



ICF

BIDDING

QUESTIONNAIRE



Table of Contents

All National Federations interested in bidding for an ICF Event should follow the table of contents presented below to draft their bid.

1.0 General Information

- 1.1 Provisional Dates
What are the dates that you propose, specifying the Opening and Closing Ceremony and competition days?
- 1.2 Event title
What is your proposed event title?
- 1.3 Information about the candidate city
Can you provide general information about the candidate city such as major statistics, weather and main features?
- 1.4 Location of airports, rail network and roads to the venue/city
Can you provide us with a map explaining and showing the location of the major transport hubs as well as the venue?
- 1.5 Map of the location of the venue in relation to major cities in the country
Can you provide us with a map situating the venue in relation the major cities in the country?

2.0 Legal Aspects

- 2.1 Outline the structure of the Organising Committee (OC)
What legal structure will support the Organising Committee?
- 2.2 Name Key personnel with background information, roles and responsibilities within the OC
- 2.3 Laws and customs
Are there laws, customs or rules in the country that could limit or restrict the organisation of the ICF Event?
- 2.4 Relationship and support from local, regional, and national governments
Which are the public and sport authorities that support your candidacy?

3.0 Immigration and Custom Procedure

3.1 Visa requirements

Please briefly explain the visas requirements to enter into your country and the procedure for participants and officials that will have a role to play at the event?

3.2 Customs regulations

Can you guarantee that the customs procedures will be alleviated for all participants and that measure will be put into place to facilitate the process?

4.0 Financing

4.1 Financing

Can you please explain how the ICF Event will be financed?

4.2 Financing of construction or renovation of infrastructure

Who will finance the cost of the infrastructure or the cost of upgrading the sport equipment to the ICF norms? If applicable, please provide the ICF with a General Budget for the construction or renovation?

4.3 Summary of Operational Budget

Please provide a summary including expenses and revenues. (See attached template).

4.4 Projected cost of athlete and team officials accommodation

What is the anticipated cost of accommodation for the athletes and the team officials?

4.5 Potential Event main supporters and sponsors

Please provide an update of the potential supporters and sponsors of the Event, as well as current NF sponsors.

5.0 Participation Fee

5.1 Participation Fee and Services

Please provide a detailed breakdown of the Participation Fee projected that will be charged to the teams. As well as a brief description of the services that will be included in the Participation Fee.

6.0 Sport Event Hosting Experience

- 6.1 List of Past events organised in the host area
What international events have taken place in the host area over the last 5 years, events not only limited to the world of canoeing?
- 6.2 Number of experienced officials and judges
Does the candidate city have sufficient experienced officials, judges, referees to allow for the smooth running of the event? If not, how will it acquire that expertise?
- 6.3 Test Event planned (Not required for World Cups)
Can you guarantee that you will plan for at least one test event, 6 to 12 months before the actual competition?

7.0 Sport/Competition Information

- 7.1 Description of Competition Venue and sport infrastructure
Can you describe the competition venue and the sport infrastructure?
- 7.2 Presentation of the technical aspects of the course
Can you confirm that the organiser will provide technical aspects that equal or surpass the ICF standards?
- 7.3 Contingency Plan
Some crisis, while highly unlikely, may have catastrophic effects on an event. *What is your Contingency Plan for different crisis? Do you have access to an alternative location if a change of location is needed?*
- 7.4 Competitions and Programme
Please provide us with a preliminary programme of competition, meetings and other activities (in line with ICF regulations).

8.0 Operations and IT

- 8.1 Operation Centre
Operation Centre at events can be useful and an opportunity to involve all the stakeholders and increase the communication between all parties. Please describe any plans you have concerning onsite communication and crisis management. What is the structure of the decision making process?

8.2 Event Management Tools

What are your plans with regard to using management software or tools for different areas of your event (i.e. Integrated Management Software, Project Management, Volunteer Management Software, etc.)?

8.3 Event Website

What is your preliminary site map for the website dedicated to the event? Will it be interactive? Include a multi-media platform?

9.0 Athletes – Athletes Area at the Venue and other services

9.1 Athletes Area Characteristics

Can you please describe the Athletes Area characteristics you envision at the venue?

9.2 Services for athletes

Can you please describe the services you envisage for the athletes?

10.0 International Technical Officials

10.1 International Technical Officials

Can you please describe the services you envision for the ITOs?

11.0 VIPs and Dignitaries

11.1 Facilities and Services

Please describe the VIP Area and the services provided for the VIPs, Dignitaries and sponsors at the venue.

12.0 Accommodation

12.1 Location in comparison to the competition venue

Please indicate the location of the accommodation and the time and distance needed to reach the competition venue.

12.2 Type and standards of accommodation

Please indicate the range of prices of the accommodation that is secured for the event as well as the number of rooms per category. Hotel services and star system vary from one country to the other so please indicate the services and amenities provided as a basis for comparison.

12.3 Provisional Cost of Accommodation by type (i.e. technical delegates, judges and officials, dignitaries)

Which hotels will you designate as the technical Delegate, Jury, judges and officials, dignitaries and teams?

