

REQUEST FOR PROPOSALS AIPC ANNUAL CONFERENCE AND GENERAL ASSEMBLY



What is AIPC

AIPC (the International Association of Congress Centres) is the industry association for professional convention and exhibition centre managers world wide. It is committed to encouraging and recognizing excellence in convention centre management, while at the same time providing the tools to achieve such high standards through its research, educational and networking programs.

AIPC is a true international organization, with representation from over 50 countries around the world. It focuses specifically on the issues, opportunities and challenges facing convention and exhibition centres, and maintains close working relations with related industry organizations to ensure members are well connected to overall industry issues.

AIPC's Mission Statement

To promote the advancement of the congress centre industry through the encouragement of high management standards and the recognition of excellence in facility operation.

Objective of the AIPC Annual Conference & General Assembly

The objective of the Annual Conference is to address AIPC's mission of encouraging excellence in facility management by creating a forum for member interaction, education on relevant topics and a consideration of issues affecting the congress centre industry. The Annual Conference program is developed in response to member interests and priorities as reflected in annual delegate surveys and ongoing member input.

Delegate profile

Delegates to the Annual Conference consist of AIPC Official Delegates (typically centre CEO's or designates); AIPC Co-delegates (other representatives from member centres); Non-member Delegates; trade media editorial staff and AIPC Business Partners. Overall, delegates tend to be a senior level group with considerable experience in the industry.

Business partner profile

AIPC Business Partners are industry-related companies who have entered into sponsorship agreements with the organization. In doing so, they are entitled to specific benefits, some of which are related to the Annual Conference. The Annual Conference host is responsible for fulfilling some of those benefits as detailed below.

Why host an AIPC Annual Conference and General Assembly

As the most important event in the congress centre annual calendar, the AIPC Annual Conference conveys a high profile to the conference host and an opportunity to showcase their facility and destination to industry colleagues and related guests. In particular, this conference is well attended by trade media whose coverage generates exposure in industry publications world-wide.

At the same time, the AIPC conference is an opportunity for the host to create a focus for their activities in their own communities, and expose staff, local industry and government officials to the role their centre plays in an important global enterprise

1. General information

1.1 Organisation

Host Committee

The Host Committee is chaired by the AIPC Member of the host facility or destination. The Host Committee will include a senior representative of the host centre and may include the Mayor of the city and/or a representative of the Convention Bureau. One representative of the Host Committee will be the liaison with the AIPC Organising Committee.

AIPC Organising Committee

The AIPC Organising Committee is made up of: one or more AIPC Board of Director designates, the Secretary General and Director, Programming and International Development. The AIPC Organising Committee has overall responsibility for the AIPC Annual Conference and General Assembly and will liaise with the designated representative of the Host Committee.

1.2 Participants

Participants consist of all persons registered, including Official Delegates, Delegates, accompanying persons, observers, guests, working media representatives, sponsors and speakers.

All registration is subject to approval by the AIPC Organising Committee. On-site registration is not permissible.

Official Delegates

Official Delegates are participants who represent an AIPC Member (one per Member) and hold the voting rights of their congress centre, when in good standing (upon settlement of their membership dues).

Member Delegates

Member Delegates are other participants from member congress centres who do not hold of the voting rights of those congress centres.

Non-member Delegates

Guests and observers are those invited to attend the event upon invitation and with approval of the AIPC Board of Directors. Observers are potential members, and are limited to one year's attendance as an observer and one person per potential member centre.

Accompanying persons

Accompanying persons are those who are accompanying registered participants to the event, but do not participate in the official conference programme. Business Associates do not qualify as accompanying persons.

Invited Media representatives are selected working national and international trade media engaged in providing editorial coverage of the event and are invited by the AIPC Organising Committee (see 4. Media provisions for further details)

Other working (i.e., editorial) media representatives may request attendance via the conference secretariat. If accepted, they will be required to pay the non-member registration fee.

Non-editorial staff of industry publications may attend as part of their publication's Business Partner agreement with AIPC (see AIPC Business Partners) There is no provision for the attendance of non-editorial media representatives who are not AIPC business partners.

Registration fees from all participants are payable to AIPC.

AIPC Business Partners are defined in two categories:

- Companies that pay an annual fee to AIPC.

For these participants, AIPC will pay the Host Committee for the 'per-delegate meal/function cost' as well as the cost of their exhibit booth.

