



Bid Manual

ICCA Global Association Forum 2026-2027

To be held (2 bidding opportunities):

- **End of June/ Beginning of July 2026**
- **End of June/ Beginning of July 2027**



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INTRODUCTION

Background Information

The Global Association Forum has become ICCA's flagship event that explores the future of the meetings industry with a focus on sustainability. The goal of this event is to bring together industry leaders, innovators, and professionals to discuss the next steps in advancing sustainable practices in transforming the meetings, conferences, and events landscape.

The ICCA Global Association Forum (GAF) brings together association meeting planners, senior association representatives, and meeting suppliers from across the world to provide valuable insights and practical tools and resources to support the association meetings industry.

The 2025 edition will include content tailored to address current associations' needs and will place an emphasis on interactive engagement to encourage peer-to-peer networking opportunities and the exchange of best practices. In order to extend better planning and a flexible approach for its members, ICCA has opened GAF bidding for years 2026 and 2027.

The event will also incorporate tailored business networking opportunities, using a unique matchmaking technology platform, to connect association meeting planners with meeting suppliers they are considering for business in the near future.

The event will reflect the core ICCA Pillars of leadership, advocacy, sustainability, legacy and future-building, and DEI.

Past Editions:

2024, Cancún, Mexico, 24-26 June

2023, the Faroe Islands, 11-13 September

2022, Lausanne, Switzerland, 5-7 September

2021, fully digital edition, June

In planning:

2025 – Granada, Spain, 7-9 July

Testimonials from previous delegates who attended the ICCA Global Association Forum in Cancún:

"The 2024 ICCA Global Association Forum in Cancún, Mexico, was a perfect opportunity to accomplish several important goals for our association all at once. Not only did it provide sessions on key topics such as sustainability and legacy, but it also dedicated time to business matchmaking sessions, where we were able to meet with a number of vendors from destinations all around the world in one place. Additionally, it gave us the opportunity to experience firsthand a variety of different venues and activities around Cancún."

— Gerard Lebeda, The International Society for Urban Health

"The ICCA Global Association Forum this past June in Cancún was a fantastic experience. The intimate setting allowed for deeper personal connections with association leaders and industry professionals. The focused networking sessions and educational discussions felt tailored and impactful, encouraging open dialogue about the evolving needs of association meetings."

"I was particularly impressed by the thoughtful organization of the event and the seamless incorporation of local culture, which enhanced the overall atmosphere. From the warm hospitality of the hosts to the careful selection of topics, every detail contributed to a sense of collaboration and innovation. The event stood out as a platform for meaningful exchange and practical takeaways that I've already started implementing. I would highly recommend this forum to anyone passionate about advancing the association meetings industry. I certainly plan to be back in 2025 for the Granada session."

— Ildikó Lippai, Visit Hungary

WHY SUBMIT A BID?

When we come together, we have the power to ignite change. Hosting an ICCA event serves as a powerful tool for transformation within the destination. While change takes time, bringing an ICCA event to your location allows you to begin shifting toward your desired future, in collaboration with stakeholders, partners, and the industry.

Hosting ICCA goes beyond showcasing your destination and welcoming the world—it's about leveraging the event to reshape mindsets, behaviours, and legal frameworks, to drive innovation, stimulate research, advocate for our industry at a local level, inspire the younger generation to join our field, and raise awareness within the local community. It's about more than just economic growth; it's about creating lasting impact.

- Have your own impact on the future of the Association Meeting Industry.
- Increase your visibility, ROI and legacy of bringing association members from the international community into your destination and venue.
- This is your chance – as host – to reach influencers and decision makers in global events planning.
- Is your focus on regeneration, sustainability, and legacy impact? The Global Association Forum is the flagship event that should be hosted in your destination and venue.
- Attract 30+ association executives directly to your destination, facilitating greater business potential.

