

IMEX 2025 GainingLeads Exchange Template

NOTES:

1. Please complete this exchange template ONLY AFTER GainingEdge has come back to you with confirmation that your proposed lead fits the criteria.
2. DEADLINE to submit completed form to GainingEdge: Friday, 18 April 2025. Adhering to this deadline will ensure that participants will receive a compilation of all leads submitted ahead of the session on-site, thus enabling time for your own research.

Meeting/Conference Name

Association/Organisation Name

Participant's Name (your name)

Participant's Organisation (your organisation)

1 Bidding Information

Bid timeframe

1.1 Next open date	
1.2 When is the bid submission due?	
1.3 How far out do they decide on destination?	

1.4 Is there a published bid manual or formal criteria/guidelines?	
1.5 If yes, please include detailed information or attach document.	
1.6 Decision makers and influencers. Who makes the decision and who influences the decision makers?	
1.7 What factors are most important in a successful bid? For example strong LOC, destination globally engaged within the sector, cost, proximity of airport to venue, air access, weather/climate, strong history of hosting international events or financial/in-kind support.	
1.8 Why was your destination selected over the competing destinations?	

2 Event Management

2.1 How is the event managed? By Core PCO, local PCO and/or DMC, in-house meeting planner? What are their responsibilities?	
2.2 Role and responsibility of local host.	

3 Financial Information

3.1 What financial considerations are important to the association? For example, do they aim to make a big profit, is securing low hotel rates for delegates important, is financial or in-kind destination support important, price guarantees.	
3.2 Level of support and sponsorship required. Financial and non-financial.	
3.3 Who is expected to this provide support? Government, bureau and/or industry.	

3.4 Is there a profit share between the local host and the international organisation?	
3.5 If yes, please provide details.	

4 Venue and Accommodation

4.1 Summary of event specifications (duration, size of plenary space, number of breakouts, size of exhibition and posters).	
4.2 What type of accommodation is required?	

5 Legacy & Sustainability

5.1 Do bid specifications require destination proposals to address sustainability issues?	
5.2 Do bid specifications require destination proposals to address legacy issues?	

6 Other

6.1 Information on Social Programmes. E.g. Gala dinners, pre and post touring, Educational/business visits, accompanying persons program.	
6.2 Please describe any important internal objectives of the event. For example, does the association aim to increase regional membership, good regional spread of delegates, encourage or support participation in developing countries, increase student membership.	
6.3 Useful information on the association or helpful tips on bidding for this event?	