



**2019 – 132nd IOC SESSION
CANDIDATURE PROCESS FILE**



Table of contents

Organisation of an IOC Session	3
Key facts and requirements.....	3
Additional terms.....	6
Host City selection timeline	8
Appendix 1 Accommodation needs	9
Appendix 2 IOC meeting room and office spaces requirements and operation dates	10
Appendix 3 Financial responsibilities	11
Appendix 4 Rules of conduct for NOCs/Cities wishing to organise the 132 nd IOC Session in 2019	14
Appendix 5 IOC Session Host City selection questionnaire	15



Organisation of an IOC Session

Key facts and requirements

1) The IOC Session

The IOC Session is the general assembly of the members of the International Olympic Committee (IOC) and is composed of some 140 members, honorary members and honour members.

The Olympic Charter serves as the statutes of the IOC and founding document of the entire Olympic Movement. It requires that the IOC members convene in Session at least once a year.

On the occasion of the IOC Session, which normally lasts between three and five days, the IOC Session:

- Elects new IOC members, and elects members to serve on the Executive Board
- Elects the cities that will host future Games of the Olympiad or Olympic Winter Games
- Elects the cities that will host future Youth Olympic Games
- Elects the cities that will host future IOC Session meetings
- Decides on changes to be made to the Olympic Charter
- Decides on the sports programme of the different Olympic Games and Youth Olympic Games editions
- Receives progress reports from the Organising Committees of different Olympic Games and Youth Olympic Games editions
- Receives and approves reports by the chairs of the IOC's various commissions and working groups as well as from the directors of the IOC administration
- Discusses all other issues related to the Olympic Movement tabled by the IOC President, the Executive Board or individual members.

It is planned that during the 132nd IOC Session in 2019, the IOC members will in particular elect the Host City for the XXV Olympic Winter Games, which will take place in 2026.

2) The dates of the 2019 IOC Session

The IOC Session and related meetings are scheduled to take place in September 2019.

Final dates are still to be confirmed. At this stage, the candidature files need to take two option dates into consideration. The IOC Hospitality, Events & Logistics Unit will confirm the final dates should they be decided during the candidature process.

Option A

7 to 9 September 2019	IOC Executive Board meeting
10 to 13 September 2019	132 nd IOC Session

Option B

14 to 16 September 2019	IOC Executive Board meeting
17 to 20 September 2019	132 nd IOC Session



3) Participants

The IOC Session is among the biggest events of the IOC besides the Olympic Games and Youth Olympic Games. It brings together over a thousand participants, staff and media, in addition to the organisers and security forces of the Host City.

For indicative purposes, the following estimates can be provided:

- IOC members, honorary members and honour members – 140 pax
- IOC administration – 100 pax
- IOC commissions – 15 pax
- Organising Committees of future Games – 40 pax
- Organising Committees of future IOC Sessions - 6 pax
- Presidents and Secretaries General of the International Federations (IFs) (Games of the Olympiad – 56 pax / Olympic Winter Games –14 pax)
- Recognised IFs and organisations – 10 pax
- Candidate Cities for the Games to be awarded – no more than 100 official representatives per city may attend their city's presentation to the IOC Session, but they may have many more people in the vicinity. The number of finalist Candidate Cities is known approximately one year before the event, but for planning purposes, four finalists should be used as a basis – 400 pax
- IOC sponsors and broadcasters – 30 pax
- IOC experts, contractors and suppliers – 100 pax
- IOC guests – 100 pax
- Press and media – minimum 400 pax
This depends on the number of finalist Candidate Cities.

To these estimates, the members of the Organising Committee of the IOC Session, security forces, drivers and volunteers should be added.

4) Logistical requirements

The basic requirements to be provided by the Host City of the IOC Session include the following.

- Access to the city: An international airport with primary or secondary access to all major international hubs.
- Accommodation: Hotel accommodation for all the participants listed under 3) above (except the Organising Committee of the IOC Session, security forces, drivers and volunteers) and at least one hotel with a minimum of 400 rooms to serve as the official IOC Hotel (4* to 5* standard). Accommodation costs will be borne by the IOC and other IOC Session participants.
- Convention/congress centre facilities within or adjacent to the hotel, or within walking distance, equipped with modern audio-visual equipment and comprehensive telecommunications facilities.

