



Annex C – Destination, Venue and Accommodation Requirements

This annex outlines the **minimum expectations and evaluation criteria** for host destinations, venues, and accommodation proposed for an ISPCAN International Congress. Detailed operational specifications are finalized following Congress award.

Destination Considerations

Proposed host destinations should demonstrate suitability for an international scientific congress, taking into account:

Dates & Seasonality

- Availability during proposed Congress dates
- Seasonal considerations, including weather, accessibility, and peak tourism periods
- Potential conflicts with major events, holidays, or infrastructure works

Accessibility & Safety

- Ease of international and domestic access
- Availability of public transportation and reasonable travel times
- Safety, walkability, and general appeal of surrounding areas
- Proximity to cultural attractions and optional tours

Congress Venue Requirements

General Venue Standards

- Modern, well-maintained facilities with professional staffing
- Full accessibility for people with disabilities
- Clear emergency, safety, and evacuation procedures
- Adequate lighting, cleanliness, signage, and wayfinding

Meeting & Conference Spaces

Venues must be capable of accommodating:

- A plenary space suitable for up to 100% of delegates
- Multiple concurrent session rooms appropriate for parallel scientific sessions
- Flexible meeting spaces for working groups, committee meetings, and ancillary events
- Adequate ceiling heights, unobstructed sightlines, and adaptable room layouts
- Reliable high-speed Wi-Fi and robust technical infrastructure



Exhibition & Poster Areas

- Dedicated exhibition and poster spaces in high-traffic areas
- Sufficient loading access, utilities, and storage
- Proximity to meeting rooms, catering areas, and restrooms
- Adequate time and access for set-up and dismantling

Offices & Support Spaces

- ISPCAN management office and meeting room(s)
 - Secure storage and operational support spaces
 - Registration and information areas with sufficient capacity and visibility
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Technology, Audio-Visual & Connectivity

- Professional-grade audio-visual equipment in all meeting rooms
 - Recording capability for plenary and selected sessions
 - Technical staffing support during all programmed events
 - High-speed wired and wireless internet access for delegates, speakers, and staff
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Food & Beverage Provision

- Capacity to provide catering for plenary sessions, breaks, and official events
 - Ability to accommodate dietary, cultural, and religious requirements
 - Flexible catering models, including grab-and-go options where appropriate
 - Professional service standards and sufficient staffing
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Accommodation Requirements

Hotel Portfolio

- A range of hotel options across different price points
- Convenient access to the Congress venue (walking distance or public transport)
- Discounted group rates with booking links (no room blocks with penalties)

Hotel Standards

- High standards of cleanliness, safety, and maintenance
- Full accessibility and emergency preparedness
- Adequate staffing and guest services
- Transparent policies regarding rates, deposits, cancellations, and attrition



Delegate & Speaker Services

- Support for early arrivals and late departures
- Secure luggage storage
- Business services and reliable in-room connectivity
- Availability of upgrades and complimentary rooms for key speakers, where possible

Sustainability & Green Meeting Practices

Host destinations and venues are encouraged to demonstrate commitment to sustainable practices, including:

- Waste reduction and recycling programs
- Water and energy conservation measures
- Reduced use of single-use plastics
- Paperless or low-paper event solutions

Costs Transparency

All proposed venues and accommodation providers must:

- Provide clear and itemized cost information
- Disclose taxes, service charges, and mandatory fees
- Allow for transparent comparison across bids

Indicative Space & Room Requirements (Reference)

Space / Room Type	Quantity	Capacity / Scale	Key Requirements & Notes
Working Groups Pre-Congress Day	6-8	50 - 120 participants	Theater or classroom setup; used for pre-Congress Working Groups, committees, and board meetings
ISPCAN Board Day	1	30 board members	Boardroom style setup, full AV equipment
Plenary Hall	1	Up to 100% of delegates	Theater seating; stage with lectern; dual projection screens; professional sound and lighting; full AV equipment; technical control area
Parallel Session Rooms	10-12 per day	50-150 delegates per room	Theater or classroom setup; screen, projector, microphones (if needed); flexible layout for workshops, panels, symposia
Rise Up Policy Day – Plenary Room	1	Up to 100% of delegates	Theater seating; enhanced AV support; suitable for policy dialogue and recorded sessions



Rise Up Policy Day – Breakout Rooms	5	60 -100 delegates per room	Theater or classroom setup; screen, projector, microphones (if needed);
Poster Display Area	1-3		Space for physical and/or electronic posters; high-traffic location; lighting, power
Exhibition Area	1	5-10 standard booths	High-traffic location near catering/networking; power and Wi-Fi; loading access; storage
Registration & Information Area	1	Scaled to delegate flow	Central, visible location; multiple counters; power, Wi-Fi, badge printing; queue management space
Welcome Reception Space	1	Approx. 60% of delegates	Flexible layout (high-tops); catering access;
Cultural / Networking Dinner Venue	1	Approx. 50-60% of delegates	Banquet setup; stage or performance area; AV and catering infrastructure
ISPCAN Management Office	1	Up to 20 persons	Conference seating; secure storage; power; Wi-Fi
Speaker / AV Support Room	1	As required	Presentation upload, technical checks, speaker support
Secure Storage Room	1	As required	Lockable space for materials and equipment
Catering & Break Areas	Multiple	Scaled to delegate numbers	Coffee/tea breaks; lunch service; dietary accommodation; flexible service models
Accessibility & Circulation Areas	N/A	Venue-wide	Step-free access; nearby restrooms; clear signage and wayfinding; safe delegate flow

Note: All space requirements are indicative and provided for bid-stage evaluation. Final room counts, capacities, and layouts will be confirmed during the planning phase based on delegate projections, program design, and venue configuration.

Detailed Specifications

Detailed space allocations, room capacities, technical specifications, catering quantities, and signage requirements will be finalized during the planning phase and are subject to Congress format, delegate projections, and budget parameters.