

THE UNION WORLD CONFERENCE ON LUNG HEALTH IN 2017 & 2018

INVITED BIDDING FOR CONFERENCE VENUE

CLOSING DATE FOR APPLICATIONS: 31 MARCH 2016

The Union

International Union Against
Tuberculosis and Lung Disease
Health solutions for the poor

theunion.org

INTRODUCTION

The Union World Conference on Lung Health is the largest annual conference devoted to lung health and related public health issues as they affect low- and middle-income populations. Between 3,000 and 4,000 delegates from more than 130 countries attend the five-day conference, attending some 175 plenary sessions, symposia, courses, workshops, abstracts-related sessions and recognition events.

This preliminary bidding document outlines the main requirements for conference venues with proven track records that wish to submit a bid to host the 48th or 49th Union World Conference on Lung Health in 2017 or 2018. It includes general information, various policies and requirements governing this event in order to offer clear guidelines regarding tasks and responsibilities. It also defines roles and responsibilities of all parties that are involved as well as generic information on the bid process and selection criteria.

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PART A: INFORMATION ABOUT THE APPLICATION AND REQUESTED BID DOCUMENTS

A.1. ABOUT THE UNION

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world. We work with stakeholders across the globe from every sector, including governments, international agencies, civil society and the private sector.

Based in Paris with offices in Africa, Asia, Europe, Latin America and North America, The Union has more than 20,000 members and subscribers from 146 countries. Its technical activities focus on tuberculosis, HIV, lung health and non-communicable diseases and tobacco control.

For more details please visit our website at theunion.org

A.2. CONFERENCE OBJECTIVES

- To exchange and share recent achievements, challenges, obstacles and failures in tuberculosis, HIV, lung health, non-communicable diseases (NCDs) and related issues.
- To share experience and knowledge from different regions, cultures and economic circumstances.
- To promote recent research and achievements in The Union's fields of interest.
- To promote health solutions for the poor.
- To provide a forum for the discussion of problems common to limited-resource settings and health systems serving low- and middle-income populations.

A.3. IMPACT OF HOSTING THE UNION WORLD CONFERENCE ON LUNG HEALTH

- The Union has been organising international conferences on tuberculosis and related issues since shortly after its founding in 1920. Today our World Conference is the largest annual meeting focusing on the issues affecting lung health.
- Each year the conference grows and in 2015 we held our largest conference in our history. Four thousand participants from more than 120 countries gathered for this five-day scientific conference, which presented research from every region of the world.
- Presenters and participants range from ministers of health from some of the world's largest countries, to heads of global health agencies, from leading community and faith-based advocates to talented new researchers in the field.

As a host of the World Conference, the host city can expect not only significant economic benefits but also benefits from a wealth of additional areas including:

GLOBAL AWARENESS OF YOUR CITY

- The World Conference attracts the attention of the world media, with over 100 journalists attending the conference in person as well as hundreds covering the news of the conference from their home countries.. At our 2015 conference , news coverage included articles in lead wire stories in multiple languages, as well as original reporting in top titles and broadcast media such as El Pais, The Huffington Post, Financial Times, The Times of India, CNN, BBC and ABC News.

HIGH-PROFILE PUBLIC FIGURES AND ORGANISATIONS IN YOUR CITY

- At the Cape Town World Conference in 2015 we hosted the second Global TB Summit, bringing 50 parliamentarians and political leaders from thirty countries spanning five continents. This high-level summit not only brought important political names to the city, but the ongoing work of the Parliamentarians beyond the conference continues to spread a high-profile message.
- Each conference is attended by high profile public figures from a wide range of disciplines and organisations. In Cape Town we welcomed Dr Aaron Motsoaledi, the Minister of Health for South Africa, Dr Harsh Vardhan, India's Minister of Health and Family Welfare, internationally acclaimed singer Yvonne Chaka Chaka and the Executive Director of The Global Fund to Fight AIDS, Tuberculosis and Malaria, Mark Dybul.
- Furthermore, all the main global health organisations are in attendance. In 2015 we collaborated closely with the World Health Organization to release their 2013 Global Tuberculosis Control report at the start of the conference.

