



# **Bid Manual**

---

## **ICCA Sector Destination Marketing European Client/Supplier Business Workshop**

**June 2018**

*Revised edition April 2016*

## CONTENTS

<b>PART 1: INTRODUCTION</b>	<i>Page</i>
1. History	3
2. Previous Events	3
3. Future Events	3
4. Rotation Policy	4
5. Date and Duration	4
6. Timing	4
7. Format of the Event	4
<b>PART 2: BID REQUIREMENTS</b>	
8. Guidelines for Bids	5
9. Hotel Accommodation	5
10. Registration Fee	5
11. Room Requirements	5
12. How to Bid	6
13. Deadline for Bids	6
14. Final Decision	6
15. Time Path	6
<b>PART 3: ORGANISATION OF THE WORKSHOP</b>	
16. Registration Fee	7
17. Cancellation Fee	7
18. Invitation	7
19. Registration	7
20. Final Programme	8
21. Workbooks	8
22. Name Badges	8
23. Table Signs	8
24. Transfers	8
25. Room Checks	9
26. Welcome Packages	9
27. Workshop	9
28. Networking Programme	10
29. Accompanying Persons Policy	10
30. Budget	10
31. Insurance/Liability	10
32. Best Practices	10
<b>FOR FURTHER INFORMATION</b>	11
<b>APPENDIX I: SAMPLE PROGRAMME</b>	12
<b>APPENDIX II: SAMPLE FLOOR PLAN</b>	13
<b>APPENDIX III: TIMEPATH</b>	14
<b>APPENDIX IV: SAMPLE BUDGET</b>	15
<b>APPENDIX V: FORM FOR ARRIVAL &amp; DEPARTURE TIMES</b>	17

## PART 1: INTRODUCTION

### 1. History

Since 1990 the Client/Supplier Business Workshops have been held once a year for Sector Destination Marketing members. The Workshops last approximately 2-3 days and have a maximum limit of 15 members and clients and a minimum of 10 members and clients, so in total there are between 20-30 participants attending the workshop.

The workshop rotates between one workshop for International conferences followed by one workshop for European conferences. The International Workshop is for decision makers/influencers of International conferences that rotate world-wide and the European Workshop is for decision makers/influencers of European conferences which only rotates within Europe, and between at least 3 European countries.

In November 2012 the first small workshop was introduced to accommodate an interest from ICCA members from mainly smaller destinations who historically have had difficulties in qualifying for the traditional workshops. The small workshop will take place on a biennial basis and has a separate bid manual.

As the workshop has strict criteria for the invited clients who accompany the participating members, the event offers the destination not only the opportunity to showcase itself to its fellow colleagues within the meetings industry, but also to senior decision makers of International/European conferences.

### 2. Previous Events

No.	Date	Type of Workshop	Host	Reg. fee
1	1990 September 20-22	1st	Barcelona, Spain	
2	1991 May 10-12	2nd	Oslo, Norway	NOK 4,650
3	1992 August 27-29		Monte Carlo, Monaco	
4	1993 September 2-4		Copenhagen, Denmark	1520 Nlg
5	1994 October 13-16		Kuala Lumpur, Malaysia	958 Nlg
6	1995 July 6-8		Budapest, Hungary	1077 Nlg
7	1996 September 5-7		Helsinki, Finland	1070 Nlg
8	1997 13-15 November	International	Nice, France	US\$ 620
9	1998 September 24-26	International	Glasgow, U.K.	£450
10	1999 7-9 October	International	Vancouver, Canada	CAD 1450
11	2000 June 15-18	International	Barcelona, Spain	PTA 150.000
12	2001 June 21-24	European	Oslo, Norway	US\$ 860
13	2002 June 13-16	International	Rovinj, Croatia	US\$ 960
14	2003 July 10-13	European	Florence, Italy	Euro 1,140
15	2004 June 18-20 (2 nights hotel)	International	Geneva, Switzerland	Euro 750
16	2005 June 16-19	European	Madrid, Spain	Euro 1,100
17	2006 June 15-17	International	Istanbul, Turkey	Euro 1250
18	2007 June 14-16 (2 nights hotel)	European	Lisbon, Portugal	Euro 850
19	2008 June 5-7 (3 night hotel)	International	Toronto, Canada	Euro 850
20	2009 June 26-27 (2 nights hotel)	European	Stockholm, Sweden	Euro 750
21	2010 June 10-12 (2 nights hotel)	European	Edinburgh, U.K.	Euro 1,100
22	2011 June 30 – 2 July (2 nights)	International	Funchal, Madeira, Portugal	Euro 1,000
23	2012 June 28-30 (2 nights)	European	Dublin, Ireland	Euro 920
24	2013 June 27-29 (2 nights)	European	Vienna, Austria	Euro 1030
25	2014 June 26-28 (2 nights)	International	Berlin, Germany	Euro 990
26	2015 June 25-27 (2 nights)	European	Rotterdam, Netherlands	Euro 800