- Companies that participate based on the provision of services to AIPC.

For these participants, AIPC will contract all official meal functions with the Host Committee. Sponsorship funds for specific meal functions are retained by AIPC as part of the overall Annual Conference budget. AIPC will pay the Host Committee for these participants's the 'per-delegate meal/function cost' as well as the cost of their exhibit booth.

AIPC sponsors are identified under item 10. in the current RFP. Additional and direct sponsorship (financial or funds) from an AIPC sponsor to the host is not allowed.

Local sponsors: are local/regional companies that have not yet been involved in AIPC sponsorship and that are arranged by the Host Committee.

- The local sponsorship package must be approved in advance by the AIPC Organising Committee;
- Benefits and price should be consistent with AIPC Business Partner offerings;
- Benefits may not include any services or promotion provided by AIPC without prior approval;
- In order to avoid duplication, potential sponsors must be approved by the AIPC Organising Committee;
- Local sponsors are entitled to a maximum of 2 or 3 corporate representatives attending the Annual Conference per company based on the type of sponsorship;
- The Host Committee will not charge the 'per-delegate meal/function cost' or any other expenses for these sponsors to AIPC and will provide any exhibit booth and booth services at their own cost;
- Local sponsorship exposure will not include titled functions and/or activities.

The form of sponsor recognition is at the sole discretion of AIPC in order to ensure consistency of profile amongst sponsors. AIPC and local sponsorship is subject to guidelines provided in the AIPC Sponsorship Program policy (issue date: 18.08.08).

Titled sponsorships: AIPC will honour existing business partner agreements (i.e., the CAT welcome dinner and the IMEX lunch) with respect to titled sponsorships, but this will not be extended into other activities.

Speakers

Speakers are those persons who have been invited by the AIPC Organising Committee to do a presentation during the Annual Conference.

Speakers' travel and speaker fees are the responsibility of AIPC.

Speakers' hotel accommodation (4 speakers for 3 nights or a total of 12 room nights) is the responsibility of the Host Committee as part of their local agreement with the participating hotel(s).

Members of AIPC who participate in sessions will not be paid for their expenses. Expenses for AIPC staff/contractors who participate as speakers will be the responsibility of AIPC.

1.3 Key components of the AIPC Annual Conference and General Assembly

Conference programme

The conference programme is organised by the AIPC Organising Committee and includes the opening session, the meeting sessions of the Annual Conference and the proceedings of the General Assembly.

Official language

The official language for the conference is English and all related presentation and support material i.e. signage, menu's etc are to be in English.

Social programme

The social programme is to be organised by the Host Committee and is subject to overall approval by the AIPC Organising Committee. The various social events that take place during the Annual Conference, as described under Function Overview, are open to all participants.

Accompanying persons programme

The accompanying persons programme consists of two half or full days of activities, including lunches, and is designed to coincide with the sessions of the conference programme. Registration and payment for these activities will be made directly by the participant to the Host Committee.

Accompanying persons may also participate in all elements of the social programme, including the Opening Ceremony of the Annual Conference, the Gala Dinner and the closing lunch. AIPC will pay the Host Committee for these participant's the 'per-delegate meal/function cost'

Trade exhibition

A Trade Exhibition will take place during the period of the conference. The objective of the exhibition is to provide Business Partners with the opportunity to exhibit and present technical / product information. The Host Committee will provide required exhibition space and materials throughout the event.

2. Conference program and function overview

Saturday:	Pre-congress Activities Informal evening reception
Sunday:	Day 1 Day tour and lunch Welcome reception and dinner
Monday:	Day 2 Opening Ceremony, Conference programme
Tuesday:	Day 3 Conference programme and AIPC Award dinner
Wednesday	Day 4 Conference programme, General Assembly and closing lunch

Function overview I

Day	Function	Attendance	
Saturday	Pre-congress Activity : golf or other	Registered participants	
	Informal reception (drinks and light dinner)	All participants	
Sunday	Day tour	All participants	
Day 1	Lunch	All participants	
	Welcome cocktail and informal dinner	All participants	
Monday	Conference program	Delegates	
	Day 2	Welcome coffee	Delegates
		Morning and afternoon coffee break	Delegates
		Lunch	Delegates
Tuesday	Conference program	Delegates	
Day 3	Welcome coffee	Delegates	

