**Call for tenders for the selection of a**

Version of 24.02.2017

**Professional Congress Organiser (PCO) for**

**the 25th ICOM General Conference to be held in**

**Kyoto, Japan 1-7 September, 2019**

The International Council of Museums (hereinafter referred to as “ICOM”) organises a triennial General Conference for museum professionals, held in a different country around the world each time.

The 25thGeneral Conference will take place in Kyoto, Japan from 1-7 September, 2019. To deliver a successful event, ICOM and the Japanese Association of Museums (hereinafter referred to as “JAM”) would like to hire a Professional Congress Organiser (PCO) whose core business is the planning and organisation of conferences for the 25th ICOM General Conference.

ICOM with its National Committee, ICOM Japan, and JAM with the Organising committee of the 25th ICOM General Conference, are pleased to invite your organisation to tender for the appointment as Professional Congress Organiser (PCO). The following information is provided to assist you with the preparation of the proposal.

ICOM, ICOM Japan and JAM have already agreed on a framework agreement for the ICOM 25th General Conference and will jointly be the contracting party.

**BACKGROUND OF ICOM GENERAL CONFERENCE**

**History of ICOM General Conferences**

Every three (3) years, ICOM’s General Conference gathers the international museum community around a theme chosen by museum professionals. Some 2,000 to 3,500 experts and museum professionals gather for a whole week to exchange over and discuss museum issues.

The General Conference consists of:

* keynote speeches and panel discussions;
* scientific discussions managed by ICOM’s International Committees;
* a Museum Trade Fair where suppliers and museums rent booths to exhibit their projects and products;
* administrative sessions including the General Assembly and the Advisory Council meetings;
* election of the governance;
* forums based on international museum-related events.

ICOM’s last General Conference took place in Milan, Italy, from 3-9 July, 2016. The selected theme was *Museums and cultural landscapes*. Please find the details about the last General Conference on the website below: <http://network.icom.museum/icom-milan-2016//>

The most recent cities to have hosted the General Conference were:

2016 – Milan, Italy 2007 – Vienna, Austria

2013 – Rio de Janeiro, Brazil 2004 – Seoul, Korea

2010 – Shanghai, China 2001 ­– Barcelona, Spain

**1. CONFERENCE NAME, VENUE AND DATE**

The Conference is the 25thtriennial ICOM General Conference.

It is to be held at the Kyoto International Conference Center (ICC Kyoto) in Kyoto (Japan) from 1-7 September 2019.

The Kyoto International Conference Center (<http://www.icckyoto.or.jp/en/>) has been provisionally booked for the General Conference and no other conference will be planned there at the same time. The PCO will be required to assist with venue negotiations and contract following appointment.

The Opening Party will take place at the Kyoto International Conference Center, the Closing Party will be at the Kyoto National Museum (<http://www.kyohaku.go.jp/eng/index.html>), networking events at:

* UNESCO World Heritage Site Nijo-jo castle <http://www2.city.kyoto.lg.jp/bunshi/nijojo/english/index.html>
* Heian Jingu Shrine

<http://www.heianjingu.or.jp/>

* Kyoto Institute, Library and Archives
* <http://www.pref.kyoto.jp/rekisaikan>（only in Japanese Language）

Further events may be organised in other venues.

The PCO will assist with the feasibility plan, contract negotiation and on-site coordination.

**2. CONFERENCE THEME: *MUSEUMS AS CULTURAL HUBS: THE FUTURE OF TRADITION***

The role of museums in society today is changing. Amidst altering social, economic, and political environments, once static institutions are reinventing themselves to become more interactive, audience-focused centers of culture. As part of this transformation, museums are working to create more cohesive, shared visions amongst their employees and in partnership with other institutions and the communities they serve. As museums increasingly grow into their roles as cultural hubs, they are also finding new ways to honor their collections, their histories, and their legacies, making these traditions relevant to an increasingly diverse and global contemporary audience.

Kyoto, the ancient capital of Japan and the center of Japanese culture for a thousand years, is also a city with more than two hundred museums covering a remarkably wide range of specialties including art, science, history, traditional crafts, daily life and many more. There are also over 2500 temples and Shinto shrines. Like other ancient cities in the world, Kyoto lives in balance between tradition and constant change. Each of Kyoto’s museums is at once a nexus of culture and learning in itself and also a part of a larger cultural fabric of relationships - with other museums, with visitors, and with the international community.

**3. JAPANESE ORGANISING COMMITTEE**

The contracting party / parties will be JAM, represented by its President, Mr Masami ZENIYA, and ICOM, represented by its President, Mrs Suay AKSOY, with the National Committee ICOM Japan, represented by its President, Dr Tamotsu AOKI.

