



# CONGRESS BID MANUAL

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## FIG Congress 2030

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# **INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST FOR HOSTING AND CO-ORGANIZING FIG CONGRESS 2030**

## **PART 1: INTRODUCTION**

FIG Council is inviting expressions of interest (submission) and embarking on this process to give equal opportunity for FIG member associations that may wish to host and co-organize the FIG Congress in 2030. All expressions of interest will be evaluated by FIG Administration and considered by Council. The Council will inform the General Assembly of all expressions of interests and reserve the right to comment and make reservations to any submissions. It is the General Assembly of FIG that will make the final decision.

The submission must include all aspects in the bidding material and must also include an overview/summary answering the questions asked in part 1. The member association must firmly commit to co-organize the event with FIG if the submission is successfully brought forward by FIG Council to the General Assembly and finally successfully decided by the FIG General Assembly 2026.

### **1.1 OVERALL INSTRUCTION TO BIDDERS AND CRITERIA**

The criteria for selecting host member association and their nominated city and venue will not only be technical and logistical, but will also include financial viability, robustness of the capacity and contribution of the host member association, the co-organizer.

All submissions must be made by a member association of FIG or jointly, where there may be more than one member association in the particular country. All submissions will be assessed on the following criteria:

1. Propose a city;
2. Propose one or preferably more potential venues;
3. Provide three sets of dates for the event;
4. Include information on accommodation options and pricing at or in the vicinity of the proposed venue;
5. Include information of travel and transportation options and connectivity to the proposed city and the venue;
6. Indicate any support and funding from national, regional or provincial/state governments as well as respective tourism or convention authorities;
7. Outline topics of relevance for the destination and why the association is interested in co-organising the event;
8. Outline a preliminary budget for the event (appendix A) (please contact Director Louise Friis-Hansen, [louise.friis-hansen@fig.net](mailto:louise.friis-hansen@fig.net) to receive an excel version of the template to use as basis for the budget); and
9. Prepare a summary of the bid following appendix B.

Failure to adhere to the requirement above will invite a reservation in the evaluation and may result in the non-recommendation of the submission by Council. Additional information that will aid in the evaluation of the submission is –

10. Estimate of the level of affordability of meals, transportation and recreation within the proposed city;
11. Ideas for technical visits and social activities.

The member association must explain the motivation for hosting the FIG Congress 2030 by responding to the following questions -

1. Why do you want to host FIG Congress 2030?
2. What are your objectives and outcomes you hope to achieve by hosting the Congress?
3. What will be your suggested theme for the Congress?
4. Why is the destination of interest?
5. What are previous professional events organised or hosted by your member association in the past three years?
6. What are the major events organised at the proposed venue in the past two years?
7. What are the major events planned, if any, in the proposed city in 2030?
8. What initiatives or activities are you suggesting to ensure a sustainable conference environment?
9. What new initiatives or activities are you suggesting to expand the visibility and attractiveness of this premier and flagship FIG global forum for the Profession?
10. What legacy do you expect to leave your member association and your profession locally from the Congress?
11. What legacy do you expect to leave for the destination?

Part 3-6 set out the process in more details.

## PART 2: BID PROCEDURE

### 2.1 SUBMISSION

The submission must be delivered electronically to–

International Federation of Surveyors  
Kalvebod Brygge 31-33, DK-1780  
Copenhagen V  
Denmark  
Attn.: FIG Director Louise Friis-Hansen  
Email: [louise.friis-hansen@fig.net](mailto:louise.friis-hansen@fig.net)  
Tel/whatsapp: +45 9391 0810

on or before **Friday 6 December 2024**. All requests for clarification must be made to Louise Friis-Hansen.

### 2.2 EVALUATION OF THE BIDS

Member associations are requested to note and adhere to the instruction to bidders, particularly the requirements and questions listed as they form the criteria for evaluation. FIG places equal importance to–

- a) the ability and capacity of the member association to successfully deliver this annual premier event in FIG's events calendar and its objective;
- b) the capacity and suitability of the proposed venue and its facilities;
- c) the desire that the destination of FIG annual premier global forum for the Profession be rotated between different regions and countries;
- d) the financial viability of the event together with an ability to return a surplus taking into consideration that FIG includes in the conference budget a fee for the use of the concept and brand and project coordination (incl the use of FIG conference systems);
- e) the support including financial by local or national authorities;
- f) the affordability and a "better value for money" for participants and this include registration fees, travelling and local costs
- g) environmental sustainability, safety and security for participants; and
- h) motivation for being host of the FIG Congress 2030.

#### Notes

To assist member associations to prepare their submission, part 3-6 provides relevant information and statistics on recent FIG Working Weeks and Congresses. Part 3-6 include FIG's rationale on registration fees, complimentary registrations as well as practical arrangements during the working week like room requirements, technical facilities etc.

Budget template (appendix A) and summary template (Appendix B) can be requested from Director Louise Friis Hansen and must be submitted with the bidding document.

### 2.3 FINAL DECISION

All submissions will be evaluated by FIG Administration and considered by Council. The Council will inform the General Assembly of all expressions of interests and reserve the right to comment and make reservations to any submission. It is the General Assembly of FIG that will make the final decision.

Currently, FIG member associations have a vote and the numbers of votes are following the size of the association (under 1000 national members: 1 vote, 1000-5,500 members: 2 votes, and more than 5,500 members: 3 votes).

## 2.4 TIMELINE

The timeline is as follows –

|                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>October 2025</b>                                                                                                                                                                                                                                                                                       |
| Call for expressions of interest                                                                                                                                                                                                                                                                          |
| <b>15 December 2025</b>                                                                                                                                                                                                                                                                                   |
| Deadline for receiving expressions of interest (late submitted bids will not be taken into consideration)                                                                                                                                                                                                 |
| <b>December 2025/January 2026</b>                                                                                                                                                                                                                                                                         |
| Initial evaluation and request for clarifications, if any, from member association                                                                                                                                                                                                                        |
| <b>January 2026</b>                                                                                                                                                                                                                                                                                       |
| Preparation of Evaluation Report by FIG Administration and Council consideration                                                                                                                                                                                                                          |
| <b>February 2026</b>                                                                                                                                                                                                                                                                                      |
| Inclusion of Evaluation Report into FIG General Assembly Agenda 2025                                                                                                                                                                                                                                      |
| <b>24 May 2026</b>                                                                                                                                                                                                                                                                                        |
| Presentation of expression of interests at the first session of General Assembly                                                                                                                                                                                                                          |
| <b>25-28 May 2026</b>                                                                                                                                                                                                                                                                                     |
| Potential co-organisers and hosts may participate in FIG Congress 2026 Exhibition and are allowed to promote their candidacy throughout the Congress<br>Voting will take place online. The start of the voting is contingent on the number of bids that have been brought forward to the General Assembly |
| <b>29 May 2026</b>                                                                                                                                                                                                                                                                                        |
| Announcing the result of the General Assembly election at the second session                                                                                                                                                                                                                              |
| <b>June 2026 and onwards</b>                                                                                                                                                                                                                                                                              |
| Draft agreement on split of responsibility, co-organizing and hosting agreement with FIG                                                                                                                                                                                                                  |

## 2.5 REQUIREMENTS OF THE BIDDING ASSOCIATION(S)

Please note that FIG and the selected local host association cooperate on the planning and executing of the event. If there is more than one member association from the bidding country it is preferred that all associations are engaged in the event.

FIG and the local host(s) jointly organise and deliver the event together. It is not expected to involve any Professional Conference Organiser (PCO). If the local organisers want to include a PCO (or extended DMC services) the costs for these services will be borne by the national host. In the case of a good final surplus it can be considered to cover the PCO expenses from the conference budget.

The member association(s) may cooperate with a local Destination Management Company (DMC), Travel Agency or Event Management Company (EMC) where applicable. This must be agreed between FIG and the member association(s) before any contracts are signed.

An agreed fee to FIG for the use of the FIG brand, concept and project management must be included in the budget.

***Member association making a submission is expected to be a member in good standing and to maintain this position. NB FIG does not carry out any audit, as we rely upon high standards of professionalism, integrity and good faith.***

## PART 3: FIG AND ITS EVENTS IN GENERAL

*Descriptions in the following sections on concept and structure may be eligible for changes. Various models are being developed and tried out currently and discussed in council which may have an effect on the concept for the Congress 2030. It is therefore important not to make any fixed arrangements already now, only requests.*

### 3.1 INTRODUCTION

The International Federation of Surveyors (FIG / *Fédération Internationale des Géomètres*) is a United Nations and World Bank recognized non-governmental organisation currently representing a membership from over 120 countries throughout the world, seeking to collaborate and to ensure that the disciplines and specialization of surveying and all who practice them are relevant and meeting the needs of both the places and the people the Profession seek to serve. FIG was founded in 1878 in Paris.