Rotation Policy

Bidding for the event will be open to any global destinations for 2026 and 2027, with a rotation back to Europe every 2 years.

Attendance

The ICCA Global Association Forum 2026 and 2027 will be planned as an in-person event, although if the event evolves to a hybrid model, the host should provide necessary AV and technology to support virtual participants.

Onsite attendance will not be capped, however, attendance to individual workshops and other interactive sessions may be capped to ensure maximum engagement. Venue space should be provided to accommodate at least 175 onsite participants.

ICCA members globally will be invited for the event. There shall be no restriction placed by ICCA or the host on the number of members attending, other than when maximum capacity is reached.

Host destinations that can assist in inviting and persuading association executives to attend should make this clear in their bid.

Over 30 associations, vetted by ICCA for future business and/or strategic value, will join the meeting giving the host city the opportunity to showcase fully their destination and partners and develop valuable long-lasting relationships. Additionally, the host shall have the opportunity to organise an exclusive pre-meeting programme providing extended and exclusive access to the associations present.

The education programme will be developed in collaboration with members of ICCA's Association Advisory Council and the meeting will be promoted extensively to the almost 1,000 association executives who are part of the ICCA Association Community.

Dates

For the 2026 edition, the event is planned to take place at either the end of June or at the beginning of July 2026 (at least 4 weeks away from IMEX Frankfurt).

For the 2027 edition, the event is planned to take place at either the end June or at the beginning of July 2027 (at least 4 weeks away from IMEX Frankfurt).

Format of the Event

The educational programme lasts approximately 2.5 days, with an option to extend the programme for on-site attendees and/or an additional half or full day for social activities and local fam trips.

	During the day	Evening
Day 1	Arrival Local fam trip/City tour (morning) Opening Keynote	Social activity (Welcome reception and dinner)
Day 2	Educational programme	Social activity (Reception and dinner)
Day 3	Educational programme (morning) Farewell lunch Local fam trip/social programme (afternoon) Departure	

Example of 2024 programme

EDUCATIONAL PROGRAMME

A representative of the host committee will be part of the educational committee which will consist of ICCA staff, external facilitators, ICCA Members (including a representative of the previous year host committee) and association executives as appropriate to the content of the programme. The host committee is expected to make an active contribution to the education programme by bringing in local expertise and securing local quality keynote speaker(s) as relevant.

Logistical Support

If a hotel is used as the meeting and accommodation venue, this hotel should be a major sponsor of the event, through the provision of attractive industry rates, hosting a social function, complimentary meeting space, complimentary rooms for speakers etc.

If a congress centre is the meeting venue, then it too should offer major sponsorship through complimentary room rental and attractive prices on F&B and ancillary services etc.

The local host destination and partners will be expected to provide full sponsorship for 30 international association meeting executives, covering their hotel accommodations (up to 3 nights origin Europe, 4 nights international) and flights. If a preferred airline is selected by the host, it will need to be demonstrated that convenient and feasible flight connections can be provided to all regions globally. A budget should be presented as part of the bid to indicate the level of support available to host international association executives. This budget should include costs for long-haul as well as short-haul journeys to allow for association executives from across the world to be supported. To assure diversity and inclusion a good representation from all chapters should be respected: ideally a minimum 2 representatives from every ICCA Chapter: North America, LATAM, Africa, Middle East, Europe, Asia Pacific.

The host destination will be involved in the international associations' executive recruitment process but will not hold rights to reject applications. ICCA aims to achieve diversity and inclusivity through the process of inviting associations from across the world. The host will work with ICCA to create a customised target list, aligned with the specialist cluster of the city, and invitations will be dispatched accordingly. No guarantee can be provided for the attendance of specific associations as this will depend on the availability and interest of the association community accordingly. Due to the global nature of the event, it cannot be guaranteed that every association executive hosted at the event will offer a direct business potential for the host.

ICCA reserves the right to select the hosted associations executives. ICCA will aim to maintain diversity in the selection of associations executives.

