

BIDDING RULES AND CALL FOR BIDS FOR HOSTING THE IUFRO WORLD CONGRESS 2029

15 April 2021

IUFRO Member Organizations that wish to host the XXVII World Congress of IUFRO to be convened in 2029 in their country should submit documents presenting their bids according to the guidelines outlined in this document.

The IUFRO President will send an invitation letter to IUFRO Member Organizations calling for bids of countries that wish to host the XXVII IUFRO World Congress in 2029 approximately three years before the XXVI World Congress in Stockholm, Sweden in 2024.

The IUFRO Management Committee (MC) will consider and evaluate these bids approximately two years prior to the XXVI IUFRO World Congress. The MC will short-list a maximum of three bids and will invite the Member Organizations that have submitted these bids to present their bids at the IUFRO Board meeting approximately one and a half years prior to the XXVI World Congress.

Based on these presentations, the Board will thoroughly debate the presented bids and thereafter cast a vote on the bid to be recommended to the International Council. Such action will occur no later than at the XXVI World Congress Board meeting. The Board Meeting at which the recommendation on hosting the IUFRO World Congress is made must not be held in one of the bidding countries. The country hosting the next Congress will be finally decided upon and announced by the International Council at the latest at the XXVI IUFRO World Congress.

Congress Bidding Rules and Call for Bids

1. Foreword

The International Union of Forest Research Organizations (IUFRO) is a non-profit, voluntary, international scientific union open to all organizations and individuals involved in forestry and forest products research. Currently, more than 125 countries are represented with approximately 15,000 participating scientists from more than 600 member institutions.

This document describes IUFRO Congress objectives, policies, criteria for evaluation and selection of the host country, host city, Congress venue and excursions, the selection process, and format for bids. It has been approved by the IUFRO Board.

Annex 1 provides historical information on past Congress Venues.

2. Background

The IUFRO World Congress, held at 5-year intervals, is one of the largest global forest events. As a non-political, international forum the Congress brings together scientists and stakeholders from all parts of the world to discuss scientific and technical issues related to priority areas of forest research, policy and management. It is interdisciplinary and integrative in scientific content.

As per IUFRO Statutes Article V, Paragraph 1, the Congress in plenary session also serves the general assembly of the members of the Union and includes meetings of its

governing bodies (International Council, Enlarged Board) and administrative sessions of Divisions, Research Groups and Working Parties required for the conduct of the Union's business.

In addition, side events are held to feature special topics and to promote dialogue between IUFRO and other natural science/resource-based organizations and stakeholders. Social events and study tours strengthen the IUFRO community through more informal and interactive exchanges. Since the foundation of IUFRO in 1892, 25 Congresses have been held in 19 countries.

The Congress is extended by pre- and/or post-Congress excursions that optimally include neighbouring countries.

The Congress involves the publication of Congress results and resolutions which are shared and communicated by IUFRO and the Congress host country and organization. Domestic and international news and social media are actively encouraged to attend and report about the Congress.

The Congress may include virtual or hybrid (i.e. physical plus virtual) events as part of the program to enable broader participation and to enhance knowledge sharing and communication. Costs associated with the hosting of an IUFRO Congress shall be offset by registration fees approved by the Board. The host country is responsible for covering remaining costs through resources that include direct contributions of the host country Member Organizations, and through contributions of appropriate partners providing financial support for the Congress in accordance with IUFRO's Rules and Procedures for Partnership Development¹.

Potential host organizations, especially those from economically disadvantaged countries, may benefit from mentorship (i.e. sharing knowledge and experiences on organization of major international scientific meetings, including by hosts of former Congresses) and/or financial support by appropriate partners outside the region, to prepare a competitive bid.

Host country selection optimally rotates among geographic and/or climatic regions, thereby reflecting over time the distribution and interests of IUFRO's membership. Such geographic rotation also increases the opportunity to feature different forest ecosystems in Congress excursions.

To be eligible for selection, applicants must adhere to the guidelines and due dates published in this call for bids.

3. Criteria for Selection

In evaluating bids and selecting the XXVII World Congress site, the Board will consider criteria including the host country, the host city, the Congress venue, possibility for virtual and/or hybrid engagement, finances, and excursions.