FIG is the premier international organisation representing the interests of surveyors worldwide. It is a federation of national member associations and covers the whole range of the professional surveying community globally. Its membership is also extended to include affiliate, academic and corporate membership and national correspondents. This professional community measure, position, map, locate, appraise and value, estimate and cost, plan, construct, develop and manage the land, the seas and any man-made structures with a vision to extend the usefulness of surveying for the benefit of society, environment and economy. These practitioners come from scientific, research and academic institutions; technologies, technological products and services providers; commerce and industry, public agencies and consultancy and private practices. FIG provides an international forum for discussion and development aiming to promote professional practice and standards.

#### 3.1.1 Membership of FIG

Members of FIG consist of:

- Member associations – national associations representing one or more of the disciplines of surveying;
- Affiliate members – groups of surveyors or surveying organizations or agencies undertaking professional activities but not fulfilling the criteria for member associations;
- Academic members – organisations, institutions or agencies that promote education or research in one or more of the disciplines of surveying;
- Corporate members – organisations, institutions or agencies which provide commercial services related to the profession; and
- National Correspondents - individual appointed as a correspondent in a country where no association or group of surveyors currently exists.

Currently there are 103 member associations from 85 countries. In addition FIG has 43 affiliates, 83 academic members, 27 corporate members and 5 correspondents. All in all, FIG currently has a presence in around 120 countries.

### 3.2 FIG CONGRESS 2030

The FIG Working Weeks and Congresses are the annual premier and flagship event of FIG. The Congress is held every four years and is larger than the Working Weeks. Working Weeks are held in the three years between the congresses. They combine FIG's annual general assemblies with meetings of FIG's administrative bodies and three-day technical conferences and a trade exhibition co-organized with the prior determined host member association. 2026 is a congress year and the congress will be held in Cape Town (2026). Next FIG Working Weeks will be held in Stavanger, Norway (2027), Paris, France (2028) which will be the celebration of FIG 150<sup>th</sup> anniversary and Halifax, Canada (2029).

FIG provides the Profession, its partners and all stakeholders the premier international forum for discussions, debates and development aiming to promote better professional networking, practices and standards as well as providing FIG the opportunity to implement and develop their work programmes, outputs and contributions.

In this context, the FIG Congress 2030 will again be the primary FIG event for 2030 and will play its decisive role as well as to bring together FIG global membership, the Profession, its partners and stakeholders. The congress marks the final year of the current President and bureau and is the year where the new president is elected.

The Congress will take place onsite. The aim is to bring together surveyors face-to-face with specific focus, apart from the technical and professional, on networking, getting contacts and the luxury of having undisturbed time in inspiring surroundings.

### 3.2.1 Statistics for Working Weeks/Congresses

To help the preparation of the submission and estimation of the size of the Working Week following figures can be given on the latest Working Weeks and congresses.

| Venue and Year                                 | Delegates to General Assembly     | International Participants | Local Participants | Accompanying persons | Total number of participants        |
|------------------------------------------------|-----------------------------------|----------------------------|--------------------|----------------------|-------------------------------------|
| <b>Munich, Germany, 2006 Congress</b>          | 65 member associations            | 2,000                      |                    |                      | 15,000 to the exhibition (InterGeo) |
| <b>Hong Kong SAR, China, 2007 Working Week</b> | 450<br>45 member associations     | 350                        | 100                | ~50                  | 500                                 |
| <b>Stockholm, Sweden, 2008 Working Week</b>    | 800<br>52 member associations     | 650                        | 150                | ~50                  | 950                                 |
| <b>Eilat, Israel, 2009 Working Week</b>        | 500<br>37 member associations     | 350                        | 150                | 60                   | 560                                 |
| <b>Sydney, Australia, 2010 Congress</b>        | 500<br>67 member associations     | 1,500                      | 800                | 200                  | 2,000+                              |
| <b>Marrakech, Morocco, 2011 Working Week</b>   | 500<br>50 member associations     | 700                        | 700                | 562                  | 1,450<br>75 countries               |
| <b>Rome, Italy, 2012 Working Week</b>          | 400-500<br>66 member associations | 1100                       | 100                | 130                  | 1,400<br>91 countries               |
| <b>Abuja, Nigeria, 2013 Working Week</b>       | 400<br>38 member associations     | 250                        | 2000+              |                      | 2,300+<br>51 countries              |

|                                                      |                                               |                       |                     |            |                                       |
|------------------------------------------------------|-----------------------------------------------|-----------------------|---------------------|------------|---------------------------------------|
| <b>Kuala Lumpur, Malaysia 2014, Congress</b>         | 400<br>61 member associations                 | 1400                  | 1100                | 124        | 2,500<br>101 countries                |
| <b>Sofia, Bulgaria, 2015 Working Week</b>            | 300<br>60 member associations                 | 800                   | 70                  | 95         | 1,000<br>90 countries                 |
| <b>Christchurch, New Zealand 2016 Working Week</b>   | 300<br>53 member associations                 | 800                   | 100                 | 58         | 950<br>73 countries                   |
| <b>Helsinki, Finland 2017 Working Week</b>           | 350<br>69 member associations                 | 958                   | 388                 | 102        | 1,448<br>90 countries                 |
| <b>Istanbul, Turkey 2018 Congress</b>                | 350<br>75 associations                        | 800                   | 1500                | 72         | 2300<br>96 countries                  |
| <b>Hanoi, Vietnam 2019 Working Week</b>              | 300<br>66 associations                        | 800                   | 150                 | 76         | 1000<br>86 countries                  |
| <b>The Netherlands 2021 e-Working Week (virtual)</b> | 73 associations                               | 1121                  | 179                 | 0          | 1,300 (Online)<br>110 countries       |
| <b>Warsaw, Poland 2022 Congress</b>                  | 78 associations<br>(some online)<br>Onsite 58 | 644<br>+ 175 (online) | 173<br>+ 7 (online) | 42         | 817<br>+ 182 (online)<br>82 Countries |
| <b>Orlando, Florida, US 2023 Working Week</b>        | 52 associations<br>300 participants           | 600                   | 400                 | Not listed | 1000<br>86 countries                  |
| <b>Accra, Ghana 2024 Working Week</b>                | 60 associations<br>300 participants           | 612                   | 288                 | 41         | 900<br>83 countries                   |
| <b>Brisbane, Australia, Working Week</b>             | 60 associations<br>250 participants           | 500                   | 850                 | Ca 100     | 1350<br>85 countries                  |
| <b>Planned Congresses and Working Weeks</b>          |                                               |                       |                     |            |                                       |
| <b>Cape Town, South Africa, 2026 Congress</b>        |                                               |                       |                     |            |                                       |
| <b>Stavanger, Norway 2027 Working Week</b>           |                                               |                       |                     |            |                                       |
| <b>Paris, France 2028 Working Week</b>               |                                               |                       |                     |            |                                       |

|                                              |  |  |  |  |  |
|----------------------------------------------|--|--|--|--|--|
| <b>Halifax,<br/>Canada,<br/>Working Week</b> |  |  |  |  |  |
|----------------------------------------------|--|--|--|--|--|

As for the General Assembly, the number of official delegates and observers to the General Assembly has been quite stable, approximately 300 – 400 at a Working Week and 350 – 500 at a Congress. The attendance figures vary depending on the attractiveness of the venue, local attendance, and the level of the registration fees.

It is expected that at the Congress 2030 there will be participants from 80-90 countries. The number of participants to the scientific, technical and professional programme within the Working Week/Congress is very much dependent on the venue, the registration fees, the comprehensiveness of the scientific, technical and professional programme and the possibility to obtain visa. The number of participants has been increasing lately but is expected to stabilize due to the world economic situation, the competition from other conferences and the fact that employers tend to send fewer representatives to a conference. The attendance at a Congress is normally higher than at Working Weeks

For the Congress 2030 an open call for papers will be used to attract more participants and to assure high quality in the scientific, technical and professional conference. The call for papers includes option for peer review and non-peer review papers. In previous years, the conference programme has been well supported by FIG's Institutional Partners that has resulted in a series of high-level joint sessions, forums and roundtables.