	Morning and afternoon coffee break	Delegates
	Lunch	Delegates
	AIPC Award Dinner	All participants
Wedn. Day 4	AIPC Business Forum General Assembly	Delegates
	Welcome coffee	Delegates
	Morning coffee break	Delegates
	Closing lunch	All participants

3. Meeting specifications and technical requirements

Opening ceremony of the AIPC Annual Conference

Timing: Day 2 – Monday – AM
 Lay-out: classroom or theatre style tbc
 Capacity: 200 pax
 Equipment: to be defined by the AIPC Organising Committee and based on presentation requirements

Annual Conference and General Assembly: plenary sessions

Timing: Day 2 – Monday and Day 3 – Tuesday full day | Day 4 – Wednesday AM
 Lay-out: Classroom style
 Capacity: 200 pax
 Equipment: 2 screens 4.0 x 3.0 m or one large screen
 beamer for data projection (or 2 projectors if 2 screens)
 2 lecterns with microphone, lighting and speaker name cards (on each side of the stage)
 2 video monitors in front of each lectern
 microphones for head table (subject to presentation requirements)
 3 wireless lapel microphones
 4 wireless hand microphones
 Control desk: for sound stage lighting; equipped with

- 2 laptop PC's: interface SVGA
- DVD player or laptop that can be paused without having an onscreen menu (i.e., the little message on the screen that says "pause" or "play")

For General Assembly on Day 4 – Wednesday AM only:

- 80 digivote units (sponsorship)
- requirement for voting sessions: connection to projector to show voting results (switch between AIPC PC and digivote laptop)

Annual Conference: workshop sessions

Timing: Day 2 – Monday and Day 3 – Tuesday; full day
 Lay-out: cabaret style
 Capacity: 200 pax
 N° of rooms: 1
 Equipment: Stage
 beamer for data projection
 1 laptop PC interface SVGA
 20 flipcharts
 1 lectern with microphone
 2 wireless lapel microphones

4 wireless hand microphones

Cybercafé

Timing: From 09.00 hrs Day 1 – Sunday until 14.00 hrs Day 4 – Wednesday
Lay-out: 1 table and chair for each PC
Room location: Immediately adjacent or in the Exhibition area
Equipment: 8 PC's with internet connection including:

- Windows software
- Modem with a minimum of 28 800 bps
- Analogue telephone connection
- Account on local service provider

Speaker's room, secretariat and AIPC Board room

Timing: From 09.00 hrs on Saturday until 5 PM Day 4 – Wednesday
Set-up: Boardroom table set-up for 10-15 pax
Permanent coffee/tea/drinks station
Equipment: 1 telephone
1 photocopy machine - medium capacity (or accessible via centre's business centre)
1 printer
2 PC's with windows, power point and internet connection
Hook-up for laptop RC & MdR

Technical assistance: A technician is to be available in the secretariat office for the duration of the event to assist speakers with the preparation and transmission of presentations to the plenary room.

Exhibition

The standard space and amenities to be provided to all exhibitors are: a space of 6 m², with standard booth construction including a fascia, lighting, 1 table and 2 chairs.

Additional on-site requirements

AIPC registration & information desk is to be made available from day 1 through day 4 of the event with power supply and one flipchart.
Paging/sound system to announce end of breaks and lunch.

4. Division of conference organizational and financial responsibilities

The basis for AIPC Annual Conference and General Assembly model is that AIPC assumes overall control of the conference program and finances while the host is responsible for providing facilities, delivering a social program, hotel accommodation and seeking local sponsorships. AIPC retains all registration and sponsorship revenues (other than from local sponsors) and pays the host for the defined activities at specified rates. If the host chooses to enhance these activities (i.e. provide more costly F&B or services in order to better showcase their centre), they must do so at their own expense (i.e. through local sponsorships).

The division of tasks and financial responsibilities is as follows:

AIPC is responsible for:

- Educational program development including:
 - Preparation of theme and content
 - Speaker recruitment
 - Presenter communications
 - On-site organization and assistance
 - Speakers fees and travel
- Payment of out-of-pocket production expenses at cost (e.g. the DVD production for the opening and AIPC Award ceremony)
- Maintaining the AIPC Annual Conference website
- Registration process and management of the registration fees
- Payment of the host for identified conference meal functions* per participant at a specified rate, including those that may be sponsored by AIPC Business Partners
- Payment of the host for exhibitor booths for AIPC Business Partners (at cost)
- Carrying out pre-event promotion and publicity
- Preparation of pocket programme and posters with the conference and social programmes (including both AIPC Business Partner and local sponsor logos).

