



Requirements for hosting the 2017 IPC General Assembly

October 2015

International Paralympic Committee

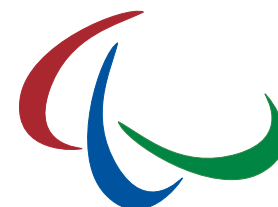
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1 Introduction

This document outlines the requirements for hosting the 2017 IPC General Assembly (GA) and related meetings. Together with the bid application document, it provides the main information needed to prepare an application, and, if such application is successful, the provisions for the organisation of the event.

The IPC will only award the 2017 General Assembly and related meetings to a National Paralympic Committee (NPC) or Local Organising Committee (LOC), whose bid has been officially endorsed by the respective NPC.

2 IPC General Assembly and related meetings

2.1 IPC General Assembly

The GA is the ultimate governing body of the IPC. It is ordinarily called on a biennial basis. The GA is composed of representatives of NPCs, International Organisations of Sport for the Disabled (IOSDs), Regional Organisations, International Sport Federations (IFs) including IPC Sports and IOSD Sports.

Media interest in the 2017 General Assembly is expected to be high as it will see the election of a new IPC President, who will take over the reins of Sir Philip Craven after 16 years in position.

2.2 IPC Governing Board meeting

The IPC Governing Board (GB) holds a regular two-day meeting prior to the GA.

As the election of a new Governing Board will be conducted at the 2017 IPC General Assembly, the new Governing Board will also host an informal half-day meeting on the morning after the day of the election.



2.3 IPC Conference

The IPC Conference will be scheduled one day prior to the IPC General Assembly to provide members an opportunity to network and receive update information on current IPC business. The programme including topics and structure is developed and defined by the IPC.

2.4 IPC Council and Standing Committee meetings

In 2017, the IPC wishes to combine the General Assembly and IPC Conference with the meetings of some of its Councils and Standing Committees. Each meeting will have its own meeting agenda, which may include some joint meeting sessions. Out of the 14 IPC Councils and Standing Committees, the IPC expects that 5-8 Committee/Council meetings will take place over a two day period.

2.5 IPC Paralympic Awards Gala

During a Gala Dinner, the IPC will present the Paralympic Sport and Media Awards and the Paralympic Order.

The high profile awards honour Paralympic top athletes, officials and media, recognising the achievements and contributions based on the Rio 2016 Paralympic Games. There are 10 awards and approximately five Paralympic Orders presented during the Gala.

3 Schedule and participants

3.1 Draft schedule

The GA is normally scheduled to take place in the fourth quarter of 2017 (October – November). However, for the 2017 GA, the preferred dates for the meeting would be in the first half of October. The provisional meeting schedule shall be as follows and is subject to final approval by the IPC:



Sunday	<i>Arrivals of IPC Governing Board members</i>
Monday	IPC Governing Board meeting IPC Governing Board welcome reception and dinner
Tuesday	IPC Governing Board meeting <i>Arrivals of IPC Councils and Committees members</i>
Wednesday	IPC Councils and Committees meetings
Thursday	IPC Councils and Committee meetings <i>Arrivals of GA delegates</i>
Friday	IPC Conference
Saturday	IPC General Assembly IPC Paralympic Awards Gala
Sunday	IPC General Assembly and Governing Board elections <i>Departures of delegates (evening)</i>
Monday	IPC Governing Board meeting (1/2 day) <i>Departures of delegates</i>

3.2 Participants

The typical attendance at a General Assembly in the year of the election of the new Governing Board is around 500-550 participants. This includes IPC Governing Board members, official GA delegates, guides and interpreters, observers (including representatives of future Organising Committees of Paralympic Games and Paralympic Winter Games and of IPC recognised IFs), guests, and IPC staff. The final list of participants needs to be approved by the IPC.

3.2.1 Official Delegates of the IPC General Assembly

- The IPC Governing Board currently consists of 15 members (some GB members may be accompanied by their assistant).
- NPCs (up to 2 delegates each)
- IOSDs (up to 2 delegates each)
- Regional Organisations (up to 2 delegates each)
- IPC Americas Region (up to 2 delegates)



- IFs (up to 2 delegates each)
- IPC Sports (1 delegate each)
- IOSD Sports (1 delegate each)

The estimated number of official delegates is around 350, representing approximately 175 organisations. With the exception of very few attendees, all official GA delegates will also attend the IPC Conference.

