



# Apimondia

**International Federation of Beekeepers' Associations**

**BYLAW 3  
GUIDELINES FOR MAKING A BID FOR  
AN INTERNATIONAL APICULTURAL CONGRESS (year: Y)**

Apimondia, the International Federation of Beekeepers' Associations, arranges its biennial International Apicultural Congresses in co-operation with a Local Organising Committee that is specific to each Congress.

The organisation of the congress is managed according to the "Letter of Agreement".

The Local Organising Committee should include representatives from the national beekeepers' associations, the scientific world and the beekeeping industry.

The applying Beekeepers' Association or Organisation for the Apimondia Congress of Y must have been a Full Member of Apimondia for at least 4 years and participated in the General Assembly of the 2 congresses preceding the submission of the application.

The Congress should provide the Local Organisers as well as Apimondia with a profit to facilitate the future activities of the organisations. Any profit will be shared according to the inputs from each of the parties according to the "Letter of Agreement".

The Executive Council of Apimondia and the Local Organising Committee are responsible for the Congress preparations and will rely on the collaboration of the core Professional Congress Organiser (PCO) appointed by Apimondia. The "Letter of Agreement" is meant to spell out the responsibilities and duties of Apimondia and the Local Organising Committee before the organisation of the Congress.

A site inspection carried out by representatives from Apimondia and the core PCO and paid for by the bidding Member Association to the proposed Congress venue, hotels and surrounding area, prior to the official presentation to the General Assembly is required, as well as meetings with the Local Organising Committee, scientific and beekeeping representatives and government officials. The "Letter of Agreement" will be discussed and finalised during this inspection.

The following points are to provide guidance to prospective Local Organising Committees.

The main goal of the Congress is to provide a meeting point for everyone involved in the beekeeping world: beekeepers, scientists, honey traders, development workers and those who work in the equipment industries.

A well-arranged scientific programme must take high priority.

Opportunities for meeting local beekeepers are important as well as social events and tourist attractions.

ApiExpo, the Apimondia exhibition, is organised to run in conjunction with the Congress.

Flexibility is important in the preparations. An Apimondia Congress can attract between 3,000 and 7,000 participants, even more if daily visitors are included.

It is important that a full integration between the Apimondia database and the Congress database is guaranteed.

### **Role and involvement timeline of the core PCO**

During the initial bidding phase each applying member Association is expected to independently define, compile and submit to Apimondia General Secretariat the formal bidding document by April Y-4. At the bid preparation stage, assistance and advice by Apimondia may be sought, as applicable and required.

Once the Apimondia Executive Council has preliminarily reviewed and assessed the application at the internal management meeting foreseen in Y-4 and it is decided that an on-site inspection visit be carried out at the proposed congress venue, the core PCO will officially step in to provide their professional advice and recommendations on the entire proposal concept and its viability.

Throughout the bidding process, both Apimondia and the core PCO are mandated to maintain a totally impartial position and role to ensure fair and identical treatment of all the bidders involved.

### **The application**

4½ years prior to the expected date of the Congress a comprehensive application to host the Congress must be forwarded together with the “Letter of Agreement” duly filled out to the Apimondia General Secretariat in Rome with a copy to the President.

Apimondia alternates the geographical destination of the Congresses, usually between Europe and other continents.

For the Apimondia Congress of Y the application must be received in Rome by 30 April Y-4 ready for the Executive Council meeting in May Y-4 and should include the following information:

- Proposed dates and venue of the Congress  
Apimondia prefers to hold Congresses on dates within the period mid September to mid October.
- A presentation of the Local Organising Committee, with a short CV of each member
- Potential for making the Congress a success
- Reasons for choosing the proposed venue for hosting the Apimondia Congress
- Details of paid assistance for administrative and organisational activities (if any) that will be available
- A description of the proposed Congress site

Number and size of halls and meeting rooms, exhibition area, other facilities and additional programme options available (during the Congress four to five sessions need to run simultaneously, each with 20-500 participants).

