

**GUIDELINES FOR BIDDING  
THE FIG WORKING WEEK 2016**

**International Federation of Surveyors FIG  
Copenhagen 2011**

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## Arrangements prior the Working Week

### **Bids for General Assembly in 2012**

#### Making the bid

The **FIG Working Week 2016** is the annual conference of the International Federation of Surveyors (FIG). The FIG Working Week 2016 will be organised by the Federation itself in co-operation with a national member association(s). This means that FIG will make the contracts together with the local organising committee and FIG Office will act as the professional conference organiser (PCO) that uses local companies (destination management company, travel agency) as required. The local organiser is the FIG member association(s) in the host country. Decision on the destination and venue will be decided by FIG in co-operation with the local member association.

FIG has asked its member associations to indicate their interest to host the FIG Working Week 2016 together with FIG. FIG asks the interested member associations to prepare a bidding document with help from a local conference bureau (and/or a conference centre) to help the evaluation process of the bids.

Working Week 2016 is so-called larger Working Week to which FIG is looking for partner. This partner has been UN-HABITAT in 2008 and FAO in 2012.

The concept of organising an FIG conference includes that FIG will be in charge for the conference and for main part of the practical work (technical programme, web site, registrations etc. including also responsibility on accounts and finances).

However, a lot of support is needed from the member association in preparing and organising the technical programme, technical visits, planning social events, tours and taking care of logistics in the hosting country. Budgetary issues and share of profit will be negotiated between FIG and the member association(s).

Please notice the FIG Council has decided to increase the role of FIG in organising the event. This includes contract issues with the conference centre, main hotel etc. FIG office will work as the core permanent conference organiser (PCO) to run all future FIG events. The use of local agencies will be decided depending on local conditions.

Bids to host the FIG Working Week 2016 have to be submitted to the FIG office by **30 November 2011** (email: [markku.villikka@fig.net](mailto:markku.villikka@fig.net)). The bid has to include a proposal for the city and options for the venue, proposals on accommodation opportunities and estimates on indicative information on fees for budget purposes (venue, hotel, social functions etc). The draft budgetary information is needed only to compare different bids and consider the economic opportunities for the conference.

Additional information about support and funding (funds and/or in kind) that is available to the conference organisers (funds and financial support from the government, tourism office etc, public guarantees, receptions hosted by the hosting city/country, social events etc.) is most welcome.

The member association is encouraged to include information and ideas how you are able to support and encourage delegates from developing countries, students, young professionals and other under-represented groups to attend the conference.

To help the preparations in making the bid some information and statistics on the latest FIG conferences has been collected to this document.

This document is divided into two parts: first part includes general information, statistics, principles on registration fees, free registrations etc. The second part is to give detailed information about the practical arrangements during the conference like room requirements, technical facilities etc.

The Working Week includes the technical/scientific conference of the FIG, its administrative meetings, technical (and professional) exhibition and social events. Pre- and post-conference tours will be offered.

FIG will decide on the venue and dates of the Working Week and any changes will be decided by FIG.

### Evaluation of the bids

The bids to host the FIG Working Week 2016 will be evaluated by the FIG Council which will make its recommendation to the General Assembly. Decision on the host of FIG Working Week 2016 will be made by the FIG General Assembly at its meeting in Rome, Italy, 6-10 May 2012.

Preparation of the evaluation report for the Council will be made by the FIG Office. Further information can be obtained from FIG Director Markku Villikka, email: [markku.villikka@fig.net](mailto:markku.villikka@fig.net).

In the evaluation process following criteria will be emphasized:

- “best value for the money” for participants
- good financial result to FIG and the hosting member association
- venues of the FIG events shall be rotated between different countries and regions
- registration fees and hotel costs shall be reasonable
- venue fulfils the needs of the technical and administrative meetings
- there is support from the local member association and authorities to the event; these include both financial support to the event as well as local contribution to the technical programme and technical tours
- easy access
- safety
- environmental issues
- opportunities for the exhibition and to expand the exhibition if needed

Additional information, if needed, will be asked after the bids have been submitted during the evaluation process. The FIG Director will make a site inspection to evaluate the bids and venues in January/February 2012.