#### Previous Congress/Working Week technical programme facts

| Year                               | 2012                 | 2013                    | 2014                                                 | 2015                     | 2016                                       | 2017                        | 2018                             | 2019                    | 2021                 | 2022                           | 2023                            | 2024                 | 2025                            |
|------------------------------------|----------------------|-------------------------|------------------------------------------------------|--------------------------|--------------------------------------------|-----------------------------|----------------------------------|-------------------------|----------------------|--------------------------------|---------------------------------|----------------------|---------------------------------|
| Destination                        | Rome,<br>Italy<br>WW | Abuja,<br>Nigeria<br>WW | Kuala<br>Lumpu<br>r,<br>Malay<br>sia<br>Congr<br>ess | Sofia,<br>Bulgaria<br>WW | Christ-<br>church,<br>New<br>Zealand<br>WW | Helsinki,<br>Finland,<br>WW | Istanbul,<br>Turkey,<br>Congress | Hanoi,<br>Vietnam<br>WW | Online<br>WW<br>(NL) | Warsaw,<br>Poland<br>Congress* | Orlando<br>Florida<br>USA<br>WW | Accra<br>Ghana<br>WW | Bris-<br>bane<br>Au-<br>stralia |
| Number of<br>Attendees             | 1200                 | +2000                   | +2000                                                | 900                      | +800                                       | 1400                        | 2300                             | 950                     | 1300                 | 1000                           | 1000                            | 900                  | 1350                            |
| Number of<br>exhibitors            | 25                   | 32                      | 56                                                   | 16                       | 31                                         | 26                          | 55                               | 26                      | 19                   | 20                             | 38                              | 34                   | 43                              |
| Number of<br>technical<br>sessions | 100                  | 34                      | 109                                                  | 70                       | 64                                         | 64                          | 66                               | 61                      | 46                   | 49                             | 50                              | 48                   | 68                              |
| Number of<br>special<br>sessions,  | 26                   | 31                      | 62                                                   | 32                       | 41                                         | 35                          | 35                               | 30                      | 11                   | 15                             | 30                              | 25                   | 28                              |

|                                    |     |     |     |     |     |     |     |     |                                            |                                          |                       |     |     |
|------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|--------------------------------------------|------------------------------------------|-----------------------|-----|-----|
| workshops,<br>forums &<br>Meetings |     |     |     |     |     |     |     |     |                                            |                                          |                       |     |     |
| Number of<br>plenary<br>sessions   | 3   | 3   | 4   | 3   | 3   | 3   | 4   | 3   | 3                                          | 6 (1 hour<br>sessions)                   | 3                     | 3   | 3   |
| Number of<br>papers                | 465 | 150 | 446 | 302 | 310 | 412 | 400 | 300 | 335<br>(98<br>listed as<br>back<br>ground) | 345<br>(101 listed<br>as back<br>ground) | 360<br>incl<br>Cinema | 265 | 350 |

\*) three day congress

In the later years the number of parallel sessions has been reduced. The number of abstracts submitted and accepted are the same. A selection of onsite participating authors from the open call for papers have been invited to take an active part in a session. All onsite authors connected to a session have been encouraged to participate actively and engage in the discussions, and their paper, handouts and video have been included in as inspirational material in the proceedings. It is possible to include posters.

The reduced number of parallel sessions gives room for cross-disciplinary sessions cutting across many disciplines/subject-areas as well as networking opportunities, which is a key element of a FIG Working Week/congress.

## PART 4: FINANCIAL ARRANGEMENTS

### 4.1 OUTLINE BUDGET

An outline budget for the Working Week must be prepared and submitted as part of the expression of interest and needed primarily to evaluate the economic and financial viability of each submission. FIG has an event budget template that shall be used for this purpose (Appendix A). The purpose of using the budget template is to ensure that FIG Administration, Council and General Assembly are able to compare competing bids using the same criteria. The submitted budget is expected to be an overall, but not detailed budget. The budget template is divided into two different sheets where the first sheet is the overall budget, and the second sheet shows items for the detailed budget. The details in the second sheet of the budget template can be used to guide you to what to include and help indicate an estimated overall budget. The detailed budget is not required to be filled in at this stage. The overall budget estimate must be included in the bid incl proposal of registration fees.

It would be most useful if the submission includes information and indicative prices for local services to provide a reasonable assessment of the local pricing level and the registration fee structure that is normal to the host country. Additional information about support and funding (funds and/or in kind) that is available such as financial support from the government, tourism or convention authorities etc., public guarantees, receptions hosted by the hosting city/country, social events etc. are welcome. In addition, the member association is encouraged to include information and ideas how the member association may

encourage and support participants from developing countries, students, young professionals and other under-represented groups to attend the event.

In the outline budget a fixed fee to FIG for the use of the brand and for services of no less than 60,000 EUR must be included. 50% is payable to FIG 1 month prior to the start of the Working Week unless FIG handles all money matters.

## 4.2 REGISTRATION FEE

The registration fee will be offered to full delegates, daily participants, students/young surveyors and accompanying persons. The registration fee is expected to be the same for international and domestic participants.

Inclusions in the registration fee vary from event to event. The minimum is that the registration fee shall include the opening ceremony, the welcome reception, the full scientific, technical and professional conference programme, the exhibition and all tea/coffee breaks as well as lunches. As a minimum, all tea/coffee breaks must be served at the exhibition area, if possible also lunches.. Lunch may be standing or sitting (or a mixture).

Either one or two social evening events should be offered. The two social events, the FIG Foundation Dinner/Cultural Evening and the Gala Dinner, are normally not included in the registration fee and tickets to these social events can be sold to participants and accompanying persons at around € 70 – 110, depending on the menu and the offerings. The more in-expensive the dinners can be, the more participants will be expected.

It should be noted that at each annual FIG President's Meeting, there were comments that registration fees were high and prevented wider participation. Hence registration fees will continue to be benchmarked against the average for past years. The aim is an affordable event catering to all segments of participants within FIG global society however with as healthy and realistic budget.

Prices have increased in recent years and there is the need for an increase of the registration fees. Compared to other organisations, FIG conference fees are quite low.

Local tax/VAT rules must be taken into consideration.

Registration fees for the latest FIG conferences have been (Congress: 4 day conference, Working Weeks: 3 day conference):

| Venue, year                  | <i>Early registration fees</i> |                      |          | <i>Normal registration fees</i> | <i>Late Registration Fees</i> |
|------------------------------|--------------------------------|----------------------|----------|---------------------------------|-------------------------------|
|                              | GA + Conference                | Accompanying persons | Students | GA + Conference                 | GA + Conference               |
| Munich, 2006 – Congress **)  | € 440                          | € 100                | € 150    | € 490                           | € 560                         |
| Hong Kong, 2007 Working Week | € 485                          | € 185                | € 295    | € 585                           | € 585                         |

| Venue, year                        | Early registration fees |                           |                                                                 | Normal registration fees | Late Registration Fees |
|------------------------------------|-------------------------|---------------------------|-----------------------------------------------------------------|--------------------------|------------------------|
|                                    | GA + Conference         | Accompanying persons      | Students                                                        | GA + Conference          | GA + Conference        |
| Stockholm, 2008 *)<br>Working Week | € 490                   | € 230                     | € 50                                                            | € 650                    | € 800                  |
| Eilat, 2009, Working Week ***)     | USD 350<br>(€250)       | USD 200<br>(€150)         |                                                                 | USD 890<br>(€650)        | USD 890<br>(€650)      |
| Sydney, 2010, Congress **)         | AUD 990<br>(€700)       | AUD 290/150<br>(€200/105) | AUD 450<br>(€315)                                               | AUD 1375<br>(€960)       | AUD 1645<br>(€1150)    |
| Marrakech, Working Week 2011 *)    | € 520                   | € 250                     | € 150                                                           | € 650                    | € 650                  |
| Rome, Working Week 2012 *)         | € 520                   | € 150                     | € 150                                                           | €570<br>Daily 300        | € 680                  |
| Abuja, Working Week 2013 *)        | € 450                   | € 150                     | € 150                                                           | €500<br>Daily 200        | € 600                  |
| Kuala Lumpur, Congress 2014 *)     | € 630                   | € 150                     | € 250<br>young<br>15professionals: € 350                        | € 690<br>Daily 300       | € 790                  |
| Sofia, Working Week 2015**)        | € 550                   | € 150                     | € 200                                                           | € 640                    | € 690                  |
| Christchurch, Working Week 2016 *) | € 550                   | € 150                     | € 290 incl YS pre conference                                    | € 640                    | € 690                  |
| Helsinki, Working Week 2017 *)     | € 560                   | € 150                     | € 200 +<br>€ 80 YS conf<br>€ 400 Young Professionals            | € 640                    | € 690                  |
| Istanbul, Congress 2018 *)         | € 650                   | € 150                     | € 450 incl YS pre conference                                    | € 700                    | € 800                  |
| Hanoi, Working Week 2019*)         | € 520                   | € 150                     | € 250 +<br>€ 60 (YS conf)<br>(students and Young Professionals) | € 620                    | € 700                  |

| Venue, year                                                                                                                | Early registration fees |                                                   |                                                                                                                                       | Normal registration fees | Late Registration Fees |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------|
|                                                                                                                            | GA + Conference         | Accompanying persons                              | Students                                                                                                                              | GA + Conference          | GA + Conference        |
| Online, e-Working Week 2021                                                                                                | € 100                   | € -                                               | € 25 (students)<br>€ 50 (Young prof.)                                                                                                 | € 150                    | € 170                  |
| Warsaw, Poland Congress 2022 (three days)                                                                                  | € 550                   | € 150                                             | € 250 (students)<br>€ 400 (Young Prof.)                                                                                               | € 600                    | € 650                  |
| Orlando, Florida USA Working Week 2023                                                                                     | \$ 600                  | \$ 200                                            | \$ 300/345 (students)<br>\$ 450/520 (Young prof.)                                                                                     | \$ 700                   | \$ 800                 |
| Accra, Ghana, Working week 2024                                                                                            | \$ 600                  | \$ 260                                            | \$ 270 (students)<br>\$470 (Young Prof.)                                                                                              | \$ 680                   | \$ 730                 |
| Brisbane, Australia, Working Week 2025                                                                                     | AUD 1,100<br>€ 620      | AUD 170<br>€ 100                                  | AUD 627 (€ 350)<br>755 (€ 425)<br>875 (€ 500)                                                                                         | AUD 1,315<br>€ 750       | AUD 1,665<br>€ 940     |
| Cape Town, South Africa Congress 2026 (generally too cheap prices for a congress, but agreed due to national participants) | ZAR 12,740<br>€ 615     | ZAR 2,500 (€120)<br>2790 (€ 136)<br>3,350 (€ 165) | Student:<br>ZAR 8,670 (€420)<br>9,810 (€ 475)<br>11,850 (€ 575)<br>Young Prof.:<br>11,565 (€ 560)<br>12,915 (€ 625)<br>15,500 (€ 750) | ZAR 14,090<br>€ 680      | ZAR 17,495<br>€ 850    |

