



# WORLD POTATO CONGRESS

## World Potato Congress Evaluation Document

<b>CRITERIA</b>	<b>MANDATORIES</b>	
Bid must be received by April 30, 2019.	<b>Mandatory</b>	
Bid must be submitted by legally representative entity.	<b>Mandatory</b>	
<b>Financial</b>		
Confirmation of the organization submitting a bid to host, ability and agreement to pay requisite franchise fee to WPC Inc., of \$100,000 USD. (Subject to negotiation, the fee <b>may</b> be paid in installments over the twelve month period following signing of the contract agreement to host.)	<b>Mandatory Confirmation</b>	
<b>WPC Delegation Hosting</b>		
The organization submitting a bid to host <b>must</b> agree to underwrite the costs of one site assessment visit by a WPC delegation. This site visit is to confirm suitability of the proposed venues and related congress infrastructure. The delegation will consist of the WPC President, General Manager and/or one other WPC Director.	<b>Mandatory Agreement</b>	

The successful bidder <b>must</b> also agree to underwrite the costs of a second site visit to ensure Congress planning is on schedule and in conformity with WPC Inc. objectives. This delegation will consist of the WPC President and General Manager.	<b>Mandatory Agreement</b>	
<b>Industry Involvement</b>		
Must demonstrate involvement and support of the local/ regional potato industry.	<b>Mandatory Confirmation</b>	
<b>WPC Outcomes</b>		
<b>Agreement</b> that WPC Inc. owns the Congress proceedings, the submitted speaker PowerPoint presentations, the use of the WPC logo and name, and the contact information list of Congress delegates/ participants.	<b>Mandatory Agreement</b>	
<b>Complimentary Registration</b>		
Agreement to provide complimentary registration to WPC Inc. Directors, General Manager and International Advisors.	<b>Mandatory Agreement.</b>	
Agreement to register designated WPC Sustaining Partners at a rate of \$500 CAD per registration.	<b>Mandatory Agreement</b>	
<b>CRITERIA</b>	<b>Rated Criteria</b>	<b>POINTS</b>
<b>1.0 Host Group Experience</b>		
<b>1.1</b> Name and contact information of lead applicant/ organization	Provided	<b>5 points</b>
	Not provided	<b>0 points</b>

<b>1.2</b> Name and contact information of supporting organizations or partners	Provided	<b>5 points</b>
	Not provided	<b>0 points</b>
<b>1.3</b> Brief Curriculum Vitae of host organizing committee members	Provided	<b>5 points</b>
	Not provided	<b>0 points</b>
<b>1.4</b> Outline of previous involvement with WPC Inc.	Previous experience with WPC Inc.	<b>5 points</b>
	Limited experience	<b>3 points</b>
	No experience	<b>0 points</b>
<b>1.5</b> Outline of previous experience with hosting large 600 + participants) international (participants from a number of countries) events.	600 + international participants;	<b>10 points</b>
	Less than 600 inter. participants or one country;	<b>5 points</b>
	No previous hosting experience.	<b>0 points</b>
		<b>/30 points</b>
<b>2.0 Proposed Date(s) and Location</b>	<b>Rated Criteria</b>	<b>POINTS</b>
<b>2.1</b> Proposed dates for the Congress to be held	Provided and ideal;	<b>5 points</b>
	Provided but not ideal (during planting or harvest time);	<b>3 points</b>
	No dates provided	<b>0 points</b>
<b>2.2</b> Rationale for the location - why this country/ region/ city will attract participants from the global potato world and what benefits will the Congress participants accrue with this particular location.	Rational including benefits provided;	<b>5 points</b>
	Rational provided but no benefits identified;	<b>3 points</b>
	Not provided	<b>0 points</b>
<b>2.3</b> Description of how the region will benefit from hosting the Congress	Regional benefits identified;	<b>5 points</b>
	Limited benefits identified;	<b>3 points</b>
	No benefits identified	<b>0 points</b>

<b>2.4</b> Description of the features of the potential venue(s) for the event and include venue(s) brochure(s)/ documents, if available.	Multiple features identified;	<b>5 points</b>
	One feature identified;	<b>3 points</b>
	No features identified	<b>0 points</b>
		<b>/20 points</b>
<b>3.0 Program</b>	<b>Rated Criteria</b>	<b>POINTS</b>
<b>3.1</b> Provide an outline of Congress Program including theme and recommendations while balancing industry, business and science	Congress program including theme and recommendations with a balance of industry, business and science;	<b>10 points</b>
	Congress program including theme and recommendations however, one or more subject is missing or unclear;	<b>5 points</b>
	Congress program does not include theme and recommendations and is only highlighting one subject.	<b>0 points</b>
<b>3.2</b> Provide an outline of a potential Congress delegates' Partner Program.	Partner program is fully described;	<b>5 points</b>
	Partner program briefly described or unclear;	<b>3 points</b>
	No partner program is provided or mentioned	<b>0 points</b>
<b>3.3</b> Description of the Trade Show event.	Trade Show is fully described;	<b>5 points</b>
	Trade Show is briefly described or unclear;	<b>3 points</b>
	No Trade Show description provided or mentioned	<b>0 points</b>
<b>3.4</b> Description of potential Networking event(s).	Networking event(s) fully described;	<b>5 points</b>
	Networking event(s) is briefly described or unclear;	<b>3 points</b>
	Networking event(s) not planned or described	<b>0 points</b>