### 3. Future Events

27	2016 June 30-July 2 (2 nights)	European	Valencia, Spain	Euro 950
28	2017 June 15-17 (2 nights)	International	Brussels, Belgium	Euro 800

#### **4. Rotation Policy**

Bidding for the workshop is open to all countries. A destination in a country which has not hosted a workshop before has priority over any previous destinations. The Sector Destination Marketing member bidding to host the European Workshop must have attended a previous workshop within the last five years at the time of bidding and be in good financial standing with ICCA. (Please refer to the excel document which lists bureaux who are eligible to bid).

#### **5. Date and Duration**

The workshop generally takes place in June/July although it is not obligatory. The workshop programme commences usually on Thursday afternoon and finishes on Saturday morning. The host may also include an Educational Seminar on the Saturday for all participants if they so wish.

#### **6. Timing**

When suggesting dates for the workshop, care should be taken not to clash with:

- Major public holidays/school holidays e.g. summer holidays
- Major industry events e.g. ICCA Research, Sales & Marketing Programme and other ICCA or industry events. Please check the [events section of the ICCA website](#).

#### **7. Format of the Event**

Thursday afternoon – optional city tour

Thursday evening – Start of the Workshop Programme (Networking Evening)

Clients Introduction

Networking Reception

Networking Dinner

Friday

Workshop

Optional Tour of City/destination

Dinner

Saturday

Clients Forum + debriefing

Members Forum + debriefing

Optional Educational Seminar

Optional guided city tour or walk

Departure/sightseeing

## **PART 2: BID REQUIREMENTS**

### **8. Guidelines for Bids**

Any Sector Destination Marketing member in good financial standing with ICCA is entitled to bid to host the ICCA Sector Destination Marketing Client/Supplier Business Workshop. The Sector Destination Marketing member bidding to host the European Workshop must have attended a previous workshop within the last five years at the time of bidding. (Please refer to the excel document which lists bureaux who are eligible to bid).

If a Sector Destination Marketing member has won the bid to host a Workshop and the representative subsequently leaves the member, ICCA has the right to move the destination of the Workshop.

Any Sector Destination Marketing member bidding to host a workshop must ensure that no other similar networking events are held 6 months before or 6 months after the workshop takes place in their destination.

The destination has to have easy accessibility to ensure that travel for both members and clients are facilitated. If there is no easy accessibility, transport should be provided by the hosts from the nearest international airport.

### **9. Hotel Accommodation**

All participants should be accommodated in one hotel. This ideally should be an ICCA member. The host should negotiate special rates for hotel accommodation for the participant's use, 2 days before and 2 days after the workshop. The hotel should also make sure that all members and especially the clients are accommodated in the best rooms and are given VIP treatment by the hotel. Free WIFI should be provided by the hotel for all participants.

### **10. Registration fee**

The participation costs of one ICCA representative including airfare should be included in the overall budget (see sample budget Appendix IV). The flight for the ICCA representative should be a direct flight if possible.

The registration fee should be in euros (inclusive taxes if applicable) and kept in line with previous Workshops. The registration fee is to be paid by the participating member and should include accommodation **for both member and client** a minimum of two single rooms for two nights (including breakfast) at the hotel, all transfers (including transfers from the airport to hotel and from the hotel to the airport in the hosting destination) all meals and networking opportunities as indicated in the preliminary programme (see sample budget Appendix IV).