- \*) including lunches and coffees.  
 \*\*) including light lunches and coffees.  
 \*\*\*) all meals and banquet included.

#### 4.2.1 Registration handling fee

In the registration fee a fixed contribution for handling of registrations will be included for FIG (currently €35 per participant). This fee must not be mixed up with the fixed fee to FIG for the use of the brand and services from FIG.

### 4.3 FIG FOUNDATION

Within the registration fee a fixed contribution per registered participant (national and international) will be included for the FIG Foundation whose primary objective is building of sustainable futures for the Profession. A similar donation will be collected from each participant attending the FIG Foundation Dinner/Cultural Evening. This is fixed at a minimum of €10. In addition the participants shall be given an opportunity to make voluntary contributions to the FIG Foundation.

### 4.4 COMPLIMENTARY REGISTRATIONS

Member associations should note that in accordance with current operating norms as well as bilateral agreements and understandings, the budget must include complimentary registration to the Working Week for the following –

- All Keynote/Plenary speakers (12 – 16)
- Representatives of the partnering United Nations agencies and World Bank (5 - 10)
- Presidents or their representatives from sister organisations (5 - 8)
- Chairs of FIG Commissions, Networks and Task Forces, Directors of the two FIG Permanent Institution, President of the FIG Foundation and FIG Honorary Presidents (15 - 20)
- Local Organising Committee (max 10 persons)
- FIG Administration (4 – 5 staff members)
- FIG Council (President, 4 Vice Presidents)
- Reduced fee to FIG honorary members and others eligible

The budget is also expected to support invited speakers particularly from FIG institutional partners and agencies from the World Bank, United Nations and regional groupings (e.g. European Union, African Union, ASEAN) as well as from developing countries by providing complimentary registration. The number of supported speakers will be budgeted to 20. Additional support will be sought from development and aid programmes, donors and collaborative agreements with UN agencies or from within the budget. Local contributions/programmes will also be of interest.

Please note that the conference budget covers only complimentary registration and all participants bear their own travel and local subsistence and accommodation cost (apart from FIG Office and the President). These complementary registrations must be covered in the budget.

### 4.5 COMPLIMENTARY ACCOMMODATION

The budget must provide complimentary accommodation to the FIG President for the entire duration (8 – 10 nights). This should be an executive level accommodation with access to meeting facilities and is to be jointly decided when finalising the budget.

All FIG Administrative staff members participating at the Working Week will be provided with complimentary accommodation and in the past, this is normally offered by the designated conference hotel as part of its complimentary room policy or otherwise covered within the budget.

### 4.6 COMPLIMENTARY ENTRY TO SOCIAL EVENTS

At each FIG Working Week, there can be two social events, the Cultural Evening (which is also called FIG Foundation Dinner) and the Gala Dinner. The cost of attendance is not normally included in the registration fee (but can be depending on the financial strategy and economic viability). Attendance tickets to these social events can be sold to participants and accompanying persons at around € 70 – 110, depending on the menu and the offerings.

The budget should allow for complimentary entry to these social events for;

- All Keynote/Plenary speakers (12-16)
- Representatives of the partnering agencies of the United Nations and World Bank Group (10 - 20)
- Local Organising Committee (max 10 persons)
- FIG Administration (4 – 5 staff members)
- FIG Council (President, 4 Vice Presidents, ACCO representative in the Council)

## 4.7 SPONSORSHIP

FIG conferences have traditionally relied heavily on local and international sponsorship in order to offer low registration fees to delegates and still be financially viable. The local commitment and local sponsorship possibilities are crucial for the conference budget and for the general interest of hosting the event in a specific country. FIG is responsible for the international sponsorships and to ensure that all sponsors receive excellent exposure in the run-up to the event, during the event, and immediate aftermath. National and regional sponsorships are crucial, and it is important to show a good support from national/regional partners.

FIG Administration and the Local Organising Committee will include sponsorship in early planning meetings and agree on fees and responsibilities.

## 4.8 FINAL BUDGET

The Working Week will be organised jointly by FIG and the local member association(s). The final budget will be prepared and agreed jointly. FIG must be included in the ordinary expenditure with a fee of no less than €60,000 for the use of the brand, royalty and services. FIG and the host association will make an agreement on the fee and royalties to FIG.

Financially, it is the aim to organise and execute the event and return a surplus that will be split between the local association and FIG. This desire for a surplus is balanced with affordability and “value for money”. Member associations must appreciate that the event must positively contribute towards the financial wellbeing of FIG and also of the member association.

The registration fees must be confirmed by FIG Council.

FIG and the host member association will jointly discuss and decide on the fees with the conference venue and with the conference hotel(s) (if any). This is to confirm a reasonable cost level for all participants and variety in offered accommodation options. Agreements will be made by the member association.

## **PART 5: BEFORE THE EVENT**

### **5.1 VENUE**

The event should be staged in one main venue. This could either be a hotel or a congress centre that will be able to accommodate the event. The bidders should include information on venue's on-site facilities. It is preferable to organise some activities off-site e.g. social functions. Bidders are asked to propose 2-3 potential main conference venues. Final venue will be settled by FIG and LOC after a successful bid. Please do not enter fixed agreements until agreed with FIG.

Destination does not have to be the capital or largest city. Often smaller cities offer better prices and conditions and might be more interested in hosting the FIG event. There must however be good international access to the destination city.

### **5.2 DATES AND TIMING**

FIG memberships congregate annually, over two days, at a prior determined venue to dispense the business of the Federation at its general assemblies. FIG Statutes require that FIG's General Assembly will be held before the end of June each calendar year and that each successive meeting is at least nine months apart. Due to administrative constraints, FIG general assemblies are not held earlier than April, thus leaving a window of about three months in each calendar year.

When suggesting dates, care should be taking into local holidays, religious and cultural events as well as major holidays, religious and cultural events globally. Further the availability of the venue should be considered as well as other bigger events taking place at the same time that can affect hotel prices etc. Please note that the bid should include 3 sets of possible dates. Final decision will be made jointly by FIG and the local organisers.

### **5.3 ACCOMMODATION**

A recommendation and range of safe, comfortable and clean accommodation options, of varying categories and affordability, preferably within walking distances or ease of public transportation to the event venue should be identified. A hotel attached to or in close proximity to the event venue will be designated as the conference hotel. Although not the ideal scenario, if there are no hotels close to the proposed venue, logistics must be taken into consideration i.e. shuttle busses to and from the hotels and conference venue both during the day and for the evening events. It is preferred NOT to have to make use of shuttle buses.

With the proliferation of online hotel reservation options, FIG and the Local Organising Committee do not act as the Conference Housing Bureau.

### **5.4 VISAS; GOVERNMENT APPROVAL**

It is important to enable all FIG global members to attend so visa accessibility/issuance is important in the evaluation process. The bid document should clearly outline the process and costs for delegates applying for visas to attend the event, and whether there are any countries or regions whose citizens might face difficulty obtaining visas. Local contact with officials to ensure the visa process for potential participants is important as well. Visas are a difficult matter and it is never an "easy" process for some countries. The bidder must seriously consider special ways to help on visa issues.

It should also be stated whether Local Organising Committee and/or FIG are required to formally register the conference in some way with national government departments or institutions.

## 5.5 RESPONSIBILITIES

Member Associations should note that FIG provides the overall concept and project management of this annual premier and flagship event of FIG. FIG will work together with a Local Organising Committee constituted by the successful member association in the planning, preparation and executing of the Working Week. There will be no other professional conference organiser (PCO) involved at this level. If the member association insists on the use of a PCO (or extended DMC services) expenses must be borne by the national host and not included in the conference budget.