### **General**

#### Timing

According to the statutes the Working Week (General Assembly) shall be organised during the first half of the calendar year. The meetings of the General Assembly must be no closer than nine months apart. The preferred dates for the conference are April-May (but late March or early June can be considered). The bid should include a proposal for the timing of the Working Week along these guidelines.

You are encouraged to propose dates out side “high” season and the economic impact of using the “best value for money” timing to the budget and possibility for financial support available.

## Statistics

To help the estimation of the size of the congress following figures can be given on the latest Working Weeks and congresses.

Venue and year	Delegates to General Assembly and Conference	Participants to the Conference only	Local Participants	Accompanying persons	Total number of participants
Prague, Czech Republic, 2000	120-130; 45 member associations				Total number 330; 47 countries; 13 sessions; 62 papers
Seoul, Korea, 2001	130-150, 43 member associations	200	600	?	Total number 950; over 50 countries; 30 sessions; 150 papers
Washington, DC, USA, 2002	To FIG Congress ~ 2,000, total number ~4,000		~ 2,000	~ 200	Total number 4,000, over 80 countries; 110 sessions; 450 papers (FIG)
Paris, France 2003	600	350	250	100	
Athens, Greece, 2004	450	300	150 + local conference	50	
Cairo, Egypt, 2005	800-1,000	400-600	300	100	Joint FIG/GSDI
Munich, Germany, 2006	2,000				15,000 to the exhibition (Intergeo)
Hong Kong SAR, China, 2007	450	350	100	~50	500
Stockholm, Sweden, 2008	800	650	150	~50	950
Eilat, Israel, 2009	500	350	150	60	650
Sydney, Australia, 2010	2,000	1,500	800	200	2,000+
Marrakech, Morocco, 2011	700	900	700	50	1,600

The number of official delegates to the General Assembly has been quite stable – 120-150 from 50-70 member associations. After the meeting has been open for observers the number of people attending the General Assembly sessions have been 300-500 at the congress and about

300-400 at a Working Week. The attendance figures are slightly varying and depend on the attractiveness of the venue and registration fees. The number of member associations has been increasing every year. Currently there are 105 member associations from about 90 countries. In addition FIG has members in following categories: affiliates (41), academic members (93), corporate members (31) and correspondents (18). The total number of countries involved is well above 120. It is expected that at the Working Week 2015 there will be participants from 80-100 countries.

The number of participants to the technical conference is very much depending on the venue, technical programme and the registration fees. The number has been increasing and is expected to further increase in the future. For the Working Week 2016 an open call for papers will be used to attract more participants and to guarantee high quality in the professional conference. The call for paper includes option for peer review and non peer review presentations. It is expected that number of international participants would be 600-800 persons. At the Working Week 2011 in Morocco 600 abstracts were submitted for technical programme and in the final programme there were more than 450 papers in 90 sessions and forums (10 parallel sessions). Number of participants in 2011 was 1,600 including more than 600 international participants and 700 local participants and exhibitors, students and accompanying persons.

### Languages

The official language of FIG is English. The local organiser is allowed to provide interpretation between English and a local language. Costs for the interpretation will be included in the conference budget as to be decided. According to the FIG rules a member association is allowed to bring their own interpretation, if they take care of the additional costs. The conference is expected to provide technical facilities for this purpose. No member association has used this option during the past years. The General Assembly and official meetings will be held in English. If interpretation will be required it can be considered for opening and plenary sessions only.

### **Budget**

#### General

The Working Week will be organised jointly by FIG and the local member association. FIG will have the lead and therefore FIG will provide the actual budget that includes the international costs, conference services etc. The budget will be agreed between the local host association and FIG. At the same time when the budget will be approved the registration fees will be confirmed. However it would be most useful if the bid could include a indicative prices for local services to give indication on local price level and the fee structure that is normally used in the host country. Final confirmation of the fees will be done by the FIG Council.

During the evaluation process FIG and the host association will make an agreement on sharing the sharing the surplus of the congress which normally follows a fifty-fifty concept.

FIG jointly with the host member association will discuss and decide on the fees with the conference centre and with the conference hotel(s). This is to confirm a reasonable cost level for all participants and variety in offered accommodation options.

