



WORKING WEEK BID MANUAL

2020 FIG Working Week

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INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST FOR HOSTING AND CO-ORGANIZING 2019 FIG WORKING WEEK

PART 1: INTRODUCTION

The Council is inviting expressions of interest (submission) and embarking on this process to give equal opportunity for FIG member associations that may wish to host and co-organize the 2020 FIG Working Week. All expressions of interest will be evaluated by FIG Administration and considered by Council. The Council will inform the General Assembly of all expressions of interests and reserve the right to comment and make reservations to any submissions. It is the General Assembly of FIG that will make the final decision.

The submission must include all aspects in the bidding material, and must also include an overview/summary answering the questions asked in part 1 and the member association must firmly commit to co-organize the event with FIG if the submission is successfully brought forward by FIG Council to the General Assembly and finally successfully decided by the 2016 FIG General Assembly.

1.1 GENERAL INSTRUCTION TO BIDDERS

All submissions must be made by a member association of FIG or jointly, where there may be more than one member associations in the particular country. All submissions must –

1. Propose a city;
2. Propose one or more potential venues;
3. Provide three sets of dates for the event;
4. Include information on accommodation options and pricing at or in the vicinity of the proposed venue;
5. Include information of travel and transportation options and connectivity to the proposed city and the venue;
6. Indicate any support and funding from national, regional or provincial/state governments as well as respective tourism or convention authorities; and
7. Outline a preliminary budget for the event (please contact FIG Manager Louise Friis-Hansen, louise.friis-hansen@fig.net to receive an excel version of the template to use as basis for the budget).

Failure to adhere to the requirement above will invite a reservation in the evaluation and may result in the non-recommendation of the submission by Council. Additional information that will aid in the evaluation of the submission is –

8. Estimate of the level of affordability of meals, transportation and recreation within the proposed city; and
9. Suggested social activities and technical visits.

The criteria for selecting host member association and their nominated city and venue will not only be technical and logistical, but will also include financial viability, robustness of the capacity and contribution of the host member association, the co-organizer.

The member association must explain the motivation for hosting the 2020 FIG Working Week by responding to the following questions -

1. Why do you want to host the 2020 FIG Working Week?
2. What are your objectives and outcomes you hope to achieve by hosting the Working Week?
3. What will be your suggested theme for the Working Week?
4. What are previous professional events organised or hosted by your member association in the past three years?
5. What are the major events organised at the proposed venue in the past two years?
6. What are the major events planned, if any, in the proposed city in 2020?
7. What initiatives or activities are you suggesting to ensure a sustainable conference environment?
8. What new initiatives or activities are you suggesting to expand the visibility and attractiveness of this premier and flagship FIG global forum for the Profession?
9. What legacy do you expect to leave your member association and your profession locally from the Working Week?

Part 3-6 set out the process in more details.

PART 2: BID PROCEDURE

2.1 SUBMISSION

The submission must be delivered electronically to-

International Federation of Surveyors
Kalvebod Brygge 31-33, DK-1780
Copenhagen V
Denmark
Attn.: Ms Louise Friis-Hansen
Email: louise.friis-hansen@fig.net
Tel: +45 3318 5584
Skype: louisefh1

on or before **30 November 2015**. All requests for clarification must be made to Louise Friis-Hansen.

2.2 EVALUATION OF THE BIDS

Member associations are requested to note and adhere to the instruction to bidders, particularly the requirements and questions listed as they form the criteria for evaluation. FIG places equal importance to–

- a) the ability and capacity of the member association to successfully deliver this annual premier event in FIG’s events calendar and its objective;
- b) the capacity and suitability of the proposed venue and its facilities;
- c) the desire that the destination of FIG annual premier global forum for the Profession be rotated between different regions and countries;
- d) the financial viability of the event together with an ability to return a surplus;
- e) the support including financial by local or national authorities;
- f) the affordability and a “better value for money” for participants and this include registration fees, travelling and local costs
- g) environmental sustainability, safety and security for participants; and
- h) motivation for being host of the 2020 FIG Working Week.

Notes

To assist member associations to prepare their submission, part 3-6 provides relevant information and statistics on recent FIG Working Weeks and Congresses. Part 3-6 include FIG's rationale on registration fees, complimentary registrations as well as practical arrangements during the working week like room requirements, technical facilities etc.

2.3 FINAL DECISION

All submissions will be evaluated by FIG Administration and considered by Council. The Council will inform the General Assembly of all expressions of interests and reserve the right to comment and make reservations to any submission. It is the General Assembly of FIG that will make the final decision.

Currently, only member associations have a vote and the numbers of votes are following the size of the association (under 1000 national members: 1 vote, 1000-5,500 members: 2 votes and more than 5,500 members: 3 votes).

2.4 TIMELINE

The timeline is as follows –

September 2015
Call for expressions of interest
30 November 2015
Deadline for receiving expressions of interest
December 2015/January 2016
Initial evaluation and request for clarifications, if any, from member association
February/March 2016
Preparation of Evaluation Report by FIG Administration and Council consideration
March 2016
Inclusion of Evaluation Report into 2015 FIG General Assembly Agenda
02 May 2016
Presentation of expression of interests at the first session of General Assembly
03 – 05 May 2016
Potential co-organisers and hosts may participate in 2016 FIG Working Week Exhibition
06 May 2016
Decision by the General Assembly at the second session of the General Assembly
May 2017
Agreement on split of responsibility, co-organizing and hosting agreement with FIG

2.5 FINAL REMARKS

Please note that FIG and the selected local host association cooperate on the planning and executing of the event. If there is more than one member association from the bidding country it is preferred that all associations are engaged in the event. Furthermore, FIG and the local host(s) jointly organise and deliver the event together, and not any Professional Conference Organiser (PCO). However, the member association(s) may cooperate with a local Destination Management Company (DMC), Travel Agency or Event

Management Company (EMC) where applicable, and this must be agreed before between FIG and the member association(s).

Member association making a submission is expected to be a member in good standing.

PART 3: FIG AND ITS EVENTS IN GENERAL

3.1 INTRODUCTION

Fédération Internationale des Géomètres (FIG) is a United Nations and World Bank recognized non-governmental organisation currently representing a membership from over 120 countries throughout the world, seeking to collaborate and to ensure that the disciplines and specialization of surveying and all who practice them are relevant and meeting the needs of both the places and the people the Profession seek to serve. FIG was founded in 1878 in Paris and in recent decades, is better known as the *International Federation of Surveyors* (FIG).