The local organiser is the FIG member association(s) in the host country. A local organisation (such as destination management company (DMC), travel agency, event management company) may be engaged by the member association as required. All decisions shall be jointly made by FIG and the member association(s).

FIG will handle all finances. In the event that the national association needs to handle any portion of the finances, this must be held on a separate account that belong to the conference, and must never be mixed with other association activities.

Within this overall conceptual framework:

**FIG is responsible** for the technical programme (planning, collection and editing of the abstracts and full papers and the design of the program using the FIG conference software); the web site; registrations and collection of registration fees; international sponsors and exhibitors; international marketing and liaison with international institutional partners and sponsors as well as the overall event management. The FIG Administration will also act as the link between the FIG Commissions, Networks and Task Forces and the Local Organising Committee and assist the host member association in many other ways.

**The member association** shall take care of all logistical requirements to successfully organise the event. The host member association will be in charge of agreements with venue, hotels etc, social events, technical and social tours, on-site logistics, local/regional promotion of the event, cooperation with local/regional sponsors/exhibitors/partners, and provide the necessary in-country knowledge, support and expertise particular on local religious and cultural sensitivities. Contributions to local input to the general programme are also important. The local organising committee is constituted by the member association, however associated partners can also be part of the local organising committee.

The final details will be agreed in the agreement between FIG and the host association.

## 5.6 MARKETING AND PROMOTION

### 5.6.1 Attendance in Previous year's Working Week

The budget can include the cost (flight, registration, accommodation, extras) for sending 1 or 2 representatives to the Working Weeks/Congresses taking place the years before. These representatives should be the main working contacts who will be in communication with FIG on a continued basis. It is also recommended that 1 or 2 participate(s) in Intergeo and other key events to promote the event.

### 5.6.2 Promotion at the previous year's Working Week

Promotion of the Congress shall start at the Working Week 2027 in Stavanger, Norway.

At the last day of the FIG Working Week 2029 in Halifax, Canada, a farewell reception will be hosted to promote the FIG Congress 2030. The reception is hosted and organised by the host of FIG Congress 2030

and should consist of drinks, light snacks and some form of simple entertainment. Alternative creative proposals can be considered knowing that the budget does not allow for larger costs.

General information:

|               |                                                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------|
| Venue:        | Event venue, in the vicinity to the General Assembly room                                             |
| Participants: | All delegates to the General Assembly, observers and accompanying persons (approximately 400 persons) |
| Room layout:  | Standing cocktail                                                                                     |
| Facilities:   | Microphone                                                                                            |
| Programme:    | Short speeches, background music-cultural performance                                                 |
| Catering:     | Drinks and snacks/light food                                                                          |

### 5.6.3 Marketing and promotion

FIG will be primarily responsible for coordinating promotions and marketing at the international level for the Congress. The marketing will primarily be by email and through social media. In the past years printed invitation brochure has been dropped. The FIG Administration will be in charge for distributing further information (general invitation letters, call for papers) of the conference by email (e-blasts) to members, national delegates and other contact groups (in the FIG database there are 15,000+ contacts). In addition, material submitted by the conference organisation will be published on the FIG web site, FIG Newsletters, social media etc. FIG will use its media partners etc. to promote the conference. Local representatives are encouraged to participate in some international events in order to promote the Congress. The local organisers are responsible for the national and regional promotion and marketing.

### 5.6.4 Web site

There will be only one conference website. FIG will be responsible for the conference web site. The content will be produced in cooperation between FIG and the local member association. In addition to normal conference material the technical programme and papers/proceedings will be posted on the web site as well as information about the administrative meetings.

### 5.6.5 Invitation letters and visa issues

The local member is responsible for contact to the foreign ministry and embassies around the world to inform about the conference and assist in visa issues. FIG will provide guidelines for this process, and it must be noted that it is of high priority for FIG to work on ensuring visas in due time. There must be special contact to some embassies. The local member association is responsible for invitation letters for visas based on the requirements of the host country. This part will be administered by FIG if FIG will be responsible for the registrations.

### 5.6.6 Printed Material and visual identity

The FIG guidelines for the production of official FIG print, including how the FIG logo should be used must be kept. Full consultation with the FIG Administration is required for the design of all publications and prints. Generally, the FIG Administration will be in charge of the design of all printed material in consultation with the Local Organising Committee.

FIG and the local host will together decide on:

- The visual identity
- Conference logo (to be created locally reflecting the local/national flavor of the destination)
- 1<sup>st</sup> announcement (print) which should be distributed latest at the FIG Working Week 2027 and other marketing material (often convention bureaus/tourism offices are helpful with this both financially and with marketing material).
- Programme book, badges etc (to be printed locally)

- Signage

## 5.7 PREPARATION OF THE TECHNICAL PROGRAMME

### 5.7.1 Call for papers

There will be an open Call for Papers (both peer review and non peer review papers) for the technical programme of the FIG Working Week. FIG will manage and be responsible for this call for papers together with the VP responsible for ACCO, ACCO Representatives to the Council, Chairs of FIG Commissions, Networks, Task Forces and Permanent Institutions.

FIG will collect both abstracts and full papers and produce and circulate guidelines on preparing the papers. The final proceedings will be published on the FIG web site. The FIG Administration will edit the papers and take care of the production of the proceedings.

### 5.7.2 Congress Programme

FIG will be responsible for the scientific, technical and professional programme (with the VP responsible for ACCO, ACCO Representatives to the Council, Chairs of FIG Commissions, Networks, Task Forces and Permanent Institutions). The FIG Administration will act as a link between these parties and the Local Organising Committee so that the local requirements and presentations can have a visible role at the conference programme. FIG will also work together with various institutional partners e.g. World Bank and UN organisations and will organise special sessions/workshops within the Congress.

The member association shall nominate a delegate to each of the 10 technical commissions to confirm that there is local input in the technical programme. It is expected that there will be a good representation of abstracts/papers from the host country.

The theme of the Congress will be jointly considered by LOC and FIG. The bidding organization is asked to propose an overall theme. FIG Council must confirm the theme for the Congress.

In addition, there will also be administrative meetings that are to be conducted within the Congress.

### 5.7.3 Pre-events

A number of pre- or post-events might be organized in connection with the Congress. There might be themes that are specifically relevant for the local organisers or local participants that might be good to arrange. The local organisers are requested to consider relevant pre-event or side event topics and undertakings. The pre-events should be held at a suitable place; if possible where the Congress will also be held, however dependent on prices. FIG Commissions and others might also request for pre- post- or side-events.

## 5.8 PREPARATORY MEETINGS

### 5.8.1 Site Inspection and Coordination Visits

A site inspection visit can be expected either jointly or individually by the FIG President and the FIG Director about 2-3 years before the Congress. All local cost incurred for the visit lasting 2-3 days is to be covered by the host member association. Please note that such visits may be (partly) funded (travels and accommodations) by the local or national governments through its tourism or convention agencies. This option should be investigated by the LOC.

At least 1-2 site and coordination visits by the FIG Director and FIG Events Manager can be expected within 6-20 months of the Congress. This will be working visits lasting up between 3-4 days. All local costs incurred for the visit days are to be covered by the host member association. In addition, as in the past, such visits may be funded (travels and accommodations) by the local or national governments through its tourism or convention agencies. This option should be investigated as otherwise it would be covered under the conference budget.

## PART 6: DURING THE CONGRESS

Please note, the conference concept might differ from year to year. The conference concept is being evaluated and developed each year. It is also affected by new ideas, new trends, new possibilities and limitations.

The next section is giving an overall idea of the concept for the FIG Congress in 2030 and can be used as guideline for the budget. However, the final conference concept will be discussed closer to the conference.

### 6.1 THE PROGRAMME IN GENERAL

| Day #1<br>(Fri/Sat) | Day #2<br>(Sat/Sun)                      | #3<br>(Sun/Mon)             | Day #4<br>(Mon/Tue)                                                                        | Day #5<br>(Tue/Wed)                         | Day #6<br>(Wed/Thu)                         | Day #7<br>(Thu/Fri)                                                                                | Day #8<br>(Fri/Sat) |
|---------------------|------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------|
|                     |                                          |                             | Potential Morning sessions/meetings                                                        | Potential Morning sessions/meetings         | Potential Morning sessions/meetings         | Potential Morning sessions/meetings                                                                |                     |
| Council Meeting     | ACCO Meeting/<br>Administrative meetings | General Assembly            | Opening ceremony (or on #3) /<br>Plenary session<br><br>Plenary session/technical sessions | Plenary Session                             | Plenary session                             | Plenary session                                                                                    | General Assembly    |
|                     | Pre events                               |                             | Exhibition (full day)                                                                      | Exhibition (full day)                       | Exhibition (full day)                       | Exhibition (full day) (might scale down to 3 day exhibition depending on feedback from corporates) |                     |
|                     |                                          |                             | Technical programme; 8-10 parallel sessions                                                | Technical programme; 8-10 parallel sessions | Technical programme; 8-10 parallel sessions | Technical programme; 8-10 parallel sessions<br>President's meeting (can be moved)                  | Farewell reception  |
|                     |                                          | Opening ceremony (Or on #4) | Technical/ social tours                                                                    | Technical/ social tours                     | Technical/ social tours                     | Technical/ social tours                                                                            |                     |
|                     |                                          |                             | Potential late afternoon/early evening                                                     | Commission meetings                         | Potential late afternoon/e                  | Potential late afternoon/e                                                                         |                     |

|                |             |                   |                                     |                                  |                       |                       |  |
|----------------|-------------|-------------------|-------------------------------------|----------------------------------|-----------------------|-----------------------|--|
|                |             |                   | sessions                            |                                  | arly evening sessions | arly evening sessions |  |
| Council Dinner | ACCO Dinner | Welcome reception | Cultural Evening/ Foundation Dinner | Commission Dinners/ Free evening | Gala Dinner*          |                       |  |