Depending on the size of the convention/congress centre facilities, the exclusive use of the centre needs to be considered.

Approximate spaces required inside the convention/congress centre facilities are:

- IOC Executive Board room (min 250m²)
- IOC Session room (min 2,000m², min 8m high)
- Candidate Cities presentation room (min 2,000m², min 8m high)
- Announcement Ceremony room (min 2,000m², min 8m high) – the presentation room could also be used



- IOC administration offices/meeting rooms for 100 IOC staff
 - Media area and Main Press Centre (MPC) (includes Press Work room (min 1,500m²), Press Briefing room (600m², at least 4m high), Media Agencies, Business Centre, Media Service Area for about 600 persons)
 - International Broadcast Centre (IBC) (min 1,000m²)
 - TV live positions inside the venue
 - Candidate Cities' Waiting Area (min 80m²) and offices (one per city)
 - Viewing room for Candidate Cities and guests
 - Three other meeting rooms, each for about 20 persons
 - Catering areas for meeting participants and media
 - Accreditation centre
 - Medical room
 - Security control room
 - Parking spaces
-
- Transport: An efficient transport system which will provide transport from and to the airport, to and from major functions and within the network of hotels accommodating the IOC Session participants (including the media and Candidate Cities).
 - Accreditation: A badging system with photographs and built-in security features to identify all participants and their level of access within the convention/congress centre facilities and any other location as may be required by the security plan.
 - Access control: An electronic access control management system to handle entry into the convention/congress centre facilities and any other venue, as may be required by the security plan to scan badges of all participants, thereby monitoring presence at all times.
 - Security: All security processes and features necessary to ensure the physical security of all the participants at all times, in particular in the official IOC Hotel and convention/congress centre facilities. Cooperation of the local law enforcement authorities is a necessity because of the possible presence of the Head of State and other dignitaries from the Candidate Cities.
 - Medical Services: A medical response team available on-site at the convention/congress centre facilities during the meetings and on call 24 hours a day during the period of the IOC Session.

5) Key financial terms

The main financial responsibilities for the planning, organising and staging of the IOC Session are detailed in the IOC Session Agreement and its annexes, in particular the IOC Session Organisation Guidelines, which form an integral part of the IOC Session Agreement. The detailed financial responsibilities will be finalised and completed between the IOC, the NOC and the Host City, during the initial project review which will take place approximately within nine months following the execution of the IOC Session Agreement.

As per the IOC Session Agreement, and in accordance with the indicative list contained in Appendix 3 hereto, the following key responsibilities apply as follows:

- a) The IOC or the IOC Session participants will bear the following financial obligations:
 - Travel and accommodation expenses related to the attendance of the IOC Session
 - Travel, accommodation and all other expenses related to IOC preparation and evaluation visits
 - Technical and audio-visual set-ups in the rented meeting and office spaces
 - Specific set-ups in rented meeting and office spaces apart from basic installations as listed under point b)



- Food and beverages
 - Broadcast of the IOC Session
 - Design, production, set-ups and dismantling of IOC Session visual identity inside the convention/congress centre facilities
 - Accompanying guest programme if applicable
- b) The NOC and Host City bear the following financial obligations:
- Rental of all required spaces in a convention/congress centre as listed in point 4) including basic set-up such as tables, chairs, ambient lighting, air condition/heating, electrical cabling, etc.
 - Rental of the required spaces at the IOC official hotel if applicable
 - Recruitment of a Professional Congress Organiser (PCO)
 - Organisation and staging of the Opening Ceremony of the IOC Session, including the Presentation to the Head of State (if applicable)
 - Transport system and related working staff, including drivers
 - Vehicle rental, cleaning, petrol, insurance
 - Rental of outside venues related to the IOC Session, such as car parks, underground garage, etc.
 - Accreditation system, badge printing and management
 - Accreditation centre management and related working staff
 - Security and access control
 - Hiring, training, outfitting and catering of IOC Session volunteers and working staff
 - Development of the IOC Session emblem
 - Production, set-ups and dismantling of IOC Session visual identity in all locations except inside the convention/congress centre facilities
 - Other collaterals such as invitations cards, IOC Session programme as agreed between the NOC, the Host City and the IOC