- 12.4 Type of food service/time available/menu choice for all participants by type
What are you planning with regard to the nutrition and meals provided to the teams? On site and at the accommodation?

13.0 Transport

- 13.1 Airport Description
Please provide us with a brief description of the airport including the distance to the main accommodation and venue.
- 13.2 Transfer arrangements for arrival and departures and provisional costs
Please provide us with a breakdown of the transfer cost between the airport and the accommodation.
- 13.3 Transport of athletes and team officials during the competition (if applicable)
Please provide information concerning the transport services that will be provided to the athletes and teams during the event.
- 13.4 Transport of technical officials during the competition
Please provide information concerning the transport services that will be provided to the technical officials during the event.
- 13.5 Car Service for VIPs and Dignitaries
Organisers need to provide transport for VIPs, which includes sponsors, suppliers and the ICF family. Please describe the different levels of transportation anticipated.
- 13.6 Access to transportation for leisure
Please describe the transport systems available to the visitors and public in the candidate city. Will free public transportation be available to accredited participants?

14.0 Ceremonies

- 14.1 Opening Ceremony Location and Capacity
What is the capacity of the venue that would be used for the ceremony? Please describe briefly the layout.
- 14.2 Closing Ceremony Location and Capacity
What is the capacity of the venue that would be used for the ceremony and please describe briefly?

14.3 Victory Ceremony Concept

Please describe the concept you envision for medal ceremonies in line with the ICF Protocol Guide.

15.0 Sport Presentation and Spectator Services

15.1 Sport Presentation Plan

Sport Presentation is responsible for all video production, sport announcements and commentary, music, audio, lighting and entertainment. Sport Presentation aims to educate, inspire and entertain the live audience
What is the bid committee's plan with regard to sport presentation?

15.2 Spectator Services

What services are you planning for spectators on-site (Food and Beverages, Transportation, Information desk, merchandising, etc.)? What is the plan for the spectator experience at the competition?

16.0 Promotion and Marketing

16.1 Promotion Strategy and Program

What program and activity are you hoping to plan to engage the population and increase the visibility of canoeing and ICF? What will be the spectator audience promotional strategy?

16.2 Marketing Strategy and Program

To generate additional revenue the Organising Committee is bound to put in place a marketing approach, what will be the actions of the OC?

16.3 Public Opinion and Legacy to the area

What is the public opinion toward the sport event and what is the legacy or heritage that will be left to the community once the event is over?

16.4 Branding, Look and Image

ICF has put forward a strategy to increase the corporate image or branding at ICF Events. ICF and organisers need to deliver a venue that is more attractive to media, sponsors and TV. What are your plans for Branding, Look and Image?

17.0 TV and Broadcasting

17.1 Event TV Broadcasting (If applicable)

What arrangements are you planning to ensure the best possible worldwide TV broadcasting of the event?

17.2 Host Broadcaster (If Applicable)

Which network is interested in broadcasting the international feed in line with ICF Broadcasting Contract?

What level of service will be provided (number of cameras, satellite OB equipment)?

Provide us with the level of services that will be available for the broadcasters.

18.0 Communication

18.1 Communication Plan

Briefly describe your communication plan for the Event and media strategy.

18.2 Event Media Operations

What is planned for the press, internet and photographic coverage?

Provide us with the level of services that will be available at the Press Centre.

19.0 Sustainability

19.1 Sustainable Development Plan for ICF Event

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs." Sustainability involves the simultaneous pursuit of economic prosperity, environmental quality and social equity.

What initiatives are you planning to take with regard to sustainability?

20.0 Medical and Anti-doping

20.1 Anti-doping Control

Can you guarantee that you are able to provide doping control according to the minimum standards of ICF?

20.2 Collaboration

What organisation will be approached to collaborate with ICF? Which laboratory will most likely provide the service?

20.3 Medical and Physiotherapy Support at the Competition Venue

What services will you offer at the venue?

20.4 Location of local hospitals

Please provide a list of the medical facilities close to the venue or accommodation.

21.0 Security

21.1 Security at the venue

What security plans will you put into place to ensure the security of all participants and equipment? At the venue? At the Accommodation Sites? How will you control access?

21.2 Involvement of public authorities

Will you collaborate with the security authorities of the region? Will they provide the organisers with services?

22.0 Social Program

22.1 Receptions and social activities

Please describe the receptions or special events that are planned during the event.

22.2 Spouse Program

Please describe if plans are underway to organise a spousal or family program.

23.0 Language

23.1 ICF Official Working Language

Although the official language of ICF events is English will material and documents be provided in other languages?

23.2 Language and Interpreter Services

To ensure that all delegation have equal access to information will the candidate city plan in having language and interpreter services?

24.0 Conclusion

24.1 All events, facilities or venues have weaknesses.

Can you explain what is your event, facility or venue main weakness and how you plan to solve or diminish its impact?

24.2 Description of the Event Concept and vision

Can you describe the overall concept of the event and bring to the forefront the reasons why ICF should support your national federation candidacy?

Please include in annex the following documents

1. Letter of support from the different level of governments
2. Overview of Business Plan and Event Budget