The Congress is normally:

- taking place either from Friday to Thursday or Saturday to Friday (may vary considering various factors).
- The first two days are for administrative meetings (Friday for Council meeting (8-10 people) and Saturday for Commission and Network Chairs (approximately 15 - 25 people depending whether it is the first half (about 15) or the second half (about 25) of the Council term).
- Day # 3 and #8 are reserved for General Assembly.
- The technical programme is from day #4-#7 with a plenary session in the morning and parallel sessions during the day – normally 8-10 parallel sessions. Apart from technical sessions there will be special session, seminars, meetings etc. These may start early morning (from 7:00/7:30), and also going into the evening after the last session slot (after 18:00)
- The conference days are expected to start early and should accommodate both early morning meetings and late afternoon/early evening meetings/sessions and end no earlier than 6pm.
- Opening ceremony is scheduled for the Morning of #4, however can also be in the afternoon/evening of #3 in conjunction with the welcome reception.

The social programme includes welcome reception (for all and included in the registration fee) on #3 which can possibly be a reception hosted by the hosting city (included in the registration fee), local cultural evening (FIG Foundation Dinner) #4 and the Gala dinner #6.

There is an accompanying three-day commercial and professional exhibition coinciding with the conference programme.

Programme for previous FIG Working Weeks are available on the web ([www.fig.net/fig2025](http://www.fig.net/fig2025), [www.fig.net/fig2024](http://www.fig.net/fig2024); [www.fig.net/fig2023](http://www.fig.net/fig2023) ) .

## 6.2 ADMINISTRATIVE MEETINGS

Indicative to demonstrate the number and type of facilities and capacities needed.

### 6.2.1 Member Association Conference Office

|               |                                                                |
|---------------|----------------------------------------------------------------|
| Date:         | All days (Day #1 - #8)                                         |
| Venue:        | Event venue                                                    |
| Participants: | LOC                                                            |
| Room layout:  | Working space for three to four staff (meeting table)          |
| Facilities:   | Internet access                                                |
| Refreshments: | Coffee and tea on tap, biscuits, snacks, water and soft drinks |

### 6.2.2 FIG Conference Office

|       |                                                |
|-------|------------------------------------------------|
| Date: | All days (Day #1 - #8) early morning - evening |
|-------|------------------------------------------------|

|               |                                                                |
|---------------|----------------------------------------------------------------|
| Venue:        | Event venue                                                    |
| Participants: | FIG Office                                                     |
| Room layout:  | Working space for three to four staff – meeting table          |
| Facilities:   | Colour printer, internet access, projector, screen, plugs      |
| Refreshments: | Coffee and tea on tap, biscuits, snacks, water and soft drinks |

### 6.2.3 FIG President Meeting room

|               |                                                                                    |
|---------------|------------------------------------------------------------------------------------|
| Date:         | All days (Day #1/#2 - #8) early morning - evening                                  |
| Venue:        | Event venue                                                                        |
| Participants: | FIG President and FIG Director, meetings up to 10-15 pax                           |
| Room layout:  | Working desk for FIG President, boardroom or meeting room for up to 10 -15 people. |
| Facilities:   | LCD Projector, screen, printer, plugs, Internet access,                            |
| Refreshments: | Coffee and tea on tap, biscuits, snacks, water and soft drinks                     |

### 6.2.4 (Commission) meeting rooms – 1 room

|              |                                                                                         |
|--------------|-----------------------------------------------------------------------------------------|
| Date:        | Meeting rooms (Day #3/4 - #7)                                                           |
| Venue:       | Event venue. To be discussed how this can be organized.; normal office room is suitable |
| Room layout: | pax 20-25 people (boardroom style preferred)                                            |
| Facilities:  | LCD Projector, screen, plugs and internet access                                        |

### 6.2.5 Council Meeting – day #1 (can potentially be in Presidents meeting room)

|               |                                                                                            |
|---------------|--------------------------------------------------------------------------------------------|
| Date:         | Full day 9:00-18:00 (Day #1)                                                               |
| Venue:        | Event venue or Main conference hotel/can also be FIG President Meeting room                |
| Participants: | President, Council, FIG Manager and invited guests, up to max 12 pax                       |
| Room layout:  | U shape/board room                                                                         |
| Chair:        | President                                                                                  |
| Contact:      | FIG Director                                                                               |
| Facilities:   | LCD Projector, screen, plugs and Internet                                                  |
| Refreshments: | Coffee and tea on tap, biscuits, water and soft drinks, lunch either in room or restaurant |
| Notes:        | Normally the Council has a joint dinner after the Council meeting                          |

### 6.2.6 ACCO Meeting – day #2 (can potentially be in meeting room or Presidents meeting room)

|               |                                                                                                                              |
|---------------|------------------------------------------------------------------------------------------------------------------------------|
| Date:         | Full day, 9:00-18:00. (Day #2)                                                                                               |
| Venue:        | Event venue or Main conference hotel                                                                                         |
| Participants: | ACCO Meeting: Vice President, Commission chairs and vice chairs, FIG Manager and/or Coordinator, invited guests (pax 20-30). |
| Room layout:  | U shape                                                                                                                      |
| Chair:        | Vice President responsible for ACCO                                                                                          |
| Contact:      | FIG Director                                                                                                                 |
| Facilities:   | LCD Projector, screen, plugs, internet                                                                                       |
| Refreshments: | Coffee and tea on tap, biscuits, water and soft drinks, lunch                                                                |
| Notes:        | ACCO dinner in the evening incl. FIG Council.                                                                                |

### 6.2.7 General Assembly – day #3 and #8

|        |                                               |
|--------|-----------------------------------------------|
| Date:  | Day #3 9:00-16:00/17:00 and day #7 9:00-12:00 |
| Venue: | Event venue or Main conference hotel          |

|               |                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Participants: | Member associations, affiliates, academic members, correspondents, honorary presidents and honorary members, corporate members, observers.                                                                                                                                                                                                                      |
| Room layout:  | Head table for 6 persons (Council + Director)<br>Classroom style arrangement for approximately 250 pax. Display of national flags on a screen (provided by FIG), nameplates of member associations (design provided by FIG), 150-250 chairs for observers in the back of the room, theatre style.                                                               |
| Chair:        | President                                                                                                                                                                                                                                                                                                                                                       |
| Contact:      | FIG Director                                                                                                                                                                                                                                                                                                                                                    |
| Facilities:   | Stage<br>Two Screens, simultaneous projection (flag show on one screen, agenda on main screen – possibility to connect Director lap top for main screen from stage), LCD Projectors, Laptop, wi-fi, microphones (4 for the head table, roaming microphones on the aisles plus supporting personnel), possibility to play FIG fanfare, possibility to show video |
| Refreshments: | Day #3: Water, morning Coffee/tea break, lunch (restricted to GA attendees)<br>Day #8: Morning coffee at 8:30 before start of GA                                                                                                                                                                                                                                |

### 6.2.8 Commission Annual Meetings

|               |                                                                                           |
|---------------|-------------------------------------------------------------------------------------------|
| Date:         | During conference days, 1-2 hours – day/time has varied from year to year                 |
| Venue:        | Event venue. As part of technical programme. Preferably late afternoon/early evening slot |
| Participants: | Commission national delegates (10-50 delegates per commission).                           |
| Room layout:  | Theatre style / round table (the session room set-up)                                     |
| Chair:        | Commission chairs.                                                                        |
| Contact:      | FIG Director                                                                              |
| Facilities:   | LCD Projector, screen, laptop, Internet                                                   |
| Refreshments: | Water for presenters                                                                      |
| Note:         | Need for rooms to be agreed with the FIG office.                                          |

### 6.2.9 FIG President's Meeting

|               |                                                                     |
|---------------|---------------------------------------------------------------------|
| Date:         | Day #7 in the early morning (7:30 – 8:45r) or afternoon – not fixed |
| Venue:        | Event venue or Main conference hotel                                |
| Participants: | Presidents of member associations, about 60-70 people               |
| Room layout:  | Round tables or the like, (capacity for 70-80)                      |
| Chair:        | President                                                           |
| Contact:      | FIG Director                                                        |
| Refreshments: | Water, if morning: to-go coffee/tea                                 |

## 6.3 TECHNICAL PROGRAMME

Indicative to demonstrate the number and type of facilities and capacities needed.