It is usual for the host to absorb some of the costs of the workshop due to the exposure gained from acting as host. Sponsorship of any elements of the programme by third parties should be mentioned in the bid. Sponsors are not eligible to participate in the workshop programme, business or social events and can not meet with the clients.

It is the responsibility of the host to invoice the participating members.

### **11. Room Requirements**

#### **Thursday, Day 1 - Clients Introduction to ICCA**

1 Room required boardroom style for 16 pax, close to where the networking reception is being held in the hotel. Water should be available in the room.

### **Friday, Day 2 – Workshop**

1 large room required laid out as the sample floor plan (see appendix II). The room must be set out in a hollow square format of  $\pm$  two metre long tables; each separated by a gap of  $\pm$  three metres. There must be one table for each participating member plus one table for a representative of ICCA (see sample floor plan appendix II) and one table for clients to leave some of the promotional material that they receive during the Workshop. Two internet terminals should also be in the room for participants to go online or look up information and free WI-FI should be available throughout the whole Workshop room.

Tables should be numbered and set out in the same order as the Participants List. Each table will be identified using a table sign (including ICCA logo). Members from the same country should not be located next to one another. Electrical outlets for computers/laptops should be supplied for each table where the members are seated. If possible, the room should have natural daylight and easy access to a separate room or outside. Tea and coffee and refreshments should be available in the workshop room continuously and toilets should be located nearby the workshop room if possible.

### **Saturday, Day 3 – Forums & De-briefing Sessions**

2 rooms for 16 pax are required preferably in boardroom style. Water should be provided and free WI-FI.

## **12. How to bid**

A written application for hosting a workshop should be sent electronically to ICCA Head Office upon ICCA Head Office calling for bids. The bid should be in electronic format and should include the following information:

- Which Workshop they want to host (European Workshop in 2018)
- Proposed dates
- Proposed venue
- Proposed hotel
- Registration fee (Inclusive VAT/taxes if applicable) and **all costs for both member and client**
- Preliminary programme including networking programme (based on the sample programme included in this Bid Manual, see Appendix I)
- CSR Policy (how they will make the Workshops as 'green' as possible)
- Floor plan, photos and names of rooms where the Workshop, Clients Introduction, Debriefing Sessions and Clients Forum will be held.
- Information on the accessibility of the destination

Bids will only be accepted from ICCA destination marketing members in good financial standing with ICCA and who have attended a Workshop within the last five years at the time of bidding. Please refer to the excel document which lists those bureaux who have attended a workshop within the last 5 years, who are eligible to bid. Bids may be rejected if they do not comply with the above requirements.

## **13. Deadline for Bids**

One electronic copy of the bid must reach ICCA Head Office by **24 May 2016**.

## **14. Final Decision**

A decision will be made by ICCA Head Office and the Chairpersons of the sector, and the destination will be announced to the sector members.

The decision is final and there is no appeal process.

## **15. Time Path**

24 May 2016	Fully completed bids to be received at ICCA Head Office
21 June 2016	Selection of hosting Destination Marketing member by ICCA and Chairpersons of the Sector
After 22 June 2016	Announcement of hosting Destination Marketing member for 2018 European workshop

## **PART 3: ORGANISATION OF THE WORKSHOP**

### **16. Registration Fee**

The host is responsible for invoicing and collecting the registration fees from the participating members.

### **17. Cancellation Fee**

It is advisable that the host has a cancellation policy, see sample below: The host and ICCA Head Office must be notified in writing of any cancellations. The following fees will apply:

- 1 month prior to the workshop - 75% of registration fee;
- 2 weeks prior to workshop - 50% of registration fee;
- 1 week prior to workshop - no refund.

In the event that the Workshop has to be postponed or cancelled, ICCA can not accept liability for the costs incurred but will work together with the host to try to minimize the cancellation costs for all concerned.

### **18. Invitation**

An initial mailing to ICCA Sector Destination Marketing members should be sent out at least 5 months prior to the workshop and will include the following details:

- Date and venue
- Preliminary Programme
- Guidelines for the Workshop
- Registration form including registration fee, payment arrangements, name of hotel and cancellation policy
- Client Profile
- Bureau Profile
- Exclusion List of conferences participating in the European/International workshops within the last 3 years.

