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:** |  | **Photo** (click to insert a photo) |  |
| **First name:** |  |
| **Last name:** |  |
| **Job title:** |  |
| **Organisation:** |  |
| **Country:** |  |
| **Date appointed:** | Click or tap to enter a date. | **Mobile number:****(+country code)** |  |
| **Email:** |  |
| **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 explainName 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**.*