3.1 Criteria for Selection of the Host Country

- Significant role of forests and trees in providing environmental, economic, social and cultural benefits, and active domestic forestry activities and forestry community, as demonstrated by the presence of forest research organizations, and the support given to the bid by the forest scientific community in the country.
- Host country location preferably features a different climatic and/or geographic region or continent from the previous Congresses.
- Host country financial commitment is demonstrated by:
 - A letter from the government guaranteeing national and, where applicable, sub-national financial support;
 - Letters of support from IUFRO Member Organizations in the host country; and

¹ The Rules and Procedures for Partnership Development will be sent to the interested bidders at their request

- Letters of support from appropriate partners in accordance with IUFRO's Rules and Procedures for Partnership Development, including partners from outside the region who may provide mentorship and/or financial support for the Congress.
 - The host country is politically and economically stable, and can support a non-political forum and the Principle of Freedom and Responsibility in Science of the International Science Council (ISC).²
 - The infrastructure for communications (availability and capacity of Internet) and transportation (international airports, railways and other ground transportation) in the host country is sufficient/covering the minimum requirements.
 - Environmental factors in the host country cause no undue concern relative to health and safety.
 - Organizational plans for Congress management, including financial management, are sound.
- 3.2 Criteria for Selection of the Host City
- The host city is located conveniently close to an international airport, rail, road and/or sea connections.
 - Local hotels provide attractive and suitable accommodation for the numbers of attendees anticipated.
 - Hotel room rates range from high-standard to (low-priced) budget accommodations, and prices shall be appropriate for the advertised quality of the hotel. Discount rates for students and representatives from developing countries shall be provided.
 - The host city offers amenities for a comfortable, safe, and pleasant visit.
- 3.3 Criteria for Selection of the Congress Venue
- The Congress venue accommodates meeting/exhibit space and equipment needs.
 - The Congress venue accommodates planned functions and special events.
 - The Congress venue is conveniently located relative to local transportation hubs and designated hotels for the Congress.
 - The Congress venue supports interpretation services, if need arises, for English at least for plenary sessions.
 - The Congress venue meets technical requirements for digital communication and webcasting.
 - The Congress venue accommodates requirements for hospitality services (food and beverages, etc.)
 - The Congress venue considers environmental and social sustainability standards.
- 3.4 Criteria for virtual and/or hybrid participation
- Quality of a written concept note for virtual and/or hybrid participation, including an indication of events (e.g. plenary, sub-plenary, technical sessions, side events, other events) to be arranged in a virtual and/or hybrid format
 - Availability of necessary technical equipment and personal on site (including the production and creation of a digital platform and related tools)
- 3.5 Criteria regarding Finances (financial figures reflecting projected values for 2029 and explanation of projection method)
- Financial commitment demonstrated by the government, as documented in the letter from the government.
 - Financial commitment indicated by appropriate partners.
 - Availability of an indicative financial plan identifying revenue sources (including host country contributions and likely support from appropriate partners and sponsors) and expenditure items, creating a financially viable Congress.
 - The financial plan should take into account different participation levels and include scenarios for 2,000, 3,000 and 4,000 registered, in-person participants, including

² <https://council.science/publications/statutes-and-rules-of-procedure/>

the cost estimates related to the possible virtual and/or hybrid participation by additional participants for all scenarios.

- Reasonable Congress fees with special rates for IUFRO members, students and delegates from developing countries, including for participants joining virtually.
- Congress Scientist Assistance Programme (SAP) to support participants from economically disadvantaged countries.

3.6 Criteria for in-Congress tours and post-Congress tours

- In-Congress tours and post-Congress tours offer high-quality professional contents. They feature the societal development with a variety of forest types and land use management systems within the host country and, if relevant, in neighbouring countries and reflect the breadth of IUFRO's scientific units and topics.
- In-Congress tours are included in the Congress registration fee. Projected costs for post-Congress tours shall be reasonable.
- Sightseeing options offer a range of activities for participants and accompanying persons.

4. Selection Process for the XXVII IUFRO Congress

By April 15, 2021: The Management Committee (MC) revises and finalizes the IUFRO Congress Bidding Rules and Call for Bids before the new selection process is initiated.

By May 30, 2021: The Board approves IUFRO Congress Bidding Rules and Call for Bids.

By June 15, 2021: The IUFRO President sends an invitation letter, together with the IUFRO Congress Bidding Rules and Call for Bids, to all IUFRO Member Organizations in countries where IUFRO is represented, calling for bids of countries that wish to host the IUFRO World Congress in 2029. Distribution is facilitated by the IUFRO Secretariat.

