



Brief for the candidacies
to the organization of
the XXVIth World Road Congress
in 2019

1 Terms of reference

1.1 Congress organizational framework

The World Road Congress is an event whose organisation every four years is entrusted to a member country of the World Road Association (PIARC) according to the terms of a Protocol of Agreement signed by the Minister in charge of roads and road transport of the host country and the President of PIARC (Statutes – article XII.1).

1.2 Sharing of responsibilities

PIARC is responsible for the preparation of the technical content of the Congress.

The host country is responsible for aspects of planning, logistics and event management as well as for the management of the subscriptions of Congress participants. These tasks are carried out in agreement with PIARC.

1.3 Content of the Congress

The aim of the Congress is to facilitate exchanges between experts and decision makers from around the world, to discuss the main issues and challenges which are facing the road transport world and to present the results of the work of PIARC over the four preceding years.

The Congress comprises:

- five days of conferences, some being held in plenary session (opening session and ministers' session on the first day, keynote speeches on day 2, 3 and 4, closing session on the last day) and others running in parallel (as an example, for the XXVth Congress in Seoul in 2015 there will be 5 parallel sessions on the different technical themes of the Congress). Each session has a duration of 4 hours including a 30 minute break;
- workshops in addition to the sessions,
- poster sessions to present the individual papers selected for the Congress; poster sessions are to be held in the exhibition area;
- technical visits (which can be organized in parallel during the conference sessions);
- an exhibition for the full duration of the Congress with indoor exhibition halls and possibly outdoor spaces;
- a social program for the Congress participants including an official dinner organised during the Congress week;
- a program for the accompanying persons (subject to payment of a fee).

1.4 Official Languages

The official languages of the Congress are English, French and Spanish with the language of the host country possibly added where it is different.

These languages are used for the promotion of the Congress, for signage for the Congress venues, for official documents (announcements, program, proceedings etc.) and as the working languages during all sessions.

Note: the host country can select one or several additional languages for the Congress. In this case it will bear all related costs.

1.5 Minimum capacities for organisation of the Congress

Note: Some deviations from the following may be accepted as long as there is consistency between the expected number of participants, the number of sessions and the capacity of the rooms.

Room for the plenary sessions: minimum of 2000 seats with the possibility of audiovisual transmission into other rooms if the number of participants at the plenary sessions is greater than the capacity of the room.

Rooms for the parallel technical sessions: 5 rooms (5 is a strict minimum) each having a minimum of 400 seats.

Additional rooms: 5 rooms with 50 to 200 seats for preparatory meetings and work sessions of Technical Committees.

Additional rooms of a capacity of a 100 for side meetings and side workshops during the congress, for example with international organizations (2 rooms minimum).

An office made available for the General Secretariat and one for the PIARC President.

Work room for the media.

Covered exhibition hall: around 10,000 m² (suggested area)

Exterior exhibition space: possibly (no specification)

1.6 Equipment in the Congress rooms

All of the rooms listed in item 1.5: room for the plenary sessions, rooms for parallel technical sessions, additional rooms and side-rooms are equipped for audiovisual projection with a sound system.

Only the room for the plenary session and those of the technical sessions are equipped for simultaneous translation in the official languages of the Congress.

Video recording of all plenary sessions, several other sessions and selected events, e. g. technical visits (optional and according to host country's desire) should be provided. Uploading video sequences on the website dedicated to the Congress.

The offices made available for the PIARC General Secretariat and the PIARC President are equipped with the necessary work items: telephone lines, PC with internet connection, printer, photocopier, fax machine and general office supplies.

1.7 Social programme

If the social programme has some importance in the success of the congress, the host country is encouraged to have a conviviality approach in line with the spirit of the Association and in order to keep the corresponding expenditure to a reasonable minimum.

1.8 Stand made available to PIARC at the exhibition

A stand with a minimum surface area of 150 m² equipped with electricity, partitions and furniture (chairs, tables, display units, storage units) and two high speed internet connections will be freely made available to PIARC in order to promote the work of the Association and the National Committees for the duration of the exhibition. The PIARC stand should be located in the central area of the exhibition.