The ApiExpo needs to accommodate at least 100 stands.

Information on the facilities for hosting the opening and closing ceremonies, each with an estimated attendance of 1,000-3,000 participants.

- Accommodation

It is preferable to have some accommodation within walking distance of the Congress site. A good price range and quality of hotels is required. Options for “low budget” visitors, for example youth hostels, should be foreseen.

Free accommodation for Apimondia official representatives must be included in the congress budget.

- Travel to and from the Congress site

Indications on how the Congress site can be reached by international travellers arriving by plane, train or car.

Free air tickets for Apimondia official representatives and the Local Organising Committee must be included in the congress budget or provided by the proposed official Airline for official travels connected with the Congress preparations and participation. Availability of reduced air fare rates for participants should be considered.

- The scientific programme

The scientific programme for the Congress will be drawn up by the Scientific Commissions of Apimondia in co-operation with the Local Scientific Committee. Any special scientific reasons to host the Congress at this specific venue should be mentioned.

- Excursions and partners’ programme

Apimondia Congresses are a major holiday for many beekeepers and their families. Visits to beekeepers and sites interesting for beekeepers as well as tourist attractions in the area are important factors.

- Indication of sources of financial support

Realistic prospects about sponsorships or other contributions should be mentioned here.

Indications as to the local government support to the Congress must be provided. Any written guarantees of specified support from the government or local community, companies, businesses, local Convention Bureau or beekeeping associations should be included.

Also the cost for renting the Congress Centre for the duration of the event should be highlighted.

Invitation letters from the Mayor or other officials offering to host a reception or social event may also be attached.

- Visas

Taking into consideration that beekeepers from all over the world participate in an Apimondia Congress, a guarantee from the Government that visa applications for participating in the Congress will be facilitated should be provided.

- Bid summary

A summary with all the details described in the above paragraphs - approximately 20 pages in length - should also be sent to the Apimondia General Secretariat for distribution to the Executive Council members (20 copies are required).

## **The election process**

At the meeting in May Y-4, the Executive Council of Apimondia will make a screening of all the bids for the Apimondia Congress of Y received by the set deadline (30 April Y-4). In case more than 5 bids are received, the Executive Council may proceed to make a shortlist of up to 5 bids to be presented at the General Assembly during the Apimondia Congress of Y-4. The Secretary-General will inform all bidders on the outcome of the screening by 15 June Y-4.

Following clearance by the Executive Council, an on-site inspection visit will be carried out by Apimondia and the core PCO representatives to the congress venue and is to be paid for by the bidding Member Association.

This inspection visit should include the proposed Congress venue, hotels and surrounding area, as well as foresee meetings with the Local Organising Committee, scientific and beekeeping representatives and government officials. The “Letter of Agreement” will be discussed and finalised during this inspection.

Following confirmation of acceptance of the application by Apimondia, each bidder should send the bid summary also to the Apimondia member associations at least two months prior to the Congress of Y-4.

The Letter of Agreement specifies the responsibilities of each party involved and the deadlines by which the different activities should be completed.

A tentative work plan is also attached to the above-mentioned Letter of Agreement and a copy is included herebelow in these guidelines for reference.

During the Congress of Y-4 there will be two sessions of the General Assembly. At the end of the first session and following the order of presentation established by draw during the opening ceremony of the Congress, each applicant will have the opportunity to make a presentation of 10 minutes (i.e. a speech, a slide presentation and a video projection) in a dedicated public session open to the voting delegates. The Executive Council will give its recommendation to the General Assembly on the basis of the bid presentation, the inspection visit undertaken and the other background information provided. At the end of all presentations, a social event may be foreseen for further promotion of all bids.

The applicants will also have the opportunity to promote their venues throughout the Congress of Y-4, possibly by taking a stand in ApiExpo and making presentations, offering receptions and staging entertainment events during the Congress, which must be open to all voting delegates as well as the Congress participants.