FIG is the premier international organisation representing the interests of surveyors worldwide. It is a federation of national member associations and covers the whole range of the professional surveying community globally. Its membership is also extended to include affiliate, academic and corporate membership and national correspondents. This professional community measures (including estimating, costing and valuation), models and manages the natural and built environment for the effective planning, efficient administration and sustainable use of the land, the seas and any structures thereon. These practitioners come from scientific, research and academic institutions; technologies, technological products and services providers; commerce and industry, public agencies and consultancy and private practices. FIG provides an international forum for discussion and development aiming to promote professional practice and standards.

3.1.1 Membership of FIG

Members of FIG consist of:

- Member associations – national associations representing one or more of the disciplines of surveying;
- Affiliate members – groups of surveyors or surveying organizations or agencies undertaking professional activities but not fulfilling the criteria for member associations;
- Academic members – organisations, institutions or agencies that promote education or research in one or more of the disciplines of surveying;
- Corporate members – organisations, institutions or agencies which provide commercial services related to the profession; and
- National Correspondents - individual appointed as a correspondent in a country where no association or group of surveyors currently exists.

Currently there are 103 member associations from 90 countries. In addition FIG has 45 affiliates, 92 academic members, 23 corporate members and 1 correspondent. All in all, FIG currently has a presence in 122 countries.

3.2 2020 FIG WORKING WEEK

The yearly FIG Working Week is the annual premier and flagship event of FIG. Working Weeks combine FIG's annual general assemblies with meetings of FIG's administrative bodies and three-day technical conferences and a trade exhibition co-organized with the prior determined host member association. Recent FIG Working Weeks will be held in Christchurch, New Zealand (2-6 May 2016), Helsinki, Finland, (29 May-2 June) 2017, and Hanoi, Vietnam, (2019). 2018 is a congress year and the congress will be held in Istanbul, Turkey

(6-11 May 2018).

FIG provides the Profession, its partners and all stakeholders the premier international forum for discussions, debates and development aiming to promote better professional networking, practices and standards as well as providing FIG the opportunity to implement and develop their work programmes, outputs and contributions.

In this context, the 2020 FIG Working Week will again be the primary FIG event for 2020 and will play its decisive role as well as to bring together FIG global membership, the Profession, its partners and stakeholders. The 2020 Working Week will be important especially because the General Assembly is going to vote on 10 Commission Chairs Elects and two new Vice Presidents.

3.2.1 Statistics for Working Weeks/Congresses

To help the preparation of the submission and estimation of the size of the Working Week following figures can be given on the latest Working Weeks and congresses.

Venue and Year	Delegates to General Assembly	International Participants	Local Participants	Accompanying persons	Total number of participants
Munich, Germany, 2006 Congress	65 member associations	2,000			15,000 to the exhibition (InterGeo)
Hong Kong SAR, China, 2007 Working Week	450 45 member associations	350	100	~50	500
Stockholm, Sweden, 2008 Working Week	800 52 member associations	650	150	~50	950
Eilat, Israel, 2009 Working Week	500 37 member associations	350	150	60	650
Sydney, Australia, 2010 Congress	500 67 member associations	1,500	800	200	2,000+
Marrakech, Morocco, 2011 Working Week	500 50 member associations	900	700	50	1,600
Rome, Italy, 2012 Working Week	400-500 66 member associations	1100	100	130	1400
Abuja, Nigeria, 2013 Working Week	400 38 member associations	250	2000+		2300+

Planned Congresses and Working Weeks					
Kuala Lumpur, Malaysia 2014, Congress	400 61 member associations	1400	1100	124	2500
Sofia, Bulgaria, 2015 Working Week	300 60 member associations	800	70	95	1000
Christchurch, New Zealand 2016 Working Week					
Helsinki, Finland 2017 Working Week					
Istanbul, Turkey 2018 Congress					

As for the General Assembly, the number of official delegates and observers to the General Assembly has been quite stable, approximately 300 – 400 at a Working Week and 350 – 500 at a Congress. The attendance figures vary depending on the attractiveness of the venue and registration fees.

It is expected that at the Working Week 2020 there will be participants from 70-90 countries. The number of participants to the scientific, technical and professional programme within the Working Week is very much dependent on the venue, the registration fees and the comprehensiveness of the scientific, technical and professional programme. The number of participants has been increasing lately but is expected to stabilize due to the world economic situation, the competition from other conferences and the fact that employers tend to send fewer representatives to a conference.

For the Working Week 2020 an open call for papers will be used to attract more participants and to assure high quality in the scientific, technical and professional conference. The call for papers includes option for peer review and non-peer review presentations. It is expected that the number of international participants will be 800-1000 persons. At the 2015 Working Week in Sofia, the final programme included more than 300 papers and other special session in 90 sessions and forums (11 parallel sessions). The conference programme was well supported by FIG's Institutional Partners that resulted in a series of high-level joint sessions, forums and roundtables. The conference programme was well supported by FIG's Institutional Partners that resulted in a series of high-level joint sessions, forums and roundtables.

PART 4: FINANCIAL ARRANGEMENTS

4.1 OUTLINE BUDGET

An outline budget for the Working Week must be prepared and submitted as part of the expression of interest and needed primarily to evaluate the economic and financial viability of each submission. FIG has an event budget template that shall be used for this purpose (Appendix A). The purpose of using the budget template is to ensure that FIG Administration, Council and General Assembly are able to compare competing bids using the same criteria. Please note that the appendix is only meant as a guideline. The submitted budget is expected to be an overall, but not detailed budget.

It would be most useful if the submission includes information and indicative prices for local services to provide a reasonable assessment of the local pricing level and the registration fee structure that is normal to the host country. Additional information about support and funding (funds and/or in kind) that is available such as financial support from the government, tourism or convention authorities etc., public guarantees, receptions hosted by the hosting city/country, social events etc. are welcome. In addition, the member association is encouraged to include information and ideas how the member association may encourage and support participants from developing countries, students, young professionals and other under-represented groups to attend the event.