Additional terms

6) Organisation

- A National Olympic Committee (NOC), together with a city in its country, applies to host an IOC Session.
- The elected host NOC and City will sign the IOC Session Agreement with the IOC immediately following the election. Among their first responsibilities, the NOC and Host City will form an executive body in order to carry out the operational responsibilities of the NOC and Host City under the IOC Session Agreement, (the “Local Organising Committee” or the “LOC”). The NOC and Host City will be contractually responsible vis-à-vis the IOC for organising the IOC Session, including all responsibilities which are attributed to the LOC under the IOC Session Agreement.
- Under the IOC Session Agreement, the NOC and Host City will be responsible for recruiting a Professional Conference Organiser (PCO) to assist with the organisation of the IOC Session. The selection of the PCO will be managed in cooperation and with the approval of the IOC.
- An IOC Session is an IOC event and, as such, the IOC, through its Hospitality, Events and Logistics Unit, must be consulted and retains the ultimate approval right on all matters related to the conduct and organisation of the IOC Session, especially with regards to the official programme, the choice of hotels and meeting spaces, technical and telecommunications specifications, marketing initiatives, IOC Session protocol, etc.



- The IOC administration pays frequent visits to the Host City of the IOC Session, from the election day until the actual hosting of the IOC Session, where it meets and reviews plans with the LOC. All costs related to those visits are borne by the IOC.

7) Marketing and sponsorship initiatives

The LOC will be able to rely on the existing sponsorship programmes in place that extend throughout the Olympic Movement – including the IOC Session. In particular, IOC TOP Partners will provide the LOC (through the IOC) with certain goods and services needed for the IOC Session in their product category. The LOC can also seek additional support, if needed, in the form of cash or specific goods and services through value-in-kind (VIK) from local National Olympic Committee (NOC) Sponsors. However, each form of particular support from TOP and NOC Partners, who already contribute to the Olympic Movement at large, is not guaranteed and in each case would need to be negotiated separately.

Product categories: there are many TOP and local NOC Sponsor product categories. Some examples include:

- Non-Alcoholic Beverages;
- Automobiles and Mobility Solutions;
- Tyres and Bicycles;
- Mobile Phones, Tablets and Computers;
- Audio/Visual Equipment, including: televisions, large LED screens, microphones, speakers;
- Credit Card and Payment Solutions;
- Watches and Clocks.

Preferred suppliers: The IOC also has certain selected suppliers, which should be given the right of first refusal to support the IOC Session with products and services within their product category.

Marketing Partner Recognition (MPR) should be planned as an integrated communication campaign showcasing in various materials the partners of the IOC Session and the gratitude of the Olympic Movement for their contributions.

The MPR campaign needs to always recognise:

- TOP Partners, independent of their specific contribution to the event
- NOC Partners, independent of their specific contribution to the event
- Preferred suppliers that specifically contribute to the event

To ensure consistency with the existing marketing environment and avoid dilution, sponsorship or similar marketing relationships will not be sought outside the IOC TOP Partners and Preferred Suppliers and the NOC Partners.

For further information, please consult the IOC.

8) Events and receptions during the IOC Session

During the IOC Session a number of specific events and receptions take place, including:

- A working dinner for the members of the Executive Board the night before the start of the IOC Executive Board meeting.
- Upon invitation of the Head of State, Presentation of the IOC members to the Head of State.



- Opening Ceremony of the IOC Session (usually the night before the start of the IOC Session), which involves a set protocol programme with speeches followed by a local cultural programme.
- A reception hosted by the NOC, following the above Opening Ceremony of the IOC Session.
- The Announcement Ceremony, broadcast worldwide, to announce the name of the city elected to host the Olympic Games.
- The Announcement Ceremony, broadcast worldwide, to announce the name of the city elected to host the Youth Olympic Games if applicable.
- A reception hosted by the IOC on the occasion of the election of the Host City.

9) Protocol

IOC Protocol Services are responsible for all matters related to protocol during the IOC Session, with the exception of the presentation to the Head of State (if applicable), for which it collaborates with the Protocol Services of the Head of State.

