

AFBC CONGRESS HOSTING REQUIREMENTS

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I. Introduction

This document has been designed to provide detailed hosting requirements for the organization of the AFBC Congress.

The document will provide background information on AFBC and give an understanding of the AFBC Congress itself, the objectives and the logistics relating to the event.

The document will highlight specific areas which must be addressed by the event host. The areas listed are non-exhaustive and the host is welcome to introduce additional points that they believe would contribute to the successful conduct of the AFBC Congress.

II. Working in partnership with the Hosting Organization and Committee

Holding an AFBC Congress demands a working commitment between the Hosting Organization and AFBC regarding the various logistic and operational aspects of the event.

The Hosting Organization, city and governmental authorities will benefit from the worldwide exposure of being at the forefront of the boxing movement. Holding a successful event represents an opportunity to increase visibility for the Host's National Federation, and other national sporting authorities in an international context.

III. Mission, Roles, and Responsibilities

The Host's main objectives are to:

1. Support AFBC to achieve its mission in the preparation and operations of the Congress.
2. Support AFBC to make the Congress financially sustainable for both organizations.
3. Support AFBC in creating a lasting organizational impact for the National Federation

Key elements for organizing a successful event:

1. Venue and operational readiness and optimal organizational capacity
2. Well-suited facilities for the event and the wish to ensure a welcoming atmosphere for the extended AFBC family

3. Lasting impact for the host National Federation, staff and volunteers contributing to the event

Roles and Responsibilities

Consistent with AFBC's partnership approach, the following represents a typical breakdown of responsibilities. This is subject to further discussion with potential hosts:

ITEM	IBA	Host	National Federations
Organisation	✓		
Congress room		✓	
Hotel - AFBC Board rooms		✓	
Hotel – AFBC Staff rooms		✓	
Hotel – Voting delegates		✓	
Hotel – Additional delegates			✓
Flights - AFBC Board	✓		
Flights – AFBC Staff		✓	
Flights – Voting delegates	✓		
Flights – Additional delegates			✓
Airport transfers (congress destination)		✓	
Hotel -> venue transport (if required)		✓	
In-venue audiovisual production		✓	
Livestreaming	✓		
Congress branding		✓	
Interpretation facilities		✓	
Interpreters		✓	
Catering and official dinner		✓	

Financial Commitment

Interested national federations should provide a detailed estimate of their budget expectations.

IBA Responsibilities

IBA retains the responsibility for the overall organization of the Congress.

IBA's primary responsibility relating to all aspects of the Congress entail: project management, event branding design, financial oversight, participant registration and administration, exhibition and content management, and on-site logistics.

AFBC will liaise with and work in seamless cooperation with the Host Organization, Committee and National Federation.

IV. Example Schedule 2023 AFBC Extraordinary Congress

Day 1 – November 17 th	Arrival of Congress Delegates and Accreditation Welcome Reception
Day 2 – November 18 th	AFBC Congress and Gala Dinner
Day 3 – November 19 th	Departure of Congress Delegates

V. Participants

Each National Member Federation can be represented by a maximum of two delegates who must belong to the Federation they represent. Therefore, there will be up to approx. 150 participants (including VIPs, IBA and AFBC staff, media representatives, etc.) and potentially more. As the Congress will offer online access, the exact number of delegates attending in person will be confirmed after the registration for the congress closes.

VI. AFBC Congress Venue Requirements

The Congress Venue should accommodate a minimum of 150 participants and include the following required facilities:

The HNF shall propose an Event venue to AFBC, which should accommodate a minimum of 150 participants, at least one (1) months before the Event takes place. The Event venue will need to be approved by AFBC. The Event venue must include the following required facilities:

- One (1) main head table on a stage set up for 3 - 6 VIPs and equipped with a table microphone and headset for each person;
- One (1) lectern with one microphone on side of the main table and several built-in screens;
- Front row seating for IBA and AFBC Board of Directors members;
- Classroom style tables and chairs for approximately 400 persons, headset for each person and at least 6 portable microphone for the room.

