1. INVITATION

The International Federation on Ageing (IFA) is inviting unique and innovative proposals from prospective host organizations in respect of its 13th Global Conferences on Ageing. The Board of Directors is particularly interested on submissions that focus on a single theme as opposed to a multi theme / sub theme conference. The theme should have global significance and either an emerging trends or current ‘hot topic’.

2. INTRODUCTION

The International Federation on Ageing is a membership based network of organizations, agencies and individuals with a mission to improve the quality of lives of older people around the world through policy change, grassroots partnerships and strengthening bridges between public and private sectors concerned with ageing issues.

The IFA has convened biannual global conferences since 1992 and with the exception of the 4th Global Conference on Ageing in Montréal in 1999 and the 6th Global Conference in Perth, Australia (where there was joint partnership between government and non-government (NGO)) an NGO has hosted the event in partnership with the IFA. The IFA brand has helped ensure success of these conferences and the IFA has considerable experience in working with host organizations to make conferences successful.

The global conferences provides members and all parties interested in the lives of older persons and seniors the opportunity to exchange information, network and creating working opportunities beyond the conference.

History of IFA Conferences

<table>
<thead>
<tr>
<th>Year (th)</th>
<th>Location</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 (12th)</td>
<td>Hyderabad, India</td>
<td>Health, Security and Community</td>
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<tr>
<td>2012 (11th)</td>
<td>Prague, Czech Republic</td>
<td>Ageing Connects</td>
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<tr>
<td>2010 (10th)</td>
<td>Melbourne, Australia</td>
<td>Climate for Change: Ageing in the Future</td>
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<tr>
<td>2008 (9th)</td>
<td>Montréal, Canada</td>
<td>Shaping Today Tomorrow</td>
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<tr>
<td>2006 (8th)</td>
<td>Copenhagen, Denmark</td>
<td>North-South Challenge</td>
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<tr>
<td>2004 (7th)</td>
<td>Singapore</td>
<td>Global Ageing: Sustaining Development</td>
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<tr>
<td>2002 (6th)</td>
<td>Perth, Australia</td>
<td>Maturity Matters</td>
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<tr>
<td>2000 (5th)</td>
<td>Mar del Plata, Argentina</td>
<td>The Millennium Conference on Ageing: Challenges</td>
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<tr>
<td>1999 (4th)</td>
<td>Montréal, Canada</td>
<td>Towards a Society for All Ages</td>
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3. THE WAY FORWARD

The Federation believes that innovative conference models can be created that respond to the traditional aims such as the exchange of information and networking, and provide a meaningful forum to focus on a number of key issues in greater depth whilst still retaining flexibility to attract practitioners, policymakers and academics through paper and poster presentations.

The Board of the IFA and international experts strongly suggest that future themes and program configurations should have this intent and be developed with a respect for the demographic differences and challenges across regions.

One of the aims of the conference program is to ensure that the issues on the agenda of governments in the region are present in the program providing an opportunity to showcase effective research, policy and practice.

4. CRITERIA

The organization/agency/corporation who submits the Proposal must be a member of the International Federation on Ageing and preferably (and where eligible) a full voting member (see www.ifa-fiv.org for details of membership categories).

Consortiums will be considered on the condition that there is a lead agency which submits the proposal on behalf of the group and that the lead agency is a member of the IFA.

Directors of the IFA Board whose organization submits a bid for the Conference will not be eligible to be on the review committee or vote on the selection of the host organization.

In the event that proposals to host the Conference are not deemed appropriate, the Board can invite a member organization to host the IFA Conference.

Submissions must include statements addressing each of the seven selection criteria (4.1 – 4.7).

To assist applicants in applying to host the IFA Conference, questions that are commonly asked and need to be addressed in your application are outlined below.

It is highly recommended that submissions be developed by the host in close collaboration with the local Convention Bureau and a Professional Conference Organizer (PCO) who has a demonstrated track record in global conferences.

4.1. The applicant(s)

- Provide all legal names of all organizations / agencies who are members of the bid
- Describe the background of the applicants e.g., history, mission and vision, objects, track record in like-events, core business
Describe the profile of the applicant(s) which will contribute to the development of a conference strategy

4.2. Government and non-government support

- Outline Federal/State or Provincial and Local Government support offered to the applicant to host the IFA Conference.
- Explain the applicant’s position in the field of ageing in the country and how this will help to shape the program strategy and ensure maximum participation.
- Demonstrate through examples the relationship between the host organization and other NGOs and agencies in the country and region.

4.3. Committees

- Describe the organizational structure of committees outlining the roles and responsibilities
- Describe how the international perspective will be incorporated into the conference model including marketing and promotion
- Describe how the applicant sees the role of the Secretary General, and the Board of Directors in the development and planning

4.4. Conference theme and program

- Describe the conference theme in the context of national and global interest
- Describe in broad terms the program configuration and show how this may be viewed as an innovative approach
- Explain how the conference can be an experience of knowledge transference and engagement. What unique elements make this possible?
- What is the proposal with regard to publications such as papers and abstracts
- What is the official language of the conference and what facilities will be made for translation into other languages
- Describe in detail the marketing and promotion strategies and expectations
- Outline the scheduling for conference preparations.
- Describe the scholarship arrangements and commitments that will be made for persons from developing countries?

4.5. Financial considerations

The Conference proposal must include a preliminary budget and an estimate of potential income. The best conferences are supported by a strong understanding of financial issues and projections.

