

# THE UNION WORLD CONFERENCE ON LUNG HEALTH IN 2019 & 2020

## INVITED BIDDING FOR CONFERENCE VENUE

CLOSING DATE FOR APPLICATIONS: **20 DECEMBER 2016**

The Union

International Union Against  
Tuberculosis and Lung Disease  
Health solutions for the poor

[theunion.org](http://theunion.org)

# INTRODUCTION

---

The Union World Conference on Lung Health is the largest annual conference devoted to lung health and related public health issues as they affect low- and middle-income populations. Between 3,000 and 4,000 delegates from more than 130 countries attend the four-day conference, attending 175 plenary sessions, symposia, courses, workshops, abstracts-related sessions and recognition events.

This bidding document outlines the main requirements for cities with proven track records that wish to submit a bid to host the 50th or 51st Union World Conference on Lung Health in 2019 or 2020. It includes general information, various policies and requirements governing this event in order to offer clear guidelines. It also defines roles and responsibilities of all parties that are involved as well as generic information on the bid process and selection criteria.

## TABLE OF CONTENTS

---

<b>PART A:</b>	<b>03</b>
Information about the conference and requested bid documents	
<b>PART B:</b>	<b>10</b>
Roles and responsibilities of the conference centre and host city	
<b>PART C:</b>	<b>11</b>
Bidding and selection process	
<b>APPENDIX</b>	<b>13</b>

# PART A: INFORMATION ABOUT THE APPLICATION AND REQUESTED BID DOCUMENTS

---

## A.1. ABOUT THE UNION

Since our founding as a global scientific organisation in 1920, The Union has drawn from the best evidence and the skills, expertise and reach of our staff, consultants and membership in order to advance solutions to the most pressing public health challenges affecting people living in poverty around the world. We work with stakeholders across the globe from governments, international agencies to civil society and the private sector.

Headquartered in Paris with offices in Africa, Asia, Europe, Latin America and North America, The Union has more than 20,000 members and subscribers from 146 countries. Its technical activities focus on tuberculosis, HIV, lung health and non-communicable diseases and tobacco control.

For more information please visit our website at [theunion.org](http://theunion.org).

## A.2. CONFERENCE OBJECTIVES

- To exchange and share recent achievements, challenges, obstacles and failures in tuberculosis, co-morbidities such as HIV and diabetes, adult and child lung health, non-communicable diseases, tobacco control and other related issues.
- To share experience and knowledge from different regions, cultures and economic circumstances.
- To promote recent research and achievements in lung health.
- To promote health solutions for the poor.
- To provide a forum for the discussion of problems common to limited-resource settings and health systems serving low- and middle-income populations.

### **A.3. IMPACT OF HOSTING THE UNION WORLD CONFERENCE ON LUNG HEALTH**

- The Union has been organising international conferences on tuberculosis and related issues since shortly after its founding in 1920. Today our World Conference is the largest annual meeting focusing on the issues affecting lung health in low- and middle-income countries and populations.
- Each year the conference grows and 2016 promises to be the largest conference in our history.
- Presenters and participants range from ministers of health and parliamentarians to leaders of global health agencies such as the World Health Organization (WHO) and The Global Fund to Fight AIDS, Tuberculosis and Malaria, from community and faith-based advocates to talented new researchers in the field.

As the venue of The Union World Conference on Lung Health, the host city and country can expect not only significant economic benefits but also benefits from a wealth of additional areas including:

#### **GLOBAL AWARENESS OF YOUR CITY**

- The conference attracts the attention of the world media, with over 100 journalists attending the conference in-person as well as hundreds covering conference news from their home countries. At our 2015 conference, news coverage included articles in lead wire stories in multiple languages, as well as original reporting in top titles and broadcast media such as El Pais, The Huffington Post, Financial Times, The Times of India, CNN, BBC and ABC News.

#### **HIGH-PROFILE PUBLIC FIGURES AND ORGANISATIONS IN YOUR CITY**

- Each conference is attended by high profile public figures from a wide range of disciplines and organisations. Our conference has welcomed Ministers of Health for South Africa, Burkina Faso, India, Iraq, Philippines, Sri Lanka and Zimbabwe members of parliament from over 100 countries, internationally acclaimed singer and UNICEF Goodwill Ambassador Yvonne Chaka Chaka and the Executive Director of The Global Fund to Fight AIDS, Tuberculosis and Malaria, Mark Dybul.
- Furthermore, main global health organisations are in attendance. We collaborate closely with the WHO, UNICEF, UNAIDS, TB Alliance and Bloomberg Philanthropies to launch new publications, reports and science at the conference.

