

CALL FOR BIDS



INTERNATIONAL
 PUBLIC
POLICY 
ASSOCIATION

4th INTERNATIONAL CONFERENCE ON PUBLIC POLICY 2019

IPPA

LAET-ENTPE

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CALL FOR BIDS

4th INTERNATIONAL CONFERENCE ON PUBLIC POLICY 2019



The bidding process for the 4th International Conference on Public Policy (ICPP) 2019 organized by the International Public Policy Association is open from February 1st 2017 to April 1st 2017. Once a university/city has been shortlisted for consideration, a selection committee will make site inspections during May 2017. The results will be declared during ICPP3 between 28-30 June, 2017 in Singapore.

Bids must be submitted latest by April 1st, 2017. Please direct your submissions and any questions to icpublicpolicy@gmail.com

INTRODUCTION TO THE ASSOCIATION

The International Public Policy Association – IPPA-- founded in 2014, is an international scholarly association devoted to the advancement of public policy through the collaboration of scholars in different parts of the world, with the desire to become the most important association in the public policy field and policy analysis worldwide.

The main goals of the IPPA include promoting scientific research in the field of public policy and organizing events which bring the international academic community together, by the increased participation and diffusion of knowledge. The Association also wishes to support public policy research with its own publications, and to propagate information through its newsletters to currently more than 7000 people every two weeks.

The IPPA had 2016 around 1000 individual members from more than 70 countries, and was supported by more than 15 Institutional members; essentially important universities like:

- CEE - Sciences Po Paris (France),
- Centro de Investigación y Docencia Económicas - CIDE (Mexico),
- ENS Cachan, University of Paris Saclay (France),
- ENTPE-University of Lyon (France),
- Eupolis Lombardia (Italy),
- Escola Nacional de Administração Pública - ENAP (Brazil),
- Facultad Latinoamericana de Ciencias Sociales - FLACSO (Ecuador),
- Faculty of Social Science, University of Hong Kong,
- Institut für Politikwissenschaft (Germany)
- Jindal School of Government and Public Policy (India),
- KU Leuven (Belgium),
- Lee Kuan Yew School of Public Policy (Singapore),
- Tallinn University of Technology (Estonia),
- School of Global Affairs, American University of Cairo (Egypt),
- School of Public Affairs, University of Colorado (USA),
- School of Public Policy – Tsinghua University (China),
- Sciences Po Grenoble (France),
- Scuola Normale Superiore (Italy),
- University of Pittsburgh (USA).
- University of Toronto's School of Public Policy and Governance (Canada)

The Association is a non-profit organization governed by the French law of the 1st July 1901 and by its Constitution. It is managed by a College of 24 members, an Executive Committee of 12 members, a President, a General Secretary, a Treasurer and 4 Vice-Presidents.

THE INTERNATIONAL CONFERENCE ON PUBLIC POLICY (ICPP)

The International Conference on Public Policy, which is organized every 2 years, is the leading public policy event around the world. Each conference provides a platform where academics from all over the world have the opportunity to present their latest advances in public policy research. The Conference also hosts round-tables on these advances where the participants can exchange their points of view and coordinate future research opportunities.

The focus of the ICPP is first to be a multidisciplinary bridge between academics by using different paradigms and approaches and creating a conducive environment to allow enriching debates. The Conference also provides moments to enable social networking activities through the coffee breaks, lunches, the gala dinner, and opening and closing ceremonies.

The first edition of the ICPP was organized in 2013 between 23rd and 25th June at Sciences Po Grenoble and brought together more than 900 participants from over 60 countries. The conference had one plenary session per day in an amphitheater of 800 seats, and 8 multi-sessions of 2 hours each, where the participants presented their papers in 25 rooms simultaneously. In total, about 800 papers were presented. The Municipality of Grenoble hosted a drinks reception at the city museum. The Association also hosted a Gala Dinner and a closing ceremony.