4.2 REGISTRATION FEE

Registration fee will be offered to full delegates, daily participants, students and accompanying persons (now optional whether a special program for accompanying persons shall be offered). The registration fee at the Working Week is expected to be the same for international and domestic participants. Exceptions to this practice can be discussed. Normally the registration fees shall include tea/coffee breaks and lunch (2 breaks and 1 lunch per day). As a minimum, all tea/coffee breaks must be served at the exhibition area and all lunches where possible accommodating all participants. Lunch may be standing or sitting.

Inclusions in the registration fee vary from event to event. The minimum is that the registration fee shall include the opening ceremony, the welcome reception, the full scientific, technical and professional conference programme and the accompanying exhibition and all tea/ coffee breaks as well as lunches.

The two social events at each Working Week, the FIG Foundation Dinner/Cultural Evening and the Gala Dinner, are normally not included in the registration fee (but can be depending on the financial strategy and economic viability) and tickets to these social events can be sold to participants and accompanying persons at around € 70 – 120, depending on the menu and the offerings.

It should be noted that at each annual FIG President’s Meeting, there were comments that registration fees were high and prevented wider participation. Hence registration fees will continue to be benchmarked against the average for Working Week over the past four years. The aim has to be an affordable event catering to all segments of participants within FIG global society.

Local tax/VAT rules must be taken into consideration.

Registration fees for the latest FIG conferences have been (Congress: 4 day conference, Working Weeks: 3 day conference):

Venue, year	Early registration fees			Normal registration fees	Late Registration Fees
	GA + Conference	Accompanying persons	Students	GA + Conference	GA + Conference
Munich, 2006 – Congress **)	€ 440	€ 100	€ 150	€ 490	€ 560
Hong Kong, 2007 Working Week	€ 485	€ 185	€ 295	€ 585	€ 585

Venue, year	Early registration fees			Normal registration fees	Late Registration Fees
	GA + Conference	Accompanying persons	Students	GA + Conference	GA + Conference
Stockholm, 2008 *) Working Week	€ 490	€ 230	€ 50	€ 650	€ 800
Eilat, 2009, Working Week ***)	USD 690 (€500)	USD 350 (€250)	USD 200 (€150)	USD 890 (€650)	USD 890 (€650)
Sydney, 2010, Congress **)	AUD 990 (€700)	AUD 290/150 (€200/105)	AUD 450 (€315)	AUD 1375 (€960)	AUD 1645 (€1150)
Marrakech, Working Week 2011 *)	€ 520	€ 250	€ 150	€ 650	€ 650
Rome, Working Week 2012 *)	€ 520	€ 150	€ 150	€570 Daily 300	€ 680
Abuja, Working Week 2013 *)	€ 450	€ 150	€ 150	€500 Daily 200	€ 600
Kuala Lumpur, Congress 2014 *)	€ 630	€ 150	€ 250 young 11professionals: € 350	€ 690 Daily 300	€ 790
Sofia, Working Week 2015**)	€ 550	€ 150	€ 200	€ 640	€ 690

*) including lunches and coffees.

**) including light lunches and coffees.

***) all meals and banquet included.

4.2.1 Registration handling fee

In the registration fee a fixed contribution for handling of registrations will be included for FIG.

For the 2020 FIG Working Week, this contribution is proposed at €35.

4.3 FIG FOUNDATION

Within the registration fee a fixed contribution per registered participant (national and international) will be included for the FIG Foundation whose primary objective is in the building of sustainable futures for the Profession. A similar donation will be collected from each participant attending the FIG Foundation

Dinner/Cultural Evening. This is fixed at a minimum of €10. In addition the participants shall be given an opportunity to make voluntary contributions to the FIG Foundation.

For the 2020 FIG Working Week, this contribution remains at €10.

4.4 COMPLIMENTARY REGISTRATIONS

Member associations should note that in accordance with current operating norms as well as bilateral agreements and understandings, the budget must include complimentary registration to the Working Week for the following –

- All Keynote/Plenary speakers (10 – 12)
- Representatives of the partnering United Nations agencies and World Bank (5 - 10)
- Presidents or their representatives from sister organisations (3 - 8)
- Chairs of FIG Commissions, Networks and Task Forces, Directors of the two FIG Permanent Institution, President of the FIG Foundation and FIG Honorary Presidents (15 - 20)
- Local Organising Committee (max 10 persons)
- FIG Administration (4 – 5 staff members)
- FIG Council (President, 4 Vice Presidents)
- Reduced fee to FIG honorary members and others eligible

Normally an allocation of (a number) complimentary registrations is provided as grants to national delegates from within FIG membership who are from emerging/developing countries.

The budget is also expected to support invited speakers particularly from FIG institutional partners and agencies from the World Bank, United Nations and regional groupings (e.g. European Union, African Union, ASEAN) as well as from developing countries by providing complimentary registration. The number of supported speakers will be budgeted to 20. Additional support will be sought from development and aid programmes, donors and collaborative agreements with UN agencies or from within the budget. Local contributions/programmes will also be of interest.

Please note that the conference budget covers only complimentary registration and all participants bear their own travel and local subsistence and accommodation cost. These complementary registrations must be covered in the budget.

4.5 COMPLIMENTARY ACCOMMODATION

The budget must provide complimentary accommodation to the FIG President for the entire duration (8 – 10 nights). This should be an executive level accommodation with access to meeting facilities and is to be jointly decided when finalising the budget.

All FIG Administrative staff members participating at the Working Week will be provided with complimentary accommodation and in the past, this is normally offered by the designated conference hotel as part of its complimentary room policy or otherwise covered within the budget.

4.6 COMPLIMENTARY ENTRY TO SOCIAL EVENTS

At each FIG Working Week, there will be a minimum of two social events, the FIG Foundation Dinner/Cultural Evening and the Gala Dinner. The cost of attendance is not normally included in the registration fee (but can be depending on the financial strategy and economic viability). Attendance tickets to these social events can be sold to participants and accompanying persons at around € 70 – 120, depending on the menu and the offerings.