Associations participating in the Global Association Forum 2024 included a wide range of specialties, including the World Federation of Public Health Associations, the International Union Against Tuberculosis and Lung Disease, the European Academy of Allergy and Clinical Immunology, the International Society for Urban Health and the International Union for Conservation of Nature.

BID REQUIREMENTS

The Bid

The bid should preferably be submitted by the ICCA Convention and Visitor Bureau member who should coordinate the bid with other ICCA members in their city. However, bids from other ICCA members will be accepted. The bid should demonstrate maximum local and/or national government support. The bid should include clear arguments for why the bidding destination believes it should play host to the programme and the following should be included:

- Letters of support from ICCA members, government, national airline, etc. Involved.
- Proposed dates and meeting venue.
- Proposed hotel accommodation rates for delegates.
- Secured and expected sponsorships, with association executive support shown separately.
- Full budget including estimated costs for hosted 30 international association executives from across the regions.
- Budget overview of costs covered for ICCA staff to attend site visits and the event.

Bids will only be accepted from ICCA members in good financial standing. Bids may be rejected if they do not comply with the above requirements.

Decision

Factors to be taken into consideration:

- Bid compliance.
- Overall quality of the bid.
- Commitment to sustainability by the host destination.
- Capability of the destination to successfully host a hybrid event: tech quality, AV, streaming etc.
- Level of support/evidence of teamwork from ICCA members in the bidding city.
- Value for money – ICCA perspective.
- Level of local sponsorship and/or reduced prices.
- Value for money – delegate perspective.
- Cost implications for delegates in addition to the price per delegate, e.g. airfare deals; hotel rates
- Environmental and Corporate Social Responsibility.
- Highlight of key environmental and/or CSR factors of the destination/venue.
- Accessibility.
- Potential for engagement with local associations.
- Ability of host destination to secure quality keynote speakers locally.

Location and rotation of other (ICCA) events will be taken into consideration when a decision is taken.

Decision will be made by ICCA Head Office. In exceptional circumstances, ICCA may decide to also offer the runner-up destination the option to host the ICCA Global Association Forum in the following year(s) from that which is officially subject to the bid.

Site Inspections

Site inspections will be conducted in person where travel restrictions allow. Cost for 3 members of staff to conduct up to 2 site inspections are to be fully covered by the host, including per person per trip:

- 2 nights including breakfast (the actual number depends on flight times).
- Economy flights or trains in first class (under 500km).
- Full board.

FINANCIAL ARRANGEMENTS

General Principles

It is the hosts' responsibility to cover the cost of hosting the event. ICCA Head Office will provide marketing and promotion services and full administrative support for the event and will manage the finances of the event. All revenue generated through the event will belong to ICC B.V. These generated revenues will be invested but are not limited to cover services and staff resources, programme development, marketing and IT support etc.

ICCA Global Association Forum Hosting Fee

The ICCA Global Association Forum (GAF) hosting fee is fixed at EUR 20,000 excl. VAT (twenty-thousand euros). The fee should be paid in full to ICC B.V. within two weeks of the invoice being sent. The revenue generated by the hosting fee will be reinvested to provide knowledge through events, resources and publications to the ICCA members and associations globally, as part of the charitable objectives of ICCA. Transportation (in economy) and accommodation to Speakers (up to 10) needs to be arranged and covered by the Host destination. Please note that in the case the host destination prefers not to cover Speaker's transportation and accommodation, the content enhancement fee increases accordingly, this is negotiable among the two parties.

ICCA and Host Responsibilities

Venue

- 1 meeting room for minimum 150 participants (half-moon style) including furniture, stage and stage backdrop.
- 1 catering space for breaks & seated lunches based on a minimum of 150 participant.
- 1 breakout room for business networking for minimum 150 participants (classroom style).
- 1 office room for ICCA team (with coffee/tea/water and printer).
- Charging station in the main meeting room.
- 1 registration desk.
- Space for up to 6 separate activation zones of 9 sqm each.
- Dinners/receptions should be preferably hosted outside the venue. In case the dinner is hosted in a different venue, transfers need to be provided.