Please note that there might also be a number of pre- or post-events that will need room accommodation.

### 6.3.1 Opening ceremony

|               |                                                                                                          |
|---------------|----------------------------------------------------------------------------------------------------------|
| Date:         | Day #4 morning (can also be Day #3 evening in connection with the Welcome reception), about 1 – 1½ hours |
| Venue:        | Event venue.                                                                                             |
| Participants: | All delegates and accompanying persons (included in the registration fee)                                |
| Room layout:  | Theatre style                                                                                            |

|             |                                                       |
|-------------|-------------------------------------------------------|
| Facilities: | LCD projector, screens, laptop                        |
| Programme:  | Speeches with memorable welcome cultural presentation |

### 6.3.2 Plenary/Keynote Sessions

|               |                                                                           |
|---------------|---------------------------------------------------------------------------|
| Date:         | Day #4, Day #5 and Day #6, 1½ or 2 hours per session in the morning (tbd) |
| Venue:        | Event venue                                                               |
| Participants: | All delegates                                                             |
| Room layout:  | theatre style                                                             |
| Contact:      | FIG Director                                                              |
| Facilities:   | LCD Projector, Screens, laptop, Internet                                  |
| Refreshments: | Water (for head table)                                                    |

### 6.3.3 Technical Sessions

|               |                                                                                             |
|---------------|---------------------------------------------------------------------------------------------|
| Date:         | Day #4, Day #5 and Day #6, 1½ hour long sessions for rest of day after the plenary session. |
| Venue:        | Event venue. Capacity of rooms can vary between 50 and 300 in theatre style                 |
| Participants: | Delegates                                                                                   |
| Contact:      | FIG Director                                                                                |
| Facilities:   | LCD Projector, Screen, laptop, Internet                                                     |
| Room layout:  | Mostly Theater style – to be decided                                                        |

## 6.4 SOCIAL PROGRAMME

Indicative to demonstrate the number and type of facilities and capacities needed.

### 6.4.1 Welcome Reception

The welcome reception will take place on Day #3 late afternoon/evening and is for all delegates and registered accompanying persons (included in the registration fee).

|               |                                                                                                                                                                                                                                        |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date:         | Day #3 evening                                                                                                                                                                                                                         |
| Venue:        | Can be in the event venue (option, prices to be given) or somewhere outside.<br>The Welcome reception can e.g. be hosted by the city (in the city hall or an appropriate place) or there may be other hosts/sponsors (e.g. ministries) |
| Participants: | All delegates and accompanying persons (included in the registration fee)                                                                                                                                                              |
| Room layout:  | Standing cocktail                                                                                                                                                                                                                      |
| Facilities:   | Microphone, backdrop                                                                                                                                                                                                                   |
| Programme:    | Light entertainment, short speeches                                                                                                                                                                                                    |
| Catering:     | Drinks and snacks                                                                                                                                                                                                                      |

### 6.4.2 Cultural Evening /Foundation dinner

Cultural evening and dinner (incorporating local cuisine and cultural performance) takes place in the evening of Day #4. This is also the FIG Foundation Dinner, and currently also “Trimble Dinner” (sponsorship goes directly to FIG Foundation) and there will be short speeches by FIG Foundation President and its principal sponsor. This dinner is normally not included into the registration fee and tickets will be sold. Venue and fee must be agreed before registration opens. Estimated participation is between 40-60% of the registered non-national participants. A donation will be collected from each participant attending the FIG Foundation Dinner/Cultural Evening. This is fixed at a minimum of €10. The dinner should reflect local traditions and is not formal.

### 6.4.3 Conference/Gala dinner

Conference/Gala dinner takes place on the evening of Day #6. It is normal to include some appropriate musical or cultural performance as decided by the host. There may be short speeches. This dinner is normally not included into the registration fee and tickets will be sold. Estimated participation is between 40-50% of the registered non-national participants. National participation is also expected. Venue and fee must be agreed before registration opens.

### 6.4.4 Additional Receptions

If appropriate and offered. E.g. from city.

This support from the city could also be changed to the Welcome Reception that a city will (part) host.

## 6.4 SOCIAL TOURS

Social tours will be offered on Day #2 and #3 and during Day #4, Day #5 and Day #6. There shall be no tours during the opening ceremony and also not during the plenary sessions. If the tour is a day-long affair, then it should be scheduled on the pre-conference days or on Day #8 or later. Most tours should be ½ day and organized in the afternoon. The tours can be organised with a local tour operator, are optional but included in the conference programme. Pre and post tours may also be offered and sold through the conference registration.

## 6.5 TECHNICAL TOURS

The technical tours will normally take place in the afternoons of days #4, #5, #6 and #7.

The technical tours are most often half-day technical visits organised in consultation with FIG Commissions, Networks and Task Forces. To plan these visits, the Local Organising Committee shall liaise with relevant Officers through the FIG administration. It is strongly advised that the Local Organising Committee involve its national delegate for this purpose. In the submission, member associations should indicate possible technical visits.

## 6.6 FOOD AND BEVERAGE

Lunches and coffees are included in the registration fee. Preferably buffet lunch and served in the exhibition area if possible – or close to the exhibition area, teas/coffees must be in the exhibition area.

## 6.7 REGISTRATION AREA

An area for registration is required as of day #2 before the technical programme starts. This area should be located near the FIG Office.

Specific equipment:

- Registration counter
- Chairs behind the registration counter
- Laptops
- Colour printer (connected to the laptops) able to print name badges (thick special perforated paper)
- Internet connection (good and stable)
- Lockable area/room close by to store congress bags/materials

Local helpers/staff are needed in the registration area

FIG registration system is used.

## 6.8 AUDIO-VISUAL REQUIREMENTS

High quality AV equipment needs to be available in all meeting rooms, along with trained technicians fluent in English.

Bidders must also indicate the complete broadband internet capacity of the venue, WiFi-capacity, built-in networks and/or computer systems, and where services are free or chargeable. FIG is committed to provide delegates with a comprehensive free WiFi service in the main conference venue, and ideally in all official venues used for accommodation and social events, so any financial arrangements regarding WiFi should be included in the conference budget. The conference app is internet based and therefore reliable and strong internet connection is needed. Registration system also requires online access.

The basic AV requirements for each meeting room are:

- Sound system and microphones
- LCD projector and screen
- Laptop
- Internet connection
- Remote control and laser pointer
- Technical assistance

A networked speaker presentation system is also a standard requirement.

## 6.9 SIGNAGE

Either electronic or static displays are acceptable but must be of high standard. All signage and displays must include the event logo (in some cases also main conference sponsors/partners). Indoor signage should include clear signs in meeting venue to direct delegates to sessions. FIG will provide welcome slides to be displayed in all session rooms.

## 6.10 SPEAKER'S PREPARATION ROOM/AREA

A room/area for speakers to submit their presentations is required throughout the event. A technician should be present at all times. The technicians shall download all presentations to the central system and upload them in the session room.

Specific requirement:

- Computer (USB Memory Stick or External Portable Hard Drive)
- Internet connection

## 6.11 EXHIBITION

Typically there will be 30 - 50 exhibitors at a Working Week and more at the 4-year Congress. In Congress years the aim will be at least 60-80 exhibitors. In the exhibition area there should be space for coffee breaks. Preferably also a media area.

Either in the exhibition area or in the halls there must be meeting points/sitting areas.

It is desirable that lunch is served in connection with the exhibition – however there must be some space dedicated to sit down for lunch.

General information:

Date: Day #4, Day #5 and Day #6 (maybe also Day #7 tbd.)

|               |                                                                                                                     |
|---------------|---------------------------------------------------------------------------------------------------------------------|
|               | Space for up to 80 standard booths (2x2, 2x3 or 3x3 metres, or other depending on venue).                           |
| Venue:        | Event venue                                                                                                         |
| Participants: | Delegates. Should consider how to accommodate the public to visit                                                   |
| Room layout:  | Exhibition hall and to include space for tea/breaks and preferably lunches during Day #4, Day #5, Day #5 and Day #7 |

### 6.13 LANGUAGE

The official working language of FIG is English. The local organiser is allowed to provide interpretation between English and the local language normally for the opening and plenary sessions only. Costs for the interpretation can be included in the overall budget that will be agreed upon. The decision of interpretation depends on whether the budget allows for this extra cost.

According to the FIG working norms a member association is allowed to bring their own interpretation, if they cover the additional costs. However, the venue is expected to provide technical facilities for this purpose. No member association has used this option during the past years.

At the General Assembly and official meetings, the working language is English.

