Association Profile

*Please answer all the questions as required. If you do not have an answer available, please state N/A.*

#### Invited by

|  |  |
| --- | --- |
| **Name of the Organisation** |  |

#### Association Representative Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First name:** |  | **Last name:** |  |
| **Job title:** | |  | | **Date appointed:** | Click or tap to enter a date. |
| **Organisation:** | |  | | **Country:** |  |
| **Email:** | |  | | **Mobile number:**  **(+country code)** |  |
| **How were you appointed?**  As an Elected/volunteer leader? No. of years elected: Click or tap here to enter text.  As a permanent paid staff member directly employed by association  As paid staff employed indirectly via Association Management Company (AMC) or a Professional Congress Organiser (PCO). Name of AMC or PCO: Click or tap here to enter text.  Other (please specify): Click or tap here to enter text. | | | | | |

#### Event Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Event/congress title:** | |  | | | | |
| **History of the event/congress – Please list below the most recent past events:** | | | | | | |
|  | **Start Date** | **End Date** | **City, Country** | | **Total No. of Participants** | **No. of Countries Represented** |
| 1. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| 2. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| 3. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| **Future events – Please list below future confirmed events** | | | | | | |
|  | **Date** | **End Date** | **City, Country** | | **Total No. of**  **Participants** | **No. of Countries Represented** |
| 1. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| 2. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| 3. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| 4. | Click or tap to enter a date. | Click or tap to enter a date. |  | |  |  |
| **Open Year (first year without a destination):** | |  | | **No. of days:** |  | |
| **Rotation area:** | |  | | **Frequency:** |  | |
| **Preferred month:** | |  | | **Preferred location:** |  | |
| **Congress Language:** | |  | |  | | |

### Space requirements

#### Meeting Rooms

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number of meeting rooms** | **Number of persons** | **Set-up** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

#### Poster Exhibition

|  |  |
| --- | --- |
| **Do you have a poster exhibition?**  Yes  No (If yes, please give details below.) | |
| **Number of Posters:** |  |
| **Running Metres:** |  |

#### Exhibition

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have a commercial or scientific exhibition?**  Yes  No (If yes, please give details below.) | | | |
| **Exhibition** | **Square Metres Gross** | **Square Metres Net** | **No. of Exhibitors** |
| **Commercial** |  |  |  |
| **Scientific** |  |  |  |

#### Hotel Room Requirements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **3 Stars** | **4 Stars** | **5 Stars** |
| **Number of  Single Rooms:** |  |  |  |
| **Number of  Double Rooms:** |  |  |  |

#### Other Requirements and Designs

|  |  |
| --- | --- |
| **Technical / Hybrid requirements**  Do you anticipate future event taking place in hybrid format? If yes, please share any details on format and technical requirements. |  |
| **Sustainability requirements**  Please explain if the association incorporates sustainability practices in their event and what the requirements would be from a destination to support such efforts. |  |
| **Legacy requirements**  Please explain if the association incorporates legacy programmes in their event and how they would like to work with a destination on such programmes. |  |
| **Innovative event design**  Please explain if the association has got any requirements for innovative event design that they would like to collaborate on with the destination. |  |

#### Other details

|  |  |
| --- | --- |
| Do you use the following companies and their company names?  Professional Congress Organiser (PCO): Click or tap here to enter text.  Destination Management Company (DMC): Click or tap here to enter text.  Exhibition Management Company: Click or tap here to enter text.  Housing Services: Click or tap here to enter text. | |
| **Programme in short:** |  |
| **How is your association managed?** | Secretariat managed by volunteer leaders (no long-term paid staff, rotating location according to location of volunteer leader)  Permanent HQ/Secretariat managed by secretariat  HQ or Secretariat managed by Association Management Company (AMC)  Other (please specify):Click or tap here to enter text. |

#### Bidding and decision making process

|  |  |
| --- | --- |
| **What type of bidding/decision-making process is used?** | Please select your answer:  Formal bid required led by local members of the association  Proposal can be sent to association HQ by destination suppliers  Proposal can be sent to association HQ by suppliers but evidence of local member support is required  Association uses PCO or other third-party to managing their bidding process  Other, please explain: Click or tap here to enter text. |
| **How is this event/congress organised?** | Please select your answer:  By volunteer leaders  By full time staff employed by association  By full time staff employed by an AMC  By a Core PCO  By a PCO with a multi-year contract  By a PCO selected independently for each major meeting  Other, please explain  Name of AMC: Click or tap here to enter text.  Name of PCO: Click or tap here to enter text. |
| **What is the role of national counterparts (local contacts) in the whole process?** |  |
| **How long before the next open year (first year without a destination) should the Bid for the event be sent?** |  |
| **Preferred country/region for the next open year:** |  |
| **What is the decision date for the next open year (first year without a destination)?** |  |
| **Who is the Decision-Maker: Board / Members / Committee / National or Local contact / Other?** |  |
| **What is the procedure when a Bid is received? Are they discussed by the Board / Committee / National or Local contact? Are the Bids then short listed or do site inspections take place first?** |  |
| **What are the bid assessment criteria/requirements?** |  |
| **Are you responsible for the conference you are representing?** | Yes  No |
| **Please list any other national or international events you are involved in.** |  |
| **What is your role in the decision making process?** |  |
| **Do you attend the site inspections?** |  |
| **If possible, please give the name and contact details of another colleague in your organisation who could replace you in the unlikely case that you cannot attend at the last moment.** |  |

*Thank you for your participation.*

*If you have any questions, please contact the ICCA Associations Team at* [*associations@iccaworld.org*](mailto:associations@iccaworld.org)*.*