1.9 Allocation of responsibilities and tasks between PIARC and the host country

The responsibilities and tasks allocated to each party are listed in appendix A of this brief.

1.10 Sponsorship

The host country is encouraged to develop a comprehensive sponsorship program which should however be respectful of the values and ethics of the Association. In particular advantages given to sponsors should have no interference with the program of the sessions. Proposed advantages given to sponsors will be submitted, in due time, to PIARC General Secretariat for review.

1.11 Registration fees

The host country shall propose a regime of registration fees that will encourage maximum participation in the Congress whilst also ensuring its financial viability. In accordance with Article XII.2 of the Statutes of the Association, the registration fees will be approved by the PIARC Council on the proposal of the host country.

Moreover, Article V of the Statutes and the Internal Rules of the Association define the cases of registration fee exemption and the conditions under which a special registration fee rate can be applied.

By the application of the Statutory provisions, excluding the invitations that the host country can make and the participation of ministers, the number of persons exempted from the registration fee is in the order of 600 to 650 (PIARC General Secretariat staff included). The host country is expected to specify the number of registration fee exemptions that it wishes to grant.

The list of the various registration fee rates is as follows:

1. full rate for the full duration of the Congress,
2. one-day registration rate,
3. reduced rate for delegates from low-income countries;
For the three cases above, different rates have to be set for PIARC members and non-PIARC members, and a special rate for early registrations;
4. accompanying person (special rate for early registrations),
5. special rate for members according to the Statutes (half of full price applied to PIARC members),
6. guest speaker,
7. student.

No special rate applies for category 5, 6 and 7 in case of early registration.

1.12 Remuneration of PIARC

As a counterpart of the work performed by the Association for the development of the program of the congress and for the expenditure incurred by the Association, the budget should include a sum for the remuneration of the Association. This income will allow the Association to continue fulfilling its missions in helping financing to some of the Association's projects.

PIARC is aiming at a minimum remuneration of 420 000 Euros. The host country will propose a formula, which, beyond that minimum fixed sum shall include a part that is proportional to the total revenue from congress registrations beyond a certain number of paid registrations so that PIARC and the host country both have an interest in the success of the Congress in terms of attendance.

This rule will be included in an annex to the Protocol of Agreement to be submitted to the PIARC Council for approval before the official signature.

1.13 Copyright of the Congress proceedings

PIARC holds the copyright of the Proceedings of the XXVIth World Road Congress. PIARC will be the sole distributor of the proceedings after the Congress.

1.14 Statutory meetings preceding the Congress

In the days leading up to the Congress, the host country will make available the necessary venues to host the PIARC meetings:

- Commissions (1 or 2): attendance between 20 and 40 people, parallel meetings one day in duration;
- Executive Committee: attendance between 40 and 60 people, one day in duration;
- Council: attendance between 180 and 230 people, one day in duration.

The meetings of the Executive Committee and the Council are held with simultaneous translation (English-French-Spanish).

Meeting rooms should be equipped with audio-visual projection, sound equipment and Internet connection.

The room for the meeting of the Executive Committee should be equipped for videoconference via Internet.

2 Content of the tender

The tender for the organization of the XXVIth World Road Congress must contain the following information.

2.1 Letter presenting the candidacy

Letter from the PIARC First Delegate or from the Ministry in charge of road infrastructure presenting the candidacy of the country.

This letter must indicate that, if successful, the host country commits to respecting the terms of reference of this present call for candidature.

2.2 Proposed venue for the Congress

2.2.1 Detailed description of the location of the different venues where the different parts of the Congress will take place: conferences, exhibition.

2.2.2 Information on accessibility to the Congress venue from abroad.

2.2.3 Local transportation: in the case where the Congress would be organized in different venues, provide indications on the modes of transportation to ensure transportation of the Congress participants.

2.2.4 Indications on hotel accommodation capacity.

2.3 Proposed period for the Congress

2.3.1 Dates envisaged in the second half of 2019 (preferably October or November).

2.4 Main characteristics of the facilities

2.4.1 Conference rooms: number and seating capacity.

2.4.2 Exhibition: areas for indoor and outdoor exhibitions.

2.4.3 Overall plan showing the division of the areas which will be allocated to the Congress (conference and exhibition).

