# APPENDIX 1: INFORMATION SHEET

The bid should contain the details which appear below. Please complete the following checklist for your bid

[ ]  Host Society budget proposal including expected Sponsorship contacts and Exhibition opportunities.

[ ]  Financial support of local municipal authorities and/or national bodies.

[ ]  Track record of the local society in organizing scientific congresses.

[ ]  Basic information about the proposed city and country Visa requirements, population, airports.

[ ]  Suggested congress venue (floor plan, price list, reserved dates, contact details).

[ ]  Suggested Hotels (list, capacities, price range, distance from the hotel, contact details).

[ ]  Suggested social events.

[ ]  Eventual special features for the opening and closing ceremony.

[ ]  Contact details of the Convention Bureau (if applicable).

[ ]  Signed Memorandum of agreement to abide by the Operational Manual for future UIP Congress. This will be countersigned by the UIP General Secretary, by the Congress and Events Chair and President and a copy returned to the HS.

**PROPOSED CONVENTION CENTRE DETAILS AND SERVICES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Usage** | **Suggested Capacity**  | **Minimum Capacity** | **Maximum capacity**  | **Room Cost****Per Day**  |
| **Ceremony or Main Hall** | 800 seats min |  |  | US$ |
| **Satellite room 1** | 100 seats min |  |  | US$ |
| **Satellite room 2** | 100 seats min |  |  | US$ |
| **Satellite room 3** | 100 seats min |  |  | US$ |
| **UIP Executive Room** | Boardroom30 pax |  |  | US$ |
| **Exhibition Area** | 30 booths min(5 x 2sqm each) |  |  |  |
| **UIP General Council Meetings** | 120 seats in ”O” shape/council style, equipped for video conference |  |  | US$ |
| **Poster Area**  | 100 posters / day |  |  | US$ |
| **Speakers Lounge** |  |  |  |  |
| *Add any other relevant rooms below* |
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*All rates to be quoted in USD according to the day of calculation, prior to negotiation and excluding sales taxes (e.g. VAT/GST)*