Host City selection timeline

The selection process is a collaboration between an interested city, the relevant National Olympic Committee and the International Olympic Committee.

The timing of the selection process is as follows:

- **15 March 2017: Deadline for submission of the candidature file to the IOC**
- April – May 2017: IOC Evaluation Commission visits or video conferences
- July 2017: Short-listing of Candidate Cities by the IOC Executive Board
- September 2017: Final presentation, selection of Host City and signing of the IOC Session Agreement



Appendix 1

Accommodation needs

Please see enclosed chart



Appendix 2

IOC meeting room and office spaces requirements and operation dates

Please see enclosed chart



Appendix 3

Financial responsibilities

This appendix, which is subject to the final IOC Session Agreement and its appendices, indicates the basic financial responsibilities of the NOC, the IOC and any other party.

	NOC	IOC / Other parties
Insurance		
• Third-party liability	X	
• Medical for NOC/LOC staff	X	
• Cancellation insurance (accommodation)		X
• Other (e.g. car fleet, drivers)	X	
Convention/congress centre facilities		
Required spaces at the IOC official hotel if applicable		
• Rental of meeting rooms and office spaces as listed in Appendix 2	X	
• Rental and furniture fit-out (standard equipment such as tables, chairs, podiums, electrical cabling, etc.)	X	
• Standard power, lighting and air conditioning/heating	X	
• Wifi and internet connection	X	
• Back-up power		X
• Stages		X
• Projectors, screens, sound & lighting, TV monitors		X
• Audio visual and connectivity		X
• Simultaneous interpretation systems, headphones and receivers		X
• Interpreters' booths and equipment		X
• Visual identity		X
• Microphones, IOC control room, data, video, broadcast transmission		X
• Fit-out (all equipment incl. IT, TVs, printing, copying and telecoms)		X
Main Press Centre (MPC) incl. media agencies		
• Rental of the required spaces as listed in Appendix 2	X	
• Rental and furniture fit-out (standard equipment such as tables, chairs, podiums, electrical cabling, etc.)	X	
• Standard power, lighting and air conditioning/heating	X	
• Wifi and internet connection	X	
• Back-up power		X
• Projectors, screens, sound & lighting, TV monitors		X
• Audio visual and connectivity		X
• Visual identity		X
• Standard equipment (IT, faxes, printing, copying and telecoms)		X
• Rate card (special equipment)		X
• Telecommunications costs		X
International Broadcasting Centre (IBC) and stand-up positions		
• Rental of the required spaces as listed in Appendix 2	X	
• Rental and furniture fit-out (standard equipment such as tables,	X	



	NOC	IOC / Other parties
chairs, podiums, electrical cabling, etc.)		
• Standard power, lighting and air conditioning/heating	X	
• Wifi and internet connection	X	
• Back-up power		X
• Projectors, screens, sound & lighting, TV monitors		X
• Audio visual and connectivity		X
• Visual identity		X
• Standard equipment (IT, fax, printing, copying and telecom)		X
• Rate card (special equipment)		X
• Broadcasting operations		X
TVs and Closed-Circuit Television (CCTV) live feed (Viewing Areas, TV Positions, IOC Offices, MPC, IBC, Other Working Areas)		X
Other Working Areas (NOC/LOC offices, security control room, medical room, volunteer and drivers rest area)		
• Rental of the required spaces	X	
• Fit-out (all equipment incl. IT and Telecom)	X	
Power supply for meeting rooms and offices		
• Primary power	X	
• Back-up power (generators)		X
Exhibitions if applicable	X	X
Participants' air travel and accommodation		X
Travel, accommodation and all other expenses related to IOC preparation and evaluation visits		X
Welcome Services (airport, venues, etc.)	X	
Transportation		
• Transport system	X	
• Vehicle rentals, cleaning, petrol	X	
• Related working staff and drivers	X	
• Insurance for cars and working staff, including drivers	X	
• Parking spaces, underground garage	X	
Accreditation		
• Online registration system for IOC participants		X
• Accreditation system, badge printing and management	X	
• Accreditation centre management and related working staff	X	
Security and access control	X	
Medical Services		
• Medical room rentals	X	
• Medical staff	X	