The budget should allow for complimentary entry to these social events for;

- All Keynote/Plenary speakers (10 – 12)
- Representatives of the partnering agencies of the United Nations and World Bank Group (10 - 20)
- Local Organising Committee (max 10 persons)
- FIG Administration (4 – 5 staff members)
- FIG Council (President, 4 Vice Presidents, ACCO representative in the Council)

4.7 SPONSORSHIP

FIG Working Weeks have traditionally relied heavily on local and international sponsorship in order to offer low registration fees to delegates and still be financially viable. The local commitment and local sponsorship possibilities are interesting for the conference budget and for the general interest of hosting the event in a specific country. FIG is responsible for the international sponsorships and to ensure that all sponsors receive excellent exposure in the run-up to the event, during the event, and immediate aftermath.

FIG Administration and the Local Organising Committee will include sponsorship in early planning meetings and agree on fees and responsibilities.

4.8 FINAL BUDGET

The Working Week will be organised jointly by FIG and the local member association. The final budget will be prepared jointly. A budget for the Working Week will be prepared and will include allocations for both FIG and the member association, primarily to defray the respective internal cost arising from the split of responsibilities. FIG and the host association will make an agreement on the fee and royalties to FIG. Financially, it is the aim to organise and execute the Working Week and return a surplus that will belong to the local association, and a specified part will belong to FIG. This desire for a surplus is balanced with affordability and “value for money”. Member associations must appreciate that the Working Week must positively contribute towards the financial wellbeing of the FIG and also of the member association.

The registration fee has to be confirmed by Council.

FIG and the host member association will jointly discuss and decide on the fees with the conference venue and with the conference hotel(s) (if any). This is to confirm a reasonable cost level for all participants and variety in offered accommodation options. Agreements will be made by the member association.

PART 5: BEFORE THE WORKING WEEK

5.1 VENUE

The Working Week should be staged in one main venue. This could either be a hotel or a congress centre that will be able to accommodate the event. The bidders should include information on venue’s on-site facilities. It is preferable to organise some activities off-site e.g. social functions.

5.2 DATES AND TIMING

FIG memberships congregate annually, over two days, at a prior determined venue to dispense the business of the Federation at its general assemblies. FIG Statutes require that FIG’s General Assembly be held before the end of June each calendar year and that each successive meeting is at least nine months apart. Due to administrative constraints, FIG general assemblies are not held earlier than the last week of April, thus leaving a window of about two months in each calendar year.

When suggesting dates for the Working Week, care should be taking into local holidays, religious and cultural events as well as major holidays, religious and cultural events globally. Further the availability of the

venue should be considered as well as other bigger events taking place at the same time that can affect hotel prices etc.

5.3 ACCOMMODATION

A recommendation and range of safe, comfortable and clean accommodation options, of varying categories and affordability, preferably within walking distances or ease of public transportation to the event venue should be identified. A hotel attached to or in close proximity to the event venue will be designated as the conference hotel. If there are no hotels close to the proposed venue, logistics must be taken into consideration i.e. shuttle busses to and from the hotels and conference venue both during the day and for the evening events.

With the proliferation of online hotel reservation options, FIG and the Local Organising Committee do not act as the Working Week Housing Bureau.

5.4 VISAS; GOVERNMENT APPROVAL

The bid document should clearly outline the process and costs for delegates applying for visas to attend the Working Week, and whether there are any countries or regions whose citizens might face difficulty to obtaining visas. Local contact with officials to ensure the visa process for potential participants is important as well. It should also be stated whether Local Organising Committee and/or FIG are required to formally register the conference in some way with national government departments or institutions.

5.5 RESPONSIBILITIES

Member Associations should note that FIG provides the overall concept and project management of this annual premier and flagship event of FIG. FIG will work together with a Local Organising Committee constituted by the successful member association in the planning, preparation and executing of the Working Week. There will be no other professional conference organiser (PCO) involved at this level. The local organiser is the FIG member association(s) in the host country. However a local organisation (such as destination management company, travel agency, event management company) may be engaged by the member association as required. All decisions shall be jointly made by FIG and the member association(s).

Within this overall conceptual framework, FIG is responsible of the technical programme (planning, collection and editing of the abstracts and full papers and the design of the program); the web site; registrations; international sponsors and exhibitors; international marketing and liaison with international institutional partners and sponsors as well as the overall event management. The FIG Administration will also act as the link between the FIG Commissions, Networks and Task Forces and the Local Organising Committee and assist the host member association in many other ways.

The member association shall take care of all logistical requirements to successfully organise the Working Week. The host member association will be in charge of agreements with venue, hotels etc, social events, technical and social tours, on-site logistics, local/regional promotion of the event, cooperation with local/regional sponsors/exhibitors/partners, and provide the necessary in-country knowledge, support and expertise particular on local religious and cultural sensitivities. Contributions to local input to the general programme are also important. The local organising committee is constituted by the member association, however associated partners can also be part of the local organising committee.

The final details will be agreed in the agreement between FIG and the host association.

FIG and the member association will be compensated via a lump sum allocation to defray the cost and work provided as part of the respective responsibilities in the agreement between FIG and the member association.

5.6 MARKETING AND PROMOTION

5.6.1 Attendance in Previous year's Working Week

The budget should include the cost (flight, registration, accommodation, extras) for sending 1 or 2 staff to the Working Weeks/Congresses taking place the years before. These staff members should be the main working contacts who will be in communication with FIG on a continued basis. It is also recommended that 1 or 2 staff participate(s) in Intergeo to promote the Working Week.

5.6.2 Promotion at the previous year's Working Week

Promotion of the Working Week shall start at the Working Week 2017 in Helsinki, Finland. The first invitation shall be prepared and distributed latest at the FIG Working Week 2017.

At the last day of the FIG Working Week 2019 in Hanoi, Vietnam, a farewell reception will be hosted to promote the FIG Working Week 2020. The reception is hosted and organised by the host of 2020 FIG Working Week and should consist of drinks, light snacks and some form of simple entertainment. Alternative creative proposals which enhance the previous year's Working Week and promote the forthcoming event can be considered.

General information:

Date:	Day #7
Venue:	Event venue, in the vicinity to the General Assembly room
Participants:	All delegates to the General Assembly, observers and accompanying persons (approximately 500 persons)
Room layout:	Standing cocktail
Facilities:	Microphone
Programme:	Short speeches, background music-cultural performance
Catering:	Drinks and snacks/light food

5.6.3 Marketing and promotion

FIG will be primarily responsible for coordinating promotions and marketing at the international level for the Working Week. The marketing will primarily be by email. In the past years printed invitation brochure has been dropped. The FIG Administration will be in charge for distributing further information (general invitation letters, call for papers) of the conference by email (e-blasts) to members, national delegates and other contact groups (in the FIG database there are about 8,000+ contacts). In addition, material submitted by the conference organisation will be published on the FIG web site, FIG e-Newsletters etc. FIG will use its media partners etc. to promote the conference.