#### **GLOBAL APPEAL**

- In 2015 over 3,500 delegates traveled from 134 different countries to attend the World Conference and a further 500 participants benefited from the free-of-charge component of the conference that was open to the general public. Conference delegates report that the host city is an important part of their conference experience, and positive experiences travel home with them to friends, colleagues and family.

#### **A.4. CONFERENCE TIMING**

- The conference is traditionally held between mid-October or mid-November. Conference dates should not coincide with local holidays in the host country.
- The venue rental should start on Saturday and run through until Friday. The conference itself would be held from Tuesday morning to Friday afternoon.
- The conference format includes one day of pre-conference and four days of programme sessions, public activities, and commercial and non-commercial exhibitions.

#### **A.5. INFORMATION ABOUT THE REQUESTED BID DOCUMENTS**

In order to evaluate whether a bid may be placed before The Union Board of Directors, the following required documents should be provided to The Union:

- A written statement confirming interest to host the Union World Conference on Lung Health in 2019 or 2020
- A detailed description of the conference venue (including history, renovations, technical specifications, CSR programmes, tobacco use policies, accessibility for those with special needs, emergency facilities onsite, list of recent or future clients)
- Hotel room breakdown – number of rooms within walking distance, distribution of rooms across “star” and price categories, number of smoke-free hotels
- Accessibility by air, rail and road for international participants
- Description of public transportation options available
- Health, safety and security considerations of the city, including recent or imminent steps taken to negate threats
- Calendar of upcoming elections on city, regional and national level
- Visa and entry requirements for the country, including the number of embassies and consulates around the world, their distribution across continents and the number of nationalities requiring a visa
- City compliance with and promotion of “smoke-free” policies
- A list of historical or recent efforts that the country has made to improve lung health (for example, the first city in the country to go “smoke-free” or introduction of air pollution reduction programmes)
- List of local academic, youth, faith-based or community groups working in the fields of tuberculosis, HIV, tobacco control, non-communicable diseases (COPD, asthma, diabetes, cancer, etc.) or health promotion in general
- Support letters from national and local convention bureaus
- Resource support pledge from the local government, National Ministry of Health and/or Chamber of Commerce
- Completed tenderer’s declaration, confirming that the proposed venue meets the terms of reference or clear indication of any deviations from these requirements

The Union does not encourage a joint bid submission with a Professional Congress Organiser (PCO). Thus, the bid should be submitted by the host city and/or the conference venue. However, The Union reserves the right to select a PCO if required.

## A.6. CONFERENCE LOCATION REQUIREMENTS

The location of the conference for The Union World Conference on Lung Health must meet the following requirements:

- **Adequate size** venue and sufficient accommodation (from 2- to 5-star categories) for up to 3,500 delegates, as well as affordable low-cost residences at close proximity to the conference venue.
- **Safety, security and stability** including smoke-free hotel rooms, restaurants, conference venue and public spaces, sufficient emergency medical facilities, no elections within two years before the conference dates that could disrupt conference arrangements, commitment to respect the human rights of all participants and a functioning civil safety system.
- **Accessible** with an international airport, served by a variety of airlines allowing easy access from all continents at competitive and affordable rates, easily accessible by public transport and a clear and just visa application process for delegates from around the world.
- **Support:** Bids must be submitted by candidate cities together with conference centers with a proven track record of hosting national and international conferences. Working together with local and national government, academic institutions, tourism bureaus and private industry, the candidate cities are expected to offer a sponsorship of US \$1,000,000. The Union is not obliged to select the highest bidder but the choice will be made based on all the factors combined, i.e. quality, responsiveness, access, bid, etc. Part of the sponsorship can take the form of in-kind support. This support can include but is not limited to: visa or tax waivers, sponsorship of national and low-income countries participants, subsidised hotel accommodation rates or venue rental, hosting the welcome reception, simultaneous interpretation, local marketing, on-site/airport promotional signage, public transport to the conference venue, covering costs of local staff and/or volunteers, contribution to offset costs for the public space.

A city or country with a current initiative or proven historical role in the global fight against tuberculosis, poor air quality, or tobacco may be favoured.

Having members from The Union at the host city or country is not a requirement to submit a proposal but may be favoured.

