

ANNEX G IBC site-selection process

Date: November 2022

A new IBC host site-selection process was introduced and applied, starting in 2019, and this new process remains the official process for the selection of a host city.

The previous process had two stages and required all bidding regions to submit their full proposals with their first stage entry. It forced the bidding regions to expend much effort to prepare the documents and may have led to hesitation in expressing interest in hosting an IBC. With the introduction of the new process, an additional stage was added to allow regions to express their interest using a simpler, standardized form.

Below is an outline of and timeline for the three-stage process. The date examples shown are for the bidding of the IBC2026, whose selection would be made in 2022, four years ahead of the conference year.

Stage 1 (from November 2020 – August 2021):

- All the regions interested in hosting the IBC should submit an Expression of Interest (EOI) document, which is essentially a lighter version of the typical full proposal requested of Regions in the past.
- In the EOI, a host city is proposed, and a list of potential venues and general information on the city and why it would be well-suited for IBC is provided.
- Use of an EOI template is required, and a host region should submit a customized version of this document (Annex H).
- In this stage, a host region should prepare the EOI without any support from the official conference management company, currently MCI. However, the conference management company will support those regions reaching the second stage of the process.
- During the evaluation, the conference management company supports the Conference Advisory Committee by providing a list of pros / cons regarding each host city from an operational and attendee safety / security / accessibility / cost perspective.
- The committee reviews all EOIs from the submitting regions and typically selects three regions for the second-stage selection.

Stage 2 (from September 2021 – February 2022):

- The remaining three regions are invited to submit full proposals. The regions can create the full proposal in any format, as long as all required information is included (see Annex I).
- The regions are requested to submit an updated version of the EOI document to summarize the core information of the full proposal (see Annex H). This is done to ensure that any details and data presented in the first stage match what is provided in the second and subsequent stages.
- From this stage forward, the Regions can work with the conference management company in further developing their proposals.
- A detailed budget estimate should be supplied by the Regions, with support from the conference management company's local sources.
- Whereas the regions may choose one or more cities for the CAC to consider during the first stage, the hope is that the recommendation for a specific city and venue would be fixed as part of the second stage entry. It is often beneficial for the CAC to agree to the selection of a venue, with IBS leadership later confirming the venue following a site visit to the host region and the venue. Once a venue is chosen and its availability is confirmed, a contract is signed by either a representative from IBS leadership or the IBO.
- During the review process, the conference management company offers the CAC a revised presentation that focuses on the high points, concerns related to each city, and the venues chosen. This presentation usually includes data previously reported as well as new data recently collected.

- The CAC reviews the full proposals, offers comments to the regions based on their proposals, and selects two finalist regions to invite to a final in-person presentation at the CAC meeting at the IBC 2022.

Stage 3 (from February 2022 – July 2022):

- The remaining two regions are invited to make their final presentation at the CAC meeting at the IBC 2022.
- The Regions should be sure to include content and images or media that places the proposed host city in the best possible light.
- The CAC reminds the regions to prepare their third stage proposals while keeping in mind the second stage comments from the CAC. The Regions should again submit an updated version of the EOI document to summarize the core information of the full proposal (see Annex H).
- The Regions are to complete and submit an IBC financial planning spreadsheet (with assistance from the conference management company) prior to the CAC meeting at the IBC.
- The presentation should be given using their own device (laptop or similar). The recommended format for their presentation is MS Powerpoint or similar.
- The host region is recommended to the Executive Board by the CAC.
- The Executive Board considers and then approves a chosen region.
- The winning and second place regions are notified.