



International  
**Paralympic**  
Committee

## **Bid application process for hosting the 2017 IPC General Assembly**

October 2015

**International Paralympic Committee**

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## Bid application process

In order to apply for the 2017 IPC General Assembly, the following process must be followed and respective documentation must be provided:

1. The “Expression of interest” form needs to be submitted to the IPC together with a payment of 2.500 EUR. Bank details are listed on the next page. Only those forms received by midnight CET on 1 November 2015 will be considered for the subsequent bid evaluation process.
2. The eligible organisations will then be invited to the IPC Headquarters in Bonn to attend a specific two-day workshop to learn about the requirements of hosting the 2017 IPC General Assembly. Up to two participants per bid organisation may participate in the workshop. Costs for flights and accommodation need to be covered by the participants. The IPC will provide airport pick-ups and drop-offs and meals during the workshop.
3. By 29 February 2016, each bidding organisation should submit a detailed document/booklet (following the structure of the Bid Requirements document) that presents the bid and should include:
  - Proposed dates for the meetings – different sets of available dates may be provided, however the preferred dates are within the first two weeks in October 2017
  - Written guarantee of the availability of the official GA hotels and required function spaces for proposed dates
  - Written guarantee of financial responsibility for the overall organisation of the IPC General Assembly and associated meetings
  - Written guarantee that indicates the (financial) support of local authorities and/or government (if applicable)
  - Detailed information of proposed conference facilities, including maps, drawings, room capacities and information on accessibility
  - Hotel description and rates that will be charged for participants (including information on accessibility of sleeping rooms and function space)
  - Overall description of the level of programme services that will be provided
  - Budget in local currency and Euro, including proposed registration fees for different delegate categories
  - Description of proposed Solidarity Programme
  - Proposed structure of the LOC



## Bid application costs

All costs incurred by the organisations during the bid application process and associated with the bid application shall be borne in full by the bidding entity. No retrospective allocation of bid application costs shall be attributed to the General Assembly budget for the successful LOC.

With the final presentation of the bid document, a bid application fee of 7.500 EUR must be deposited to the following IPC account:

Account name:	IPC, Adenauerallee 212-214, D-53113 Bonn, Germany
Bank:	Deutsche Bank AG, D-53113 Bonn, Germany
Bank code:	380 700 59
Account number for EUR:	0290 122 00
SWIFT Address:	DEUT DE DK 380
IBAN	DE75380700590029012200
Branch No.:	414

All payments should be identified as follows:

Expression of interest fee – GA 2017 – CITY NAME

Bid Application Fee – GA 2017 – CITY NAME.

The LOC must provide proof of payment with the bid application. Please note that all fees are non-refundable.

## General Assembly Host Agreement

On the basis of this bid document, the presented application and further agreements being made during the application phase, an official GA Host Agreement between the IPC and the LOC will be developed and signed prior to the official announcement.



## Timelines for the bid application process

The following timelines apply for the bid application process:

Submission of “Expression of Interest” form to host the IPC General Assembly and related meetings	By midnight CET 1 November 2015
Bid city workshop at IPC Headquarters in Bonn	14-15 December 2015
Deadline for bid application submitted to the IPC	29 February 2016
Review of bid documents	March 2016
Site inspections by IPC	March – April 2016
Presentation to IPC Bid Review Committee (if requested)	April 2016
Provisional selection of the LOC by the IPC	May 2016
Review and signing of the IPC Hosting Agreement and official announcement of the successful applicant bid	End of May 2016

## Contact information for submission of all required documents

The “Expression of interest” form and bid documentation should be sent to:

International Paralympic Committee  
Ms. Stephanie Keller  
IPC Hospitality, Protocol & Events Director  
Adenauerallee 212-214  
D-53113 Bonn, Germany  
Tel. + 49 228-2097-142  
Fax. + 49 228 2097-209  
E-mail: [stephanie.keller@paralympic.org](mailto:stephanie.keller@paralympic.org)