5.6.4 Web site

FIG will be responsible for the conference web site. The content of the web site will be produced in cooperation between FIG and the local member association. In addition to normal conference material the technical programme and papers/proceedings will be posted on the web site as well as information about the administrative meetings.

5.6.5 Invitation letters

The local member association is responsible for invitation letters for visas based on the requirements of the host country.

5.6.6 Printed Material and visual identity

The FIG guidelines for the production of official FIG print, including how the FIG logo should be used must be kept. Full consultation with the FIG Administration is required for the design of all publications and

prints. Generally, the FIG Administration will be in charge of the design of all printed material in consultation with the Local Organising Committee.

FIG and the local host will together decide on:

- The visual identity
- Conference logo (to be created locally reflecting the local/national flavor of the destination)
- 1st announcement (print) which should be distributed latest at the FIG Working Week 2016 and other marketing material (often convention bureaus/tourism offices are helpful with this both financially and with marketing material).
- Programme book, badges etc (to be printed locally)
- Signage

5.7 PREPARATION OF THE TECHNICAL PROGRAMME

5.7.1 Call for papers

There will be an open Call for Papers (both peer review and non peer review papers) for the technical programme of the 2020 FIG Working Week. FIG will manage and be responsible for this call for papers together with the VP responsible for ACCO, ACCO Representatives to the Council, Chairs of FIG Commissions, Networks, Task Forces and Permanent Institutions.

FIG will collect both abstracts and full papers and produce and circulate guidelines on preparing the papers. The final proceedings will be published on the FIG web site. The FIG Administration will edit the papers and take care of the production of the proceedings.

5.7.2 Working Week Programme

FIG will be responsible for the scientific, technical and professional programme (with the VP responsible for ACCO, ACCO Representatives to the Council, Chairs of FIG Commissions, Networks, Task Forces and Permanent Institutions). The FIG Administration will act as a link between these parties and the Local Organising Committee so that the local requirements and presentations can have a visible role at the conference programme. FIG will also work together with various institutional partners e.g. World Bank and UN organisations and will organise special sessions/workshops within the Working Week.

The member association shall nominate a delegate to each of the 10 technical commissions to confirm that there is local input in the technical programme. It is expected that there is at least one paper from the host country in each of the sub-thematic tracks.

The theme of the Working Week will be jointly considered by LOC and FIG. FIG Council will confirm the theme for the Working Week.

In addition, there will also be administrative meetings that are to be conducted within the Working Week.

5.8 PREPARATORY MEETINGS

5.8.1 Site, Inspection and Coordination Visits

A site and inspection visit can be expected either jointly or individually by the FIG President and the FIG Manager about 2-3 years before the Working Week. All local cost incurred for the visit lasting 2-3 days is to be covered by the host member association. Please note that such visits may be (partly) funded (travels and accommodations) by the local or national governments through its tourism or convention agencies. This option should be investigated.

At least 1-2 sites and coordination visits by the FIG Manager and FIG Coordinator can be expected within 6-15 months of the Working Week. This is a working visit lasting up between 3-4 days. All local cost incurred for the visit days is to be covered by the host member association. In addition, as in the past, such visits may be funded (travels and accommodations) by the local or national governments through its tourism or convention agencies. This option should be investigated as otherwise it would be covered under the conference budget.

PART 6: DURING THE WORKING WEEK

6.1 THE PROGRAMME IN GENERAL

Friday Day #1	Saturday Day #2	Sunday Day #3	Monday Day #4	Tuesday Day #5	Wednes-day Day #6	Thursday Day #7	Friday Day #8
Council Meeting	ACCO Meeting/ Administrative meetings	General Assembly	Opening ceremony	Plenary Session	Plenary session	President's meeting	Council Meeting
			Plenary session				
			Exhibition	Exhibition	Exhibition		
			Technical programme; 8-10 parallel sessions	Technical programme; 8-10 parallel sessions	Technical programme; 8-10 parallel sessions	General Assembly	
			Afternoon: technical/ social tours	Afternoon: technical/ social tours	Afternoon: technical/ social tours		
Council Dinner	ACCO Dinner	Welcome reception	Cultural Evening/ Foundation Dinner	Commission Dinners/ Free evening	Gala Dinner	Farewell reception	

The Working Week is normally taking place from Friday to Friday. The first two days (Friday and Saturday) are for administrative meetings (Friday for Council meeting (10 people) and Saturday for Commission and Network Chairs (approximately 15 - 25 people depending whether it is the first half (about 15) or the second half (about 25) of the Council term). Sunday and Thursday are reserved for General Assembly, Commissions Annual Meetings and FIG President's meeting. The technical programme is from Monday to Wednesday with a plenary session in the morning and parallel sessions during the day – normally 8-10 parallel sessions for Working Weeks. Hereto there might be extra sessions, special session, seminars etc. Opening ceremony is scheduled for Monday morning, however can also be on Sunday afternoon in conjunction with the welcome reception.

The social programme includes welcome reception (for all and included in the registration fee), possibly a reception hosted by the hosting city (included in the registration fee), local cultural evening (FIG Foundation Dinner) and the Gala dinner.

There is an accompanying three-day commercial and professional exhibition coinciding with the conference programme.

Programme for FIG Working Week 2015 in Rome is available on the web (www.fig.net/fig2015) and for the FIG Working Week 2013 in Christchurch, New Zealand at www.fig.net/fig2016. On the FIG web site there are also programmes and material on previous Working Weeks and congresses.

6.2 ADMINISTRATIVE MEETINGS

Indicative to demonstrate the number and type of facilities and capacities needed.

