

Bidding Guidelines for INTERSKI Congresses



Contents

1. Introduction	
1.1. INTERSKI International	
1.2. Purpose	
1.3. Objectives	
2. Bidding Process	
2.1. Eligibility to bid	
2.2. Host venue	
2.3. Three step bidding process	
2.4. Deadlines	
3. Requirements	
3.1. Accommodation.....	
3.2. Transport.....	
3.3. Facilities of Congress venue	
3.4. Alpine demonstration slopes	
3.5. Communication and Media.....	
3.6. Reporting.....	
4. Financial Obligations.....	

1. Introduction

1.1. INTERSKI International

INTERSKI INTERNATIONAL e.V., hereafter called "**Interski**", is a voluntary, not-for-profit Association in accordance with Articles 60 ff. of the Swiss Civil Code with non-material goals.

It is politically and religiously neutral.

1.2. Purpose

Representatives of organisations for snow sports from various countries unite in a spirit of friendship and fellowship in order to jointly develop, coordinate and promote all matters relevant to the instruction of snow sports.

1.3. Objectives

The association's objectives are to be achieved by promoting the exchange of information, in particular through the following activities:

- organising the **INTERSKI** Congress (in accordance with § 17.1 of the Statutes) including demonstrations, workshops, presentations, panel discussions, on-snow tuition, excursions, films and slide shows, exhibitions and other social and sports events;
- exchanging experiences and new insights in the fields of market development, winter tourism and marketing;
- consistently improving safety in snow sports;
- addressing questions of a responsible and sustainable approach to the natural environment;
- exchanging ideas on and coordinating issues relating to the profession, the national organisations and the international association;
- exchanging experiences on strategies, structures, organisation, technique, methodology, training, further training, equipment, etc.;
- exchanging relevant specialised reports, papers, films, etc.

All requirements listed in these Bidding Guidelines comply with the Statutes of Interski International and with the provisions of the Interski Contract.

2. Bidding Process

2.1. Eligibility to bid

Every ordinary member of Interski International (§ 4.1b of the Statutes) is entitled to make a bid for hosting the **INTERSKI** Congress.

2.2. Host venue

The Congress must be hosted at a venue of the candidate country. The host venue must be specified by the candidate country. Independent bids by a venue are not allowed.

2.3. Three step bidding process

2.3.1. Step 1:

In the first step, the candidate national association, hereafter called the candidate, hands in a draft bid with a clear description of why the venue applies for the Congress (vision, mission and Unique Selling Proposition). In addition, a feasibility study is required to guarantee that the event can be carried out within the estimated costs. The candidate agrees to comply with the bidding process and the requirements for hosting the Congress as set out in the Bidding Guidelines.

2.3.2. Evaluation of step 1:

Three members of the Presidium conduct an initial site check at the candidate venue to check compliance with the requirements. Their travel expenses and the cost of their stay are to be covered by the bidding country.

During the on-site inspection, the candidate hands over a non-refundable deposit of 1,000 Euros.

2.3.3. Step 2:

Within 90 days after a positive initial site check, a complete bid has to be submitted by the candidate. The bid must fulfil all mandatory requirements as explained in the Bidding Guidelines and will be examined by the Interski Presidium. Candidates can supply missing information within four weeks.

2.3.4. **Step 3:**

In the third step, the candidates present their bid to the General Assembly. The members of the General Assembly will then be given an opportunity to ask questions before electing the host venue with a simple majority of the votes cast.

2.4. **Deadlines**

All papers and documents that are required must be handed in to the General Secretariat within specified deadlines. The deadlines are defined in the following timeline:

Step 1

Candidate country hands in short description of the host venue
Mission, vision, budget frame
6 years before the Congress (at the General Assembly in between Congresses)

Initial site check by the Interski Presidium (5 years before the Congress)

Step 2

Candidate country hands in bid conforming to requirements
5 years before the Congress

Step 3

Candidate country presents concept
Election of host country and host venue by General Assembly at Interski Congress

3. Requirements

In case the technical prerequisites necessary for demonstrations (e.g. training slopes), accommodation or conference facilities are not available at the time the bid to host the **INTERSKI** Congress is made, the candidate must be in a position to give binding assurance that all necessary measures will be taken and all prerequisites will be met no later than twelve months before the beginning of the **INTERSKI** Congress. The measures taken will be reviewed by the Interski Presidium during a second site check, the cost of which must be covered by the candidate.

New facilities must not be financed out of the approved Congress budget. For all measures to be taken, the candidate's bid must contain a binding schedule including completion dates for the individual stages of construction.

The candidate submits a declaration stating that the candidate, insofar as this is in his power, will not permit any discrimination against any of the affiliated national associations or their individual members for racial, religious, political or other reasons, and will take measures to ensure their unhindered entry into and departure from the host country.