This mailing is the responsibility of ICCA Head Office.

### **19. Registration**

Before members and clients are registered for the workshop, they must send their completed registration form, Client Profile form and the Bureau Profile form to ICCA Head Office for approval. ICCA Head Office will check to see if the client meets with the criteria for the Workshop and will ensure that the member concerned will be informed immediately if they are accepted to minimise the period of uncertainty for themselves and their client. If the member and client is suitable ICCA Head office will send the member a registration confirmation by email with an accommodation form for dietary requirements and their arrival/departure times (see Appendix V). ICCA Head Office will also send the accompanying client a registration confirmation email and copy the host of the workshop into all the registration confirmation emails.

The registration deadline will be set one month prior to the workshop but to retain flexibility if the maximum of 15 participants has not been reached, the host should be willing to accept participants up to the last moment.

When the registration deadline has been reached, ICCA Head Office will send the host a list of all approved participating members and clients and the host is responsible for sending the invoices for the registration fee to the participating members.

The host is responsible for sending all the participants tourist information and a hotel brochure.

## 20. Final Programme

The host should send the Final Programme to ICCA Head Office for approval three weeks before the Workshop takes place. No changes should be made to the Final Programme after it has been approved by ICCA Head Office unless absolutely necessary. The Final Programme should include the room numbers/names for each session, the dress code and the name and address of the hotel, restaurants and any key venues that participants will visit in the programme, especially the venues for the first evening and it should have the ICCA logo on it.

The host should also give the name, address and contact details including mobile number of a representative from the host for participants to contact if there are any unexpected delays or problems while travelling to the hosting destination.

## 21. Workbooks

ICCA Head Office is responsible for preparing the electronic Workbook for the participants which should include the following:

- Final Programme
- Contact details (hosting member and ICCA Head Office representative)
- Participants List
- Layout of the Workshop Room
- Order of Discussions during the Workshop
- Bureau profiles
- Client Profiles

It is the responsibility of ICCA Head Office to email the Workbook to each participant at least two weeks prior to the Workshop. It is the participant's responsibility to bring this information to the Workshop with them.

It is the responsibility of ICCA Head Office to send a copy of the table layout for the Workshop room to the host (which should be in the same order as the Participants List: in alphabetical order however members from the same country should not be located next to one another). The layout should take into consideration that clients should move in a clockwise direction for each session.

## 22. Name Badges

The host should prepare name badges. The bottom of the name badge should be colour coded with a stripe. Clients should be blue and members green if possible. They should have the ICCA logo and the name of the event, dates and location. The name of the participants should be in black bold text, Verdana 14/16 (or similar font) and the name of the company and country in black Verdana font 11 (not bold). The most important thing is that the name of the participants should be easy to read. Please see sample.

## 23. Table Signs

The host should prepare the table signs which should have the ICCA logo and the name of the company and country as given on the participants list and the tables should be set out in the same order as the participants list.



## 24. Transfers

The host should ensure that the transfers are provided to all participants including the ICCA representative from the airport to the official hotel; to/from all networking functions and to the airport for departures. The person meeting the participants at the airport should have a sign with the ICCA logo, the name of the Workshop and the name of the participant.



## **25. Room Checks**

The host should meet with the ICCA representative on the Thursday (first day of the Workshop) to check the rooms and badges etc. and to discuss last minute details for the Workshop.

## **26. Welcome Package**

Each participant at the workshop (Destination Marketing member and client) including ICCA representative should receive on arrival, a welcome pack containing:

- Welcome letter from the host
- Name badge
- Information on the destination, for example a map of the area

Hosts may also include other material such as a gift or a city pass for free travel etc. but it is not obligatory. The information given in the welcome packages should not be too heavy and should either be placed in the participant's hotel rooms for when they arrive or be handed to them on arrival at the hotel. Alternatively a welcome desk in the hotel can be set up and the welcome package handed to them when they arrive at the hotel, see 'Best Practices'.

## **27. Workshop**

The room where the workshop takes place must be set out in a hollow square format of +/- two metre long tables; each separated by a gap of three metres. There must be one table for each participating member plus one table for a representative of ICCA (see sample floor plan Appendix II) and one table for clients to leave some of the promotional material that they receive during the Workshop. Two internet terminals should also be in the room for participants to go online or look up information and complimentary WI-FI should be available in all Workshop rooms.