#### Registration fees

Registration fees for the latest FIG conferences have been:

Venue, year	Early registration fees			Late registration fees		
	GA + Conference	Accompanying persons	Students	GA + Conference	Accompanying persons	Students
Washington, DC 2002	USD 425 Without receptions and banquet: USD 350 Speakers: USD 300/200	USD 200***)	USD 50	Without receptions and banquet: USD 400 Daily: USD 200	USD 200***)	USD 50
Athens, 2004	€ 500	€ 50	€ 50	€ 550-600	€ 50	€ 50
Cairo, 2005	€ 420*)	€ 100	€ 50	€ 470-520*)	€ 100	€ 50
Munich, 2006 )	€ 440	€ 100	€ 150	€ 490/560	€ 100	€ 150
Hong Kong, 2007	€ 485	€ 185	€ 295	€ 585	€ 185	€ 295
Stockholm, 2008 *)	€ 490	€ 230	€ 50	€ 650/800	€ 230	€ 50
Eilat, 2009 )	USD 690	USD 350	USD 200	USD 890	USD 400	USD 200
Sydney, 2010 )	AUD 990	AUD 290/150	AUD 450	AUD 1375/1645	AUD 290/150	AUD 500/650
Marrakech, 2011 *)	EUR 520	EUR 250	EUR 150	EUR 650	EUR 250	EUR 150

\*) including lunches and coffees.

\*\*) including light lunches and coffees.

\*\*\*) all meals and banquet included.

The registration fee will be offered for full delegates, daily participants, students and accompanying persons. The registration fee at the Working Week will be the same for international and domestic participants unless the conference is held in a developing country. Exceptions can be discussed in specific occasions. Normally the registration fees shall include coffees and lunch. At least coffees will be served at the exhibition area.

However, services included in the registration fee have varied and can vary from conference to conference. The minimum is that the opening ceremony, optional exhibitors' party and coffee breaks are included in all registration fees. It is recommended that lunches are included in delegates' registration fees. Conference dinner is not normally included and can be in scale of 100-120 €.

It should be mentioned that based on comments from the FIG members and participants the registration fees are considered to be high and therefore no major increases can be accepted in the future.

### Free registrations

According to the FIG decisions and agreements following people will have free registration to the conference:

- FIG Council members (President, 4 Vice Presidents, ACCO representative in the Council)
- Staff of FIG office (3 people)
- Local organising committee (max 10 persons)
- Commission chairs and others that are responsible for the technical programme (10-15 persons) and task force chairs (4)

- Representatives of the United Nations agencies when invited (3-5 persons)
- Representatives of sister organisations (currently max 8 persons – normally 3-4 representatives attend)
- Keynote speakers
- Staff

All these people however pay for meals, accommodation etc. Free accommodation shall be provided to the FIG President (including suite at the conference hotel) and to the staff of the FIG office and conference staff.

#### Costs to be covered in the budget

The conference shall provide free accommodation to the President of FIG for the time of the whole conference. Normally this has been a suite with meeting facilities, but details will be decided based on negotiation with FIG and are depending on other meeting facilities.

The staff of the FIG office is also allowed to free accommodation. This is normally offered by the conference hotel as complimentary room policy.

Site visits for FIG staff will be included in the conference budget. Normally these include a visit by the President and FIG Director about 1-1,5 years before the conference and technical visit(s) by the FIG Director, Office Manager and PCO.

FIG will be responsible for most of the conference services. This includes registration, conference web site, international marketing, technical programme (planning, collection and editing of the abstracts and full papers), event management (PCO services). FIG Office will also act as the link between the FIG commissions and the local organising committee (LOC) and assist the host association in many other ways. Details will be agreed in the contract between FIG and the host association.

The host association will be in charge for local input to the general programme, social events, technical programme and technical tours and give the local expertise. LOC will also act as the local link to the local destination management company (DMC) etc. under the guidance from FIG.

The work provided by FIG and LOC will be counted on hourly basis and compensated as to be agreed in the contract between FIG and the LOC. In addition FIG will be paid a fixed amount for using the FIG brand.