Meeting spaces should be blocked 1 day prior to the event allowing proper setup and rehearsal. We aim for a venue with strong sustainability credentials and the ability to integrate digital and AI-driven technologies for hybrid engagements.

AV Requirements

- The host should provide high-end AV equipment at no cost to ICCA as follows: Stage set up, LED screen, comfort monitor, timer, switcher, mixer, sound system with handheld microphones, headset microphones/lapel microphones for all speakers in all meeting rooms, live relay camera set, lighting system, streaming capabilities, branded backdrop in all meeting rooms as well as a laptop for every AV set. LED screens in the plenary rooms should be according to the size of the room and the number of attendees.
- Please note that there may be need for more than one single AV set up.
- The local AV company will be required to work closely with ICCA and set up test runs in advance and as often as required.
- AV crew costs to be taken into consideration – before, during and after the event.
- In case of a switch to a hybrid model:
 - WiFi and camera sets enabling a two-way connection are essential. The technology provided at the event should have the capability of connecting to the digital audience.
 - Host will also cover the AV costs for the pre-recorded sessions and dry run tests.

Food & Beverage Requirements

- Welcome refreshments upon arrival and at the beginning of every event day.
- 2 x coffee/tea break per day.
- 2 lunches (ideally 50% vegetarian 50% meat/fish and preferably seated see below sustainable catering for further reference).
- Evening reception beverages on day 1 and 2.
- Dinner on day 1 and day 2. Dinners can be hosted within the same venue or ideally on a different venue following the high catering standards outlined below.
- Coffee/tea/water for set-up and rehearsal time.
- F&B should be of high international quality and standard, utilising local seasonal produce in accordance with environmental consideration.

Green or sustainable catering aims to integrate practices that reduce environmental impact, promote ethical sourcing, and create healthier food options. It incorporates a holistic approach to food production, preparation, and waste management, which is crucial for venues looking to align with sustainability goals. The host should commit to working with ICCA on sustainable gastronomy in procurement and planning.

Breakdown of what sustainable catering entails:

1. Sourcing Local and Seasonal Ingredients:

- **Local Produce:** Foods are sourced from local farms or producers to reduce food miles and support regional economies. Local sourcing often ensures fresher ingredients, with a smaller carbon footprint due to reduced transportation.
- **Seasonal Menus:** Catering menus are designed to include ingredients that are in season, which helps reduce the environmental cost of growing out-of-season produce, often associated with large-scale farming and long-distance shipping.

2. Organic and Eco-Friendly Products:

- **Organic Ingredients:** Preference is given to organic produce and products, which are grown without harmful pesticides, fertilizers, or chemicals. Organic farming methods tend to be better for the environment, promoting soil health and biodiversity.
- **Eco-Friendly Packaging:** Sustainable catering often uses minimal or compostable packaging, such as biodegradable containers, plates, and cutlery made from renewable materials like bamboo or sugarcane fibres.

3. Waste Reduction and Management:

- **Food Waste Minimization:** Caterers focus on portion control, offering appropriate servings to avoid excess food wastage. Some venues even work with food banks or local charities to donate leftover food, or they compost food scraps to reduce landfill contributions.
- **Recycling and Composting:** Sustainable catering services often include systems for recycling and composting. They separate organic waste from recyclables, ensuring that items like food scraps, paper, and plastic are disposed of in an environmentally responsible way.

4. Energy-Efficient Cooking Practices:

- **Energy-Efficient Equipment:** Catering operations use energy-efficient kitchen appliances and equipment (e.g., induction cooktops, energy-saving ovens) to reduce energy consumption.
- **Sustainable Cooking Methods:** The preparation of meals may focus on cooking methods that use less energy, such as steaming, roasting, or slow cooking, rather than methods that require excessive energy like deep-frying.