AIPC retains the right to subcontract suppliers for the provision of on site services as required.

The Host is responsible for:

- Providing defined services (F&B, AV etc.) at cost to a specified limit
- Proposing and funding a defined social program*, using local sponsorship and subsidies
- Supplying required meeting* and exhibit space*, in-house equipment and staff at no cost to AIPC
- Submitting costing for exhibitor booths as well as preparing and coordinating the exhibitor manual and additional requirements with the exhibitors
- Operational responsibility for all logistical aspects of facilities, transportation, exhibit etc.
- Contracting hotel accommodation**
- Hosting two promotional functions*** (EIBTM and IMEX) leading up to the event
- Hosting the conference closing lunch at the Annual Conference the year prior to the event
- Hosting visiting trade media as per Media provisions
- Hosting AIPC staff and invited speakers (non members) meal functions
- Making the first announcement of the Annual Conference to AIPC members (before December 25 of the year prior to the conference (which may take the form of a seasonal greeting card).

* Conference meal functions and applicable per diem:

Welcome coffee on Monday, Tuesday, and Wednesday at € 2 pp
Coffee/tea breaks on Monday, Tuesday, and Wednesday at € 7 pp
Lunch on Monday and Tuesday at € 25 pp (incl. beverages)

* Social program: proposal and financial responsibility indicated on function overview II

* Meeting and exhibit space: as per meetings specifications and technical requirements

Function overview II

Day	Function	Attendance	Proposal and organization	Proposed financial responsibility
Saturday	Pre-congress activity : golf or other	Registered participants	Host	Delegate
	Informal reception (drinks and light dinner)	All participants	Host	Host
Sunday	Day tour	All participants	Host	Host
Day 1	Lunch	All participants	Host	Host
	Welcome cocktail and informal dinner	All participants	Host	Host + AIPC contribution
Monday	Conference Opening Ceremony	Delegates	AIPC/Host	Host
Day 2	Conference program	Delegates		
	Welcome, morning and afternoon coffee break	Delegates	Host	AIPC
	Lunch	Delegates	Host	AIPC
	Accompanying persons program	Accompanying persons	Host	delegate
Tuesday	Conference program	Delegates		
Day 3	Welcome, morning and afternoon coffee break	Delegates	Host	AIPC
	Lunch	Delegates	Host	AIPC
	Accompanying persons program	Accompanying persons	Host	delegate
	AIPC Award Dinner	All participants	Host AIPC	Host + AIPC contribution
Wedn.	AIPC Business Forum General Assembly program	Delegates		
Day 4	Welcome and morning coffee break	Delegates	Host	AIPC
	Closing lunch	All participants	Host	Host of following year

In order to allow a flexible approach to this model, costing needs to be submitted together with the Host's proposal.

**** Hotel requirements**

Delegates will be expected to book their own accommodation in a room block.

The Host will contract the hotel accommodation according to AIPC's room requirements, divided between one 5-star hotel and one 4-star hotel. The block should be assembled from no more than 3 hotels.

The final hotel reservation proposal and costing must be confirmed in the Application.

The Host Committee will make the necessary arrangements with the hotels in order to allow for a flexible hotel cancellation policy which will be clearly defined in the conference announcements.

AIPC will not require a commission on the hotel accommodation but instead requires the Host to arrange for complimentary rooms for AIPC staff (4 rooms for 5 nights) and invited speakers (4 rooms, maximum 12 roomnights).

***** Promotional function during IMEX and EIBTM**

Representatives of the Host Committee will participate in the AIPC booth during both EIBTM and IMEX trade shows in the 12 month period prior to the Annual Conference in order to promote attendance.

The Host Committee is responsible for organizing and funding a promotional cocktail reception with appetizers, taking place during IMEX and EIBTM, for approximately 50 persons.

Transfer services

- The Host may choose to provide complimentary transportation from and to the airport, using either their own resources or local sponsorship;
- If not immediately adjacent, hotels must be located at walking distance (max. 5-10 minutes) from the centre. Otherwise the Host Committee is responsible for providing a complimentary transfer service between the centre and the hotels (at no cost to AIPC).
- If a transfer service is required for specific elements of the social program (welcome reception and dinner, conference dinner or AIPC Award Gala dinner), expenses are the responsibility of the Host.