**A.7. SPACE REQUIREMENTS** (these are guidelines and may be modified):

<b>CONCURRENT SESSIONS</b>	15-20 rooms	100–1,000 seats
<b>PLENARY SESSIONS</b>	1 room	2,500–3,000 seats
<b>WELCOME RECEPTION</b> (if local sponsorship is secured)	1 time event	2,000-4,000 participants
<b>OFFICES AND SIDE MEETINGS</b>	15-20 rooms	10–100 seats
<b>OTHER AREAS</b> (Registration, Catering, Networking, Commercial and Poster Exhibitions, Easy-Access Public Space that can be secured from the rest of the Conference)		8,000 m <sup>2</sup> gross

The office space should be available for seven days, exhibition hall for six days including set-up and dismantle, and meeting and session rooms for five days.

The venue should provide free-of-charge the following facilities:

- First Aid
- Capacity for wifi bandwidth for 4,000 participants
- Security
- Cleaning
- Electricity
- Temporary cash-storage
- Climate-appropriate heating, ventilation and air conditioning (HVAC)

**A.8. FACILITY REQUIREMENTS AND SPECIFICATIONS**

- The facility should meet all relevant codes for fire and other emergencies and accessibility.
- Restrooms should be easily accessible and maintained to a high standard of hygiene.
- Meeting and session rooms should be properly equipped and have effective soundproofing.
- Sufficient space for a Press Centre serving 50 journalists with adequate satellite communication, telephone, wifi services. Capacity for television and online broadcasting must be available.
- Adequate arrangements for information messaging systems and communication throughout the conference centre. Advanced internet capabilities are required during the conference with possibilities of webcasting and streaming sessions.
- Registration area with capacity for online registration, accounting services and distribution of conference bags and headsets.
- Sufficient catering facilities/restaurants for the delegates to eat hot or cold meals and snacks onsite.

## **A.10. EXHIBITION AREA**

The venue must be able to provide sufficient space for scientific poster display and commercial and non-commercial exhibition areas with the following requirements:

- A minimum of 4,000 square-meters gross is required to accommodate the commercial and non-commercial exhibition, catering and networking areas.
- A 2,000 square-meter space for the open access community space with easy public and delegate access but with the ability to restrict entry to the rest of the venue.

## **A.11. CONFERENCE CENTRE SERVICES AND RESOURCES**

Please provide the following information regarding the venue:

- Floor plans for all areas, including technical specifications (details of freight lifts, weight allowance per square metre, ceiling height, etc.)
- Any preferred or exclusive provider agreements that conference organisers are obliged or recommended to use as well as any trade union regulations apply
- Planning and design resources for signage, exhibit layout, etc.
- Customs broker
- Information on pricing and pricing structure, conditions, etc.
- Sample of a generic contract with the conference centre

## **A.12. HOTEL ACCOMMODATION**

The destination should be able to provide the following number of hotel rooms by category:

**5 Star** – 500 rooms

**4 Star** – 800 rooms

**3 Star** – 1,000 rooms

**2 Star** – 700 rooms

Please provide details regarding the distance from the conference centre, available means of transportation, cost of transportation, travel time and the cost per room per category.



### **A.13. TRANSPORT WITHIN THE CITY**

Please describe transport services in the proposed location:

- The traffic situation in this city, especially in the area of the conference centre during conference opening and closing hours and in between hotels and the conference centre, the airports and hotels
- The public transport network in the city with specific reference to traveling between hotels and the conference centre, airport and hotels
- Distances between venue and evening dining facilities and cultural highlights

### **A.14. POLITICAL AND ECONOMIC SITUATION / HEALTH CARE FOR DELEGATES**

Please describe the following circumstances in the proposed location:

- The political and economic situation in the city/country
- Calendar of upcoming elections on city, regional and national level
- The level of safety in the city, with particular reference to the area surrounding the conference centre, proposed hotels and on public transport
- The healthcare system in the country and what services may be available in case of a health emergency

### **A.15. ATTRACTIVENESS OF THE DESTINATION TO PARTICIPANTS**

Please summarise why the proposed location would be attractive to delegates.

- List possible activities for the accompanying person programme and approx. costs
- List pre-and post-conference sightseeing or travel opportunities and approx. costs

# PART B. ROLES AND RESPONSIBILITIES OF THE CONFERENCE CENTRE AND HOST CITY

---

## B.1. MISSION

In addition to providing a first-rate, well-equipped and well-managed facility, the host city will be The Union's local partner, advising The Union conference planners on issues ranging from local regulations and vendors to opportunities for discounts and sponsorships that will enhance the success of the conference and the delegates' experience within the host city.

## B.2. TASKS

- Promote the conference on its website, publications and industry promotional materials
- Advise on local practices and customs
- Help liaise with local government/authorities, businesses, service providers and health authorities
- Support and assist official social events (e.g. Welcome Reception)
- Facilitate local press relations
- Suggest local suppliers for materials, conference bags, badges, volunteers etc.

