for 300 persons

Caterer exclusive?

Finger food dinner price list

Beverage price list

Rental fee

Atmosphere/impression

Hospitality/sponsor events (events of approximately 300 – 500 attendees) 3 – 4 hours

Area for a reception followed by a sit-down buffet dinner

Caterer exclusive?

Finger food dinner price list

Beverage price list

Rental fee

Atmosphere/impression

Please indicate tax and service charges that apply for catering:

Please send pictures of the proposed venues.

7. Hotels

IFLA prefers to contract hotels that do not have a surcharge for the use of internet.

	Minimum # Rooms needed	Maximum # committable rooms	Hotel rooms average rate	Breakfast average rate
Luxury 5-star hotel	300	_____	_____	_____
4-star hotel	750	_____	_____	_____
3-star hotel	750	_____	_____	_____
2-star and student	250	_____	_____	_____

Please provide average rates excluding breakfast.

VAT applicable to hotel rooms: _____

Service charge applicable to hotel rooms: _____

How many committable hotel rooms are within walking distance of the Convention Centre?

5 star hotels

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

4 star hotels

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

3 star hotels

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

2 star and student

Connected _____
 Less than 15 minutes _____
 15 -30 minutes _____
 30 - 40 minutes _____

Are the major potential headquarter hotels within walking distance willing to offer the following?

- | | | |
|--|------------------------------|-----------------------------|
| Upgrades/amenities for VIP's (30) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Discounted staff/supplier accommodation (55) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Complimentary suites for a limited number of VIP's (6) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Limousine pickup for a limited number of VIP's | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are the hotels willing to sign a contract with a foreign country? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Would the hotel(s) be willing to offer Complimentary rooms for site inspections (10) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

8. Transport

Is there an International Airport near the city? Yes No

(if so, please name the airport and distance) _____

How Many international Airlines service the above airport? _____

How many international destinations have direct flights for the above airport? _____

Can you advise what cities have a direct link? _____

What cities are within a 3-hour direct flight or train trip?

What are the different means of transport from the airport and their average fee to the city centre

Taxi Fee _____

Bus Fee _____

Train Fee _____

Shuttle Fee _____

Other, _____ Fee _____

Is there a public transport system? _____

If yes, please provide more details: _____

Accessibility to the congress centre with public transportation:

9. Convention and visitors Bureau (CVB)

Please provide a list of services available by the CVB to the Congress Organizer such as:

Promotion (what type) _____

Media/PR (what type) _____

City Brochures (how many complimentary, cost, what languages?)

Restaurants

Attractions

Maps

Public transportation tickets:

Complimentary Number: _____ Cost: _____

Welcome desks and hostesses at airport on days of peak arrival and departure:

Complimentary Cost: _____

Welcome signs and banners at airport, convention centre, and major downtown areas

Complimentary Cost: _____

Registration Personnel if provided, cost per hour: _____

Please provide a list of suppliers or a directory:

What kind of financial support is offered for site visits?

10. Tours

Please complete the table below by proposing three different tours.

Category	Timetable	Frequency	Prices (per trip/tour)
Day-trip (City-tour, museum visit etc.)	Half day	During the congress	
1.			____/____
2.			____/____
3.			____/____
4.			____/____
5.			____/____
Day-trip (City-tour, museum visit etc.)	Full day (incl. lunch)	During the congress	
1.			____/____
2.			____/____
3.			____/____
4.			____/____
5.			____/____
Overnight / Package tours	3 days, 2 nights	Pre and post Congress	
1.			____/____
2.			____/____
3.			____/____