GLOBAL APPEAL

- In 2014 over 3,300 delegates travelled from 134 different countries to attend the World Conference. In 2015 in Cape Town, this number exceeded 3,500 with a further 500 delegates attending the community area that was open to the public. Conference delegates report that the host city is an important part of their conference experience, and positive experiences travel home with them to friends, colleagues and family.

A.4. CONFERENCE TIMING

- The conference is traditionally held between the end November or beginning of December. The conference dates should not coincide with local holidays in the host country.
- The conference should start on a Sunday evening and run through Friday.
- The conference day typically run from 07:00 to 20:00.

A.5. INFORMATION ABOUT THE REQUESTED BID DOCUMENTS

In order to evaluate whether a bid may be placed before The Union Board of Directors, the following required documents should be provided to The Union:

WRITTEN STATEMENT

The statement proposing to host the Union World Conference on Lung Health in 2017 or 2018 should include the following information:

- A detailed description of the conference venue (including history, renovations, technical specifications, CSR programmes, tobacco use policies, accessibility for those with special needs, emergency facilities onsite, list of recent or future clients)
- Hotel room breakdown – number of rooms within walking distance, distribution of rooms across “star” and price categories, number of smoke-free hotels
- Accessibility by air, rail and road for international participants
- Description of public transportation options available
- Health, safety and security considerations of the city, including recent or imminent steps taken to negate threats
- Visa and entry requirements for the country
- City compliance with and promotion of “smoke-free” policies
- List of local academic, youth, faith-based or community groups working in the fields of tuberculosis, HIV, tobacco control, non-communicable diseases (diabetes, cancer, etc) or health promotion in general
- Support letters from national and local convention bureaus
- Resource support pledge from the local government, National Ministry of Health and / or Chamber of Commerce
- Completed tenderer’s declaration, confirming that the proposed venue meets the terms of reference or clear indication of any deviations from these requirements.

A.6. BID SUBMISSION

All bids must be submitted by Candidate Cities with conference centers with a proven track record of hosting national and international conferences. Working together with local government, academic institutions, tourism bureaus and private industry, the Candidate Cities are expected to offer a sponsorship fund to The Union of US \$1,000,000. The Union is not obliged to select the highest bidder but the choice will be made based on all the factors combined, i.e. quality, responsiveness, access, bid, etc.

A.7. CONFERENCE LOCATION REQUIREMENTS

The location of the conference for The Union World Conference on Lung Health must meet the following requirements:

- A city with an international airport, served by a variety of airlines allowing easy access from all continents at competitive and affordable rates.
- Clear visa application process for delegates from around the world.
- A city with sufficient accommodation (from 2- to 5-star categories) for up to 3,500 delegates, as well as affordable university or other low-cost residences at close proximity to the conference venue and easily accessible by public transport.
- Smoke-free hotel rooms, restaurants, conference venue and public spaces.

A city or country with a current initiative or proven historical role in the global fight against TB, poor air quality, or tobacco promotion may be favoured.

A.8. CONFERENCE SPACE AND FACILITY REQUIREMENTS (these are guidelines and may be modified):

POST-GRADUATE COURSES / WORKSHOPS / SYMPOSIA	20 sessions	100–1000 seats
OPENING CEREMONY	1 session	2500–3000 seats
SPACE FOR WELCOME RECEPTION (if local sponsorship is secured)	1	3000–4000 2000–3000 participants
OFFICES + SIDE MEETINGS	15–20	10–100 seats
REGISTRATION AREA / EXHIBITION HALL / NETWORKING AREAS / CATERING FACILITIES / POSTER AREA		7000–8000 m ² gross

The venue should also provide the following facilities:

- First Aid
- Capacity for Wifi bandwidth for 4000 participants
- Security
- Cleaning

A.9. GENERAL FACILITY NEEDS

- The conference centre should be equipped with climate-appropriate heating, ventilation and air conditioning (HVAC).
- The facility should meet all relevant codes for fire and other emergencies and accessibility. Restrooms should be easily accessible and maintained to a high standard of hygiene.
- Meeting rooms should be properly equipped and have effective soundproofing.