	NOC	IOC / Other parties
<ul style="list-style-type: none"> Primary assistance on-site 	X	
<ul style="list-style-type: none"> Hospitalisation and medication 		X
Professional Conference Organiser (PCO)	X	
Official Events / Receptions		
<ul style="list-style-type: none"> IOC Executive Board dinner 		X
<ul style="list-style-type: none"> Presentation to Head of State (if applicable) 	X	
<ul style="list-style-type: none"> Opening Ceremony of the IOC Session, including venue rental and show production 	X	
<ul style="list-style-type: none"> Reception hosted by the NOC following the Opening Ceremony of the IOC Session 	X	
<ul style="list-style-type: none"> Announcement ceremony to announce the name of the city elected to host future Games and Youth Olympic Games 		X
<ul style="list-style-type: none"> Reception hosted by the IOC on the occasion of the election of the Host City 		X
<ul style="list-style-type: none"> Other receptions as defined between the IOC/NOC 	X	X
Accompanying Guest Programme (if applicable)		X
Food and Beverage		
<ul style="list-style-type: none"> Meeting rooms 		X
<ul style="list-style-type: none"> MPC/IBC 		X
<ul style="list-style-type: none"> IOC offices 		X
<ul style="list-style-type: none"> NOC/LOC offices (including volunteers and drivers) 	X	
<ul style="list-style-type: none"> IOC Session participants' lunches and coffee breaks 		X
<ul style="list-style-type: none"> Other dinners/receptions according to programme 	X	X
IOC Session Material		
<ul style="list-style-type: none"> Development of the IOC Session emblem 	X	
<ul style="list-style-type: none"> Other collaterals such as invitation cards, Opening Ceremony programme, etc. 	X	
IOC Session visual identity		
<ul style="list-style-type: none"> Inside the convention/congress centre facilities (design, production, set-up and dismantling) 		X
<ul style="list-style-type: none"> All other areas including airport and convention/congress centre facilities' surroundings, etc. (production, set-up and dismantling) 	X	
Sponsor Recognition/Ambush Marketing Protection (IOC TOP Partners and Sponsors of the NOC)	X	
Volunteers, drivers and workforces		
<ul style="list-style-type: none"> Hiring, training, outfitting and catering of IOC Session workforce 	X	
Previous experience has demonstrated that an NOC budget starting at a minimum of USD 5 million could be considered as a guide.		



Appendix 4

Rules of conduct for NOCs/Cities wishing to organise the 132nd IOC Session in 2019

1- General principles

These Rules of Conduct apply both to the cities wishing to organise the 132nd IOC Session and to their National Olympic Committees (NOCs), as well as to any person or organisation acting on their behalf or supporting the candidature.

The NOC of a country may not put forward a candidature to organise the 132nd IOC Session if it intends to submit a candidature to host the Olympic Winter Games in 2026 or the Games of the XXXIV Olympiad in 2028 or the Youth Olympic Games in 2023.

The NOC of the country is responsible for the activities and the conduct of any city in its country.

The conduct of the cities must be in strict conformity with the provisions of the Olympic Charter and the IOC Code of Ethics. The cities must also respect the candidature evaluation process established by the IOC.

2 - Promotion

No form of promotion or publicity for the candidature to organise the 132nd IOC Session is authorised. No promotional documents may be sent to IOC members.

The IOC will send the candidature presentation documents to the IOC members at the appropriate time.

No form of reception may be organised by a city, its NOC or any other person or organisation acting on their behalf or supporting the candidature.

3 - Gifts

No gifts may be given or received by the IOC members, the other NOCs or the IFs. No promises of advantages may be made. This double prohibition must be respected by the cities and their NOCs, and by all those acting on behalf of or supporting the candidature.

4 - Visits

There will be no visits to IOC members from the cities or their NOCs nor by anyone acting on behalf of the candidature or supporting it.

5 – Relations between the cities

The cities shall refrain from any act or comment likely to tarnish the image of a rival city or be prejudicial to it. All comparisons between cities are strictly forbidden.

6 – Presentation to the 130th IOC Session in Lima

The presentation of each of the candidatures selected by the IOC Executive Board during the 130th IOC Session will be made by the IOC member in the country concerned or by the NOC President, in accordance with the rules enacted by the IOC.