JAM will be supported by the Organising Committee, composed of the City of Kyoto; Prefecture of Kyoto; Ministry of Education, Culture, Sports, Science and Technology, Japan; Agency for Cultural Affairs, Government of Japan; Ministry of Foreign Affairs of Japan; Kyoto International Conference Center; Kyoto Convention Bureau; Japanese National Commission for UNESCO; Japanese National Committee for ICOM among others, will be simply a temporary partnership with no kind of legal structure.

The President of the Local Organising Committee is Dr Johei SASAKI, Executive Director of Kyoto National Museum, and the Vice Presidents are Dr Tamotsu AOKI, Chair of Japanese National Committee of ICOM, and Mr Masami ZENIYA, Executive Director of Tokyo National Museum.

**4. EXPECTED ATTENDANCE**

The Conference expects about 2,000 delegates and 80 exhibitors at the Museum Fair (limited by the capacity of the rooms available for the Opening Ceremony and Museum Fair).

**5. GENERAL CONFERENCE FORMAT**

The global format of the event will be very similar to that of ICOM Milano 2016. A version of the detailed programme of the last General Conference is available at the following link:

<http://www.professionalabstracts.com/icom2016/iplanner/>

The ICOM Milano 2016 conference application is available on Apple App Store, Google Play Store or Windows App Store.

A draft programme indicating the main sessions of the Conference is enclosed in Appendix 1.

ICOM plans to improve the networking events during the Conference and is therefore defining the appropriate events to be organised during the ICOM Kyoto 2019 General Conference.

Any experience and suggestions on this matter will be highly appreciated in the selection process.

**6. TIME FRAME**

Opening of the call for tenders: **Tuesday, 14 March, 2017**

Closing date/time for tender submission: **Sunday 30 April, 2017, 00.00 am (CET)**

Interview of selected Tenderers: **Friday 19-Sunday 21 May, 2017**

Selection of the Tenderer: **Monday 22 May, 2017**

**7. TENDERS REQUIREMENTS AND DOCUMENTATION**

The Tenderer must submit their proposal in English and include the following information:

1. **A company profile**: a brief description of the Tenderer’s company and copies of global business licenses including Japanese ones, professional certifications or other credentials, together with the most recent year’s annual reports, or the analogous document.
2. **Financial data**: the most recent audited financial statements and a provisional financial statement for 2016.
3. **References**: executive summaries of three (3) events with similar profiles to that of the ICOM General Conference and references with contact information from organisations that have used the Tenderer’s services for events of similar profile within the past three (3) years.
4. **Team qualification:** qualifications, background, language skills, [four (4) languages required: English, French, Spanish and Japanese]; international experience for the project director and other staff support of at least five (5) years, specifically in Japan; information and working relations with contacts in Japan.
5. **Fees:** detailed budget breakdown according to the description in Article 10.
6. **Budget and schedule templates:** a budget template for the General Conference and a description of the chronology for completing the work, including a timeline and deadlines for each task.

**8. SUBMISSION OF TENDERS**

Proposals should be forwarded by postal or electronic means, prior to the deadline mentioned in Article 6 to:

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| --- | --- |
| **Contact person ICOM**  Mr Peter Keller  General Director  ICOM  22 rue de Palestro  75002 Paris – France  [peter.keller@icom.museum](mailto:peter.keller@icom.museum) | **Contact person in Japan**  Mr Masahisa Nakatani  Deputy General Manager  The Japanese Association of Museums (JAM)  12-52 Ueno Park, Taito-ku  Tokyo, 110-0007 Japan  [nakatani@j-muse.or.jp](mailto:nakatani@j-muse.or.jp) |

**9. PCO’S MISSIONS**

The PCO is invited to tender for the provision of the following services.

The following list is not necessarily exhaustive and Tenderers are welcome to incorporate additional services as considered relevant for the successful organisation of this Conference; it intends to be indicative of the responsibilities of the PCO, which will be further detailed in the contract.

Tenderers should indicate their ability to provide the areas of services or deny their involvement for the specific tasks mentioned below. In the case that the Tenderer would like to sub-contract any task, it MUST be clearly stated in his or her tender.

