CONFERENCE CENTRE
EVALUATION CRITERIA

DEFINITION

AIPC is an international association of convention and exhibition centres whose mission is to support, encourage and recognize excellence in convention centre operation and management. Its programs are directed toward enhancing the profile and performance of its members, who are purpose built facilities whose primary purpose is to accommodate and service meetings, conventions, congresses and exhibitions.

In order to host international events, the building should comply with current international standards regarding, structure, layout and technical facilities. A conference centre must also provide adequate services and ensure that their staff possesses the required experience and skills to enable events to run efficiently and safely.

In order to comply with AIPC Quality Standards, a convention centre must be able to meet the criteria detailed below.

VENUE

Minimum Space Requirements

- Space dedicated for delegate registration must consist of no less than 0.7 sq.m. for each person times the maximum capacity of the main auditorium;
- The main auditorium must seat a minimum of 300 delegates;
- Breakout rooms must offer at least 80% of the seating capacity of the main auditorium;
- An organizers’ office space of 20 sq.m. must be provided;
- Catering areas must provide seating for a minimum of 60% of the capacity of the main auditorium, allowing for 1 sq.m. per delegate;
- Foyer and circulation areas must be available, and provide occasional seating and refreshments service;
- Exhibition space must provide sufficient access and appropriately sized delivery bay;
- Cloakrooms must have a total capacity equal to that of the maximum capacity of the main auditorium.
**Main Auditorium and Breakout Rooms - Specifications**

- A ceiling height of a minimum of 3.6 m. for a room for 300 delegates, with an unobstructed view of the stage/platform;
- Daylight-free or availability of total blackout;
- Full climate control;
- Supply of power points in all areas of the room;
- Built in audio equipment;
- Broadband data connection;
- Cabling and connections to permit easy installation of SI equipment;
- Acoustic RT<sub>60</sub> < 1.2 seconds;
- Isolation from external noise sources to exceed 70 dbA;
- Isolation between meeting rooms to be a minimum of 55 dbA;
- Dimmable lighting with a minimum of 400 lux;
- Upholstered seating with a minimum seat width of 60 cm;
- Row space minimum of 80 cm;
- Lectern, top tables and raised podium (minimum 15 cm.);
- Goods lift access minimum 4 m. by 2.5 m. available if located on upper levels;
- Regular program of maintenance and cleaning;
- Fire detection and exits to meet local legal requirements;
- Full access for disabled.

**Main Auditorium - Additional Requirements**

All of these will need to be scaled to the size of the room. Base figures are for 300 seats

- Stage should measure a minimum of 70 cm. high and 50 sq.m. in area;
- Facilities for simultaneous interpretation to ISO 2603 standards;
- Permanent projection screen;
- Dedicated AV/lighting/sound control room.

**Exhibition Area**

- Minimum ceiling height 4 m;
- Minimum live load capacity 10 KN per sq.m;
- Electricity, data and telephone connections available to every stand;
- Direct access on to exhibition floor for delivery vehicles;
- Minimum overall lighting of 300 lux.
Centre Operating Requirements

- Public address system in all foyer areas;
- Medical facilities available either included in the rental fee or as an additional cost to the client;
- Internal signposting;
- Public telephones available;
- Business centre;
- Internal telephone system available in public areas;
- Access for disabled to all areas;
- Compliant with Health and Safety regulations of the country;
- Ability to secure all rooms;
- Toilet provision to comply with international ratios of number of toilets per number of delegates.

Sales and Marketing

- Sales office to provide written quotes for rental rates and periods of availability together with outline terms for provisional reservations;
- Contracts to be issued upon acceptance and confirmation of provisional booking, which include all the essential legal clauses;
- Sales literature available that outlines the range of facilities, together with technical information on each room;
- Documented complaints procedure policy;
- Clear definition of services and facilities included in the room rental.

Venue Management

- The venue should be able to provide, upon request, an organizational structure chart showing employees and outsourced service providers;
- The venue staff should be polite, friendly and accessible;
- A duty manager should be available on site during the build up, open and breakdown of an event;
- Staff should receive applicable and appropriate training to perform their duties effectively and efficiently.
Supporting City Infrastructure

Details of the following should be readily available:

- The number of hotels rooms available on site, within walking distance and within a short taxi or bus ride in the 3, 4 and 5 star categories, together with details of budget accommodation;
- Parking facilities on site and within close proximity;
- Transport available from the nearest airport;
- An overview of the main tourist and leisure attractions within the immediate locale, together with a range of brochures;
- The range of support services available within the region, including transport companies, conference organizers, exhibition stand contractors and other meetings related services.

For further information please contact:

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