



INTERNATIONAL COUNCIL FOR COMMERCIAL ARBITRATION

ICCA Congress Bidding

FAQs

Please note that the answers to these FAQs do not supersede any information contained in the governing version of the ICCA Guidelines for the Hosting of ICCA Congresses (Guidelines).

Q: When is a Congress generally held?

A: An ICCA Congress is generally held in April or May and takes place over the course of 4 days (usually Sunday – Wednesday).

Q: What are the room requirements throughout the Congress?

A: There will need to be rooms for each Congress session (there are sometimes two sessions held at the same time), space for an ICCA Members Lounge with a business centre, three small meeting rooms, a large meeting room for the ICCA Governing Board meeting (must be able to seat up to 60 people boardroom style) and ICCA Committee meetings.

Q: How many people usually attend the ICCA Congress?

A: ICCA Congresses in recent years have had between 800 – 1400 attendees.

Q: How many people should the room for the plenary be able to hold?

A: Minimum 1000, ideally with the possibility of expansion to 1600.

Q: When are bids to host a Congress accepted?

A: Bids are considered four years in advance of the Congress in question. The bidding process takes place every two years, with the deadline for the submission of pre-qualification documents 5 months before the date of the Governing Board at which the bids will be considered. In bidding years, a schedule will be available on the Congress page of the ICCA website. Bidders who pre-qualify will be invited to make an oral presentation to the ICCA Governing Board meeting held four years in advance of the Congress in question.

Q: Who can host an ICCA Congress?

A: ICCA Congresses have in the past been hosted by various combinations of arbitral institutes, arbitral associations, local practitioners, local practitioners' groupings, and government. Bidders are usually supported by professional conference organizers.

Q: What is the Host responsible for?

A: The Host Committee of a Congress is directly responsible for the organisation, administration and marketing of the Event. See the Guidelines for details.

Q: What Congress-related events is the Host responsible for organizing?

A: The Opening Ceremony on the night before the Congress, the Congress Gala Dinner, the ICCA Governing Board Meeting and committee meetings, a Young ICCA Workshop and a Young ICCA co-organized social event (e.g. an after-party) and the ICCA Governing Board Dinner.

Q: How many speakers and moderators participate in a Congress?

A: Between 60 and 100.

Q: What information should be included in the pre-qualification bid?

A: The outline, which should not exceed 25 pages, including any charts/tables/photographs, should include the following information: (a) Structure and make-up of the prospective Host; (b) Budget; (c) Support – financial and in-kind – from the regional/national arbitration community, broader legal and business communities, judiciary and government; (d) Programme of Host-sponsored plenary and social events; (e) Event venues and hotels; (f) The extent and dependability of available transportation and communications systems; and (g) An explanation as to what the hosting of the Event could do for the local, regional and global arbitration communities. See the Guidelines for details.

Q: How long will the ICCA Governing Board Meeting last and how many attendees are there?

A: The Governing Board Meeting will last up to 6 hours and will take place before the Congress, usually on the day of the opening ceremony. There are usually approximately 60 attendees, including Governing Board Members, Advisory Board Members and ICCA Bureau staff.

Q: How many people attend the Young ICCA workshop?

A: Approximately 100 people.

Q: Is the Congress Host responsible for the Congress programme?

A: No, a separate Programme Committee is appointed by ICCA and liaises with the Host.

Q: Where and how should the pre-qualification bid be sent?

A: Pre-qualification bids should to be submitted via email to the current ICCA President and to the ICCA Bureau (bureau@arbitration-icca.org).

Q: What information is required in the budget estimate for the pre-qualification bid?

A: With regard to Section 6(b) of the Congress Bidding Guidelines, the Pre-Qualifying Bid should include a rough order of magnitude estimate of the budget, not exceeding 2-3 pages. This estimate should encompass the following projections:

(a) The amounts to be collected as registration fees, accounting for different tiers (e.g., normal rate, early bird rate, special rate for academics) and the total expected revenue from registration fees for varying participant numbers (e.g., 500, 750, and 1,000 participants); (b) Congress Dinner fees; (c) ICCA's fee share, based on different participant numbers; (d) The amount to be obtained from sponsorships; (e) Financial support, if any, from the regional/national arbitration community, broader legal and business communities, judiciary, and government (in connection with Section 6(c)); and (f) Expected expenses categorized, such as rental of venues, catering, AV, promotion, etc.