1. **Programme Management**: logistical coordination of the speakers, feasibility of the defined planning of sessions, suggestions for networking events, logistical support of the Excursion Day, organisation of the accompanying persons’ programme and the post-conference tours, the overall logistics related to the contents of the programme, the production of a programme overview and all communication media (print and online materials excluding the Conference General Website). A final survey on participants’ satisfaction of the Conference Programme shall be realised. A mobile application with the updated Programme shall be offered to participants.
2. **Budgeting**: review and comments on the provisional budget, assistance in finalising, managing and following up on the budget.
3. **Financial Management**: management of cash transactions and cash flows based upon appropriate banking arrangements, taxes, issuance of audited financial statements as well as invoicing.
4. **Museum Trade Fair**: preparation of exhibitor guidelines and exhibition floor plans, the sales and allocation of stand spaces, the coordination of stand services, invoicing, and the coordination of setup and dismantling of the exhibition.
5. **Registration**: conception, management and follow-up including permanent hotline service assistance for:
   * online registration system, in accordance with the guidelines enclosed in Appendix 2 and paper registration,
   * on-site registration,
   * collection of fees,
   * administrative certificate,
   * reporting and statistical breakdown of registration numbers in all related items.
6. **On-site management**: on the basis of the National Committee’s proposals, preparing the call for tender for the selection of all the suppliers, contracting and coordination of supplier services required and on-site event management.
7. **Venue**: assisting the National Committee in the negotiation of the contract.
8. **Hotel Reservation / Accommodation**: undertaking hotel block-bookings, allocation of hotel rooms to individual participants and/or groups, payments, management of modifications, reporting, etc.
9. **Tours**: on the basis of the National Committee’s proposals, organise and follow up on sales and management post-conference tours, and logistical support of the Excursion Day, accompanying persons’ programmes, etc.
10. **Transport**: managing participant’s transfers and local transport during the 25thGeneral Conference, negotiating shuttles, public transport, VIP car discounts.
11. **Travel Arrangement**: managing the travel arrangement of speakers, grantees, members of the Executive Council and staff members of the ICOM General Secretariat.
12. **Volunteers and staff members**: assisting on-site staff including volunteers recruited and supervised by the ICOM Japan National Committee.
13. **Voting**: assisting the ICOM General Secretariat in preparing the call for tender for the selection of an electronic voting system, testing the efficiency of the system on site; coordination of voting operations.

**10. PCO’S REMUNERATION AND RESPONSABILITY**

1. **Remuneration**

For information, the average costs for the organisation of an ICOM General Conference are approximately 2 million EUR.

The Tender will propose a fee schedule. The remuneration of the Tender shall preferably consist in a percentage of the effective registration fees and a percentage of possible museum trade fair booth rental fees. The Tender may propose any alternative remuneration scheme.

A provisional budget established by the National Committee ICOM Japan and JAM is enclosed in Appendix 3. ICOM, the National Committee ICOM Japan, JAM and the Organising Committee will agree upon the registration fees of the Conference participants and inform the PCO.

The appointed PCO will review, comment on and follow up the budget, in Japanese Yen and in EUR, to ensure that expenses are closely monitored and adjusted based upon revenue confirmed and ultimately reach a balanced budget.

ICOM being a non-profit organisation, the General Conference is not intended to generate profits. But in the case of a surplus from the General Conference, the eventual surplus can remain with JAM and the Organising Committee, and its destination and management shall be decided jointly with ICOM for the support of activities in favour of the international museum community

1. **Responsability**

The PCO will be liable for any expenditures made without JAM and the Organising Committee’s prior consent. Any expenditures that are not listed in the budget shall not be paid by the PCO unless JAM and the Organising Committee approves the remittance in advance of the transaction.

Any expenditure not accounted for in the budget, and incurred by the Organising Committee, will be at the latter’s and JAM’s cost. Nonetheless, the PCO, if applicable, will consider specific requests from ICOM, JAM and the Organising Committee, which may not be strictly necessary to ensure proper logistic and specific management of the General Conference, as envisaged in the budget.

The PCO, JAM and the Organising Committee shall adjust and/or reconcile the final balance of the budget. The PCO shall be held responsible for the execution of the entire budget. JAM and the Organising Committee shall cover any final deficit.

**11. CRITERIA OF SELECTION**

Applications will be considered according to the following criteria listed by order of importance:

1. **International presence, branch or offices in Japan**
2. **Ability** – to undertake the missions detailed in Article 9
3. **Financial robustness**
4. **Experience in organising International conferences and congresses** Experience in organising events of similar profile and in organising conferences in Japan is required.
5. **Staffing** – in-house highly qualified and available resources and possible resources based in Japan
6. **Fees Level and Cost Structure**
7. **Electronic Management** – IT capacity and skills to provide electronic facilities in a secure environment and their competence to provide the service in accordance with Appendix 2.
8. **Budget and Schedule Management**

**12. ENQUIRIES**

Requests for further information or clarification of requirements may be directed to:

* **Contact person ICOM**

Mr. Peter Keller by email: [peter.keller@icom.museum](mailto:peter.keller@icom.museum)

* **Contact person in Japan**

Mr. Masahisa Nakatani by email: [nakatani@j-muse.or.jp](mailto:nakatani@j-muse.or.jp)

Please note that we reserve the right to provide candidates, at our discretion, with further information/clarification of tender requirements resulting from any enquiry.