

Annexe 1 / Appendix 1

Criteria to host the World Tunnel Congress
and ITA General Assembly

Appendix 1 to the By-Laws

A - Procedure

The proposal document for submitting bids for World Tunnel Congress and General Assembly must be forwarded electronically to the Secretariat at the latest on the 10th January before the General Assembly where the vote will take place.

The proposal will then be reviewed by the ExCo for conformity to the criteria stated in section B.

In case of non-compliance the candidate Member Nation will be notified of the deficiencies and re-submittal will be required within a given time limit.

Conforming bids will be distributed, electronically, to the Member Nations, two months in advance of the General Assembly. The proposal will include a 3-5 pages summary on a given template.

The candidate Member Nation will be provided a 15 minutes time slot for presentation of their bid at the General Assembly. The presentation must accurately reflect the proposal submitted to the Secretariat.

B - Criteria

1. Proposed City Location:

- i. Declare City and Conference Centre.
- ii. Changes not permitted unless it is force majeure. Any changes in City or proposed venue will require ITA Exco approval.

2. Conference Centre:

- i. Provide floor plan showing the following:
 - . Room for General Assembly as per ITA requirements.
 - . One meeting room with a minimum of 1200 seating places for Opening Ceremony, Open Session, etc.
 - . Conference rooms for 3 parallel sessions (for a min. of 200 persons each).
 - . Meeting rooms for Working Groups and Committees.
 - . Exhibition area inside Conference Centre with a minimum of 120 booths of 3x3m², hall ways are not acceptable.
 - . Press and Interview Room for 8 people.
 - . Three Offices for ITA; two for working and one meeting room.
- ii. Wi-Fi availability throughout the conference centre and exhibition area.
- iii. A number of public workstations with Internet access.
- iv. Confirmation of availability of conference centre.

3. Accommodation

- i. Hotel rooms available in a short distance from the WTC venue with different categories and prices.

4. Organizational

- i. What experience has the Member Nation association from previous conferences.
- ii. Synergy effects with national conference.
- iii. Plan on how and with whom (i.e. Professional Conference Organiser) it will be organised.
- iv. Provide an Organisation Chart.

5. Included in Proposal Document

- i. Theme of the Congress.
- ii. Draft Program with dates.
- iii. Technical Presentations to be 20min each.
- iv. Tunnelling and underground space use activities in Member Nation or Region:
 - a. What were the tunnelling activities in the past 5 years?
 - b. What can be expected in the coming 5 to 10 years?
- v. Projected Fees for Delegates, Exhibitors and Sponsors.
- vi. Draft budget.
- vii. Confirmation of availability of the conference centre venue and local hotels.
- viii. Confirm Compliance with ITA Statutes and By-Laws.
- ix. Demonstrate how the WTC will impact local, national and regional markets and how it fits ITA strategy.