The conference is expected to support some speakers from developing countries by providing free registration and free or cheap accommodation. The number of supported speakers will be budgeted to 20+. Additional support will be sought from aid programmes, donators or from the conference budget.

#### Royalties to the FIG Foundation

In the registration fee a fixed amount per each participant will be included for the FIG Foundation. This has been in the past about 10 € per registered participant. This money is collected for assisting surveying profession especially in developing countries. Similar donation will be collected from the FIG Foundation Dinner (cultural evening).

In addition the participants shall be given an opportunity to make voluntary contributions to the FIG Foundation.

## **Site visits**

The FIG President and FIG Director visit the host country and the congress venue 1–1.5 years before the event. The conference or host association are in charge for this visit.

The FIG Director and the FIG Office Manager / PCO will make technical visits to the conference venue prior the event to check the venue, meeting rooms, programme, final invitations etc. Costs of these visits will be included in the conference budget. Most of the work is, however, made in correspondence by email.

## **Invitations**

### General guidelines (printed, web)

FIG will be in charge for the international marketing of the Working Week. The marketing will take place by email and by sending hard copies of the invitation brochure. The FIG Office will be in charge for distributing other information (invitation letters, call for papers) of the conference by email (e-blasts and hard copies) to members, national delegates and other contact groups (in the FIG database there are about 5,000+ contacts). In addition material submitted by the conference organization will be published on the FIG web site, FIG e-Newsletters etc. FIG will use its media partners etc. to promote the conference.

FIG will be responsible for conference web site. In addition to normal conference material the technical programme and papers will be posted on the web site as well as information about the administrative meetings.

All printed material will be prepared by the FIG Office in co-operation with the LOC.

### Call for papers

There will be an open Call for Papers (both peer review and non peer review papers) for the technical programme of FIG 2016. The first call for papers shall go out together with the first invitation during the FIG Working Week 2015.

### Invitation letters

Promotion of the Working Week shall start at the FIG Congress 2014 in Kuala Lumpur, Malaysia. At the last day of the FIG Working Week 2015 a small party will be hosted to promote the FIG Working Week 2016.

First invitation shall be prepared and distributed latest at the FIG Congress 2014. The final invitation shall be circulated together with the Call for Papers in 2015 about one year prior the conference.

The local member association is responsible for invitation letters for visas based on the requirements of the host country.

## **Working Week programme**

### Call for papers

There will be an open Call for Papers to the technical conference. FIG will be in charge for the call for papers together with the FIG technical commissions and the LOC. The call for papers will include peer review and non peer review papers.

### Preparing programme and collecting abstracts and full papers

FIG will be in charge for the technical programme (FIG commission chairs). The FIG Office will act as a link between the commissions and LOC so that the local requirements and presentations have a visible role at the conference programme.

The host association shall nominate a delegate to each of the 10 technical commissions to confirm that there is local input in the technical programme. It is expected that there is at least one paper from the host country in each main session and topic of the conference.

The theme of the Working Week will be prepared jointly by LOC and FIG. FIG Council will confirm the theme based on the proposal from the LOC.

FIG will collect both abstracts and full papers and produce and circulate guidelines on preparing the papers. The proceedings will be published on the FIG web site and possibly on a CD-Rom or similar. The FIG office will edit the papers and take care of the production of the proceedings.

### **Meetings and programme in general**

The Working Week is normally from Sunday to Thursday. Preceding two days (Friday and Saturday) are for administrative meetings (Friday for Council meeting (10 people) and Saturday for Commission officers meeting ACCO (max 25 people). Sunday and Thursday are reserved for General Assembly (200-250 people plus observers), commissions annual meetings and Presidents' meeting. The technical programme is from Monday to Wednesday with a plenary session in the morning and parallel sessions during the day – normally 7 to 10 parallel sessions, e.g. in 2011 10 parallel sessions and workshops). Opening ceremony is either on Sunday afternoon or on Monday (pax 600-1,000). There is option for pre conference workshops on Saturday or/and Sunday.

