



WORLD POTATO CONGRESS

World Potato Congress Evaluation Document

CRITERIA	MANDATORIES	
Bid must be received by September 15, 2023 .	Mandatory	
Bid must be submitted by legally representative entity.	Mandatory	
Financial		
Confirmation of the organization submitting a bid to host, ability and agreement to pay requisite franchise fee to WPC Inc., of \$120,000 USD . (Subject to negotiation, the fee may be paid in installments over the twelve month period following signing of the contract agreement to host.)	Mandatory Confirmation	
WPC Delegation Hosting		
The organization submitting a bid to host must agree to finance 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, Executive Director and/or one other WPC Director.	Mandatory Agreement	
The successful bidder must also agree to finance 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 Executive Director.	Mandatory Agreement	
Industry Involvement		
Must demonstrate involvement and support of the local/regional potato industry.	Mandatory Confirmation	

WPC Outcomes		
Agreement 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.	Mandatory Agreement	
Complimentary Registration		
Agreement to provide complimentary registration to WPC Inc. Directors, Executive Director and International Advisors.	Mandatory Agreement.	
Agreement to register designated WPC Sustaining Partners at a rate of \$500 CAD per registration.	Mandatory Agreement	
CRITERIA	Rated Criteria	POINTS
1.0 Host Group Experience		
1.1 Name and contact information of lead applicant/organization		5 points
	Not provided	0 points
1.2 Name and contact information of supporting organizations or partners. Additional Consideration of hosts who engage the services of a professional International Events Coordinator. (Portfolio Provided).	Provided	5 points
	Not provided	0 points
1.3 Brief Curriculum Vitae of host organizing committee members	Provided- --	5 points
	Not provided	0 points
1.4 Outline of previous involvement with WPC Inc.	Previous experience with WPC Inc	5 points
	Limited experience	3 points
	No experience	0 points
1.5 Outline of previous experience with hosting large 800 + participants) international (participants from a number of countries) events.	800 + international participants;	10 points
	Less than 700 inter. participants or one country;	5 points
	No previous hosting experience.	0 points
		30 points
2.0 Proposed Date(s) and Location*	Rated Criteria	POINTS
2.1 Rationale for proposed congress dates	Provided and ideal;	5 points
	Provided but not ideal	3 points
	No rationale or dates provided	0 points

2.2 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 from this particular location.	Rational provided including benefits;	5 points
	Rational provided but no benefits identified;	3 points
	No rational or benefits provided	0 points
2.3 Description of how the region will benefit from hosting the congress	Regional benefits identified;	5 points
	Limited benefits identified	3 points
	No benefits identified	0 points
2.4 Description of the features of the potential congress venue for the event and include venue brochure/documents, if available.	Multiple features identified;	5 points
	One feature identified;	3 points
	No features identified	0 points
		20 points
3.0 Program	<i>Rated Criteria</i>	<i>POINTS</i>
3.1 Provide an outline of congress program including theme and recommendations while balancing industry, business and science. Includes post-Congress potato industry tour details.	Congress program including theme and recommendations with a balance of industry, business and science	10 points
	Congress program including theme and recommendations however, one or more subject is missing or unclear;	5 points
	Congress program does not include theme and recommendations and is only highlighting one subject.	0 points
3.2 Provide an outline of a potential congress Accompanying Persons Program.	Accompanying Persons program is fully described;	5 points
	Accompanying Persons program briefly described or unclear;	3 points
	No Accompanying Persons program is provided or mentioned	0 points
3.3 Description of the Trade Show event.	Trade Show is fully described;	5 points
	Trade Show is briefly described or unclear;	3 points
	No Trade Show description provided or mentioned	0 points
3.4 Description of potential Networking event(s).	Networking event(s) fully described;	5 points
	Networking event(s) is briefly described or unclear;	3 points
	Networking event(s) not planned or described	0 points

3.5 Provide an outline for the WPC Industry Awards Ceremony and WPC Flag handover ceremony.	Industry Award Ceremony and Flag Ceremony fully described;	5 points
	Industry Award Ceremony or Flag Ceremony not described or unclear;	3 points
	No Industry Award Ceremony and/or Flag Ceremony to be held.	0 points
		35 points
4.0 Logistics	Rated Criteria	POINTS
4.1 Description of various accommodation options available within 5 kilometer radius of congress venue and approximate costs per night.	Multiple accommodation options available within 5 km radius of congress venue.	5 points
	Limited accommodations options available within a 5 km radius of congress venue.	3 points
	No accommodation options available within a 5 km radius of congress venue.	0 points
4.2 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.	International airport within 50km of congress venue.	5 points
	Regional airport within 25km of congress venue.	3 points
	No airport within 50km of the congress venue.	0 points
4.3 Description of available local transportation such as transportation to and from hotel accommodation, the airport, to the congress venue, etc.	Metro, train, shuttle, rental cars or taxis widely available to transport delegates to hotels and/or congress venue.	5 points
	Limited local transportation available to transport delegates to hotels and/or congress venue.	3 points
	No local transportation readily available to transport delegates to hotels or Congress venue(s).	0 points
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, students and accompanying persons fully described	5 points
	On-line registration for delegates, students and accompanying persons description is limited.	3 points
	On-line registration for delegates, students and accompanying persons not described or will not be available.	0 points

<p>4.5 Outline of translation services availability. The Host organization must 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 answer 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.</p>	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.	5 points
	Translation services may be limited or too costly for host organization confirm.	3 points
	Translation services will not be provided due to unavailability or prohibitive costs.	0 points
		25 points
5.0 Financial	Rated Criteria	POINTS
<p>5.1 Provide a list of companies or organizations identified as potential major sponsors.</p>	List of multiple companies or organizations as potential sponsors provided.	5 points
	List of limited companies or organizations as potential sponsors provided.	3 points
	No list of companies or organizations as potential sponsors provided.	0 points
<p>5.2 Provide a basic projected Congress budget.</p>	Basic projected congress budget provided and realistic based on past congresses held	5 points
	Basic projected congress budget provided however not some critical components missed.	3 points
	Basic projected congress budget not provided or unrealistic funding based on past congresses held.	0 points
		10 points
6.0 Collaboration		
<p>6.1 Provide a list of local, regional and/or national authorities who could be potential collaborators.</p>	List of multiple local, regional and national authorities who could be potential collaborators.	10 points
	Limited list of local, regional and/or national authorities who could be potential collaborators.	5 points
	No list of local or regional or national authorities who could be potential collaborators.	0 points
		10 points

7.0 Promotion/Media Plans	Rated Criteria	POINTS
7.1 Description of potential local, regional and international media coverage.	Full description of local, regional and international media coverage.	5 points
	Description of media coverage only local and regional or unclear.	3 points
	No description of media coverage.	0 points
7.2 Outline of potential international promotion of the congress	Full description of initiative to obtain international promotion.	5 points
	Outline of potential international promotion unclear.	3 points
	No outline of potential international promotion.	0 points
7.3 Description of proposed advertising (electronic & print) budget	Full description of proposed advertising electronic and print budget.	5 points
	Description of proposed advertising electronic or print budget not provided or is unclear.	3 points
	No proposed advertising electronic and print budget provided or unrealistic.	0 points
7.4 Description of proposed congress website	Full description of proposed congress website	5 points
	Unclear description of proposed congress website	3 points
	No description of proposed congress website	0 points
		20pts.
	Total Points	150 points

*Other factors for consideration:

Heath status of the area i.e. Covid

Political stability

Security