## B.3. ROLES AND RESPONSIBILITIES OF THE CONFERENCE DEPARTMENT OF THE UNION

The Union will handle all aspects of the conference: scientific content and scheduling, core identity, marketing, project management, budget and finances, participant administration, exhibition management, abstract handling, registration, on-site logistics, etc. In implementing some of the above services, a Professional Conference Organizer (PCO) may also be selected by The Union.

The Union will work closely with local officials and stakeholders in lung health, the conference centre, vendors and the media to deliver a high-quality and successful conference, following The Union guidelines.

# PART C: BIDDING AND SELECTION PROCESS

---

## C.1. BIDS

The proposal should include all the above mentioned information that will help The Union to understand the general administrative, operational and financial conditions under which the conference would be managed. This final document should reflect the style and the quality of future partnership The Union would experience if the venue is selected.

Complete bids should be submitted no later than 20 December 2016 to:

[bids@theunion.org](mailto:bids@theunion.org)

**HARD COPIES OF BID ARE STRONGLY DISCOURAGED**

## C.2. CRITERIA FOR SELECTION

When reviewing the submitted bids, The Union will shortlist those city and countries that demonstrates the following criteria:

- Logistical and organisational parameters include:
  - Appropriate conference venue
  - International airport
  - Wide accessibility to the lung health community locally, regionally and internationally
  - Appropriate dates, taking into consideration other events
  - Wide range of hotel categories
  - Total cost of venue and services (as per appendix)
- Written guarantees:
  - From the host country government that they will collaborate and support The Union's efforts to ensure broad geographical participation so that bona fide participants will have entry into the country where the conference is being held for the duration of the event in order to attend
  - From the local tourism bureau that they will collaborate and promote the Conference locally and internationally
  - From the bidder or bidding conglomerate, a financial commitment to the conference

## C.3. SITE INSPECTION

The short-listed host cities will be asked to organise a two- to three-day site visit for up to three people. During this site visit, The Union representatives will inspect the conference facilities, visit potential accommodations and discuss the details of conference organisation, the business plan and budgets with those parties most intimately involved. The site visits should take place in February or March 2017.

A second site inspection will take place when the host city is selected.

#### **C.4. TIMELINE**

<b>14 OCTOBER 2016</b>	Call for invited bids announced
<b>20 DECEMBER 2016</b>	Deadline for receiving bids
<b>20 JANUARY 2017</b>	The Union requests additional information from the shortlisted cities
<b>30 JANUARY 2017</b>	Shortlisted cities to submit the additional information
<b>FEBRUARY-MARCH 2017</b>	The Union makes site visits to shortlisted candidate cities
<b>APRIL 2017</b>	The Union evaluates the bids
<b>MAY 2017</b>	The Union informs which destination has been selected

**N.B.** The 2019 conference will be publically announced in September 2018; the 2020 conference will be announced in September 2019.

# APPENDIX

## SPECIFICATIONS TO BE MET TO HOST THE UNION WORLD CONFERENCE

(to be returned to The Union with your bid)

Conference Venue: \_\_\_\_\_

City and Country: \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

<b>MEETING ROOMS AVAILABLE</b>	<b>NO. PAX / SIZE</b>	<b>YES / NO</b>
E.g. Exhibition, Poster and Registration Area	7,000-8,000 sq. m	Yes

<b>REQUIREMENTS</b>	<b>COST (EUROS)</b>
Venue (as above specifications and including tax and any charges)	
Catering (for reference only):	
• onsite warm meal	
• onsite cold meal	
• reception for 3,000 persons	
Local staff (for reference only):	
• Cost of 1 technician per day (10 hours)	
• Cost of 1 temp hired staff per day (10 hours)	

<b>HOTEL REQUIREMENTS AND NUMBER OF ROOMS*</b>	<b>AVAILABLE ( Y / N )</b>	<b>COST PER NIGHT (EUROS)</b>
5 Star / 500 rooms		
4 Star / 800 rooms		
3 Star / 1,000 rooms		
2 Star / 700 rooms		

This arrangement is to be kept confidential until venue has been selected by The Union.

---

**INTERNATIONAL UNION AGAINST TUBERCULOSIS  
AND LUNG DISEASE (THE UNION)**

68 boulevard Saint-Michel, 75006 Paris, France

TEL: +33 1 44 32 03 60

FAX: +33 1 43 29 90 87

[theunion.org](http://theunion.org)