Social programme includes welcome reception (for all and included in the registration fee), possibly a reception hosted by the hosting city (included in the registration fee), home visits (optional; free for international participants, registration needed), exhibitors party, local cultural evening (that is at the same time the FIG Foundation Dinner) and conference dinner.

There is a commercial and professional exhibition from Monday (10:00-) to Wednesday (-14:00). The side of the exhibition is 30-50 exhibitors at a typical Working Week. In the exhibition area there should be space for coffee breaks and lounge.

Programme for FIG Working Week 2011 in Marrakech is available on the web ([www.fig.net/fig2011](http://www.fig.net/fig2011)). On the FIG web site there are also programmes and material on previous Working Weeks and congresses.

### **Administration and administrative meetings (tentative to show the need of rooms)**

#### Congress Office

Date: all days Friday - Thursday

Venue:

Participants: FIG staff, LOC, PCO

#### FIG Office and meeting room

Date: All days (from Saturday) – free entry for the FIG staff

Venue:

Participants: FIG President and FIG Director, meetings up to 10 people  
Room layout: Working place for three people, conference table up to 10 people or one office and meeting room pax 10 boardroom set up  
Facilities: 3 PCs, printer, copier (jointly with LOC), internet access, (telephone and fax jointly with congress office)  
Refreshments: Coffee and tea on tap, biscuits, water and soft drinks, snacks  
Notes:

### Commission meeting rooms

Date: All days (from Sunday) – free entry for Commission officers  
Venue: 3-5 rooms (two-three commissions to share one room); normal office rooms are suitable  
Room layout: pax 10-25 people (boardroom style preferred)  
Facilities: PC and internet access

### Council Meetings

Date: Friday, full day 9:00-18:00  
Venue: Main conference hotel or congress centre  
Participants: President, Council, Director and invited guests, max 12 people  
Room layout: U shape  
Chair: President  
Contact: FIG Director  
Facilities: Screen, flip chart, and Internet  
Refreshments: Coffee and tea on tap, biscuits, water and soft drinks  
Notes: Normally the Council has a joined dinner after the Council meeting

### ACCO Meeting

Date: Saturday, full day, 9:00-18:00.  
Venue: Main conference hotel or congress centre  
Participants: ACCO Meeting: Vice President, Commission chairs and vice chairs, FIG Director and Office Manager, invited guests (pax 20-30).  
Room layout: U shape  
Chair: Vice President  
Contact: FIG Director  
Facilities: Screen, flip chart, internet  
Refreshments: Coffee and tea on tap, biscuits, water and soft drinks  
Notes: ACCO dinner in the evening.

### General Assembly

Date: Sunday 9:00-15:00 and Thursday 10:00-14:00  
Venue: At the conference venue (congress centre or congress hotel)  
Participants: Member associations, affiliates, academic members, correspondents, honorary presidents and honorary members, corporate members, observers. Pax 250  
Room layout: Conference Room arrangement, top table for 6 persons (Council + Director)  
1-3 seats per delegation, 60-70 delegations out of 90 member associations. Display of national flags (provided by FIG), name plates of member associations (provided by FIG), ballot box.  
200-250 chairs for the meeting in class room style and extra chairs (up to 100 seats) in theatre style for listeners.  
Break out sessions: 3-4 rooms (pax 30-60), the General Assembly room can be used. Needed after the lunch. The need for breakout rooms to be agreed with the FIG office.  
Chair: President  
Contact: FIG Director

Facilities: Screen, laptop and Internet, microphones (4 for the top table, roaming microphones on the aisles plus supporting personnel)  
Refreshments: water

### Commission Annual Meetings

Date: Sunday afternoon or Monday morning, 2 hours  
Venue: A meeting room for each Commission (10 commissions), pax (10-)20-50 depending on commission.  
Participants: Commission national delegates (10-50 delegates per commission), President's room etc. can be used.  
Room layout: class room / free  
Chair: Commission chairs.  
Contact: FIG Director  
Facilities: Screen, flip chart, Internet  
Refreshments: water  
Note: Need for rooms to be agreed with the FIG office.