The second edition of the ICPP was organized in 2015 between 1st and 4th July at the Catholic University of Milan and was attended by more than 1300 participants with 1200 papers presented and 6 plenary sessions. Some of the plenary sessions were organized at a theater near the university with 1000 seats. The conference consisted of 160 panels which were organized into 260 sessions of 2 hours each for presenting the papers. During the conference, the Municipality of Milan hosted a drinks reception at the Castello di Milan. The Gala Dinner was organized for 600 participants in the city center, and the closing ceremony at the University of Milan. The composition of the ICPP2 participants was 70% of Professors and Assistant Professors level, and 30% were PhD students. 60% of the participants came from Europe, 23% from the Americas, 8% from Asia and 5% from Australia.

The third edition of the ICPP will be organized between 28th and 30th June 2017 at the Lee Kuan Yew School of Public Policy at Singapore. This is the first time that the Conference will be held outside of Europe and the estimated number of participants is 1500. The Conference will have 3 plenary sessions in a big tent set up specially in the middle of the school, a buffet lunch each day, and a Gala Dinner in one of the most prestigious places in Singapore - Gardens by the Bay. The main profile of participants is 40% from Asia, 30% from Europe, 20% from the Americas and 8% from Australia (estimated).

THE SELECTION PROCESS FOR ICPP4

The selection will be carried out in 4 steps:

1. **CALL FOR BIDS** (1st February to 15th April 2017): The Association will issue the Call for Bids and collect proposals over this period.
2. **SHORT LISTING** (after 15th April 2017): A jury composed of three members of the Executive Committee (the President, the General Secretary and the Treasurer) will examine the proposals and shortlist 2 to 3 proposals suitable for this project.
3. **SITE VISIT** (May 2017): The Jury will visit the shortlisted locations. These visits will have to be sponsored by the relevant bidder.
4. **ANNOUNCEMENT OF ICPP4** (28th – 30th June, 2017) After the sites visits the jury will present their findings at the College meeting of the Association on Monday, 26th June, 2017 and the result will be announced during the 3rd edition of ICPP at Singapore.

PROPOSAL GUIDELINES FOR ICPP4

The fourth edition of the ICPP will be organized in 2019 with the same format as the first three editions. This Call for Bids is issued with the objective to welcome proposals that can fulfil the expectations of the International Public Policy Association.

City Location

- The city must be easily accessible from all around the world. An international airport must be at a reasonable distance and well connected to the city.
- The city must have abundant availability of accommodation facilities at different price points to cater to all types of participants. Three kinds of budgets can be considered: an affordable

- budget around 50€ to 80€ per person per night for PhD students, 80€ to 130€ for Assistant Professors and Professors, and more than 130€ for people with a higher budget.
- The city must have an efficient public transport network to allow the easy movement of the participants.

Conference Location

- The location can be a University or a conference center, conveniently located near hotels and the downtown. Until now all three editions of the ICPP were organized inside a University Campus, which generates a great academic atmosphere.
- The Conference venue must contain a minimum of 40 rooms, equivalent to a classroom with minimum 20 - 30 seats and additional classroom equipment like video projector, screens and Wi-Fi. Most rooms at the location must be within short walking distance.
- The Conference location must have an amphitheater of 800 to 1000 seats inside or near the area, to be made available for plenary sessions on each day of the conference, including projector, computer, microphones and screens.
- The Conference venue must have specific areas which can be designated for lunches and coffee breaks during the Conference. At ICPP1, a special lunch was served in the student restaurant which was privately opened for the participants, and inside a tent at ICPP2 and ICPP3. Around 30% of participants (300 - 400) have lunch at the location.
- Wireless internet access throughout the venue.

Accommodation, Gala Dinner, Lunch and Coffee Break

The ICPP is an international event and the IPPA wishes to achieve an exceptional event not only in academic terms but also as an occasion to facilitate cultural exchange between the participants and allow them to discover the local culture and food.

The Conference will have several sessions separated regularly by:

- 2 Coffee breaks per day: between different sessions, the host organizer must provide refreshments at multiple locations which can also allow social interaction,
- 1 Lunch per day: the host organizer must provide lunch facility for participants at the conference location,

- 1 Gala dinner for 500 - 800 participants at a suitable and well known location in the city,
- 1 Welcome drinks reception is required (possibly offered by a sponsor),
- 1 Closing drinks reception is also required (possibly offered by a sponsor),

The local team

The host organizer must have a local organizing team including local professors, assistant professors and PhD students, and an administrative staff team which will be in charge of assisting the organization of the conference locally.