A.10. SPECIFIC FACILITY NEEDS

- Sufficient space must be available to set up a Press Centre serving 30–40 journalists with adequate satellite communication, telephone, wifi services available. (Floor plan to be provided)
- Adequate arrangements for information messaging systems and communication throughout the conference centre. Capacity for television and online broadcasting services must be available. Advanced internet capabilities are required during the conference with possibilities of webcasting and streaming sessions.
- Registration area with capacity for online registration, accounting services and distribution of conference bags and headsets.
- Sufficient catering facilities/restaurants for the delegates to eat hot or cold meals and snacks onsite.

A.11. EXHIBITION AREA REQUIREMENTS AND SPECIFICATIONS

The venue must be able to provide sufficient space for The Union Village, scientific poster display and exhibition area (commercial and non-commercial) with the following requirements:

- A minimum of 3,000-square meters gross is required to accommodate the commercial and non-commercial exhibition, the Union Village, catering and networking areas. For the poster display area, a minimum of 3,000–4,000 square meters gross is required to accommodate up to 800 posters and e-poster areas.
- A 1,500 square meter space for the “Community Village” with easy public and delegate access but with the ability to restrict access control to the rest of the venue.

A.12. CONFERENCE CENTRE SERVICES AND RESOURCES

Please provide the following information regarding the venue:

- Floor plans for all areas, including technical specifications (details of freight lifts, weight allowance per square metre, ceiling height, etc)
- On-site manpower – specify any preferred or exclusive provider agreements or trade union regulations apply
- Planning and design resources for signage, exhibit layout, etc.
- Customs broker (please indicate if this is in-house or not)
- Accessibility of bank, post office, emergency medical facilities, emergency plan, etc.
- Information on pricing and pricing structure – conditions, etc.
- List of exclusive and preferred suppliers (if any) that conference organisers are obliged or recommended to use
- Sample of a generic contract with the conference centre

A.13. HOTEL ACCOMMODATION

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

5 Star – 500 rooms

4 Star– 500 rooms

3 Star – 1000 rooms

2 Star – 700 rooms

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

A.14. TRANSPORT WITHIN THE CITY

Please describe transport services in the proposed location:

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

A.15. POLITICAL AND ECONOMIC SITUATION / HEALTH CARE FOR DELEGATES

Please describe the following circumstances in the proposed location:

- the political and economical situation in the city/country
- the level of safety in the city, with particular reference to the area surrounding the conference centre, proposed hotels and on public transport
- the healthcare system in the country and what services may be available in case of a health emergency

A.16. ATTRACTIVENESS OF THE DESTINATION TO PARTICIPANTS

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

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

A.17. SUPPORT THAT MAY BE EXPECTED FROM THE CONFERENCE VENUE

Please list any complementary services the venue will offer.

PART B. ROLES AND RESPONSIBILITIES OF THE CONFERENCE CENTRE AND HOST CITY

B.1. MISSION

In addition to providing a first-rate, well-equipped and well-managed facility, the host city will be The Union's local partner, advising The Union conference planners on issues ranging from local regulations and vendors to opportunities for discounts and sponsorships that will enhance the success of the conference and the delegates' experience within the host city.

B.2. TASKS

- Promote the conference on its website, publications and industry promotional materials
- Advise on local practices and customs
- Help liaise with local government/authorities, businesses, service providers and health authorities
- Support and assist official social events (Opening and Closing ceremony and reception)
- Facilitate local press relations
- Suggest local suppliers for materials, conference bags, badges, volunteers etc.