### President's Meeting

Date: Thursday morning from 8.30 to 10:30  
Venue:  
Participants: Presidents of member associations, about 60-70 people  
Room layout: Circle of chairs, pax 70  
Chair: President  
Contact: FIG Director  
Facilities: flip chart  
Refreshments: water

### Additional meeting rooms

One room pax 30 in class room style to be in reserve for workshops and smaller meetings for the whole week.

## **Technical / scientific conference and social events**

### Welcome reception

Date: Sunday evening or Monday morning after the opening ceremony  
Venue: Can be in the congress centre (option, prices to be given) or somewhere outside. If following the opening ceremony it should be in the conference venue  
Participants: All delegates and accompanying persons (included in the registration fee)  
Room layout: Standing cocktail  
Facilities: Microphone  
Programme: Light entertainment, short speech  
Catering: Drinks (wine and beer) and snacks

### Opening ceremony

Date: Monday morning (or Sunday evening), about 2 hours  
Venue: Can be in the congress centre (option, prices to be given) or somewhere outside.  
Participants: All delegates and accompanying persons (included in the registration fee)  
Room layout: Theatre style  
Programme: Speeches and entertainment, unforgettable

## Plenary Sessions

Date: Monday, Tuesday, and Wednesday, 1.5-2 hours in the morning

Venue:

Participants: 300–700 in theatre style

Contact: Director, FIG office

Facilities: Screen, laptop, Internet

Refreshments: Water to top table.

## Technical Sessions

Date: Monday afternoon; Tuesday, and Wednesday whole day after the plenary session.

Venue: Reservation for 10 parallel sessions (can go down to 5-7 sessions), capacity of rooms can vary between 50 and 300 in theatre style; Friday max 5 parallel sessions

Chair: Commission chairs / invited persons

Contact: FIG Director /Commission chairs

Facilities: Screen, laptop, Internet

Refreshments: water for speakers

## Workshops

Date: Pre-conference workshops, to be agreed separately.

## Flash presentations / Poster sessions

To be decided.

## Closing Ceremony

Date: Thursday, 15:00-16:30

Venue: General Assembly room

Participants: All delegates to the General Assembly, other delegates and accompanying persons

Room layout: Conference

Chair: President of FIG and President of the LOC

Contact: FIG Director

Facilities: Screen, laptop, video, Internet etc.

Refreshments:

## Exhibition

Reservation for commercial exhibition 2,000-3.000 square metres, about 50 standard booths (3x3 metres). Further it is favoured to have coffee breaks / lunches in the exhibition area or have an exhibitors' party.

## Lunches and coffees

Lunches and coffees will preferably be included in the registration fee (buffet lunch in the exhibition area). To be noted that not all registered participants will be on site all days (technical tours and social tours).

## Conference dinner

Conference dinner takes place on Wednesday evening. It is often flavoured by local culture, music etc. decided by the host. Short addresses of the Presidents of the host association and

FIG are normally included. The banquet can be charged separately. Estimated participation is pax 400-600.

### Receptions

It has been common that the hosting city invites at least the heads of the delegations, commission chairs and the council members (200-250) to a reception to the City Hall or similar during the week. The list of foreign guests will be provided by the FIG office.

### Home visits

One evening is reserved for home visits / Commission dinners.

### Farewell reception

Farewell reception will be organised on Thursday afternoon immediately after the Closing Ceremony for about one hour (wine/beer and snacks).

### Social tours

Social tours will be offered all days during the conference. There shall be no tours during the opening ceremony. The tours are organised with the local tour operator but will be included in the conference programme.

### Pre- and post conference tours

Optional pre- and post conference tours are offered.

### **Technical tours**

There will be a technical tour for each commission (half-day). To plan these tours the LOC shall be in contact with the Commission chair (through FIG office) and to nominate a local contact person to each commission. In the bid proposals for the topics of technical tours are requested to see the options of that the city can offer.

### **Hotels**

The Working Week requires accommodation at hotels of different categories to please requirements of delegates coming from different cultures and social conditions. The organised will nominate one hotel as the conference hotel. There is the option of using a hotel as the conference venue.

Decision how the hotel booking will happen will be decided based on local situation (through FIG, housing office, direct booking etc.) Principles of the booking policy (cancellation policy, guarantees etc.) in the hosting city shall be included in the bid.