

Appendix 1

Venue Requirements

IFLA World Library and Information Congress 2024

Country:

City:

Venue:

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

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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.

room name	Capacity	Min. size in m ²		Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
	Registration area			Set up	Set up AM Open PM	Open	Open	Open	Open	Open
	3,500 T or 2,000 T min.+ option for overflow					Build-up and Rehearsals	Opening Session			Closing Ceremony
	Exhibition (3,000 sqm)				Build-up	Build-up	Exhibition	Exhibition	Exhibition	Exhibition
	700 T		See schedule below for scheduling on Friday, Saturday and Sunday for Committee Meetings, SC and Caucus Meetings				Session 1	Session 1	Session 1	Session 1
	600 T						Session 2	Session 2	Session 2	Session 2
	450 T						Session 3	Session 3	Session 3	Session 3
	350 T						Session 4	Session 4	Session 4	Session 4
	300 Ballroom Style						Session 5	Session 5	Session 5	Session 5
	200 Ballroom Style						Session 6	Session 6	Session 6	Session 6
	30 U (50 T for the C10)						Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U (50 for the C11)						Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U						Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U						Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U						Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U						Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	Volunteers room 10 Round tables					X	X	X	X	X
	Volunteers Training 300 T				X					
	Sponsor Hospitality Suite	60					X	X	X	X
	President's Lunch*						X			
	Press Office	50			Set-up laptops	X	X	X	X	X
	Technical Preview	50			Set-up laptops	X	X	X	X	X

	PCO	40		X	X	X	X	X	X	X
	NC	70		Set-up	X	X	X	X	X	X
	IFLA Staff Office	64		Set-up	X	X	X	X	X	X
	HQ Secretariat	75		Set-up	X	X	X	X	X	X
	IFLA Second work space	70		Set-up	X	X	X	X	X	X
	IFLA President	40		Set-up	X	X	X	X	X	X
	IFLA President-elect	40		Set-up	X	X	X	X	X	X
	IFLA Secretary General	40		Set-up	X	X	X	X	X	X
	IFLA Social media	40		Set-up	X	X	X	X	X	X
	IFLA Board Room**	70		Set-up	X	X	X	X	X	X
	IFLA GB	60		Set-up	X	X	X	X	X	X
	First Aid				X	X	X	X	X	X
	Prayer Room**				X	X	X	X	X	X
	Business Centre**				X	X	X	X	X	X

*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 Friday	Activity	Capacity	Suggested Room
08.30-17.30	Professional Council Regional Council Finance & Risk Committee Governing Board	30 U-shape	
08.30-17.30	IFLA Meetings	30 U-shape	

Outline of rooms needed on Sunday, 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	1 st Sunday 08.00-10.30	Suggested Room
170 Theatre	Officers Brief	

Capacity	1 st Sunday 10.30-17.45	Suggested Room	1 st Sunday 18.45-21.00		Suggested Room
30 U	SC 1		C1	110 T	
30 U	SC 2		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		C9	60 T	
30 U	SC 11		C10	60 T	
30 U	SC 12		C11	60 T	
30 U	SC 13		C12	40 T	
30 U	SC 14		C13	40 T	
			C14	90 T	
			C15	30 T	
			C16		
			C17		

Schedule for Monday 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	

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

Questions

1. Please complete a room per function overview based on the specified room requirements as outlined.
(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. Please indicate in the fees if VAT is included and if not, which VAT % would apply.
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 Sqm Required	Maximum Sqm available	Rental Fee (per Sqm)
1. Exhibition	1,000 Sqm net (3,000 Sqm Gross)	_____	_____
2. Poster	250 Sqm 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):

3. Registration area requirements

Registration -Desks and areas	Min. # of m ² / min. # of desks required	Min. # of m ² / min. # of desks available	Rental fee (per day/week)
Pre-paid desks	1 desk	____/____	____/____
Non-paid desks	1 desk	____/____	____/____
New registrations	1 desk	____/____	____/____
Exhibitors	1 desk	____/____	____/____
Hotel desk	1 desk	____/____	____/____
Library Tour Desk	1 desk	____/____	____/____
Social Tour desk	1 desk	____/____	____/____
Information Desks	1 desks	____/____	____/____
Administration office	30 m2	____/____	____/____

4. 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 and please provide information about the bandwidth that this costs covers

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 2024? 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

Sustainability

Is the congress venue ISO 9001 certified? Yes No

What best practices do you have in place to maximise Sustainability? Please include also best practices of your exclusive suppliers:

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 No
 Discounted staff/supplier accommodation (55) Yes No
 Complimentary suites for a limited number of VIP's (6) Yes No

Limousine pickup for a limited number of VIP's Yes No
Are the hotels willing to sign a contract with a foreign country? Yes No
Would the hotel(s) be willing to offer Complimentary rooms for site inspections (10) Yes No

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 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: Cost: _____

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.			_____/_____ _____