The academic local team will have a specific responsibility to mobilize the local/regional academics working in the Public Policy field.

The local staff must be identified and will be involved in all the local tasks linked to the organization such as:

- Management of rooms, common areas, amphitheaters,
- Management and coordination of all technical aspects,
- Management of deals with catering providers and all aspects linking the conference location to the accommodation,
- Management of deals with companies to order the materials for participants, including conference bags, printed programs, pens and notebooks, local gifts, etc.,
- Management of relationships with hotels and restaurants for the special Guests and Executive Committee of the Association,
- Management of relationships with hotels for the participants to propose discounted prices,
- Management of booths for exhibitors and identification of the exhibition areas,
- Management of local sponsors and coordination with local administration.

The Pre-conference

A Pre-conference will be organized the day before the Conference for PhD students and Young Scholars. The host organizer must provide around 10 to 15 rooms to organize the sessions for a full day.

The College Meeting

The College Meeting of the Association will be held the day before the Pre-conference. The host organizer must provide a meeting room with a good Skype connection for approximately 30 people.

Room requirements

The Conference needs to be spread out in different locations within the same area.

- **For Registration:** For Day 0 and Day 1 of the Conference, a specific area needs to be demarcated for registration of the participants. This space needs to be large enough to accommodate around 10 queues with space for tables for each queue and a large storage space for the Conference bags, and a table with computers and printers.
- During the conference, following will be required:
 - A space for the registration during the remaining days,
 - An information desk,
 - A baggage locker and locker room,
 - A technical support desk,
 - Office space of the IPPA Secretariat with two (2) computers equipped with internet, printer, telephone with external line access and two desks,
 - Office for the General Secretary- of the Association with extra desks or a meeting area. This office is to be used by the President of the Association as well. A telephone should be available,
 - Reserved rooms: the host organizer must hold several offices or working rooms in reserve for other IPPA Executive Members or Panel Chairs on an ad-hoc basis if required at short notice (i.e. keys must be available),
 - Registration area should be centrally located and be close to food and drink facilities, water fountains, wash rooms, telephones, etc,
 - A computer room for participants and different tables for each computer,
 - A space for exhibitors with tables and chairs

The Budget

The bid must contain a first draft of the conference budget with the estimation of the cost and the resources proposed. The conference budget contains a first category of local expenses which will be taken in charge of by the host organizer, a second category of local expenses which will be under the responsibility of the Association through the registration fees from participants. A third category will be part of the Association's expenses to manage the conference internationally (communication, website, Call for Papers, Call for Panels, agenda, schedule, etc.). The budget proposal of the host organizer must focus only on the first two categories by distinguishing:

- The main expenses which must be taken up by the host organizer using its own financial resources, in kind or with sponsor contributions and must contain:
 - All expenses for the Conference location: rooms, amphitheatres, tents and areas for lunch.
 - All management of the local staff and local services including quotations for: catering, Gala Dinner, hotels and other services.
 - The welcome drinks reception
 - The hotel rooms for the participants of the Plenary Sessions (around 12 people) and the Executive Committee (12 people) during the Conference (5 days) and 1 special VIP dinner.
 - 3 visits of the IPPA General Secretary and Project Manager to prepare for the Conference.
 - Around 60 volunteers for the 3 days of the Conference.
- The main expenses which must be taken up by the Association through the participation fees with the technical support of the host organizer to find local quotations, services, etc. for:
 - Coffee breaks based on a budget of 3 to 5€ per person, organized 2 times each day for all the participants,
 - Lunch based on a budget of 10 to 20€ per person, organized 1 time each day (subject to specific request from the participants),
 - Gala dinner based on a budget of around 50€ per person, organized 1 time during the Conference (subject to specific request from the participants),
 - Closing drinks reception.