- Simultaneous translation equipment for the following languages: English, French, and Arabic;
- Audio/visual equipment including livestream and hybrid option and operators, set up and support including screens, projection, recording into floor language AND into English only (audio files to be handed in 2 copies to AFBC).
- At least two (2) English speaking technicians to be on site during the Congress;
- Two (2) big LED screens on the left and right side behind the main table;
- High speed Internet connection dedicated to the congress
- Branded elements throughout the venue hall, adjoining spaces and official hotel(s)

The Event venue must provide a separate area for lunch as well as coffee breaks in the morning and in the afternoon of each meeting day.

Additional services and equipment may be requested as needed. The venue may be in one of the hotels proposed in the accommodation section.

All branded materials and decoration for the venue must to be approved with AFBC before production.

AFBC Office

The AFBC HQs Office requires a large meeting room at the hotel in close proximity to the meeting spaces with:

- 1 large meeting table and separate working stations
- Free and separate internet access dedicated to the AFBC Congress
- 1 multifunction colour and B&W printer with scanning and printing in A4 and A3 sizes. Sufficient cartridges for printer to be provided
- Coffee and beverage station

VII. Accommodation

- The ideal scenario is for the HNF to find one large 5-Star hotel where all AFBC Officials, National Federation Delegates, and Guests can stay together, serving as the AFBC HQ Hotel.
- The HNF shall provide rooms and 3 meals for the AFBC President, AFBC Secretary General, AFBC Board of Directors Members, and IBA Staff for the duration of the Event as follows:

- The HNF shall provide one (1) Executive Suite for the AFBC President (should have a separate bedroom and living room)
- The HNF shall provide two (2) executive rooms for the AFBC Vice President and AFBC Secretary General ;
- The HNF shall provide five (5) executive rooms in single occupancy (with the option of double occupancy) for remaining members of AFBC Board of Directors;
- The HNF shall provide four (4) standard rooms in single occupancy for the AFBC Staff ;
- Internet Wi-Fi coverage throughout all facilities free of charge;
- A fully equipped meeting room as well as a restaurant and a lounge on-site.
- The HNF shall book the number of guest rooms in different types for National Member Federation delegates and guests during the Event as requested by AFBC.
- The room rates shall include 3 meals and applicable taxes, the rooms rates shall be presented to AFBC for approval. The HNF will cover approximately 50 rooms for all eligible voting delegates. IBA office shall provide clear payment instructions for the Local Organizing Committee, while the LOC must collect payment from all additional delegates who shall pay themselves as per IBA instructions.
- IBA will pay for the voting delegate's accommodation for the days of the event. The host is responsible for collecting the payment for the accommodation from the non-voting delegates and any extra days for the voting delegates.

VIII. Transportation

For an international event with approximately 150 participants coming from around the world, the LOC's role is to ensure this vital element runs seamlessly throughout the duration of the event. The ground transportation plan must be included in the Bidding and will be complementary and provided by the LOC.

The transportation objective is to guarantee the timely running between locations in clean and secure conditions.

Transportation plans include:

- Round trip complimentary transportation from closest international arrival and departure point
- Between Congress Venue and hotels
- Between hotels
- Excursion if organized

- Respect the right to other prior agreed arrangements for the success of the event

Private transportation

- AFBC President (private car and driver)
- AFBC Secretary General (private car and driver)
- AFBC Board of Directors (1 mini-van)
- Any agreed VIPs

Grouped transportation

- Complimentary transportation between nearest international entry point to the host country/city and the hotel(s), and between the hotel(s) and the Congress Venue.
- For ease, groups may be made based on arrival and departure times to mutually accommodate the participant and LOC.

IX. Airline Tickets

The airline tickets for the voting delegates will be covered by IBA.

X. Visa

The HNF shall facilitate and be responsible for processing all visa requests for the participants. It shall use its best efforts to ensure that all participants receive an entry visa from the national authorities without any discrimination. The HNF shall explore the option of landing visas and/or alleviating the visa application/fee for the Event.

The HNF shall place a welcome desk with staff at the airport and obtain a permit to set up Congress-related signage before the luggage claim area

The LOC will help facilitate and be responsible for processing visa requests for all participants seeking visas. In conjunction with the governmental authorities, the LOC may explore the option of landing visas and/or alleviating the visa application fee for the event and would be considered added value to the Bid.

XI. Voting Equipment

AFBC is responsible for approved voting equipment. The cost for this will be covered by IBA.