At the commencement of the workshop the members should be seated on the outside of the table layout, sitting opposite their client for the first discussion of 5 minutes. After the five minutes is over, on a signal (bell, buzzer etc.), the clients all move to the next table in a clockwise direction and commence the next discussion which lasts for 15-18 minutes (depending on the number of participants).

The first discussion with the member and the client who they invited will last for 5 minutes and then each discussion period after that will be approximately 15-18 minutes. An interval of approximately two minutes between each session should take place for taking notes.

Coffee and mineral water should be available continuously throughout the workshop. A 60-minute lunch break should be scheduled around noon and small 20 minute coffee breaks should also be given after every four discussion sessions.

If at any time a client is not participating in the workshop (e.g. arrives late, leaves early) the member who invited him/her is suspended from participation for the time of absence of their client. However it is not advisable for members and clients to arrive late or leave early. Immediately following the workshop, a group photograph should be taken to assist in ICCA's PR efforts. Photos should be taken unobtrusively during the workshop sessions and may also be taken during the networking events.

The workshop must be heavily branded as an ICCA event. Correspondence, badges, signs, registration forms etc. should all carry the ICCA logo. All signage and displays should include the ICCA logo. The name of each session should be placed outside the meeting room.

The host member is responsible for the success of the workshop and must provide sufficient resources (human, financial, time) to ensure that it is efficiently organised. If the Workshop is running late, the host should make every effort to get the programme back on schedule however this should not be at the detriment of the Workshop discussions.

## **28. Networking Programme**

The networking events are very important aspects of the Workshop where networking between members and clients can take place. There should be no seating plans during sit down meals unless protocol dictates this. Different coloured napkins for clients and members should be placed on the tables, clients blue and members green if possible so that participants can be seated at the table: member then client. This avoids all the clients sitting next to each other.

If music is played during the meals it should not be too loud to enable the participants to talk.

## **29. Accompanying Persons Policy**

There is no Accompanying persons programme and accompanying persons are not allowed to attend any part of the programme: the Workshop or any networking events.

## **30. Budget**

A sample budget for an ICCA Workshop can be found in Appendix IV as a guideline to assist the potential host. It is based on a past Workshop. The budget lists the main items from the bid manual needed to be included to establish the registration fee, this sample budget is a guideline only.

Participating members are responsible for their own and their client's travel arrangements to the host destination.

## **31. Liability/Insurance**

The host must ensure that they have insurance cover for the Workshop.

## **32. Best Practices**

It is recommended for the host to make a Transfer List for all the departures of the participants and should be handed out to the participants at the Workshop so that they can see clearly what time they will be picked up and by whom.

For those participants who have early morning departures it is advised to arrange packed lunch or room service for breakfast.

It is recommended to have a welcome desk at the hotel to welcome the guests on arrival and give them their Welcome package.

When planning the programme it is recommended to request all participants to meet 15 minutes before departing for the transfer in case some participants arrive late at the meeting point in order to keep the programme on schedule.

## **FOR FURTHER INFORMATION**

Please contact ICCA Head Office should you need additional explanation on any point in this bid manual:

Claire Jackson  
Manager Membership-Association Relations  
ICCA, The International Congress & Convention Association  
Toren A  
De Entree 57  
1101 BH Amsterdam  
The Netherlands

Phone: +31 20 398 1905

Email: [claire.j@iccaworld.org](mailto:claire.j@iccaworld.org)

## APPENDIX I – SAMPLE PROGRAMME

### Sample Programme

#### Day 1: (Thursday)

Participants arrive throughout the day at airport.  
Welcome of delegates by host and transfer to hotel.  
Check in with the hotel.  
Afternoon at leisure.

Host can consider starting the programme with a guided tour

- 18.00 – 18.30 Client introduction to ICCA (in a room close by to the Networking reception)
- 18.30 - 19.30 Start of the Workshop Programme: Networking Evening  
Networking Reception (preferably at the hotel where the participants are staying so that if participants are delayed, they can still attend).
- 19.30 - 22.30 Networking Dinner (opportunity for host to say a few introductory words about the host city). The dinner should be arranged in a way to encourage as much networking amongst the participants as possible, for example a buffet dinner.