3.2.2 Observers and members of future Organising Committees of Olympic and Paralympic Games (OCOGs)

Delegates are entitled to request the attendance of observers, which must be approved by the IPC. Observers and delegates from OCOGs are permitted to attend the open sessions. Attendance for closed sessions is only permitted through an invitation by the IPC.

3.2.3 Guests

The IPC will invite guests for the social events during the days of the conference and General Assembly. The LOC will also have the chance to invite local dignitary guests for these events, subject to the approval of the IPC. The total number of guests will be approximately 50.

3.2.4 IPC staff

Approximately 25-30 IPC staff will attend the GA. It is the responsibility of the LOC to provide a sufficient number of volunteers (10-15) to assist the IPC staff in ensuring the smooth running of the GA. Detailed job descriptions for the volunteers will be provided by the IPC.

4 Facilities and technology requirements

It is preferred that all meeting facilities are located in a venue with sufficient number of meeting spaces with adjacent hotels. All facilities need to be wheelchair accessible – please refer to the two abstracts from the “IPC Accessibility Guide” which have been sent out together with the bid document.

The following offices and conference facilities are required:



4.1 IPC President office

The IPC President office should consist of an office space (approx. 25 m²) and shall be made available to the IPC President for the duration of his stay.

- 1 work desk
- Sofas (2 for 2-3 people) with coffee table
- Protocol flags (Paralympic flag, LOC or city flag, flag of the host country)
- Wireless internet access

4.2 IPC CEO office

The IPC CEO office should consist of an office space (approx. 25 m²) and shall be made available to the IPC CEO for the duration of his stay.

- 1 work desk
- Sofas (2 for 2-3 people) with coffee table
- Protocol flags (Paralympic flag, LOC or city flag, flag of the host country)
- Wireless internet access
- Local printer

4.3 IPC Secretariat

The IPC Secretariat should consist of an office space with a minimum of 100 m² and shall be made available to the IPC for the full duration of the event, including two days prior and one day after the meeting dates with 24-hour access.

- Fifteen (15) work desks, including office chairs
- Standard office supplies (list to be provided by the IPC)
- Refreshments (water, coffee, tea)
- Photocopier – heavy duty (with document sorting, printing on both sides of the page and stapling facility)
- One (1) telephone (international line)
- Two (2) PCs (all with internet access, to be networked, keyboard/windows/applications in English)
- Wireless internet access (with capacity of minimum 6 mbt)
- Two (2) stand-alone colour printers for IPC notebooks and two (2) printers to be networked



- Thirty (30) local mobile phones to be distributed to IPC GB members and IPC staff (whereof at least four mobile phones can call internationally). Costs for international calls are to be covered by the IPC, costs for local calls will be covered by the LOC.
- Ideally a storage room should be provided adjacent to the IPC Secretariat.
- English speaking technical support staff has to be available at all times

4.4 Executive support office

The Executive support office should consist of an office space with a minimum of 50 m² and shall be made available to the IPC for the full duration of the event, including two days prior and one day after the meeting dates 24-hour access.

- Five (5) work desks, including office chairs
- Refreshments (water, coffee, tea)
- Internet access for five (5) laptops (laptops provided by the IPC)
- Two (2) printers to be networked
- Photocopier

4.5 Meeting room

A meeting facility is requested adjacent to the IPC office and shall be made available to the IPC for the duration of the full event.

- Rectangle table for approximately 25 people

4.6 Media/ Press Conference room

During the General Assembly there will be a need to organise one or two press conferences. The room should have sufficient lighting for the organisation of press conferences. The room set-up should include the following:

- Head table with one microphone per person (maximum of five people)
- IPC branded backdrop for head table
- Wireless LAN internet access free of charge for participants
- Classroom seating for up to 30 persons
- Audio distribution box for TV cameras



- Additionally a media work room, with wi-fi access, and regular refreshments should be made available for the duration of the IPC General Assembly. Live feed should be available from the sessions in this room. At least two large screens with audio should be installed for media to be able to follow the elections.

4.7 Governing Board meeting room

The IPC Governing Board always meets prior to the IPC General Assembly.