XII. Hospitality

To have the best production and delivery of the AFBC Extraordinary Congress 2023, the hosts are required to engage an event agency with experience in handling events of this size.

XIII. Social Event

- The HNF shall organize a dinner to accompany the Congress
- The HNF shall organize this dinner for all National Federation delegates and guests on the evening of the day of the Congress
- Some cultural program including sightseeing/excursions may be planned additionally
- During celebratory events venues shall be decorated with some branded items including a press-wall/ a backdrop/ roll-ups/ table tags etc.
- Food and beverage menus must be approved by AFBC All celebratory events shall have a short official part guided by English speaking moderator.
- Invitations with all details including timing, dates, places, dress-code, transfer details shall be distributed among guests in advance.



XIV. Media

- The HNF shall make its best effort to enable local and national media coverage throughout the entire Event.
- The HNF shall provide facilities and the required set-up for the organization of a press conference, including specifically tailored branding and backdrop production, an audio-visual set-up and equipment for simultaneous interpretation, including from English to the national language and back. All layouts are to be provided or approved by AFBC before the production.
- The HNF shall engage a photographer as well as an ENG crew for the duration of the Event. A collection of photos and a short video clip of the Event's highlights shall be provided to AFBC at the end of each day free of charge and including all rights for AFBC's use of such material for public relations activities, e.g. on the AFBC website homepage.
- HNF shall produce necessary merchandising for the Event. Number and type of items as well as layouts are to be provided or approved by AFBC.

XV. Bidding Process

Letter of Intent and Bidding Presentation

AFBC is extending the tender to host the AFBC Extraordinary Congress to all Member Federations who are interested in the event to submit their Letter of Intent by **October 19th, 2023**.

After that time, the formal Bidding accompanied by commitments in collaboration and with the support of the venue and governmental authorities should be submitted to AFBC Head Office, at afbc2022@yahoo.com by **October 20th, 2023**.

Bidding presentations should include corresponding sections based on the criteria set out in this document and address both the strengths and weaknesses of the bid.

AFBC Site Inspection

Hosting Committees agree to cover the cost of an on-site inspection of 2 AFBC staff, including flight, accommodation, and local arrangements.

Criteria

AFBC will pay attention to the following criteria when evaluating a Hosting Committee for the AFBC Extraordinary Congress. These same criteria should be the outline for the Bidding presentation:

Host Organization Profile

- Hosting Organization's background and National Federation profile
- Boxing tradition in the country
- Experience in hosting international events and meetings
- Leading and influence in the country
- Relationship and good standing with other AFBC Member Federations
- Capacity to mobilize workforce including external event organizers and local volunteers
- Clearly defined story as to why the bidder should be selected
- Ability to generate media and press coverage

Requirements from Governmental and Sporting Authorities

- Obtaining governmental support from the National Olympic Committee or like. This includes immigration and/or internal, transport and sports ministries.
- Supporting letters from the city, regional, and provincial authorities
- National Federation staff commitment, interest and willingness for collaboration

Logistical and Organizational Aspects

- Excellent infrastructure that is of high quality and sustainability for Congress Venue and supporting structures (Meeting Hall and Hotels)
- International accessibility (local transportation and closest international airport)
- Competitive or negotiated rates and contract conditions
- Attractiveness and appeal of the country and destination, including for excursions
- Event organizers and other expertise from outside of the National Federation if appropriate
- Visa application and support from internal ministries or relevant authorities
- State-of-the-art equipment and operating capacity
- Close working relationships with key suppliers (i.e. local authorities for venue, hotels, and airlines)

- Welcome desk at the airport with staff and permission to set up Congress related signage before luggage
- Designated fast track immigration upon arrival and allow Congress staff to be present
- Support with protocol
- Security present at the interior of the Congress and cooperation with Police for general security externally
- Detailed drawbacks and possible challenges that might be encountered during the organization and operations of the event. Volunteering this pertinent information is welcomed and gives a macro assessment of the feasibility of the event.
- All hotels must be shown on a map indicating the distance (in km) to the Congress Venue and Airport.

Financial and Institutional requirements

- Description of business environment with laws, taxes, and levies
- Cost per night of rooms for IBA and for additional delegates
- Level of governmental participation for the organization of the Congress.