#### Day 2: (Friday)

Breakfast in hotel (in a separate area for workshop participants)

- 08.30 – 09.00 Members set up workshop tables
- 08.30 – 09.00 Clients are given a short presentation on the hosting destination by the host (Clients must be ready at 09.00 hours sharp to commence the workshop).
- 09.00 - 15.30 Workshop including regular 20 minute coffee breaks & 60 minute buffet lunch break.
- 15.30 - 16.00 Group photograph / tour of ICCA member hotel/venue
- 16.30 – 19.30 Free time
- 19.30 - 22.30 Dinner & entertainment

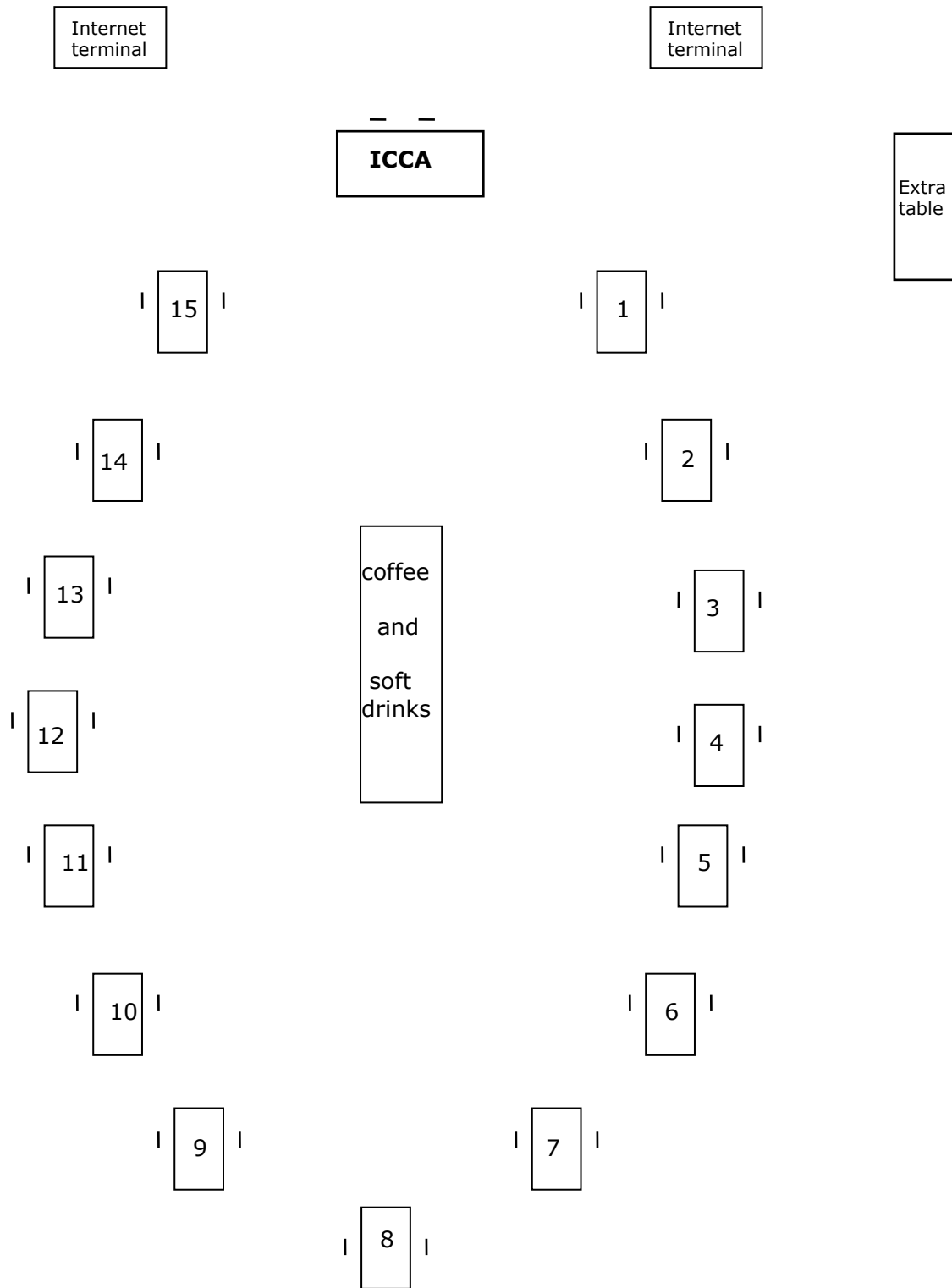
#### Day 3: (Saturday)