The standard meeting schedule is the following:

- 09:00 – 10:30 Meeting session
- 10:30 – 11:00 Coffee break I
- 11:00 – 12:30 Meeting session
- 12:30 – 14:00 Lunch break
- 14:00 – 15:30 Meeting session
- 15:30 – 16:00 Coffee break II
- 16:00 – 17:30 Meeting session

The day following the General Assembly an informal meeting session of the (new) Governing Board will be scheduled for maximum half a day.

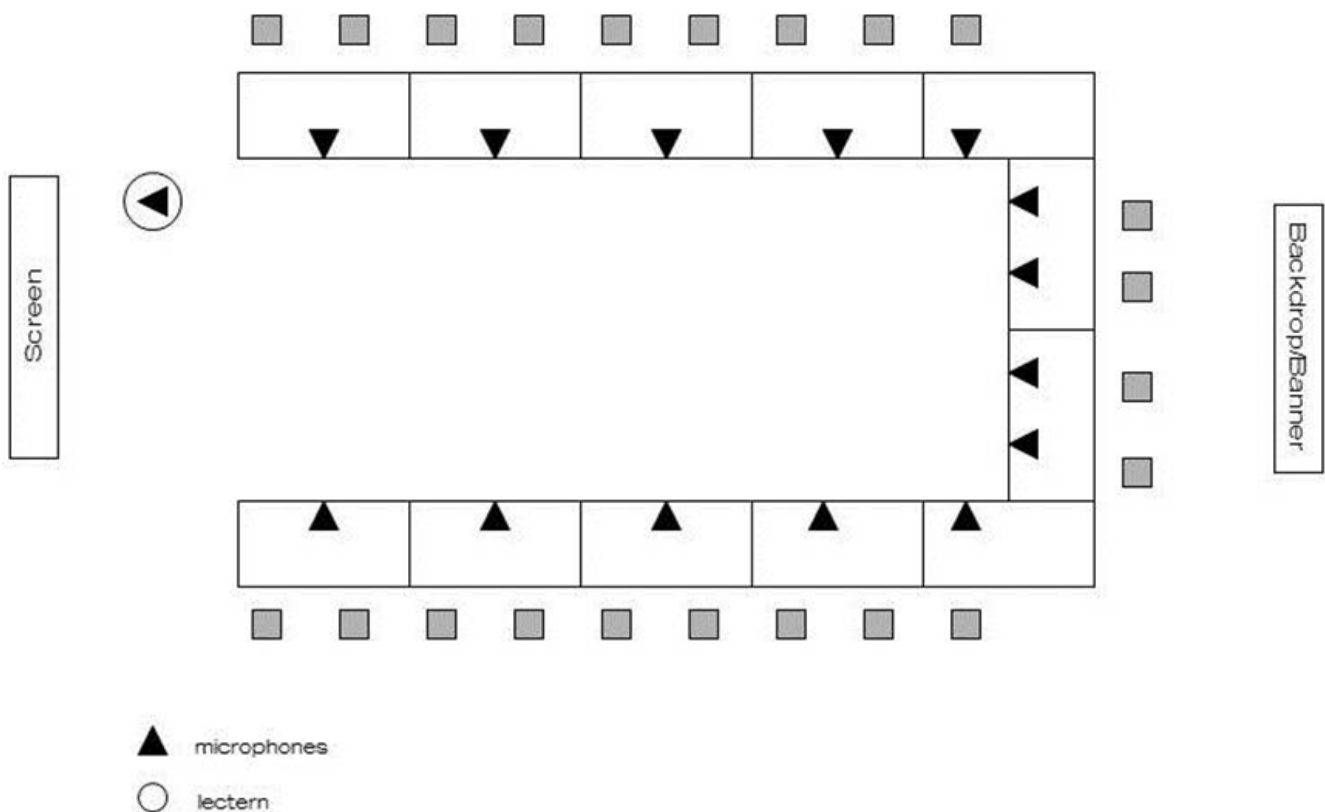
The following facilities, equipment and services shall be provided by the organiser free of charge:

- Meeting room large enough for 30 people to sit comfortably (minimum of 10x15m)
- Tables (draped) for approximately 24 people. Shape: hollow rectangle with seating only on the outside (U-Shape). Minimum table space of 80 cm per person
- Internet access in the meeting room
- Microphones: one (1) microphone for four (4) participants at the head table and one (1) microphone per two (2) participants for the rest of the tables
- Lectern with microphone for reporting sessions (if required)
- Additional power sockets for laptop connection at each table
- 5 seats for observers along the wall
- Digital audio recording of all meeting sessions
- Standard audio-visual equipment (e.g., video, projector for ppt presentations)
- Technical assistance to operate the audio-visual equipment
- Access to video conferencing equipment (if required)
- Nameplates for all participants (list will be provided by the IPC prior to the meeting)
- Refreshments in the meeting room (water/soft drinks)



- Coffee breaks (including, coffee, tea, soft drinks/juice and snacks)

Please see below the ideal table set-up of the meeting room (U-shape with one microphone per table, except at the two head tables, where one microphone per person is required).



4.8 Meeting rooms for IPC Councils and Committees meetings

The rooms need to be available for two days (most probably Wednesday and Thursday – final meeting days will be confirmed by the IPC).

- 5-8 meeting rooms (final number tbc by IPC) for parallel sessions
- Room size depending on respective IPC Council/ Standing Committee (6 – 15 persons)
- Rectangle or U-shape table
- Flipchart and markers
- Refreshments (water) and coffee breaks (details/times to be provided by the IPC)
- Screen and projector, suitable for PowerPoint & video (if required)



4.9 IPC Conference room

The meeting room can be the same as the one used for the IPC General Assembly.

- Large enough for approximately 400-450 people to sit comfortably in classroom or theatre style (enough space for wheelchair users between rows, 1,5m).
- 10 to 15% of the attendees are wheelchair users
- Accessible stage (40-50 cm in height)
- Lounge chairs and coffee tables for the stage for moderated sessions
- Lectern for presenters on stage (accessible lectern needs to be provided if required)
- Water for all delegates in the meeting room (preferably on the tables)
- If the meeting room is a different room than the IPC General Assembly room, a separate backdrop for the IPC Conference room may be required

Technology requirements:

- Two (2) video screens next to main stage for coverage of the conference
- Backdrop behind main stage
- Monitors for moderators and the presenters on stage to follow the presentations
- Up to four (4) lapel microphones for moderators
- Two (2) wireless microphones for the participants
- Video recording (including cameras)
- Wireless LAN Internet Access free of charge for participants
- Simultaneous interpretation equipment (see 7.9)
- English speaking technical support staff has to be available at all times
- Live feed to be provided to pre-function space and media room

4.10 General Assembly meeting room

The meeting room needs to be available for the two full days of the IPC General Assembly.

- Large enough for approximately 400-450 people to sit comfortably
- Classroom style for approximately 350 official delegates seated in alphabetical order (enough space for wheelchair users between rows, 1,5m). Each delegate needs to have a minimum table space of 80 cm.
- Observers, guests and IPC staff on chairs only (in the back or at sides of the room)
- 10 to 15% of the attendees are wheelchair users



- Accessible stage (40-50 cm in height) with head table for 19 people in one row and an additional table behind the head table for four persons (details and measures of head table and ramp need to be approved by the IPC)
- Lectern for presenters on stage (accessible lectern needs to be provided if required)
- Nameplates for all official delegates (design to be approved by the IPC) and/or table flags for all IPC member organisations
- Note pads and pens on the tables
- Water for all delegates in the meeting room (preferably on the tables)

Technology requirements, decoration and look:

- Two (2) video screens next to main stage for coverage of the GA
- Backdrop behind main stage
- One microphone per member organisation with electronic system to indicate who wants to speak (“Digital Congress Network”) and with central control over microphones by up to two persons
- One microphone per person on head table and one microphone per lectern
- Notebook computer for presentations and projector (suitable for PowerPoint & video)
- Monitors for people sitting at head table and the presenters to follow the presentations
- Ether-net, KVM-switch (keyboard video mouse switch) etc., which connects two laptops backstage with the master laptop on head table in order to project correct picture on big GA screens
- Electronic voting equipment (costs covered by LOC, arrangements made by IPC)
- Audio/video recording (including cameras) of the GA sessions.
- Wireless LAN internet access free of charge for participants
- One (1) power plug per member organisation for laptops adjacent to their desk
- Simultaneous interpretation equipment (see 7.9)
- English speaking technical support staff has to be available at all times
- Live feed to be provided to pre-function space and media room
- Technical equipment for live streaming on IPC’s official channels

4.11 Paralympic Awards Gala room

The room needs to be available for the evening of the Paralympic Awards Gala. Time for set up of the room and a rehearsal taking place in the morning of the event should be counted in.