5. Plant-Based Options:

- **Plant-Based Menus:** Incorporating more plant-based options into the menu is a key element of sustainable catering. Animal agriculture has a high environmental cost (e.g., water use, land degradation, greenhouse gas emissions), so offering vegetarian or vegan choices can reduce the carbon footprint of catering.
- **Protein Alternatives:** Using plant-based proteins like legumes, nuts, tofu, and tempeh as alternatives to meat can help reduce the overall environmental impact of the meal.

6. Sustainable Seafood:

- **Responsibly Sourced Seafood:** If seafood is included in the menu, it is sourced from sustainable fisheries or farms that follow responsible practices to protect marine life and ecosystems. Certifications such as the Marine Stewardship Council (MSC) label ensure that the seafood is harvested in a way that maintains fish populations and ocean health.

7. Water and Beverage Management:

- **Water Conservation:** Venues may offer filtered water stations rather than bottled water, reducing the waste associated with plastic bottles. Additionally, they may avoid single-use plastic straws, cups, and bottles by offering reusable or compostable alternatives.
- **Ethically Sourced Beverages:** Coffee, tea, and other beverages are sourced from fair-trade, organic, or sustainably produced suppliers. This ensures that both environmental and social sustainability principles are respected.

8. Sustainable Transport and Logistics:

- **Efficient Transportation:** When sourcing ingredients, venues aim to reduce their carbon footprint by consolidating deliveries and working with suppliers who use eco-friendly transportation options.
- **Packaging and Delivery:** Catering services that are sustainable also minimize packaging waste during delivery. They may use reusable or recyclable containers for transporting food to events.

9. Community and Social Responsibility:

- **Supporting Local Farmers and Producers:** Sustainable catering often involves collaborations with local food producers, artisans, and farmers who employ sustainable farming methods, thus supporting the local economy and promoting fair trade practices.
- **Fair-Trade Certification:** When using products like coffee, sugar, or chocolate, sustainable catering often chooses items that are certified fair-trade, ensuring that producers are paid fairly and work in safe conditions.

Association Executives

Costs (including flights, hotel rooms* with breakfast and WiFi as well as airport transfers), to be covered by the host for a minimum of 30 international association meeting executives. Additional association executives can be invited by the local host as appropriate.

*Up to 3 nights for regional attendees and up to 4 nights for international attendees.

For the regional host to benefit and look at the best possible return on investment, ICC B.V. will not charge a registration fee for hosted associations. Additional non-hosted associations may incur a small registration fee.

The local host can propose associations that they want to be a part of the event. ICCA will reserve the rights to decide whether these associations should be included as hosted associations or not. ICCA will assist in the invitation process but can't guarantee any associations attending.

Moderators/speakers

ICC B.V. will cover the fees for speakers and moderators as required. Accommodation and transportation need to be arranged and covered by the host accordingly.

Hotel

The host is responsible for offering hotel booking links with favourable rates for delegates (ICCA members/associations/observers). Delegates are responsible for their own hotel booking/payment. Hotels costs should be covered by the host for 30 international association meeting executives. Hotel costs for association executives and ICCA staff/VIPs are to include WiFi and breakfast. Early check in should be provided where possible, especially for long-haul travellers.

For event delegates, the host should suggest and negotiate rates with at least 3 hotels within walking distance:

- 1 hotel with rates below 100 EUR, including breakfast and city tax.
- 1 hotel with rates below 150 EUR, including breakfast and city tax.
- 1 hotel with rates below 200 EUR, including breakfast and city tax.

Those hotels would then be listed on the Event dedicated website with a direct booking link.

We aim for a hotel with a sustainable strategy or/and practices in place. This means they show how they significantly reduce their environmental impact through green best-practices in maintenance, services, logistics, products, and supplies. The core elements revolve around reducing waste, saving energy, and cutting down on water usage.