Breakfast in hotel (in a separate area for workshop participants)

- 09.30 - 11.00 Clients Forum + debriefing  
Members Forum + debriefing
- 11.00 - 11.30 Coffee/tea break
- 11.30 Departure/sightseeing  
(Optional: guided city tour or walk)  
Transfers to airport/railway station etc.

\* Optional Educational Seminar

**APPENDIX II – SAMPLE FLOOR PLAN**



Length of tables = 2 metres  
 Distance between tables = 3 metres

Tables should be laid out in the same order as the Participants List in a clockwise direction. Two internet terminals should also be in the room for participants to go online or look up information and complimentary WI-FI should be available in all Workshop rooms. An extra table should be in the room for clients to leave any bags or gifts they receive during the workshop. Tea/coffee and refreshments should be available throughout the whole workshop. The workshop room should be locked or guarded during lunch so that participants can leave their laptops/valuables in the room.

## APPENDIX III – TIMEPATH

<b>9 MONTHS BEFORE THE WORKSHOP</b>	Host	To make a presentation at Sector meeting at Congress
<b>6 MONTHS BEFORE THE WORKSHOP</b>	Host	Send the following to ICCA Head Office: - Cancellation policy - Payment details & bank account number - Name & address of the hotel (one hotel only) - The cost of extra nights at the proposed hotel - Photographs of destination (by email in High resolution)
	ICCA	Prepare the invitation and publish on the ICCA website.
<b>5-2 MONTHS BEFORE THE WORKSHOP</b>		
	Host	To find a suitable client to invite to the Workshop
	ICCA	Promote Workshop
	ICCA	Process registrations - assess clients and email members & clients confirmations copying host in
	ICCA	Update website with a list of the registered members
	Host	Arrange flight/transport for ICCA representative (host picks up the cost)
	ICCA	Send clients information on ICCA & format of the Workshop, programme & participants list
<b>1 MONTH BEFORE WORKSHOP</b>		
		<b>Deadline for registrations (unless the Workshop is not full)</b>
	ICCA	Send host excel documents with the contact details of the registered members who need invoicing
	ICCA	Send registered members & clients a copy of the participants list to check their details and make corrections if necessary and to send a photo
	Host	Invoice registered members & send tourist information & hotel brochure
	Host	Send clients tourist information & a hotel brochure
	Host	Send Final Programme to ICCA Head Office for approval & important contact numbers for inclusion in the Workbooks
<b>2 WEEKS BEFORE WORKSHOP</b>		
	ICCA	Email Workbook to registered clients (Final programme, contact details, participants list, layout of the workshop room, order of discussions during the Workshop, bureaux profiles and client profiles).
	ICCA	Email Workbook to registered members (Final programme, contact details, participants list, layout of the workshop room, order of discussions during the Workshop, bureaux profiles and client profiles).
<b>1 WEEK BEFORE THE WORKSHOP</b>	ICCA	Send table layout of Workshop room to host
	Host	Prepare name badges, table signs & welcome packs with ICCA logo on
	Host	Arrange transfers to hotel for all participants including ICCA representative
<b>FIRST DAY OF THE WORKSHOP</b>	Host	Finalise rooming lists
	Host	Prepare Workshop rooms
	ICCA	ICCA representative to meet with host & check room set-up and other aspects of workshop
		<b>ICCA Sector Destination Marketing European Client/Supplier Business Workshop</b>
	ICCA	Send thank you emails and questionnaires and upload photos onto ICCA World Facebook