### FOR FURTHER INFORMATION

Please contact Director Louise Friis-Hansen should you need clarification on any point in this bid manual:

International Federation of Surveyors  
 Kalvebod Brygge 31-33, DK-1780  
 Copenhagen V  
 Denmark  
 Attn.: Ms Louise Friis-Hansen  
 Email: [louise.friis-hansen@fig.net](mailto:louise.friis-hansen@fig.net)  
 Tel/whatsapp +45 9391 0810

## APPENDIX A – BUDGET TEMPLATE

Please contact Louise Friis-Hansen for the budget template in excel. A preliminary and overall budget is needed.

### BUDGET FOR FIG CONGRESS 2030 - VERSION OF 20xx\_xx\_xx

Not all areas of expenditure or income may be relevant.

#### Presumptions

Time:  
Conference days: to be decided  
Venue: to be decided  
Price Level:  
Language: English

#### EXPENDITURE

|                                         | <u>Total EUR</u> | <u>Comments</u> |
|-----------------------------------------|------------------|-----------------|
| <b>1. MARKETING/PROMOTION/PUBLICITY</b> |                  |                 |
| TOTAL                                   | 3,000            |                 |
| <b>2. VENUE</b>                         |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>3 TECHNICAL SUPPORT</b>              |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>4 CATERING</b>                       |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>5 EXHIBITION</b>                     |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>6 STAFFING</b>                       |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>7 PARTICIPANT'S KIT</b>              |                  |                 |
| TOTAL                                   | 0.00 2,500       |                 |
| <b>8 DECORATIONS</b>                    |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>9 OPENING CEREMONY</b>               |                  |                 |
| TOTAL                                   | 0.00 0           |                 |
| <b>10 HOSTED WELCOME RECEPTION</b>      |                  |                 |
| TOTAL                                   | 0.00 0           |                 |

|                                                       |      |              |
|-------------------------------------------------------|------|--------------|
| <b>11 SOCIAL EVENTS - NETWORK-<br/>ING</b>            |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>12 TECHNICAL TOURS TOURS</b>                       |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>13 ACCOMPANYING PERSONS<br/>PACKAGE</b>            |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>14 SITE VISITS - TRAVELS - ACCOM-<br/>MODATION</b> |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>15 CONFERENCE MANAGEMENT</b>                       |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>16 FIG FOUNDATION FEE</b>                          |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>17 VARIOUS</b>                                     |      |              |
| TOTAL                                                 | 0.00 | 0            |
| <b>TOTAL EXPENDITURE</b>                              |      | <b>5,500</b> |

|                                                          |      |               |
|----------------------------------------------------------|------|---------------|
| <b>INCOME</b>                                            |      |               |
| 10 € is included in the fees as FIG Foundation Royalties |      |               |
| <b>PARTICIPANTS</b>                                      |      |               |
| TOTAL                                                    | 0.00 | 0             |
| <b>SPONSOR/EXHIBITION INCOME</b>                         |      |               |
| TOTAL                                                    | 0.00 | 0             |
| <b>SOCIAL EVENTS</b>                                     |      |               |
| TOTAL                                                    | 0.00 | 0             |
| <b>TOTAL INCOME</b>                                      |      | <b>0</b>      |
| <b>SUMMARY</b>                                           |      |               |
| Total income                                             |      | 0             |
| Total expenditure                                        |      | 5,500         |
| <b>RESULT</b>                                            |      | <b>-5,500</b> |

## Appendix B – Summary sheet

Summary of the bid – FIG Congress 2030

by: *Association, City, Country*

Please fill in the **main messages / brief summary** from your bid into this summary sheet for an overview

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | CITY, COUNTRY<br>Association (s) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>1. Rotation of the conference -</b><br>Continent<br>Previous and planned FIG conferences in same region:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
| <b>Congresses:</b> 2026: Africa (South Africa), 2022: Europe (Poland – moved from South Africa), 2018: Euroasia (Turkey); 2014: Asia and the Pacific (Malaysia); 2010: Asia and the Pacific (Australia); 2006: Europe (Germany), 2002: North America (USA); 1998: Europe (United Kingdom); 1994: Asia and the Pacific (Australia)<br><b>Working Weeks:</b> 2029 Americas (Canada), 2028 Europe (Paris), 2027 Europe (Norway), 2025 Asia/Pacific (Australia); 2024 Africa (Ghana); 2023 America (USA); 2021 (online); 2020 (cancelled); 2019: Asia (Vietnam) 2017: Europe (Finland) 2016: Asia and the Pacific (New Zealand); 2015: Europe (Bulgaria); 2013: Africa (Nigeria); 2012: Europe (Italy); 2011: Africa/Arab countries (Morocco); 2009: Asia/Middle East (Israel); 2008: Europe (Sweden); 2007: Asia (Hong Kong SAR, China); 2005 Africa/Arab countries (Egypt); 2004: Europe (Greece); 2003: Europe (France); 2001: Asia (Republic of Korea); 2000. Europe: Czech Republic. |                                  |
| <b>2. Country</b><br><br>hosting of earlier FIG events and general experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
| <b>3. Member association</b><br><br>Activeness in FIG<br>Commitment to FIG and to FIG events<br>Execution ability                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
| <b>4. Supporting organisations</b><br><br>Local support to the event<br>Governmental support<br>Financial support<br>General support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                  |
| <b>5. Host city</b><br><br>Short info on why the host city is attractive to the event and its commitment to this event, price level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |
| <b>6. Venue</b><br><br>Price/affordability<br>Location of venue<br>Internet availability<br>Suitability of rooms, size of venue, structure and layout of the venue<br>Requirments:<br><b>Min 8-10 session rooms plus 4-5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |

| Criteria                                                                                                                                                                                                           | CITY, COUNTRY<br>Association (s) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>meeting rooms. Conference hall to accommodate 1000-1500</b><br>Catering<br>Value for money<br>Hotels nearby<br>Facilities for exhibition                                                                        |                                  |
| <b>7. Accessibility</b><br><br>Flight connectivity<br>Security<br>Visa issues<br>Air fare to destination                                                                                                           |                                  |
| <b>8. Safety and security</b><br><br>Political stability<br>Airport safety<br>City safety – is it safe to move around?<br>Political stability in country<br>E.g. statistics                                        |                                  |
| <b>9. Proposed dates</b><br><br>Must meet FIG requirements<br>Following FIG statutes<br>Practical dates with no conflict with holidays around the world<br>Availability of venue<br>Other conferences at same time |                                  |
| <b>10. Technical programme</b><br><br>Coverage of all FIG Commissions,<br>Potential partners<br>Special ideas                                                                                                      |                                  |
| <b>11. Technical tours</b><br><br>Coverage of all FIG Commissions<br>Ideas proposed                                                                                                                                |                                  |
| <b>12. Social programme</b><br><br>Proposals for networking events,<br>dinners, tours etc                                                                                                                          |                                  |
| <b>13. Attendance</b><br><br>Expectation of international, regional<br>and local attendance                                                                                                                        |                                  |
| <b>14. Accommodation</b>                                                                                                                                                                                           |                                  |

| Criteria                                                                                                                                                                  | CITY, COUNTRY<br>Association (s) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Hotel costs<br>Value for money<br>Variation in hotel offers<br>Closeness to proposed venue<br>Transportation to venue                                                     |                                  |
| <b>15. Finances</b><br><br>Estimate of surplus and financial risks<br>Proposed fees and number of attendees                                                               |                                  |
| <b>16. Sponsorship</b><br><br>Estimate sponsorship and exhibition income<br>Local sponsor offerings<br>Sponsor interest to conference                                     |                                  |
| <b>17. Why host</b><br><br>Reason for hosting                                                                                                                             |                                  |
| <b>18. Objectives and outcomes</b><br><br>Why should the conference be held at destination<br>Difference to other destinations<br>Short term outcome<br>Long term outcome |                                  |
| <b>19. Suggested theme</b><br><br>Thought of possible theme that fits to local/regional situation                                                                         |                                  |
| <b>20. Events organized in the past three years</b><br><br>How experienced is the host in organising events                                                               |                                  |
| <b>21. Major events planned in the proposed city in 230</b><br><br>Many events might affect the price level                                                               |                                  |
| <b>22. Initiatives for</b>                                                                                                                                                |                                  |

| Criteria                                                                                                                                                                                                        | CITY, COUNTRY<br>Association (s)       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>sustainable conference environment</b><br><br>Is host city paying attention to environmental issues<br>Is venue paying attention to environmental issues<br>Is host paying attention to environmental issues |                                        |
| <b>23. New initiatives or activities</b><br><br>Originality – but within the overall FIG concept                                                                                                                |                                        |
| <b>24. What legacy to leave locally from the Working week</b><br><br>With host<br>Hosting city<br>For the surveying community                                                                                   |                                        |
| <b>EVALUATION</b>                                                                                                                                                                                               | <i>To be filled out by FIG Council</i> |
| Issues supporting destination                                                                                                                                                                                   |                                        |
| Issues against destination –<br>Observations to be raised                                                                                                                                                       |                                        |