Branding Development and Costs

Cost for all material design, development and production are to be covered by the host, including but not limited to:

- Venue branding: banners, main plenary all backdrop, signage, etc.
- Social events: decoration, banners, signage, etc.

ICCA will provide a marketing kit and full design guidelines, and the host should align to the minimum branding requirements by ICCA. ICCA will be responsible for any digital branding.

A professional photographer should be hired and paid for by the local host and subsequent image files shared with ICCA accordingly, for promotional usage following the event.

Other Onsite Costs

The host will cover the cost of badges, lanyards, staffing, signage, photographers, entertainment, transfers (if applicable). Design of those items should be worked on in collaboration with the ICCA Marketing team.

SPONSORSHIP

External sponsors and partners may be secured by the host in agreement with ICCA. ICC B.V. will retain sponsorship income from international sponsors. All international sponsorship secured should be paid to ICC B.V. head office in the Netherlands excluding taxes and any fees. Local sponsorship obtained directly by the local host, shall be retained by the local host.

The local host will have the opportunity to offer a maximum 3 local partners/sponsors a high exposure at the event including:

- A booth area per partner/sponsor (within 9sqm – up to 3 areas).
- A coffee break branding opportunity (ICCA reserves the right to accept and decline).
- A non-exclusive social event branding opportunity (ICCA reserves the right to accept and decline).

In addition, ICCA will offer stand space to a maximum 3 international sponsors, and space should be provided by the host accordingly, per sponsor:

- An activation zone per partner/sponsor (within 9sqm – up to 3 areas).

The bid should include details of confirmed and expected sponsors.

Once the destination has been selected, ICCA will work together with the local hosts to obtain as much sponsorship as possible.

ICCA ensures that all sponsors receive excellent exposure in the run-up to the event, during the event, and in the immediate aftermath. The proposal needs to include guaranteed local sponsorship & discounts in detail.

All international sponsorship secured remains with ICC B.V., and ICCA will be approaching international sponsors. In the event the local host sees a potential international sponsor it should be referred to ICCA. The local host may actively solicit for local sponsorship and should be agreed in consultation with ICCA.

Securing of local sponsorship should only be carried out with the approval of ICCA. An overview of all sponsorship opportunities available should be clearly defined at kick-off of the project and constant update between ICCA and local host should take place.

ICCA reserves the right to accept or decline any sponsorship.

Sponsors should align with the content of the event and with [ICCA's Guiding Principles](#).

BUDGET

Based on the requirements stated in this bid manual, the inviting host should create a budget outlining the cost per item and the items which are or could be sponsored. The budget should be based on a minimum of 100 and a maximum of 150 on-site attendees. Local Host budget should include 4 ICCA staff to be fully hosted from 1 day prior the event to the last day of the event including per person:

- 3 nights including breakfast and WiFi (1 day prior the event and events dates).
- Economy flights (or train if applicable).
- Full board.

The budget should also include the ICCA knowledge enhancement contribution of 20,000 Euro excluding VAT as covered by the host.

ICC B.V. will contribute 10% commission fee from the paid registration fee income collected to the host destination.

Registration Fees

ICCA will establish the registration fees to cover ICC B.V.'s expenses (education programme, handling of registration, staff travel costs; etc). ICCA has the final decision on the level of registration fees. In addition, ICC B.V. will collect registration fees via online payments.

LEGAL

Insurance and Risk Assessment

Participant's insurance

ICCA will ensure that advice is given to all participants (usually on the online event registration pages and the event website) on taking out personal insurance to cover against that person's cancellation of their registration for whatever reason.