By April, 2022: Bids are received by the IUFRO Secretariat, for the MC's review. The MC starts to analyse bids and, based on thorough evaluation, makes a shortlist of up to three best bids for further consideration.

By September, 2022: The shortlist is announced to the Board. The shortlisted countries are invited to present to the Board at its meeting in Spring 2023 (location to be confirmed) the detailed documents and a slide/video presentation on the venue and facts relevant to the Congress 2029.

By December, 2022: Representatives from the MC and the IUFRO Secretariat visit the sites of the invited bidding countries and prepare a written report about the results of the site visits for consideration by the Board.

In Spring 2023, the best bids are presented to the IUFRO Board (exact date and location to be confirmed). The presentation should be given by a representative of the IUFRO Member Organization responsible for Congress coordination, preferably the person who would be the Chair of the Congress Organizing Committee. Before this meeting the Board receives an agreement between IUFRO and the potential host country that outlines respective responsibilities for finances, facilities, and services, and which should be unilaterally signed by the potential host country. After the presentations by bidding countries, the Board thoroughly debates the merits of the bids within the context of the criteria for selection contained in these bidding rules and thereafter, votes for the best candidate to be recommended to the International Council for final decision.

By June 2023: A recommendation for Congress site and date, and rationale for approval, is forwarded to the International Council.

In June - July 2023: A formal decision on the XXVII IUFRO World Congress site and proposed date is made by the International Council.

In June 2024: Representative(s) of the XXVII IUFRO World Congress 2029 hosts will be invited to make a presentation at the closing ceremony of the XXVI IUFRO World Congress 2024 in Stockholm, Sweden.

5. Format for Bids

Bids can be prepared/provided in an electronical format and should not exceed 20 pages. In addition, a reasonable collection of useful photographic and tourism material can be attached.

5.1 Host Country Information

5.1.1 Name of the Host Country and contact information for the IUFRO Member Organization responsible for Congress coordination.

5.1.2 List of other IUFRO Member Organizations within the host country.

5.1.3 Submission date.

5.1.4 A letter from the government to the IUFRO President guaranteeing national and, where applicable, sub-national financial support.

5.1.5 Letters of support from IUFRO Member Organizations in the host country.

5.1.6 Letters of support from appropriate partners in accordance with IUFRO's Rules and Procedures for Partnership Development, including partners from outside the region who may provide mentorship and/or financial support for the Congress.

5.1.7 Brief narrative describing forests, forest management and conservation, forest research and forest industry within the Host Country.

5.1.8 Brief narrative on the host country's geography, history, system of governance, time zone(s), economy, culture, traditions and environment.

5.1.9 Brief narrative describing how the host country supports a non-political forum and the Principle of Freedom and Responsibility in Science of the International Science Council (ISC).³

5.1.10 Brief narrative describing infrastructure for transportation (international airports, railways and other ground transportation) and communication (availability of phones and Internet).

5.1.11 Organizational Plan - Narrative that describes the organizational structure, staff and resources of the lead IUFRO Member Organization for Congress management and coordination.

5.2 Host City Information

5.2.1 Location:

Information on city's location relative to international airports, railways, bus and boat connections, and cultural and other features unique to the city, e.g. linkages with forest related issues.

5.2.2 Hotel Accommodation:

Information on number of hotels, beds per hotel, room rates per night, location of hotels relative to the Congress venue (transport options to travel to/from congress venue), and any special facilities offered by Congress hotels, including facilities for disabled persons and for participants travelling with children.

³ <https://council.science/publications/statutes-and-rules-of-procedure/>

- 5.2.3 Local amenities for a comfortable visit:
Information on local restaurants; and number of restaurants convenient to Congress area, shops, banking services, public transportation, entertainment and cultural attractions, apart from IUFRO Congress itinerary, general language capabilities of local area merchants, restaurants and public services.