2.4.4 Access for persons with reduced mobility.

2.5 Video recording and broadcasting

Description of the use envisaged for the video.

2.6 Technical visits

Location and type of activities and facilities which could be presented on the occasion of the technical visits.

2.7 Social Program

Outline of the social program and any events.

2.8 Remuneration of PIARC

Proposed formula for sharing the revenue from Congress registrations.

Proposal for the number of exemptions for the host country.

2.9 Accompanying persons program

Possibilities which could be offered for the accompanying persons program.

2.10 Organizing Committee

Public bodies and institutions which would be directly involved in or associated with the organization of the Congress.

2.11 References

Indications on the main events which have been organized over the past two years in the facilities proposed for the Congress.

2.12 Question relative to the present call for candidacies

Any question relative to the present call for candidacy must be sent by electronic mail to info@piarc.org for attention of the Secretary General of PIARC.

2.13 Mailing of the tender

The tender must reach the PIARC General Secretariat, as an electronic file containing all the elements of the tender **before 15 August 2014**.

The tender must be mailed:

either to the following e-mail address: info@piarc.org

or sent on a CD-Rom to

AIPCR-PIARC World Road Association
For the attention of the Secretary General
La Grande Arche
Paroi Nord – niveau 2
92055 La Défense cedex
France

PIARC will acknowledge receipt of the tenders.

3 Submission of candidacies to the PIARC Council

The candidacy briefs provided by the candidates shall be examined by the Finance Commission and then by the Executive Committee.

Applying countries, having provided a complete brief covering the elements in this document, will be invited to present their candidacy before the next PIARC Council meeting which will take place on 5-6 November 2014 in Santiago de Chile (Chile).

Each candidate may hand out a document presenting the candidacy to the Council members.

Each candidate is allocated 20 minutes to present the candidacy to the Council members.

After hearing the Executive Committee report, the PIARC Council shall vote to designate the country that will host the **XXVIth World Road Congress**.

4 Public Announcement

Public Announcement of the host country of the XXVIth PIARC World Road Congress will be made during the closing ceremony of the XXVth World Road Congress in Seoul, on Friday 6 November 2015, afternoon.

Promotion of the XXVIth World Road Congress is highly recommended in the exhibition area during the XXVth World Road Congress in Seoul. This is encouraged on the national pavilion booth.

Appendix A

Allocation of the principal tasks between PIARC and the host country for the organization of the XXVIth World Road Congress 2019

A.1 PIARC responsibilities and tasks

Before the Congress

- a) determine the programme of the various technical sessions of the Congress;
- b) design the content of the different technical sessions of the Congress;
- c) provide the specifications for the logistics required at the technical sessions;
- d) revise the text of the pre-Congress information brochures and the Congress guide in English, Spanish and French, whatever the format (paper, e-mail, or internet pages);
- e) promote, in cooperation with the host country, the Congress at national and international meetings and Congresses, on the PIARC website, and in every issue of Routes/Roads magazine in 2018 and 2019;
- f) to produce in electronic format, the pre-proceedings that includes the texts and information to be provided to the Congress participants in the Congress official languages;
- g) review with the Strategic Planning Commission the draft version of the general report prepared by the host country;
- h) to invite the First Delegates from the member countries;
- i) to provide financial assistance from the PIARC's Special Fund for the participation of the delegates from the developing countries;

During the Congress

- j) during the Congress, provide simultaneous translation in English, Spanish and French for the sessions scheduled in the programme approved by PIARC;

After the Congress

- k) produce, within six months after the Congress, in electronic format the final Congress proceedings in the official Congress languages and disseminate the proceedings to the Congress delegates and PIARC members;
- l) produce and publish the final version of the general report in English, French and Spanish;