Third party/legal liability

The destination shall provide ICCA with copies of all insurance policies related to the Congress venue, offsite venues, and service providers (e.g., coach transportation). In instances where the destination enters into legal agreements with third parties, it is advisable for the destination to secure its own insurance protection if such coverage is not included in the insurance of the destination members. ICCA and the destination will jointly seek professional advice to ensure optimal insurance coverage is established. Any specific event insurance, other than third-party liability insurance, shall be the responsibility of the host destination. ICC B.V. will not bear any costs in this regard.

Risk Assessment

ICCA will undertake a full risk assessment both before and during the event. The Local Hosts should include this subject in all meeting agendas and have clearly designated communication processes and allocation of responsibilities for safety and security matters. Moreover, the Local Hosts should provide ICCA with the following:

- a. Medical support plan, this should include proposed medical support services such as paramedics, doctors and nurses on or off site.
- b. Security procedures, includes detailed security procedures for all areas of operation.
- c. Security standards, the Local Host Committee shall state if they have a system with security and safety standards that are permanently applied by their organisation and suppliers.
- d. Training and competence, the Local Host Committee and suppliers are trained in security and safety related matters.
- e. Quality assurance systems, all available information regarding any quality systems Local Host Committee and suppliers are certified with e.g. ISO 9000, 14000, HACCP etc.

Liability

Indemnity

The Local Host Committee (LHC) shall provide ICCA with full indemnity against any claims arising from service failures or accidents occurring within venues provided by LHC members. Specific details will be determined based on professional advice.

Claims

ICCA and the LHC will jointly agree a process for minimising the risk to both parties from claims relating to all and any of the following:

- a. Loss or damage to the buildings or contents of venue(s), hotels or any other facilities used in connection with the event arising from any cause whatsoever;
- b. Loss or damage to any property owned, hired or loaned by the LHC or for which they may be held responsible;
- c. Any liability arising from any contractual liabilities arising from any accidental death or bodily injury occurring to any of the participants or visitors to the event, or loss or damage to their property, arising during the Event including the use of local transport facilities as a part of the official programme;
- d. Any financial loss incurred arising from an enforced cancellation, abandonment, postponement, or curtailment of the event arising from any cause.

VAT

The local host should provide ICCA with information on the VAT situation in the host country. Further information and procedures on possible tax exemptions, rebates and tax implications for international conferences should be given.

LEGACY AND SUSTAINABILITY

Environmental and Corporate Social Responsibility

The destination should highlight the key environmental and/or CSR factors that ICCA should take into account. This could include any “green venues” included in the programme, local initiatives that will help to make the programme more sustainable, suggestions for including local CSR speakers in the educational programme, etc.

How will the bidding destination assure a sustainable approach throughout the event?

The bid document should include an introduction that clearly summarises the motivation of the local team: why are they bidding, what they hope to achieve for their destination (city and/or country), and what they intend to deliver to ICCA and ICCA delegates.

ICCA Legacy Commitment and Long-lasting Impact of the Event

ICCA is committed to leaving long-lasting positive impacts through its events in all host destinations. As part of its strategy ICCA’s focus lies on Diversity, Equity, Inclusion and Sustainability, in particular inclusion of people with disability in the workforce within the meetings industry and accessibility of events to all people regardless of background or physical ability. Hence all our events should adhere to principles of accessibility and ICCA will work with the host on finding the appropriate legacy project for the ICCA Global Association Forum, which would not only be part of the programme for 2023 but remain an ongoing project for the host destination for many years to come.

Host Destination Sustainability Expectations

- It's preferable that the host destination and venue(s) meet the following criteria. The host destination should demonstrate a strong commitment to sustainable meetings, whether by being a recognized leader in sustainability or by having a clear plan to leverage the Global Association Forum as a catalyst for positive change and capacity building within the destination.
- **Sustainability Strategy:** The destination must have a well-established sustainability strategy, focusing on reducing environmental impact and enhancing community and stakeholder engagement. This strategy should encompass waste management, renewable energy, sustainable transport, and carbon neutrality goals.
- **Cross-Industry Innovation:** The venue should have a track record of facilitating events that bring together multiple sectors. The ability to support conversations and partnerships between sustainability advocates, tech innovators, and business leaders is critical.
- **Digital and AI Integration:** The destination should be equipped with cutting-edge technological infrastructure that enables seamless hybrid event experiences. This includes reliable internet, virtual platforms, and digital tools for live streaming, networking, and audience engagement.
- **Accessibility and Mobility:** The venue should be easily accessible for international participants, with good transport links and sustainable travel options. The destination should encourage eco-friendly travel and have local options for green accommodations.