5.3 Congress Venue(s)

- 5.3.1 Description of specific location of the Congress venue, and distance from major transportation hubs (airport and ground transportation).
- 5.3.2 Information on facilities for hospitality at the Congress venue, such as food and beverages/catering, message and information services, on-site registration centre, excursion information centre, hotel information centre and media room, office space for 10 officers, medical and health facilities, including facilities for disabled persons and for participants travelling with children.
- 5.3.3 Information on facilities (number of seats, room arrangement, AV equipment, simultaneous interpretation equipment/service) for the following sessions:
 - Theatre seating up to 4,000 people for opening/closing ceremonies and the Plenary Sessions;
 - Four (4) halls accommodating up to 400-500 participants for the parallel Sub-Plenary Sessions;
 - At least 25 rooms seating 50-100 participants for the technical/scientific sessions, including side events; and
 - Other rooms needed for special events and meetings (such as the IUFRO International Council meeting etc.).
- 5.3.4 Information on facilities and equipment for poster presentation.
- 5.3.5 Information on exhibition space and equipment.
- 5.3.6 Information on technical equipment for digital communication and webcasting.
- 5.3.7 Information on facilities for special events, such as receptions and International Council meetings.
- 5.3.8 Brief narrative on how the Congress venue considers environmental and social sustainability standards.

5.4. Virtual and/or hybrid participation

- 5.4.1 Written concept note for virtual and/or hybrid participation, including an indication of events (e.g. plenary, sub-plenary, technical sessions, side events, other events) to be arranged in a virtual and/or hybrid format.
- 5.4.2 Description of necessary related technical equipment and personal on site (including required digital platform(s) and related tools etc.).

5.5 Financial Plan (financial figures reflecting projected values for 2029 and explanation of projection method)

- 5.5.1 Letter from the government indicating amount of guaranteed financial support and information on potential other governmental commitments.
- 5.5.2 Letters of support from appropriate partners in accordance with IUFRO's Rules and Procedures for Partnership Development indicating their financial commitment, including from partners outside the region who may provide mentorship and/or financial support for the Congress.

- 5.5.2 An indicative financial plan describing revenue sources (including host country contributions and likely support from appropriate partners and sponsors) and expenditure items. The financial plan shall include the percentage of anticipated costs to be covered by proposed Congress participants' registration fees, the host country, appropriate partners and sponsors. IUFRO expects to retrieve some of its costs in organizing the scientific content of the Congress covered by a transfer of a minimum of 10% of the registration fee for every delegate to the IUFRO HQ.
 - 5.5.3 The financial plan should take into account the different participation levels and include scenarios for 2,000, 3,000 and 4,000 registered, participants, including the cost estimates related to possible hybrid and/or virtual participation by additional participants for all scenarios.
 - 5.5.4 The financial plan should indicate estimated Congress fees with special rates for IUFRO members, students and delegates from developing countries, including for participants joining virtually.
 - 5.5.5 The financial plan should indicate the level of financial support for the Congress Scientist Assistance Programme (SAP) and indicate respective funding sources.
- 5.6 Congress Excursions
- 5.6.1 Description of in-Congress tours (envisaged number of tours, locations, transportation, topics, etc.).
 - 5.6.2 Description of post-Congress tours (envisaged number of tours, locations, topics, projected costs).
 - 5.6.3 Description of sightseeing options for participants and accompanying persons.

6. Bid Submission

Please find this document at: **WEBSITE**

Bids should be submitted electronically by **April 15, 2022** to:

IUFRO Headquarters
Marxergasse 2, A-1030 Vienna, Austria
Tel.: +43-1-877 01 51
Email: office@iufro.org,
Website: <http://www.iufro.org>

Annex 1: Past Congress Venues

1. Past Congress Venues

Past Congress venues are grouped by IUFRO regions, and illustrate the expansion of IUFRO membership from its early beginnings in Europe to one that is worldwide.

Asia	Congress XXIII, 2010 (Republic of Korea) Congress XXI, 2000 (Malaysia) Congress XVII, 1981 (Japan)
Australia-Pacific	Congress XXII, 2005 (Australia)
Europe	Congress XXVI, 2024 (Sweden) (under preparation) Congress XX, 1995 (Finland) Congress XVIII, 1986 (Yugoslavia) Congress XVI, 1976 (Norway) Congress XIV, 1967 (Germany) Congress XIII, 1961 (Austria) Congress XII, 1956 (UK) Congress XI, 1953 (Italy) Congress X, 1948 (Switzerland) Congress IX, 1936 (Hungary) Congress VIII, 1932 (France) Congress VII, 1929 (Sweden) Congress VI, 1910 (Belgium) Congress V, 1906 (Germany) Congress IV, 1903 (Austria) Congress III, 1900 (Switzerland) Congress II, 1897 (Germany) Congress I, 1893 (Austria)
North America	Congress XXIV, 2014 (USA) Congress XIX, 1990 (Canada) Congress XV, 1971 (USA)
Latin America	Congress XXV, 2019 (Brazil)