- Representative ballroom large enough for 500-550 guests to sit at round tables (banquet style) for seated dinner
- Gala-style decoration/look to be provided by the LOC (to be approved by IPC prior to production)
- Presenting stage and backdrop with ramp (details and measures of stage and ramp need to be approved by the IPC)
- Lectern for presenters on stage (accessible lectern needs to be provided if required)
- Video screens next to main stage for coverage of the IPC Gala

Alternatively, two separate rooms, one theatre style room for the Awards Gala (with technical requirements as outlined below) and a separate Gala Dinner room for the dinner, could also be considered.

Technology requirements:

- Notebook computer for presentations and projector (suitable for PowerPoint & video)
- Audio system
- Two (2) lapel and two (2) wireless microphones
- Broadcasting technology including
 - Spotlight/Lighting system
 - Video screen
 - Video camera recording (2 cameras)

Please note that the IPC Paralympic Awards Gala may be broadcasted.

4.12 Registration counter

The registration counter needs to be available starting from the main arrival day of the delegates until the main departure day.

- Area for delegates to register and to pick-up their accreditation and welcome bag (preferably adjacent to IPC Secretariat or GA meeting room)
- Accessible counter
- Backdrop for counter
- Desktop computer with local printer with internet access and possibility to connect a IPC Notebook to the internet
- Power plugs
- 2 laminators (with supply)



- 1 digital camera in order to produce accreditation badges ad-hoc for delegates that had not previously sent in their portrait picture
- 2 colour printers capable of printing cardstock used for accreditation cards

4.13 Meeting rooms for delegates and areas for networking

Meeting rooms should be available to be booked by delegates at their own costs. The LOC should assist with providing costs for the rooms and catering if required.

Also, the hotel should have enough space (i.e., at the lobby area) and/or coffee/bar areas for delegates to network.

5 Accommodation

An official hotel will be designated by the LOC (category equivalent to 4 Star in Europe), with a reasonable room rate for a conference of this size (incl. buffet breakfast, internet access, taxes and service charges), subject to the approval of the IPC. This hotel should be used for the IPC Governing Board, IPC Councils and Committees members, official GA delegates, guests, observers and IPC Staff. Prices should be kept as reasonable as possible. As a guideline, room rates for the 2015 Mexico General Assembly were 174 USD for a single occupancy room and 194 USD for a double occupancy room)

The estimated number of required rooms is approximately 500 including 30 wheelchair friendly and up to 15 fully wheelchair accessible rooms (for detailed information, please refer to the measurements table according to the IPC Accessibility guide).

The IPC will provide a list with numbers of room reservations required for the various nights whereas the highest number of nights needs to be available during the Conference and General Assembly days.

The LOC may also provide alternative accommodation facilities for participants seeking lower rates (with wheelchair friendly rooms). These hotels should be in walking distance to the official GA hotel.

The room rates will be paid directly by the participants except for IPC Governing Board, IPC Councils and Committees and IPC Staff (see 9.3).



6 Catering

Cultural, religious and medical/dietary requirements for all meals must be taken into consideration:

Breakfast: International breakfast with hot and cold items, preferably buffet style (to be included in the sleeping room rates)

Coffee breaks: To be organised for each day of the GB meeting, Committee and Council meetings, IPC Conference and General Assembly in the morning and afternoon, with non-alcoholic beverages

Lunch: Buffet served at meeting venue including non-alcoholic beverages

Dinners: Served at meeting venue or organised by the LOC as part of the social programme including non-alcoholic beverages. For the Paralympic Awards Gala, dinner will be served seated including alcoholic and non-alcoholic beverages.

7 Operations and services

7.1 Welcome services

The LOC will provide welcome services at all designated official arrival points to the host city. This service will also be provided at the airport, GA official hotel(s) and venues.