6.2.1 Member Association Conference Office

Date:	All days Friday – Thursday (Day #1 - #7)
Venue:	Event venue
Participants:	LOC
Room layout:	Working space for three to four staff (meeting table)
Facilities:	Internet access
Refreshments:	Coffee and tea on tap, biscuits, water and soft drinks, snacks

6.2.2 FIG Conference Office

Date:	All days Friday – Thursday (Day #1 - #7)
Venue:	Event venue
Participants:	FIG Office
Room layout:	Working space for three to four staff – meeting table
Facilities:	Colour printer, copier (shared with LOC conference office), internet access, (local SIM cards for mobile phones)
Refreshments:	Coffee and tea on tap, biscuits, water and soft drinks, snacks

6.2.3 FIG President Meeting room

Date:	All days (from Saturday) (Day #1/#2 - #8)
Venue:	Event venue
Participants:	FIG President and FIG Manager, meetings up to 10 people
Room layout:	Working desk for FIG President, boardroom or meeting room for up to 10 people.
Facilities:	Internet access,
Refreshments:	Coffee and tea on tap, biscuits, water and soft drinks, snacks

6.2.4 Commission meeting rooms

Date:	All days (from Sunday) – free entry for Commission officers (Day #3/4 - #7)
Venue:	Event venue. 3-5 rooms (two-three commissions to share one room); normal office rooms are suitable
Room layout:	pax 10-25 people (boardroom style preferred)
Facilities:	LCD Projector and internet access

6.2.5 Council Meetings

Date:	Fridays, full day 9:00-18:00 (Day #1 and #8)
Venue:	Event venue or Main conference hotel/can also be FIG President Meeting room
Participants:	President, Council, FIG Manager and invited guests, max 12 people
Room layout:	U shape/board room
Chair:	President
Contact:	FIG Manager
Facilities:	LCD Project and Internet
Refreshments:	Coffee and tea on tap, biscuits, water and soft drinks, lunch
Notes:	Normally the Council has a joint dinner after the Council meeting

6.2.6 ACCO Meeting

Date:	Saturday, full day, 9:00-18:00. (Day #2)
Venue:	Event venue or Main conference hotel
Participants:	ACCO Meeting: Vice President, Commission chairs and vice chairs, FIG Manager and/or Coordinator, invited guests (pax 20-30).
Room layout:	U shape
Chair:	Vice President responsible for ACCO
Contact:	FIG Manager
Facilities:	LCD Projector, internet
Refreshments:	Coffee and tea on tap, biscuits, water and soft drinks, lunch
Notes:	ACCO dinner in the evening incl. FIG Council.

6.2.7 General Assembly

Date:	Sunday 9:00-16:00 and Thursday 10:00-15:00 (Day #3 and #7)
Venue:	Event venue or Main conference hotel
Participants:	Member associations, affiliates, academic members, correspondents, honorary presidents and honorary members, corporate members, observers.
Room layout:	Top table for 6 persons (Council + Manager) Classroom style arrangement for the floors catering for 60 – 80 delegations with 2 - 3 seats per delegation (200 pers). Display of national flags (provided by FIG), nameplates of member associations (provided by FIG), ballot box. 150-250 chairs for observers in the back of the room, theatre style.
Chair:	President
Contact:	FIG Manager
Facilities:	Two Screens, simultaneous projection (flag show on one screen, agenda on main screen – possibility to connect own lap top for main screen), LCD Projectors, Laptop, wi-fi, microphones (4 for the top table, roaming microphones on the aisles plus supporting personnel), possibility to play FIG fanfare, possibility to show video
Refreshments:	Water

6.2.8 Commission Annual Meetings

Date:	Sunday afternoon or during conference days, 1-2 hours
Venue:	Event venue. A meeting room for each Commission (10 commissions), attendances ranges from as low as 10 to about 50, depending on commission.
Participants:	Commission national delegates (10-50 delegates per commission).
Room layout:	Theatre style
Chair:	Commission chairs.
Contact:	FIG Manager
Facilities:	LCD Projector, Internet
Refreshments:	Water for presenters
Note:	Need for rooms to be agreed with the FIG office.

6.2.9 FIG President's Meeting

Date:	Thursday morning from 8.30 to 10:30/Wednesday afternoon
Venue:	Event venue or Main conference hotel
Participants:	Presidents of member associations, about 60-70 people
Room layout:	Circle of chairs, (capacity for 70 – 80)
Chair:	President

Contact: FIG Manager
Refreshments: Water

6.3 TECHNICAL PROGRAMME

Indicative to demonstrate the number and type of facilities and capacities needed.

6.3.1 Opening ceremony

Date: Day #4 morning (can also be Day #3 evening in connection with the Welcome reception), about 1 – 1½ hours
Venue: Event venue.
Participants: All delegates and accompanying persons (included in the registration fee)
Room layout: Theatre style
Facilities: LCD projector, screens, laptop
Programme: Speeches with memorable welcome cultural presentation

6.3.2 Plenary Sessions

Date: Day #4, Day #5 and Day #6, 1½ - 2 hours per session in the morning
Venue: Event venue
Participants: All delegates
Room layout: theatre style
Contact: FIG Manager
Facilities: LCD Projector, Screens, laptop, Internet
Refreshments: Water (for top table)

6.3.3 Technical Sessions

Date: Day #4, Day #5 and Day #6, 1½ hour long sessions for rest of day after the plenary session.
Venue: Event venue. Capacity of rooms can vary between 50 and 300 in theatre style
Participants: Delegates
Contact: FIG Manager
Facilities: LCD Projector, Screen, laptop, Internet
Room layout: Mostly Theater style

6.4 SOCIAL PROGRAMME

Indicative to demonstrate the number and type of facilities and capacities needed.

6.4.1 Welcome Reception

The welcome reception will take place on Day #3 late afternoon/evening and is for all delegates and registered accompanying persons (included in the registration fee).

Date: Day #3 evening
Venue: Can be in the event venue (option, prices to be given) or somewhere outside. The Welcome reception can e.g. be hosted by the city (in the city hall or an appropriate place) or there may be other hosts/sponsors (e.g. ministries)
Participants: All delegates and accompanying persons (included in the registration fee)
Room layout: Standing cocktail
Facilities: Microphone
Programme: Light entertainment, short speeches

Catering: Drinks and snacks

6.4.2 Cultural Evening /Foundation dinner

Cultural evening and dinner (incorporating local cuisine and cultural performance) takes place in the evening of Day #4. This is also the FIG Foundation Dinner and there will be short speeches by FIG Foundation President and its principal sponsor. This dinner is normally not included into the registration fee and tickets will be sold. Estimated participation is between 40-60% of the registered non-national participants. A donation will be collected from each participant attending the FIG Foundation Dinner/Cultural Evening. This is fixed at a minimum of €10. The dinner should reflect local traditions and is not formal.