No exception may be made to the above Rules.



Appendix 5

IOC Session Host City selection questionnaire

The candidature file must be submitted in electronic format only by 15 March 2017. The electronic submissions should include non-designed pdf files of the responses to the questions below and requested guarantees.

After the IOC Evaluation Commission visits, Candidate Cities may submit a final candidature file for consideration by the IOC.

1. General information and motivation

Briefly describe the economic, demographic, cultural and political structure of your country/city and explain why you wish to organise the IOC Session in 2019.

2. Organisation

Briefly explain how you see the overall organisation of the IOC Session in 2019 in your city and provide a location map showing all the venues to be used.

Note: Given the size of the event, the IOC requires the compact solution of a convention/congress centre, preferably linked to the IOC official hotel or within walking distance.

3. International flights and transport

Provide the following information:

- a) Direct flights from major international hubs and flight frequency.
- b) Method of transport and journey time from airport to main IOC hotel and/or convention/congress centre facilities (during peak and off-peak hours).
- c) Transport plan in main venue area (official IOC hotel, convention/congress centre facilities linked to main hotel, media (press and broadcasting) and Candidate Cities' hotels).

4. IOC Session dates

Provide the following information:

- a) Confirm that the convention/congress centre facilities will be available to host the IOC Session and related meetings in September 2019 (option A and B).
- b) A formal letter from the convention/congress centre facilities confirming the availability of spaces in September 2019 (option A and B).
- c) Confirm that proposed hotels will be available to accommodate the IOC Session participants in September 2019 (option A and B)



5. Accommodation

Provide the following information, based on the IOC room requirements (Appendix 1 above):

- a) A preliminary room allocation per constituent group, providing the signed commitments of availability in September 2019 for the selected (4 and 5-star) hotels, including (3 and 4-star) media accommodation.
- b) Room rates applicable in 2019 for the following room types: standard and deluxe single use, standard and deluxe double use and suites, including two hot breakfasts, internet access in the rooms and all taxes and duties.
- c) A formal letter from the selected hotels confirming the availability of rooms in September 2019 (option A and B) as well as the room rates applicable in 2019.

Note: Under the IOC Session Agreement, the LOC will be responsible for ensuring that the effective rates applied by accommodation providers on the occasion of the 132nd IOC Session do not exceed the rates contained in the candidature file.

6. Convention/congress centre facilities and working areas

Briefly explain the location and technical facilities and provide scaled plans of the convention/congress centre facilities.

Approximate required spaces are listed in the attached IOC meeting room and office spaces requirements (Appendix 2 above).

7. Media

Briefly explain the location/implementation of the media area, specifically the IBC and MPC:

- Telecommunications (telecoms, internet access)
- Power standards
- Broadcast satellite service
- Broadcast technical equipment (cameras, lighting, cabling, uplinks, etc.)
- Describe the capacity to coordinate the necessary broadcasting services.

8. Government guarantees

In order to assist the NOC and ensure smooth delivery of the IOC Session, a formal letter of financial guarantee must be provided by the municipal government of the Host City (and/or regional or national government authorities if NOCs deem it appropriate according to their local context), confirming the government's willingness and financial support regarding the financial responsibilities stated in Appendix 4.

It is recommended to use the following text which has been used in the past by former Candidate NOCs.

"The Government of the City of [...] guarantees the full implementation of the financial commitment, obligations and responsibilities for the successful planning, organising and staging of the IOC Session to be held in [place, year]. The Government of the City of [...] undertakes to provide its support, including financial support, and full cooperation to the National Olympic Committee (including the Local Organising Committee) to ensure that the full delivery of its obligations as set out in the IOC Session Agreement."



9. Customs/health regulations

Provide information on the following:

- Visa and passport requirements and any measures planned to facilitate the issuance of visas and work permits, and import of media equipment if required by government authorities
- Customs
- Vaccinations

10. Security

Explain the coordination of the necessary security arrangements with the local/national authorities.

11. Finance

Provide an estimated overall budget of your project to host the 132nd IOC Session. Outline applicable taxation requirements at local/regional/national level.