At the second session of the General Assembly (within the Congress closing ceremony), each applicant will be granted two minutes to make a final presentation. After this, the voting delegates will cast their votes. In the case of an equal vote, the President of Apimondia will decide. Two rounds of ballots may be foreseen in case no clear majority is reached with the first ballot cast.

Apimondia has the policy that only very small gifts to voting delegates to promote the venue are allowed.

## **After the election**

Shortly after the election of the venue, Apimondia representatives (President and Secretary-General) must meet with the Local Organising Committee. This will be an operational meeting.

To facilitate the co-operation between Apimondia and the Congress Organising Committee of Y, 1 or 2 representatives of the Local Organising Committee will be invited to participate in the annual Executive Council meetings after the election until their Congress comes to stage. Apimondia provides accommodation, but not transport to the meetings.

The main promotion for the Congress will start at the Congress of Y-2 where the Organisers of the Congress of Y will be provided with a free stand at the ApiExpo. The first circular should be ready for distribution at this time. Throughout the Congress, there will be a possibility to meet with scientists and the Scientific Commissions of Apimondia to develop the programme.

There will be an opportunity to address the audience at the closing ceremony of the Congress of Y-2 to promote the next Congress during which there will be a possibility to organise special promotion activities.

### **Workplan** (tentative)

Action	Period (tentative)
	(supposing the event to take place at the end of September Y)
- Signing of final Letter of Agreement	before the 1 <sup>st</sup> session of the General Assembly of Y-4
- Election of Congress venue	at the 2 <sup>nd</sup> session of the General Assembly of Y-4
- Preliminary Meeting of Congress Organising Committee of Y	at the end of the Congress of Y-4
- Preliminary contacts with Congress sponsors	as from October Y-4
- Development of Congress detailed programme	April Y-3
- Development of Congress detailed budget	April Y-3
- Submission of Congress first circular in draft	April Y-2
- Review and approval of Congress first circular by Executive Council	May Y-2
- Editing, review and printing of Congress first circular	August Y-2
- Congress promotion as from the Congress of Y-2	September/October Y-2
- Development and update of Congress website	September/October Y-2 and ongoing
- Revision and integration of mailing databases	November Y-2
- Mass-mailing of Congress first circular	November Y-2
- Registrations of requests for second circular	early Y-1
- Submission of Congress second circular in draft	early April Y-1
- Submission of Congress detailed programme	early April Y-1
- Executive Council and Congress Organising Committee meetings	May Y-1
- Assessment and approval of second circular by Executive Council	May Y-1
- Printing of Congress second circular	early June Y-1
- Mass-mailing of Congress second circular	mid June Y-1
- First deadline for ApiExpo bookings	end September Y-1
- Deadline for submission of summaries	end February Y
- Screening and selection of summaries	mid March Y
- Mailing of notifications on report presentation to authors	end March Y
- Executive Council and Congress Organising Committee meetings	May Y
- Deadline for submission of full reports	end May Y
- Definition of working sessions schedules	May/June Y
- Definition, nomination and notification of contest juries	May/June Y
- Forwarding of summaries and reports to printing company	early June Y
- Preparation of diplomas and certificates for contests	early June Y
- Casting of medals for contests	early June Y
- Deadline for payment of reduced registration fees	end June Y

- Checking registration of authors June Y
- Second deadline for ApiExpo bookings end June Y
- Checking registration of authors July Y
- Collation and preparation of Congress programme booklet July Y
- Final deadline for ApiExpo bookings July Y
- Checking registration of authors August Y
- Compilation and printing of pre-Congress volume mid August Y
- Transmission of Congress registration data September Y
- Printing and delivery of Congress proceedings September Y
- Checking registration of authors September Y
- Apimondia Congress of Y September/October Y
- Presentation of final accounts and Congress report and documentation end December Y
- Posting of Congress proceedings on Apimondia website early Y+1