6.4.3 Conference/Gala dinner

Conference/Gala dinner takes place on the evening of Day #6. It is normal to include some appropriate musical or cultural performance as decided by the host. There may be short speeches. This dinner is normally not included into the registration fee and tickets will be sold. Estimated participation is between 40-50% of the registered non-national participants.

6.4.4 Additional Receptions

It has been usual that the hosting city invites the FIG President, Council, Administration and the wider leadership within FIG together with heads of the delegations, representatives of FIG institutional partners and sister organisations to a reception at a city landmark (in the past, this reception is hosted by the mayor of the city) early in the programme and normally the evening of Day #3 depending on the Welcome Reception. It can also be on day #2. The FIG Administration will provide the list of non-national guests in cooperation with the host.

Some member associations have invited FIG officials together with local representation on #2.

6.4 SOCIAL TOURS

Social tours will be offered during Day #4, Day #5 and Day #6. There shall be no tours during the opening ceremony and preferably during the plenary sessions. If the tour is a day-long affair, then it should be scheduled on Day #5 and Day #6. The tours are organised with the local tour operator, optional but included in the conference programme. Pre and post tours may also be offered and sold through the conference registration.

6.5 TECHNICAL TOURS

There will be half-day technical visits organised in consultation with FIG Commissions, Networks and Task Forces. To plan these visits, the Local Organising Committee shall liaise with relevant Officers through the FIG administration. It is strongly advised that the Local Organising Committee involve its national delegate for this purpose. In the submission, member associations should indicate possible technical visits.

6.6 FOOD AND BEVERAGE

Lunches and coffees are included in the registration fee (buffet lunch preferably in the exhibition area – or close to the exhibition area, teas/coffees in the exhibition area).

6.7 REGISTRATION AREA

An area for registration is required as of day #2 before the technical programme starts. This area should be located near the FIG Office.

Specific equipment:

- Registration counter
- Chairs behind the registration counter

- Laptops
- Colour printer (connected to the laptops) able to print name badges (thick paper)
- Internet connection
- Lockable area/room close by to store congress bags/materials

Local helpers/staff are needed in the registration area
FIG registration system is used.

6.8 AUDIO-VISUAL REQUIREMENTS

High quality AV equipment needs to be available in all meeting rooms, along with trained technicians fluent in English.

Bidders should also indicate the complete broadband internet capacity of the venue, WiFi-capacity, built-in networks and/or computer systems, and where services are free or chargeable. FIG is committed to provide delegates with a comprehensive free WiFi service in the main conference venue, and ideally in all official venues used for accommodation and social events, so any financial arrangements regarding WiFi should be included in the conference budget.

The basic AV requirements for each meeting room are:

- Sound system and microphones
- LCD projector and screen
- Computer
- Internet connection
- Remote control and laser pointer
- Technical assistance

A networked speaker presentation system is also a standard requirement.

6.9 SIGNAGE

Either electronic or static displays are acceptable but must be of high standard. All signage and displays should include the event logo (in some cases also main conference sponsors/partners). Indoor signage should include clear signs in meeting venue to direct delegates to sessions. FIG will provide welcome slides to be displayed in all session rooms.

6.10 SPEAKER'S PREPARATION ROOM

A room for speakers to submit their presentations is required throughout the Working Week. A technician should be present at all times. The technicians shall download all presentations to the central system and upload them in the session room.

Specific requirement:

- Computer (USB Memory Stick, CD-Rom, or External Portable Hard Drive)
- Internet connection

6.11 EXHIBITION

Over the past few years, there are typically 30 - 50 exhibitors at a Working Week. In the exhibition area there should be space for coffee breaks. Preferably also a media area. Either in the exhibition area or in the halls there must be meeting points/sitting areas.

General information:

Date: Day #4, Day #5 and Day #6
Space for up to 50 standard booths (3x3 metres, or other depending on venue).

Venue: Event venue (of in close proximity to the conference venue)

Participants: Delegates. Should consider how to accommodate the public to visit

Room layout: Exhibition hall and to include space for tea/breaks and preferably lunches during Day #4, Day #5 and Day #6

6.13 LANGUAGE

The official working language of FIG is English. The local organiser is allowed to provide interpretation between English and the local language normally for the opening and plenary sessions only. Costs for the interpretation can be included in the overall budget that will be agreed upon.

According to the FIG working norms a member association is allowed to bring their own interpretation, if they take care of the additional costs. However, the venue is expected to provide technical facilities for this purpose. No member association has used this option during the past years.

At the General Assembly and official meetings, the working language is English.

FOR FURTHER INFORMATION

Please contact FIG Manager, Louise Friis-Hansen should you need clarification on any point in this bid manual:

International Federation of Surveyors
Kalvebod Brygge 31-33, DK-1780
Copenhagen V
Denmark
Attn.: Ms Louise Friis-Hansen
Email: louise.friis-hansen@fig.net
Tel: +45 3318 5584
Skype: lousefh1

APPENDIX A BUDGET TEMPLATE

Please contact Louise Friis-Hansen for the budget template in excel. Only preliminary and overall budget is needed. No detailed budget yet.

BUDGET FOR FIG WORKING WEEK, xxx xx-xx xxxx 20xx - VERSION OF xx 20xx

Not all areas of expenditure or income may be relevant.