A.2 Host country responsibilities and tasks

Facilities

- a) provide equipped rooms and spaces according to the needs defined by PIARC for all Congress sessions, including in particular the equipment necessary for simultaneous translation in the official languages of the Congress;
- b) organize an exhibition linked to the Congress;
- c) provide free of charge to PIARC, in the exhibition area, a stand located in the central area of the exhibition with a surface area of 150 m² equipped with electricity, partitions and furniture (chairs, tables, display units, storage units) and two high speed internet connections, in order to promote the work of the Association and the National Committees during the exhibition;
- d) organize in the area of the exhibition, a space dedicated to the presentation of posters related to the individual papers selected for the Congress; the poster sessions shall take place on day 2, 3 and 4 of the Congress, during the breaks in the morning and in the afternoon; a number of 80 maximum is to be provided;
- e) during the Congress provide to the organizing staff to the teams of interpreters and to the press, offices equipped with telephone lines, PCs, internet connections, printers, photocopy and fax machines and office supplies;
- f) provide to the PIARC Commissions, Executive Committee and the Council, rooms equipped with a simultaneous interpretation system for the meetings that will take place just before the Congress;

Technical visits

- g) organize technical visits (programme and transportation) for all Congress delegates;

Social program

- h) through the payment of a fee, offer a programme of activities for accompanying persons throughout the Congress;
- i) provide the necessary tourist information for the Congress delegates who wish so to extend their stay before or after the Congress;
- j) organize the Congress events (opening and closing ceremonies, functions and official dinner) in agreement with PIARC for all participants (Congress delegates, exhibitors, accompanying persons);

Services during the congress

- k) ensure the management of the subscriptions and collect the subscriptions of congress participants and accompanying persons. Registration and payment should be made available on-line via Internet;
- l) ensure the welcome, safety and accessibility of the Congress as well as access at a charge for Congress delegates and exhibitors to services such as telephone, internet, banks, photocopy machines, etc.;
- m) provide appropriate transportation for mobility-impaired persons between selected hotels and the Congress venue;
- n) provide food service during the Congress as follows:
 - coffee, tea and refreshments will be offered for free to participants twice a day during breaks;
 - various lunchtime catering possibilities offered to the participants for a charge;
 - free catering organised at the venue for the organisers, PIARC General Secretariat staff and interpreters.
- o) produce and disseminate, in the official Congress languages, a printed Congress guide including a detailed program of all the sessions, an exhibitor's guide, and a congress daily newspaper;
- p) produce as a minimum a video recording of the Ministers' session and of the opening and closing ceremonies and provide broadcasting of video sequences on the Congress website, together with a transcription of the speeches for inclusion in the final proceedings;
- q) produce a photographic report of the different aspects of the Congress and make these photographs available to PIARC, free of charge, to be used in the memories of the Congress and in the PIARC magazine "Routes/Roads" and in any other media for the promotion of the Congress and of PIARC's activities.

Contribution to the Congress Program

- r) propose, subject to PIARC's approval, the general theme of the Congress and the discussion topic for the ministers' session;
- s) propose subject to PIARC's approval, the format for the opening, closing and ministers' sessions including PIARC's contributions;
- t) participate in the team in charge of producing successive drafts of the general report in collaboration with PIARC's General Secretariat for consideration by the Strategic Planning Commission, before and after the Congress;
- u) present a summary with the most important information of the technical sessions of the Congress at the closing session;

Promotion of the Congress

- v) develop a website dedicated to the Congress, which should be in operation from the beginning of 2017 or before;
- w) use the main social networks for promotion and communication before and after the Congress;
- x) produce and disseminate in coordination with the PIARC General Secretariat, in the official Congress languages, a set of documents intended to help promote the Congress including the two pre-Congress information brochures;
- y) promote the Congress in cooperation with PIARC on the occasion of meetings and congresses, whether national and international;

Congress pre-proceedings and proceedings

- z) if the host country's official language is not English, French or Spanish, the host country will provide to PIARC General Secretariat the translation of the texts to be included in the pre-proceedings and proceedings in the host country language. The host country will bear the additional cost of introduction of this language version in the pre-proceedings and proceedings;

Reporting after the Congress

- aa) produce, within two months after the Congress, for PIARC, a final report on the amount of revenue according to the provisions made in the memorandum of understanding as well as on the logistical and organizational aspects of the Congress and the exhibition.
- bb) within three months following the Congress, provide to PIARC photo reports and video recordings, according to the format specified by PIARC for the production of the proceedings.