<b>3.5</b> Provide an outline for the Industry Awards Ceremony and Flag Ceremony.	Industry Award Ceremony and Flag Ceremony fully described;	<b>5 points</b>
	Industry Award Ceremony or Flag Ceremony not described or unclear;	<b>3 points</b>
	No Industry Award Ceremony and/or Flag Ceremony to be held.	<b>0 points</b>
		<b>/35 points</b>
<b>4.0 Logistics</b>	<b>Rated Criteria</b>	<b>POINTS</b>
<b>4.1</b> Description of various accommodation options available within 5 kilometer radius of event and approximate costs per night.	Multiple accommodation options available within 5 km radius of event.	<b>5 points</b>
	Limited accommodations options available within a 5 km radius of event.	<b>3 points</b>
	No accommodation options available within a 5 km radius of event.	<b>0 points</b>
<b>4.2</b> Provide an outline of air travel options for delegates i.e. availability of international flights and/or connections and the distance of the airport from the hotels and Congress venue(s).	International airport within 50 km of Congress venue.	<b>5 points</b>
	Regional airport within 25 km of Congress venue.	<b>3 points</b>
	No airport within 50 km of the Congress venue.	<b>0 points</b>
<b>4.3</b> Description of available local transportation such as transportation to and from hotel accommodations from the airport, to the Congress venue(s), etc.	Metro, train, shuttle, rental cars or taxis widely available to transport delegates to hotels and/or Congress venue.	<b>5 points</b>
	Limited local transportation available to transport delegates to hotels and/or Congress venue(s).	<b>3 points</b>
	No local transportation readily available to transport delegates to hotels or Congress venue(s).	<b>0 points</b>

4.4 Provide an outline of the on-line registration process for delegates and their partners and timeframe for on-line registration to be open to delegates and their partners.	On-line registration process for delegates and partners fully described.	<b>5 points</b>
	On-line registration for delegates and partners description is limited.	<b>3 points</b>
	On-line registration for delegates and partners not described or will not be available.	<b>0 points</b>
4.5 Outline of translation services availability. The Host organization <b>must</b> be prepared to provide translation services during Congress presentations and events should the number of delegates warrant. Although the Congress is held in English (discussions, presentations and materials, questions and answers events as well as all Congress ceremonies) should there be a sufficient number of non-English speaking delegates (more than 100 participants) there will be a need for translation services, i.e., Mandarin, Spanish, etc.	Confirmation that translation services will be made available during the Congress presentations and events should the number of non-English speaking delegates reach more than 100.	<b>5 points</b>
	Translation services may be limited or too costly for host organization confirm.	<b>3 points</b>
	Translation services will not be provided due to unavailability or prohibitive costs.	<b>0 points</b>
		<b>/25 points</b>
<b>5.0 Financial</b>	<b>Rated Criteria</b>	<b>POINTS</b>
5.1 Provide a list of companies or organizations identified as potential major sponsors.	List of multiple companies or organizations as potential sponsors provided.	<b>5 points</b>
	List of limited companies or organizations as potential sponsors provided.	<b>3 points</b>
	No list of companies or organizations as potential sponsors provided.	<b>0 points</b>
5.2 Provide a basic projected Congress budget.	Basic projected Congress budget provided and realistic based on past Congresses held.	<b>5 points</b>
	Basic projected Congress budget provided however not some critical components missed.	<b>3 points</b>

	Basic projected Congress budget not provided or unrealistic funding based on past Congresses held.	<b>0 points</b>
		<b>/10 points</b>
<b>6.0 Collaboration</b>		
<b>6.1</b> Provide a list of local, regional and/or national authorities who could be potential collaborators.	List of multiple local, regional and national authorities who could be potential collaborators.	<b>10 points</b>
	Limited list of local, regional and/or national authorities who could be potential collaborators.	<b>5 points</b>
	No list of local or regional or national authorities who could be potential collaborators.	<b>0 points</b>
		<b>/10 points</b>
<b>7.0 Promotion/Media Plans</b>	<b>Rated Criteria</b>	<b>POINTS</b>
<b>7.1</b> Description of potential local, regional and international media coverage.	Full description of local, regional and international media coverage.	<b>5 points</b>
	Description of media coverage only local and regional or unclear.	<b>3 points</b>
	No description of media coverage.	<b>0 points</b>
<b>7.2</b> Outline of potential international promotion of the Congress	Full description of initiative to obtain international promotion.	<b>5 points</b>
	Outline of potential international promotion unclear.	<b>3 points</b>
	No outline of potential international promotion.	<b>0 points</b>
<b>7.3</b> Description of proposed advertising (electronic & print) budget	Full description of proposed advertising electronic and print budget.	<b>5 points</b>
	Description of proposed advertising electronic or print budget not provided or is unclear.	<b>3 points</b>

	No proposed advertising electronic and print budget provided or unrealistic.	<b>0 points</b>
<b>7.4</b> Description of proposed Congress Website	Full description of proposed Congress Website	<b>5 points</b>
	Unclear description of proposed Congress Website	<b>3 points</b>
	No description of proposed Congress Website	<b>0 points</b>
		<b>/20pts.</b>
	<b>Total Points</b>	<b>150 points</b>



<b>Sections</b>	<b>Points</b>
<b><i>1.0 Host Group Experience</i></b>	<b>30 points</b>
<b><i>2.0 Proposed Date(s) and Location</i></b>	<b>20 points</b>
<b><i>3.0 Program</i></b>	<b>35 points</b>
<b><i>4.0 Logistics</i></b>	<b>25 points</b>
<b><i>5.0 Financial</i></b>	<b>10 points</b>
<b><i>6.0 Collaboration</i></b>	<b>10 points</b>
<b><i>6.0 Promotion/Media Plans</i></b>	<b>20 points</b>
<b><i>Total</i></b>	<b>150 points</b>