Media provisions

The Host Committee is responsible for inviting local or national working journalists to the Annual Conference (the host will waive the cost of meal functions). International trade media contacts are designated by AIPC via the Secretariat.

A minimum of 10 international trade media representatives are to be hosted by the Host Committee, who will provide complimentary hotel accommodation (for the duration of the event) and will not charge AIPC for the 'per-delegate meal/function cost' associated with the invited media. The Host' national or local authorities are invited to organise a press conference and provide destination and / or facility information in order to encourage journalists to write more extensively about the destination.

If complementary registrations are to be extended to additional editorial media, (subject to AIPC approval) the host will be requested to waive the cost of meal functions for these as well.

All media releases are provided and distributed by AIPC.

Registration fees

Annual Conference registration fees are determined by the AIPC Organizing Committee in consultation with the AIPC Board of Directors. The currency of all payments by the participants and by AIPC to the congress centre will be in EURO.

Financial settlement

AIPC will pay the Host an agreed amount for each registered participant per function (cf. Function overview). Responsibility for raising any other revenues (sponsorship, discounts, etc.) is entirely with the Host Committee.

If the Host Committee has the legal obligation to charge VAT on the invoice for the final settlement, the financial department will inform and assist AIPC on national procedures to recover the VAT.

5. Timetable for preparation of the Annual Conference and General Assembly

Deadline	Task	Responsible
Sept Y -3	Submit conference and financial proposal to AIPC Board of Directors	Host Committee
Nov Y – 3	Site inspection by AIPC Board member or designate	AIPC Board of Directors
July Y -2	Presentation to AIPC General Assembly	Host Committee
July Y -1	Participation and destination promotion during Annual Conference, e.g. hosting closing lunch	Host Committee
September Y -1	Appoint conference liaison Proposal for conference theme and outline presented	Host Committee AIPC Organising Committee (AIPC)
October/November Y -1	Site inspection by AIPC Board of Directors Progress report to AIPC Board of Directors Confirmation/approval: <ul style="list-style-type: none"> • Conference budget specifications/financial responsibilities • Registration fees • Conference programme • Hotel confirmation and contract • Social programme • Accompanying persons programme • Conference marketing • Local sponsorship package description Signing of the AIPC Annual Conference contract	AIPC Board of Directors Host Host & AIPC AIPC AIPC Host Committee Host Committee Host Committee AIPC Host Committee Host & AIPC President (or designate)
December	Conference program finalised Local and AIPC sponsors defined First Announcement (seasonal greeting card) distributed	AIPC Host & AIPC Host Committee
January	Conference program: keynote and other speakers confirmed	AIPC
February	Conference website launched Registration available Progress report II submitted Local and AIPC sponsors confirmed	AIPC AIPC Host Committee Host & AIPC
March	Final conference program posted on www.aipc.org	AIPC
May	Progress report III submitted Layout of exhibition space confirmed	Host Committee Host & AIPC

6. General site requirements

The AIPC Board of Directors will solicit proposals from cities which best satisfy the overall needs of the Association, in addition to accepting proposals from cities that respond to a call for proposals in AIPC Communiqué.

The time and place of the Annual Conference and General Assembly are determined via a majority vote from the Members during the General Assembly two years prior to the event. In special or urgent circumstances, these can instead be set by the Board of Directors.

Timing of the event

Unless decided otherwise by the Board of Directors, the event will take place between June and August of each year and all attempts will be made to avoid conflicts with other association meetings.

7. Proposal of candidature

Congress centres wishing to host the AIPC Annual Conference and General Assembly must present their candidature to the General Assembly by sending a formal invitation to the AIPC Secretariat two years in advance and must have been a member of AIPC for at least two years prior to presenting their candidature. The invitation proposal must include:

1. A proposal for the conference dates (see conference program);
2. The confirmation of availability of the centre for the proposed dates and detailed pricing (see meeting specifications and technical requirements);
3. A proposal and cost estimate for the defined elements of the social programme (see function overview II);
4. A proposal and cost estimate for the conference Food & Beverage (see function overview II)
5. A proposal for hotel accommodation including:
 - pricing for single and double rooms, breakfast supplement
 - confirmation of the required complimentary rooms
 - contract details (e.g. release dates)
 - description of process enabling the delegates to reserve directly to the hotel
 - rates are to be guaranteed at time of proposal submission
6. Proposal and costing of exhibitor booths.
7. The proposal must also be accompanied by the following;
 - A letter from the convention bureau or local city government, demonstrating their commitment to making the conference a “showcase event”.
 - A list of airlines that serve the city.
 - A letter from local authorities concerning visas which guarantees that all participants registered to the Annual Conference will be allowed to attend the entire Annual Conference without any restriction including pre and post conference tours.
 - A proposal for the Host Committee designates
 - A confirmation of the financial support of the national and/or local authorities

- Confirmation in writing that the Host Committee will adhere to the repartition of tasks and financial responsibilities as described under section 4.

The centre will submit all facility and service quotations (except for hotel accommodation) at their net cost. 14 Months prior to the conference these prices must be reconfirmed and any increases from the original quote must be justified. The current standard price-list for all centre services is to be appended to the proposal.

Unless arranged otherwise with the AIPC Board of Directors, any cost / pricing estimates should be given in EURO.

Site inspection visit

The Host Committee will provide complimentary hotel accommodation for the visiting AIPC Board Member or designate during the first site inspection, two years prior to the Annual Conference. The purpose of this site inspection is to ensure the facility and hotel accommodation complies with AIPC's requirements.

The AIPC Board of Directors, or in particular cases, a representative of the Board of Directors, will conduct a site inspection in the month of October/November preceding the Annual Conference. The purpose of the site inspection is to confirm the required meeting space and co-sign the Request for Proposals and Contract.

As this inspection is typically organized to co-incident with an AIPC Board Meeting, the Host Committee will endeavour to provide complimentary hotel accommodation for the AIPC Board Members and staff as well as a meeting room for a two-day Board meeting.

Signing the contract

The contract for the Annual Conference is made between AIPC (President or Vice-President) and the Host is based upon the accepted bid and other such elements that both parties might wish to include. The Host Committee will also sign a copy of the Request for Proposals agreement.

Location

The Board wishes to ensure that the location of the Annual Conference and General Assembly reflects a balance between the current concentration of AIPC membership in Europe and the importance of recognizing and supporting members in other parts of the world. As a result, an effort will be made to alternate in successive years between locations within Europe and those outside of Europe. Because AIPC does not wish to create a situation where two member centres from the same country/region are bidding against each other, it is expected that those member centres wishing to submit a bid to host the Annual Conference will seek the support and agreement of other centres within their country/region as part of their organizational strategy.

AIPC Annual Conference locations for the period below are:

54 th Amsterdam	The Netherlands	2012
53 rd San Diego	United States	2011
52 nd Liverpool	United Kingdom	2010
51 st A Coruna	Spain	2009
50 th Singapore	Singapore	2008
49 th Graz	Austria	2007
48 th Montpellier	France	2006
47 th Québec	Canada	2005
46 th Edinburgh	United Kingdom	2004
45 th Mannheim	Germany	2003

44 th	Tenerife	Spain	2002
43 rd	Melbourne	Australia	2001
42 nd	Monaco	Monaco	2000
41 st	Vancouver	Canada	1999
40 th	Orvieto	Italy	1998
39 th	Moscow	Russia	1997
38 th	Lisbon	Portugal	1996
37 th	Stockholm	Sweden	1995
36 th	Jerusalem	Israel	1994
35 th	Sofia	Bulgaria	1993
34 th	Hong Kong	Hong Kong	1992
33 rd	Graz	Austria	1991
32 nd	Rio de Janeiro	Brazil	1990

9. Miscellaneous

Badges will be required to gain access to all conference sessions and social events. They are to be provided to all registered participants and should include the AIPC logo, the Host logo, the name of the event, the participant's name and location (city) of the centre.

All printed documents regarding the Annual Conference must follow AIPC graphic standards and design specifications and requires final approval of the AIPC Board or designate(s) prior to printing.

Mailings to members are subject to AIPC approval and no member contact details are to be given out to 3rd parties (sponsors).

The AIPC Secretariat will co-ordinate the daily contacts with the Host.

Photo coverage of the event: the host will suggest a photographer, AIPC supplies the photo direction and financial responsibility lies with AIPC.