To provide an initial idea, the core budget of ICPP2 was around 350.000 € and the contribution of the host organizer was around 115.000 € including conference venue and local staff.

Responsibilities of the Association and the host organizer

The Association and the host organizer will work in coordination to achieve the best possible quality for the Conference. This will involve regular discussions and meetings in order to share decision-making and information exchange.

The Association will routinely inform the host organizer about the main steps to follow according to the decisions of the Executive Committee. The host organizer and the Association can suggest each other ideas and proposals regarding any matter on the organization of the Conference.

The Association will be directly in charge of:

- **Communication:** The Association will announce the Conference worldwide and will be responsible for the communication strategy and the circulation, including the email management with all participants,
- **Promotional Campaign:** To attract exhibitors and sponsors for the Conference,
- **Call for Panels:** Management of the submitted panels, selection process and publication of the list of panels,
- **Call for Papers:** Management of the submitted papers, selection process and publication of the results,
- **Conference schedule:** Preparation of the schedule and management of the multiple sessions,
- **Plenary session:** Preparation of the session including choice of topics, moderators and guest speakers,
- **Conference fees:** Management and fixation of fees, payments and registration of participants to the Conference,
- **Conference items:** Program, badges and all Conference goodies,
- **Lunch/Gala Dinner tickets:** Management of the tickets for the lunches and Gala dinner,
- **Exhibitors:** Management of the exhibitor booth allocations and sale.

The host organizer is responsible for the quality of the local organization. The host is also directly in charge of:

- The reservation and management of rooms/amphitheater/all locations needed for the conference (including exhibitors space),
- The management of all technical devices, Wi-Fi, video projector, sound systems, screens, etc.,
- The relationship with local society, tourism office, local public administration, etc.,
- The local promotional campaign and the responsibility to find local sponsors,
- The management of quotations for all services used for the conference: accommodation, Gala Dinner, hotels, etc.,
- The organization of preparatory visits from the IPPA,
- The communication during the Conference to indicate the rooms, rest rooms, the lunch areas, etc. (e.g sign posts, map)

BID DOCUMENTS

The complete ICPP bid document must have the following:

- The proposed dates for Pre-conference and Conference (between mid-June and mid-July 2019),
- The proposed location (city, and venue within the city) and the presentation of the advantages of city location to welcome an international conference.
- The names and details of 2 local contact persons of the host organizer: the local academic coordinator and the local administrative staff, pending the establishment of a local organizing committee,
- The presentation of the Conference location with estimated number of meeting rooms and other areas of different sizes available for plenary sessions, panels and business meetings, and to cover administrative and organizational needs (to include space for Association, local organizers, registration, displays and common areas); and information on access to all Conference venues for people with physical disabilities; the distance between the Conference location and a well-connected international airport, and any other relevant travel information, including information on probable costs of transportation (suggestion: PPT or video presentation),
- Some possible locations for the Gala Dinner, lunches, and coffee breaks with estimated costs,
- The proposed nature of overnight accommodation, and an estimate of the number of rooms available at different price points,
- The presentation of local staff which can be mobilized, with their available timings,
- The availability of a local academic and other infrastructure capable of being mobilized to provide adequate organizational support for the Conference,
- A first draft of the local cost and of the local budget which integrates all the responsibilities of the host organizer following the description in the relevant section of the bid. An estimate of the probable amount of funding that could be raised by the local organizers to cover organizational costs, with an indication of the main sources,
- Ideas which indicate the perspectives of the host organizer, the motivation to welcome the Conference and the capacity to uphold the spirit of the Conference with specific focus on hospitality, conviviality and the quality of networking activities,

- Any other information relevant to the bid to host ICPP.

ADDITIONAL REQUIREMENTS

- Letter of support: These include all levels of government (national, regional and municipal), relevant government agencies, academic associations, academic institutions, local Conventions and Visitors Bureau (CVB) and suggested Conference venue.
- Floor plan and images of suggested conference venue, , location map, ease of public transportation, list of similar types of events, sustainability policies, list of services available in the neighborhood, etc.,

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