Presumptions						
Time:						
Conference days:	xxxxx					
Venue:	xxxxx					
Price Level:						
Language:	English					
EXPENDITURE						
	<u>Local currency</u>	<u>Unit cost in EURO</u>	<u>USD</u>	<u>Units</u>	<u>Total EUR</u>	<u>Comments</u>
1. Printed Matters						
Graphic design for the conference						FIG/LOC FIG/LOC design / LOC Printing - if prints at all
Invitation - Prior Congress						
Final invitation - work and design					0	Printed version necessary?
Final Invitation - printing						LOC
Programme book - work and design						FIG
Programme book - printing						LOC
Distribution; Handl + Postage						Sent as packages to member associations, mostly by e-mail
Printing - additional (incl. GA papers)						LOC - printing
Banners					0	Backdrop, banderoles, posters (by plotting) LOC

Writing pads and pens				0	E.g. sponsored
TOTAL				0	
2. Marketing					
Advertisement				0	Free various journals - eblasts
Marketing locally				0	Local newspapers
Design for local purposes				0	Local design, advertisements, logo e.g. farewell reception at Working Week the year before
At prior FIG Conferences				0	
Local media				0	
Magazine					
Home Page					FIG responsible for website
TOTAL				0	
3. Site Visits					
Site visits					Site visit by steering committee Promotion trips - as agreed in appendix x. What will be covered locally
LOC				0	
LOC local meetings				0	
Lunch/Dinner					
TOTAL				0	
4. Conference Venue					
xxday - Council meeting					
Council meeting - hotel/conference center					LDC + 10 meeting packages; ACCO
Council meeting, lunch, pax 10				0	
Meeting rooms+ LDC			0,00		LDC Projector/in package?
xxday - ACCO meeting					
ACCO meeting - in hotel/conference center					LDC Projector/in package?
ACCO + Council meeting packages				0	lunch
Rooms + LDC					
xxday, General Assembly					E.g. covered in package with conference

Meeting room GA						
Commission annual meetings				0	11 rooms	
Conference days (3)						
Plenary	0,00		1	0		
TS 1 - TS ?	0,00		1	0	Dependent on no of sessions agreed upon and total agreement with conference center	
President's meeting room	0,00		1	0		
FIG Office	0,00		1	0		
LOC Office	0,00		1	0		
xxday						
Presidents' meeting	0,00	1,00	1	0		
All rooms	0,00	1,00	1	0		
Technical support						
Techn equipment + internet					Internet available in Conference Center.	
LDC etc						
Plasma						
Banderole frames						
Technicians					Consultant support on site, helpers	
Office equipment					Colour printer, copier etc	
Registration area						
Speakers room					Technicians?? Equipment	
Exhibition -xx sqm2						
TOTAL				0		
5. Opening and Hosted Welcome Reception						
Opening ceremony	0,00			0		
Welcome reception	0,00			0		
Special dinner - if included	0,00			0		
TOTAL				0		

6. Participant's Kit				
Badge	0,00	0	Print & pack locally	
Lanyard			e.g. sponsor?	
Portfolio	0,00	0	Local	
TOTAL		0		
7. Participant's cost				
Lunch - GA - 2 days (first - last)	0,00	0	Experience shows that only 80% partici- pante in the lunches	
Lunch - 3 Conference days	0,00	0		
Coffee - GA 1st day + GA 2nd day		0		
Coffee - 3 conference days		0		
TOTAL		0		
8. Social events				
	-		Expected Committees free access (2xx local + 15 FIG)	
Conference Dinner - International (gala dinner)	0,00	0		
Conference Dinner - Local (gala dinner)	0,00	0	Expected free access (Trimble, Foundation, FIG, LOC)	
Cultural Evening - International (Foundation dinner)	0,00	0		
Cultural Evening - Local (Foundation dinner)	0,00	0		
TOTAL		0		
9. Tours				
Technical tours				
Buses		0		
Technical tours			#VÆRDI!	
Technical tours		0,00		
Technical tours		0,00		
Technical tours		0,00		
Technical tours		0,00		
Social tours - full day		0,00		0

Social tours - half day		0,00		0	
Social tours - half day		0,00		0	
Social tours - half day		0,00		0	
Social tours - half day		0,00		0	
TOTAL					#VÆRDI!
10. Invited Guests					
FIG staff hotel/air fare		0,00		0	
LOC		0,00		0	
Students/helpers		0,00		0	
Transfers				0	if needed - if conference center is not connected to conference hotel
TOTAL				0	
11. Conference Management					
Delegate Service (registrations)			35,00	0	FIG handles registrations
Abstract handling					FIG – handling fee to be decided
Project coordination, LOC					To be decided
Project coordination, FIG					To be decided
TOTAL				0	
12. Secretariat; Communication					
Registration personnel					
Bank/credit card charges/confirmations					Same as banking income
TOTAL				0	
13. FIG Foundation Fee					
FIG Foundation Fee			10,00	0	10 EUR per registration to FIG Foundation
FIG Foundation Dinner			10,00	0	10 EUR per dinner guest to FIG Foundation
Voluntary donations					Through registration system
TOTAL				0	

14. Various					
Media					
Misc.					
TOTAL					0
TOTAL EXPENDITURE	#VÆRDI!			#VÆRDI!	

INCOME					
10 € is included in the fees as FIG Foundation Royalties					
	Local currency	in EUR	in USD	No. of	
Participants					
Delegates; Early					0 Before xx xx 20xx, incl. possible VAT - 10 € to Foundation
Delegates: Normal					0 xx xx - xx xx - 10 € to Foundation
Delegates: Late					0 After xx xx 20xx - 10 € to Foundation
Delegates: Daily					0 10 € to Foundation
Students					0 10 € to Foundation
Accompanying persons					0 Incl.?? Or no registration for accompanying persons -10€ to Foundation Registration fees include lunches and coffees
Total paying participants:				0	0 All registrations through FIG online registration
<i>Others:</i>					
Commission Chairs& other chairs etc		0,00		20	0 Task force chairs, Foundation Pres., Past presidents
Council Members and office		0,00		10	0 specially invited speakers, plenary speakers, UN/WB participants
Invited guests		0,00		40	0 Given as grants - only registration
Local Org. Committee		0,00		30	0
Speakers from developing countries		0,00		20	0

			120	
Total Participation			120	0
Sponsor/exhibition income				
Local government				0
Local sponsors				0
International sponsors				0
Exhibitors (International)				0
Exhibitors (National)				0
TOTAL				0
Social events				
Conference Dinner/Gala Dinner				0
Cultural Evening				0
Technical tours				0
Social tours				0
TOTAL				0
TOTAL INCOME				0
SUMMARY				
Total income			0	0
Total expenditure		#VÆRDI!		#VÆRDI!
RESULT		#VÆRDI!		#VÆRDI!
1 EUR = USD				
1 USD = EUR				
1 LOC = EUR				
1 EUR = LOC				

