

Monday, 22 March 2010

UITP WORLD CONGRESS & EXHIBITION 2015

Dear Applicant,

Marking the international status of UITP, the Executive Board has decided that calls to host a UITP World Congress and Exhibition are launched on a world-wide level.

If you are a Full Member of UITP, interested to host the 2015 UITP World Events in your city, we invite you to read carefully the following pages. They strive to be as explicit as possible in describing the criteria entering into the selection process of the Host City of UITP in 2015 World Congress & Exhibition.

Those criteria covering all the main aspects – obviously the public transport system(s), the access to the city, its attractions, the variety of hotel accommodation possibilities, the required convention & exhibition facilities and not to forget and most importantly, the host city's strong ambition towards the UITP Sector Strategy PTx2.

The following pages also want to make you fully aware of your commitment as a potential UITP Host. Experience has taught us that the rewards of being the official World Congress & Exhibition Host largely repay all your efforts.

During one week your city and its public transport will be the world centre of the profession. UITP Congresses & Exhibitions are ideal for conveying strong messages. They will move public transport high on the agendas of the decision-makers in your city and country once your international colleagues, representing the entire profession in all its aspects, are present. UITP events have an undeniably positive communication impact, which you certainly would like to use.

Hosting an event of this size and importance also represents a major contribution to the economy of your city and country. Municipal, regional and also national institutions are keen to attract such events and are therefore interested in supporting your candidacy in more practical ways than just a symbolic patronage role. We invite you to explore this possibility for your bidding preparations.

We recommend that you contact your convention and/or tourist bureau. Those institutions have been set up for precisely such purposes, and they can guide you, support your preparations and get the competent authorities involved.

The public transport supplying industries in your country might also be interested in learning about your intentions. Especially for medium-sized companies it is a unique opportunity to demonstrate know-how, supplies, services and technologies to an international public of professional decision-makers and to open up new markets.

Chambers of commerce, governmental agencies and NGOs having mobility, the social, economic and environmental development of our society on their programmes be valuable partners as are the National Public Transport Associations and/or the organisations devoted to the interests of specific transport or industrial sectors.

Last but not least, you should be aware that the financial offer of your bid is also an important selection criterion. Aspects such as your financial commitment, the cost of leasing the facilities but also the costs of services relevant for our exhibitors and delegates are major criteria for the final choice.

Please be assured that the UITP Events & Exhibition Team is ready to assist you. Don't hesitate to ask questions, we are aware that the process is demanding. You should plan for at least one site-inspection trip of our Team (4 UITP Main Office and 1 Member representative). Please note that travel and accommodation costs will be at your expenses (your local convention bureau might support you).

What will be the next steps? You should express your interest not later than 2 May 2010 and we would expect to receive the full bidding document including all its annexes not later than 1 August 2010.

Thanking every Member of UITP expressing such a major commitment, we remain,

Yours sincerely,

*Helga Severyns
Senior Director*

*Hans Rat
Secretary General*

List of Annexes appended or required:

- Declaration of Commitment by the Candidate Host (Annex 1, appended)*
- Power of Attorney (Annex A, to be delivered)*
- Official Bid documentation (Annex B, appended)*
- Legal capacity to fulfil the required commitments (Annex C, to be delivered)*
- Concept of a performance bond (Annex D, model appended)*
- Model of a UITP/Local Host contract (Annex E, appended)*