Some points to consider are:

- Proposed registration fees (to be discussed with the IFA before finalisation)
- Estimated number of registrations by geographical distribution
- Estimated financial assistance
- Funding opportunities such as sponsorship, government grants and scholarships
- Contingencies made for inflation or other economic drivers
- Effectiveness of marketing and promotion strategy
- Proposal for supporting key and plenary speakers
Anticipated profit
Plan for supporting participants from developing countries
Audited financial statement of host organization for the previous year
Risk assessment based on variations of registration fees

4.6. Venue and accommodation
- Describe (in brief) the location of the venue in relation to the city, hotels, airports and other transport systems
- Describe the range of accommodation with particular note to the budget and mid-range accommodation
- Outline (in brief) the characteristics of the conference venue in relation to spaces for plenary speakers, workshops (with adequate sound proofing), social functions, audio-visual equipment including computer projection facilities, photocopying, access for people with disabilities and interpreters
- Comment on the degree to which the venue is accessible for persons with a disability

4.7. Side meetings / Site visits / Cultural opportunities
Outline in broad terms:
- the potential for side meetings
- whether site visits will be part of the conference program
- the cultural opportunities (if any) that will be available

5. CONTRACTUAL CONSIDERATIONS
The successful host organization together with the IFA will have specific arrangements to negotiate and finalise which include but are not limited to the following:

5.1. Senior Officials Meeting
The International Federation on Ageing convenes a 1 day Senior Officials Meeting the day before the conference proper. The conference host must agree to:
- Provide appropriate space for up to 150 Senior Officials Meeting, which is held in conjunction with the IFA biannual global conference on ageing, at no cost;
- Provide suitable refreshments during the Senior Officials meeting which is anticipated to be a day-long event prior to or during the conference proper; and
- Provide technical or logistics support at no cost during the meeting.

5.2. Branding and conference content
- The Conference shall be known as the IFAs 14th Global Conference on Ageing hosted by (the applicant(s)) or the IFA 14th Global Conference
- The IFA will pay a strong collaborative role in the consolidation of the program content.
- The successful host should make every attempt to acquire the domain name www.IFA2016.org for the sole purpose of the conference. Should the domain be unavailable the host together with the IFA will agree the final domain registration.
5.3. Finances

The IFA conference plays an important role in the knowledge creation and exchange strategy and provides some funds for our continuing work globally. Therefore the host in the contractual agreement agrees to the following:

- Guaranteed income of 150,000USD to the IFA plus incentive income based on a percentage or fixed dollar amount of registrations beyond 1,000 delegates.
- A discounted registration fee on normal rates will be negotiated with the IFA for its members. The discount must be a minimum of 20% of the registration fee applicable at the time of registration. For example if an IFA member applies at the time when early bird rates are in place the discount will apply to this rate.
- $75,000USD is payable in IFAs financial year 2014-15 (1 April 2014 to 31 March 2015) as a security to the Conference income.
- The balance will be paid in two (2) instalments with $50,000 being payable no later than 30 days prior to the commencement date of the conference, with the balance, including incentive payment amounts payable within thirty (30) days of the conference completion.
- Each submission must include a statement that financial losses are the responsibility of the host organization.

5.4 Responsibilities associated with the IFA Board

- The Secretary General (or another designated person) as the principal delegate will meet with the host organization (in their country) on at least three occasions at no cost to IFA and be involved in the Organizing Committee and program development.
- Economy class travel, accommodation and registration fees of the President / Chairman and Secretary General (to include accommodation 2 days prior and 1 day post the conference)
- Accommodation for IFA Directors will be provided at the primary conference hotel for the period of the conference at a 50% discounted rate.
- Registration fees for IFA Directors will be 50% of the advertised early bird rates applicable for the conference.
- Venue for the IFA Board meetings and Annual Meeting at the conference hotel or conference venue at no cost to IFA.

6. SELECTION PROCESS

Invitations to submit proposals to host the IFAs 13th Global Conference will be announced in December 2013. The announcements will be made on the IFA website, newsletters, journal and also directly to members.

The Secretary General is available to respond to questions from prospective bidders from the time of the announcement until the deadline.
### Timetable for the Submission, Assessment and Selection

<table>
<thead>
<tr>
<th>June 2011</th>
<th>Invitation to submit a bid to host the IFAs 13th Global Conference</th>
<th>Acceptance of the bid document by IFA Management Committee</th>
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</thead>
<tbody>
<tr>
<td>February 28 2014</td>
<td>Deadline to submit proposals</td>
<td></td>
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<tr>
<td>March 2014</td>
<td>IFA Conference Bid Committee comprising the IFA Treasurer, plus two Directors and Secretary General will assess the applications against agreed criteria</td>
<td>Shortlist by the IFA sub-committee Correspondence sent to applicants re: decision</td>
</tr>
<tr>
<td>April 2014</td>
<td>Additional information may be requested by the Committee</td>
<td></td>
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<tr>
<td>May 2014 2012</td>
<td>Recommendation from the Committee to the IFA Board</td>
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</tbody>
</table>

The IFA Conference Bid Committee will conduct the preliminary review of the bid documents and thereafter may request further information or clarification on various aspects of the submission. Key contacts should be noted for this purpose in the submission.

The Committee will conduct the necessary due diligence of the prospective host organizations and consortium groups in addition to reviewing the proposed content and organizational capabilities.

The successful host organization will be required to provide a detailed program to the IFA Board one year prior to the Conference.

**Submissions must be forwarded to the IFA office by February 28 2014**

Dr Jane Barratt  
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International Federation on Ageing  
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