3.1. Accommodation

- Accreditation platform: must comply with technical requirements – it is recommended to use the existing **INTERSKI** registration system
- Number and category of available lodgings (minimum 3&4-star)
- At least 2,000 beds
- Breakfast or half board
- Accommodation located within 20 min drive of the Congress venue (indoor and outdoor events)

3.2. Transport

- International airport within a distance of 300 km from the Congress venue
- Organised transfer from/to the airport to accommodation at participants' own costs

- Transfers between accommodation and Congress facilities to be organised and paid by the organiser
- Two passenger cars to be made available free of charge to the Presidium of Interski International for the duration of the Congress.

3.3. Facilities at the Congress venue

- 3.3.1. The congress centre must conform to a recognised standard for plenary sessions, presentations and working groups, with adequate dimensions, seating and equipment:
- a. Plenary hall (min. 1,000 seats)
 - b. At least 8 conference rooms (at a maximum of 50 - 300 seats each)
- 3.3.2. Qualified personnel (technical staff) is available in the conference centre
- 3.3.3. Adequate Internet and WIFI capabilities are available free of charge
- 3.3.4. Simultaneous interpreting equipment and competent interpreters are available for both the Congress and the General Assembly (two years before the Congress). The costs are to be covered by the candidate. The Interski Presidium selects the interpreters. Their travel expenses are to be paid by the organiser.
- 3.3.5. A secretarial office is made available to Interski International.
- 3.3.6. A contact person (host/ess) is assigned to each member country for the duration of the Congress.

3.4. Alpine demonstration slopes

- 3.4.1. Detailed information about profiles and descriptions of the demonstration slopes including vertical drop, length, width, gradient etc. has to be provided :
- uniform gradient of the demo slope: 30 - 40 degrees
 - net width for demo runs: 50 metres
 - length: 400-500 metres
 - artificial snow making must be possible

- 3.4.2. A profile of the demo slope must be included in the bid.
- 3.4.3. The demo slope must have an efficient ski lift. Maximum turnaround time: 10 min
- 3.4.4. The demo slope must be equipped with night-time illumination suitable for TV broadcasts.
- 3.4.5. The sound system must be designed for an audience of 2,000.
- 3.4.6. The demo programme must be presented by a competent moderator. Live commentary on the technical demo runs is provided by the member countries.
- 3.4.7. Adequate training opportunities must be provided for the demo teams.
- 3.4.8. A Cross-country ski track for Nordic demonstrations must be located nearby the Congress venue. In addition, a terrain park has to be available free of charge for training and demo purposes, together with an adequate sound system should any freestyle shows be held.
- 3.4.9. A substitute demo slope must be available.

3.5. Communication and Media

- 3.5.1. Creating a Congress website which allows live streaming is mandatory, as is the creation of Social Media sites for communication via Facebook, YouTube, Twitter.... To ensure good communication, at least one communication manager must be appointed and a minimum of five posts must be made per day.
- 3.5.2. An image video (length approx. 10 min) must be made of the Congress. The video must be uploaded to the Congress website after the end of the Congress.
- 3.5.3. A media centre must be set up for use by the communication officers of the national organisations for the duration of the Congress.

3.6. Reporting

- 3.6.1. In order to enhance the quality of the Congress, regular reports on the state of preparations are to be made twice yearly (June / December) by the organiser to the Presidium of Interski International
- 3.6.2. Essential agreements regarding changes, postponements and additions to the Congress are valid only if approved in writing by both parties.
- 3.6.3. Organisational difficulties have to be reported immediately upon occurrence. If necessary, the Interski General Secretariat must be invited to the venue at the organiser's expense in order to clarify, coordinate and hear reports.

4. Financial Obligations

- 4.1. When sponsorship is gained for the Congress, Interski will receive 5% of the revenue, with the exception of funding granted by government institutions.
- 4.2. The host country undertakes the planning and organising of the **INTERSKI** Congress at its own risk and expense.
- 4.3. For the organisation of an **INTERSKI** Congress, payment of an organiser's fee of **18.000.00 €** by the organiser is mandatory. The terms and conditions of payment are included in the official contract.
- 4.4. Interpreters for English and German are nominated by **INTERSKI** and are paid by the organiser. The technical interpreting equipment has to provided by the organiser and approved by the interpreters' team. Interpretation is provided for the entire duration of the Congress, for:
 - the opening and closing speeches,
 - the General Assembly of Interski International and the General Assemblies of the Specialised Associations,

- the keynote lectures.
- For any meetings and deliberations of the Presidium, an interpreter is to be made available to the Presidium for the duration of the Congress.

4.5. The organiser has to carry all costs for:

- the members of the **INTERSKI** Presidium and the Secretary-General on all fixed dates (official contract signing; General Assembly two years before the Congress; last meeting before the Congress; and the **INTERSKI** Congress),
- half of the demonstrators (maximum: 5),
- one additional participant for every fifteenth paying participant per nation, i.e. the 16th participant gets a free place.

4.6. The organisers will provide accredited Congress participants with the following services that are included in the package price:

- Accommodation in various different categories
- Congress badge and Congress documentation
- Admission to all official Congress events
- Use of all uphill facilities at the Congress venue for the duration of the Congress
- Any transfers within the resort
- An electronic Congress report in the Congress languages
- The participants' fee of **90.00 €** per person (see 4.5). This fee is payable to Interski International (Contract).