B.3. ROLES AND RESPONSIBILITIES OF THE UNION (CONFERENCE UNIT OF THE UNION)

The Union will handle all aspects of the conference: scientific content and scheduling, core identity, marketing, project management, budget and finances, participant administration, exhibition management, abstract handling, registration, on-site logistics, etc. In implementing some of the above services, a Professional Conference Organizer (PCO) may also be selected by The Union.

The Union will work closely with local officials and stakeholders in lung health, the conference centre, vendors and the media to deliver a high-quality and successful conference, following The Union guidelines.

PART C: BIDDING AND SELECTION PROCESS

The Union invites bids from conference centres with proven track records, who wish to be considered as prospective host for the 48th or 49th Union World Conference on Lung Health to be held in 2017 or 2018.

Each destination will need to organise a site inspection for up to three people. The number of participants will be determined at a later stage.

The proposal should include all the above-mentioned information that will help The Union to understand the general administrative, operational and financial conditions under which the conference would be managed.

C.1. BIDS

Invited preliminary bids should be submitted no later than 31 March, 2016 to:

Address: bids@theunion.org

Attention: Emily T Blitz, Global Director of Conferences and Summits

HARD COPIES OF BID ARE STRONGLY DISCOURAGED

This final document should reflect the style and the quality of future partnership The Union would experience if the venue is selected.

C.2. CRITERIA FOR SELECTION

When reviewing the submitted bids, The Union will pay particular attention to the following criteria:

- Host city and country demonstrates/presents:
 - wide accessibility to the lung health community locally, regionally and internationally
- Logistical and organisational parameters include:
 - appropriate conference venue
 - international airport
 - appropriate dates, taking into consideration other events
 - wide range of hotel categories
 - total cost of venue and services (as per appendix)
- Written guarantees:
 - From the host country government that they will collaborate and support The Union's efforts to ensure broad geographical participation so that bona fide participants will have entry into the country where the conference is being held for the duration of the event in order to attend.
 - From the local tourism bureau that they will collaborate and promote the Conference locally and internationally
 - From the bidder or bidding conglomerate, a financial commitment to the conference

C.3. SITE INSPECTION

The short-listed host cities will be asked to organise a two- to three-day site visit for up to three people. During this site visit, The Union representatives will inspect the conference facilities, visit potential accommodations and discuss the details of conference organisation, the business plan and budgets with those parties most intimately involved. The site visits should take place in May or June 2016.

A second site inspection will take place when the host city is selected.

C.4. TIMELINE

15 JANUARY 2016	Call for invited bids announced
31 MARCH 2016	Deadline for receiving bids
10 APRIL 2016	Union makes the short list, requests additional information from the shortlisted cities
20 APRIL 2016	Shortlisted cities to submit the additional information
1 MAY–15 JUNE 2016	Union makes site visits to shortlisted candidate cities
30 JUNE 2016	The Union evaluates the bids and informs which destination has been selected

REQUIREMENTS	COST (EUROS)
Venue (as above specifications and including tax and any charges)	
Internet access	
Catering (for reference only):	
• onsite warm meal	
• onsite cold meal	
• reception for 500 persons	
Local staff (for reference only):	
• Cost of 1 technician per day (10 hours)	
• Cost of 1 host/hostess per day (10 hours)	

HOTEL REQUIREMENTS AND NUMBER OF ROOMS*	AVAILABLE (Y / N)	COST PER NIGHT (EUROS)
5 Star / 500 rooms		
4 Star / 500 rooms		
3 Star / 1000 rooms		
2 Star / 700 rooms		

PERIOD PRELIMINARY RESERVED

This arrangement is to be kept confidential until venue has been selected by The Union in order to safeguard the hotel accommodation. It should be noted that the total rental period for the World Conference is three to twelve days per person, depending on their role and including time for set up and break down.

PROPOSED DATES FOR THE CONFERENCE:

(According to venue availability)

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