The LOC will prepare a “Welcome Package” containing practical information for the participants, e.g. pocket programme, services, plans, cultural activities, phone numbers, etc., which should be presented in a bag (backpack preferred for accessibility reasons) for each participant (content and design to be approved by the IPC). The welcome brochure needs to be available as pdf file six weeks prior to the GA.

7.2 Accreditation

- All participants need to be registered and accredited through the IPC “Online Registration System” which will be shared with the LOC and serves as sole reference for the participant management (arrivals, departures, etc.)
- The LOC is responsible for sending visa invitation letters to the relevant member organisations in order for them to be able to apply for a visa in a timely manner



- The LOC is responsible for the printing/production of the accreditation cards prior to the arrival of the participants
- Each participant will be provided with an accreditation badge arrival at the registration counter.

7.3 Transportation

- Ground transportation is to be provided for all participants (see 3.2) to and from the designated arrival points and the official hotel(s).
- The LOC shall provide transportation services at the airport with personnel with English and local language expertise.
- Wheelchair accessible transportation shall be provided to all participants to and from the GA venue, the official hotels and any hospitality event location.
- The LOC provides airport transfers only 24 hours prior to the start of the respective meetings (e.g. Governing Board, Conference and GA attendees) with the exception for IPC staff.
- The LOC is not required to offer transportation for delegate departures taking place 48 hours after the closing of the GA.
- The pick-up times are to be confirmed to the participants at least 24 hours prior to departure.
- The IPC President shall have a dedicated car available when required. Schedule requirements to be provided by the IPC in advance.

7.4 Security

All matters related to security are the LOC's own responsibility and should be coordinated with the respective authorities of the host country. Subject to approval by the IPC.

7.5 Medical services

The LOC will ensure that an adequate medical service is provided at or close to the GA venue, e.g. access to 24 hours first aid, medical reference to a hospital etc. Subject to approval by the IPC.



7.6 Protocol/ceremonies

Traditionally an Opening Ceremony, a Welcome Dinner and the Paralympic Awards Gala are part of the official programme and covered by the LOC or local/regional government authorities. The arrangements are subject to the approval of the IPC.

The IPC protocol rules apply and IPC approval of all protocol arrangements is required.

7.7 Photographer

The LOC will provide a professional photographer to cover photographs of the IPC Membership Information Sessions and GA sessions and the events on the ceremonies programme. All photos and usage rights should be available to the IPC at no cost.

7.8 Publications and look elements

The LOC must produce the following items and look elements:

- Official Programme and conference notebook
- Welcome package
- Accreditation badges
- Nameplates for GA and invitation cards to dinners
- Banners and roll-ups: backdrops in main plenary room and Paralympic Awards Gala location, various roll-ups in corridors of hotel and conference facilities and directional signage (at airport and meeting venue)
- After action report

All items are subject to the written approval of the IPC prior to production.

7.9 Simultaneous interpretation

The language of the GA will be English. Simultaneous interpretation services must be made available in French and Spanish (Arabic and Russian are also highly recommended) for the GA and IPC Conference sessions. The lead language is English and the simultaneous interpretation need to be directly from English into the offered languages.

All costs relating to the required personnel and technical facilities (recording, fully equipped booths, microphones, headsets for all participants, transcription etc.) shall be covered by the LOC.



7.10 Shipment

The IPC will ship materials to the venue of the GA at its own cost. It is the responsibility of the LOC to ensure that this shipment will be cleared at customs without problems.

8 Rights and obligations

8.1 Rights to the GA

- The IPC is the sole owner of the General Assembly and Conference and all of its intellectual property rights
- The LOC will organise the GA in accordance with this term of reference, the GA Host Agreement and any other directions of the IPC.
- All programmes and activities related to the event are subject to the approval of the IPC.