BEFORE THE EVENT

PCO/DMC Services

ICCA Head Office is responsible for handling the following PCO functions: international marketing; delegate registration; advance and on-site liaison with speakers; on-site liaison with meeting venue and hotel personnel.

The inviting host is responsible for the following PCO/DMC functions: management of the local budget; local marketing; planning and operation of logistics (e.g. transfers); communication with local sponsors; pre-event liaison with meeting venue and hotels; pre-event liaison with all off-site venues; hotel contracts and delegate hotel bookings. On-site, the inviting host should also provide adequate staff to support the ICCA Head Office team.

The local host may appoint a local PCO to assist. Local PCOs may be provided with sponsorship status for the event. ICCA prefers the appointment of a member PCO in the host destination.

Local suppliers' contracts should be signed by Local Host and paid by Local Host directly.

Local Hosts

The inviting host should assign one contact person to liaise with ICCA Head Office.

Education Committee

The education programme is the responsibility of ICCA. ICCA will form an Education Advisory Group consisting of representatives of ICCA, the local hosts and other members.

Print Material

ICCA Head Office is responsible for producing promotional materials and will be responsible for maintaining the event page on the ICCA website. The host should actively promote the meeting to the local market.

Local Promotion

The programme on the afternoon of day 3 is exclusively available for the local host destination to show off its services, facilities, attractions and intellectual appeal to the association executives. Hosts are encouraged to use their creativity to design a unique showcase for their destination's suitability to host international association meetings. All cost should be covered by the local hosts. The hosts will be requested to submit a list of high potential associations that they would like to see invited, which should be agreed by both parties.

Partnership Agreement

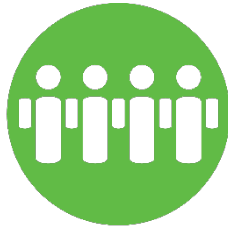
The Partnership Agreement must be signed before destination announcement to the Global ICCA Community. The Partnership Agreement will include the list of areas of responsibilities between ICCA and the Local Host.

NOTE:

In the case that the host needs to claim a subsidy (e.g. European Union Funds) to bid for this event, this needs to be clearly stipulated (outline of process and timeline of subsidy claim) before proceeding to bidding.

SUBMISSION

- a. If you are interested in submitting a bid, please contact ICCA HQ to discuss and to answer any questions. Kindly complete and sign the official submission form, and submit it to associations@iccaworld.org, registration@iccaworld.org and education@iccaworld.org no later than **10:00 CET on Thursday, 15 May 2025**. Please ensure that the form is signed by an official ICCA representative from your organisation.
- b. Along with the form, please send any extra materials supporting your proposal such as venue details, dinner/entertainment proposals etc.
- c. Please provide a budget including the estimated travel and hotel costs to cover 30 international association executives.
- d. All materials need to be submitted in digital format.
- e. Friday, 20 June 2025: Confirmation of successful host destination.



**SUBMISSION FORM
GLOBAL ASSOCIATION FORUM 2026-2027**

The preferred proposal should include the option to host the Global Association Forum for both years. If this is the case, click the box below:

2026 and 2027

If this is not feasible, indicate your preferred year from the options below:

2026

2027

PROPOSAL:

Venue:

Hotel:

YOUR INFORMATION:

Name:

Position:

Organisation:

Date:

Signature:

Disclaimer:

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