**APPENDIX IV – SAMPLE BUDGET**

**Sample Template Budget**

**BUDGET based on 30 or 20 participants (Half members + Half clients)**

Description	No. Days	EURO €			
		Unit cost	Total per pers.	TOT. (30 PAX)	TOT. (20 PAX)
<b>MEETING ROOMS</b>					
Meeting Rooms	0	0.00	0.00	0.00	0.00
A/V equipment	0	0.00	0.00	0.00	0.00
<b>Total Meeting Rooms</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>INSURANCE/LIABILITY</b>					
	0	0.00	0.00	0.00	0.00
<b>Total Insurance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>PRINTING &amp; ADDITIONAL EXPENSES</b>					
Signage	0	0.00	0.00	0.00	0.00
Photographer	0	0.00	0.00	0.00	0.00
Welcome packs/gifts	0	0.00	0.00	0.00	0.00
	0	0.00	0.00	0.00	0.00
<b>Total Printing &amp; Additional expenses</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>HOTEL</b>					
Name of Hotel, 2 or 3 nights (€ XXX x 2 or 3), including breakfast	2 or 3	0.00	0.00	0.00	0.00
<b>Total Hotel</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CATERING</b>					
Networking reception - Thursday evening	1	0.00	0.00	0.00	0.00
Networking Dinner (food & drinks) - Thursday evening	1	0.00	0.00	0.00	0.00
Lunch (food & drinks) – Friday	1	0.00	0.00	0.00	0.00
Dinner - Friday	1	0.00	0.00	0.00	0.00
Coffee breaks – Friday & Saturday morning	2	0.00	0.00	0.00	0.00
<b>Total Catering</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NETWORKING PROGRAMME</b>					
Entertainment on Thursday (optional)	1	0.00	0.00	0.00	0.00
Guided tour of host city (optional)	1	0.00	0.00	0.00	0.00
Entertainment on Friday (optional)	1	0.00	0.00	0.00	0.00
<b>Total Networking Programme</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TRANSFERS</b>					
Transfers from Airport		0.00	0.00	0.00	0.00
Transfers to Airport		0.00	0.00	0.00	0.00
Hire of Coach for transfers during Workshop		0.00	0.00	0.00	0.00
<b>Total Transfers</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>ICCA REPRESENTATIVE</b>					
Flight for ICCA representative		0.00	0.00	0.00	0.00
Meals for ICCA Representative		0.00	0.00	0.00	0.00
Hotel Room for ICCA Representative (2 or 3 nights)	2 or 3	0.00	0.00	0.00	0.00
<b>Total Cost of ICCA Representative</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>SUMMARY</b>					
Meeting rooms		0.00	0.00	0.00	
Insurance/Liability					
Printing & Additional expenses		0.00	0.00	0.00	
Hotel		0.00	0.00	0.00	
Catering		0.00	0.00	0.00	
Networking Programme		0.00	0.00	0.00	0.00
Transfers		0.00	0.00	0.00	0.00
ICCA Representative		0.00	0.00	0.00	0.00
Taxes		0.00	0.00	0.00	0.00
<b>Total Expenses</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>INCOME</b>					
<b>*Registration fee per person (incl. taxes)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Registration fee for Workshop: member &amp; client (Reg. fee per person x 2)</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**\*\*Please note this calculates the cost of the registration fee per person however the registration fee given in the bid should be the registration fee which the participating member pays covering the costs for both the member and the client.**



## APPENDIX V – FORM FOR ARRIVAL & DEPARTURE TIMES

### Accommodation Form

---

#### Sector Destination Marketing Client/Supplier Business Workshop

##### Supplier:

Representative name:		
Company name:		
Mobile phone number (in case of delays):		
Arrival Date & Time:		Flight information:
Departure Date & Time:		Flight information:
Dietary Requirements:		
Hotel Accommodation ( <u>two single rooms</u> for two nights' including breakfast are included in the Registration fee)	Single room:	Double room:
Comments (please list any extra nights accommodation you have booked):		

##### Client:

Representative name:		
Company name:		
Mobile phone number (in case of delays):		
Arrival Date & Time:		Flight information:
Departure Date & Time:		Flight information:
Dietary Requirements:		
Hotel Accommodation ( <u>two single rooms</u> for two nights' including breakfast are included in the Registration fee)	Single room:	Double room:
Comments (please list any extra nights accommodation you have booked):		