8.2 NPC/LOC roles and responsibilities

- Pursuant to these terms of reference, the LOC assumes the entire responsibility for the organisation of the GA in terms of both operations and financing. The LOC must be endorsed by the NPC of the host country.
- The LOC will appoint a chairperson who shall have the responsibility for the overall organisation. Furthermore the LOC will appoint a main contact person to act as primary liaison with the IPC.
- The LOC shall be comprised of individuals selected for their expertise in organising international conferences, meetings and relevant events.
- The selection of the GA venue, official hotel and other accommodation facilities as well as all financial arrangements regarding such facilities. The choice of the GA venue, official hotels and other accommodation facilities must be approved by the IPC.
- The organisation of all aspects of the GA, comprising, but not limited to transportation, accommodation, catering, hospitality, accreditation, including assisting delegates with entry visas procedures and correspondence with delegates. Note: there should be no immigration restrictions for any member organisation to be able to enter the host country.
- All aspects of financial planning and generation of external financial support.
- The production of all materials and look items related to the GA
- Production and distribution of amenities (e.g. note pads, pens, bags, etc.) for the delegates



- The organisation of all preparatory meetings taking place in the host city of the GA
- Contracting of a third-party liability insurance policy to cover any incident that may occur during the GA.

8.3 LOC financial obligations

- The LOC assumes the entire financial responsibility for the organisation of the GA.
- The LOC will cover the flights, accommodation and ground costs (meals, transportation) of the IPC Governing Board Members and IPC Staff up to a maximum of thirty (30) persons for the complete duration of the GA and its related meetings. The flights for IPC Governing Board members need to be provided in Business Class in case the flight time is over six hours. The flights for the IPC President and his wife need to be provided in Business Class.
- An accessible suite for the IPC President that includes a small meeting area shall be provided at the expense of the LOC.
- The LOC will arrange for up to five appointed IPC staff members to arrive at the GA host city three (3) days prior to the start of the meetings. The LOC will cover local transportation, accommodation and full board for these persons for three (3) days prior to and two (2) days after the conclusion of the meetings (these IPC staff members are included in the 30 persons mentioned above).
- Additionally, all travel and accommodation costs of up to seven Paralympic Award Winners and guides have to be covered by the LOC (maximum of two (2) nights).

8.4 Registration fee

- The amount of the registration fee is subject to the approval of the IPC. It should be as low as possible and should not exceed the amount of 600 EUR per person (for IPC GA delegates) for early registration.
- A reduced registration fee must be offered for guides, observers and guests to cover their attendance to the hospitality events, local transportation and dinners.
- The registration must cover local transportation, all meals and coffee breaks from dinner of the main arrival day through lunch of the main departure day, social programme, official programme and materials.
- The IPC will directly invoice the delegates and transfer the collected registration fee in instalments to the LOC.
- The IPC Governing Board and IPC staff (up to 50 persons) and the attending Award winners and their guides are not subject to any registration fee.



8.5 Commercial partnerships

- The LOC is authorised to seek support from commercial partners in order to reduce the costs of the event. Support can be in the form of contributions in cash or supplying goods or services.
- Before entering into any partnership agreement, the LOC must obtain the prior approval of the IPC.
- The IPC will inform the LOC of the name of commercial partners and product categories whose exclusivity must be respected.
- The LOC may not accept any contribution from companies whose activities are contrary to the policies and principles of the IPC or its partners, e.g. tobacco.
- IPC has the right to grant marketing and promotion opportunities to its sponsors, partners and patrons without any financial contribution to the LOC, limited to the exhibition space and Paralympic Awards Gala.
- Any acknowledgement of companies contributed to the IPC GA and Conference must be made in a discreet manner, clearly separate from any reference to the IPC or the LOC, for instance, along the following lines: “The IPC General Assembly and Conference are supported by.....”.

9 Miscellaneous

9.1 Solidarity

A Solidarity Programme has been offered during past IPC GAs in order to facilitate the attendance of NPCs from developing countries, which experience financial constraints. It is highly recommended that the LOC offers such Solidarity Programme as part of their bid.

The eligibility criteria and the selection of the NPCs is the sole responsibility of the IPC.

Based on the experience from the last GA, 85 NPCs were eligible to the Solidarity Programme and a maximum of 80 attendees are expected to attend.



9.2 Site visit of the IPC

Two IPC staff members will conduct two site inspections of the GA venue and accommodation facilities (after the awarding of the GA) to review and assist the LOC's preparations for the GA. The LOC will cover the flights, hotel accommodation, meals and local transportation expenses for these site visits.

For bid applications, a site-inspection by up to two IPC staff members may be required prior to the final granting of the event. In this case, the applicant will cover the cost of flights, hotel accommodation, meals and local transportation expenses for these site inspection visits.