



Invitation for  
Expressions of Interest  
from potential host countries for the  
IFLA World Library and Information Congress  
and Business Highlights

**2027**

Region:  
Whole world

March 2025  
IFLA Headquarters

# Expressions of Interest

## Contents

<b>Introduction</b>	<b>3</b>
1. Outline of selection process	7
2. Proposed Timing schedule for the selection process for 2027	8
3. Outline of Division of Roles and Responsibilities	9
<b>Application</b>	
<b>Criteria against which submissions will be considered</b>	<b>13</b>
<b>Appendix 1 Venue Requirements</b>	<b>16</b>
Appendix 2 Programme Outline 2027	30
Appendix 3 Promotional information IFLA WLIC	31

## Introduction

### About the Congress

The International Federation of Library Associations and Institutions (IFLA) invites expressions of interest from its member national associations, or other member representative bodies, to host the 2027 IFLA World Library and Information Congress: 91st IFLA General Conference and Assembly (WLIC).

## **IFLA 100**

The IFLA WLIC in 2027 promises to be an exceptional Congress. In 2027, IFLA celebrates its centenary. 100 years of leading and developing the library and information profession and bringing together libraries and librarians at an international level.

The 2027 Congress is likely to be the largest in many years and is based on a model developed from the 2024 WLIC Review. A model that maintains the diversity of the profession and its areas of engagement combined with an acknowledgement and showcasing of the work of the committees and volunteers who give their energy for the benefit of us all.

IFLA is seeking an outstanding host city and association who is ready to partner with us to prepare an exceptional event for the global library field.

## What is WLIC in 2027?

- IFLA 100 – the centenary year of the International Federation of Library Associations and Institutions
- A special celebration of this extraordinary organisation and its volunteer committees
- The most international library and information conference in the world
- Four days of speakers, discussions, and engagement on topical issues and key trends of interest to the field delivered through four concurrent sessions
- Business meetings that allow IFLA's volunteer committees to highlight to delegates their activities and how they support the profession by leading from an international perspective
- Poster speakers showcasing practical library activities underlining current issues and trends
- Spaces to meet, connect and refresh your professional motivation
- An opportunity to explore the culture of another country and their library environment through cultural activities and library tours
- An exhibition of international and local library vendors and suppliers bringing the latest technology and services to the field
- Satellite meetings before the Congress provide for in-depth discussion and learning on specific areas of professional interest
- Social events will be ticketed separately.

### IFLA 100 Conference Overview



## How is WLIC supported?

A **National Committee**, made up of representatives of the local library and information services sector is the host organisation and partners with IFLA to host the Congress. The Congress, along with the host city receives significant international and online promotion, increasing global awareness of the local library and information profession, the city, and the surrounding region.

**IFLA Headquarters** works closely with the National Committee and the Professional Conference Organiser to develop the Congress as a whole. IFLA Headquarters will work with its committees to develop an attractive programme that engages and inspires delegates.

IFLA is wholly responsible for the content of the Congress programme. The programme will include topics of relevance to IFLA and the library and information field including but not limited to human rights, religion, sexuality and gender, and indigenous matters. Overall, the Congress programme will adhere to IFLA's Core Values.

IFLA has a multi-year contract with a **professional conference organiser** (PCO) who manages most of the planning and logistical arrangements. Bid committees should note that a local PCO will not be appointed.

## Delegates

It is expected that the conference will attract 3,500 – 4,500 attendees from over 130 countries.

## Budget

The Congress budget is around 2 million Euro, mainly generated from delegate registrations (around 50%), exhibition sales, sponsorship and industry and government support. The Congress brings substantial income to the host city with delegates spending on transport, accommodation and food and beverages.

Part of the bid should outline the funding and subventions available from government, tourism and conference organisations to support the Congress. A minimum of £400,000 - 500,000 is anticipated. As far as possible these funds are spent on local services, rather than being transferred out of the host country to the Congress bank account. The Congress venue and audio/visual technical services make up a significant part of the Congress costs and IFLA looks for competitive pricing or incentives to cover these costs. The PCO is responsible for managing the Congress budget.

WLIC 2027 will be established as a limited company in the Netherlands, with IFLA as the owner. The National Committee will enter into a formal agreement with the 2027 WLIC limited company that will set out the partnership role in the Congress, the responsibilities of the National Committee, and a potential share of any surplus from the Congress. The limited

company will also enter into a formal agreement with IFLA Headquarters and with IFLA's PCO. IFLA's Governing Board is the overall decision-making body for the Congress.

## Timeframe

An extensive selection process will be undertaken throughout the next six months to determine the host location for WLIC 2027. The timeframe of September 2026 to August 2027– will be the period of peak activity for preparation of WLIC 2027.

## Submissions and deadlines

Expressions of interest and a formal bid with all required information as indicated in the Annexes should be submitted **no later than 15 April 2025 to [conferences@ifla.org](mailto:conferences@ifla.org)**. Please include in the email subject field “Confidential – IFLA WLIC 2027 Expression of Interest”.

If you need any clarification of the EOI process, please send an email to [conferences@ifla.org](mailto:conferences@ifla.org) with “IFLA WLIC 2027 Expression of Interest” in the subject field and the Conference Manager will respond to you.

## 1. Outline of the selection process

There is a three-stage process for selection of the host and site for the WLIC:

- **Stage 1** – IFLA issues a call for expressions of interest, 10 March 2025, from member national associations or other member appropriate representative body. Submissions must be received by the deadline of 15 April 2025.

Submissions must include the required information as set out in the criteria on pages 13-15. All submissions will be reviewed by IFLA Headquarters staff for completeness and if necessary, clarification may be sought on some details. Submissions that meet the criteria will be considered by IFLA Governing Board, which will make its recommendation on each submission, based on the criteria and the information provided by each candidate. A preliminary short list of candidates will be made by the Governing Board at its May 2025 meeting. All candidates will be advised following the meeting whether they are on the preliminary short list or not.



- **Stage 2** – in May 2025 more detailed information will be gathered from the preliminary short listed candidates by IFLA Headquarters staff, for consideration by IFLA Governing Board. Recommendations to the IFLA Governing Board will be made at its June 2025 meeting, and generally one to three final candidates will be selected.
- **Stage 3** – IFLA Headquarters staff will confirm with the final candidates any further details relating to the submission and seek confirmation of financial or other guarantees or incentives available to IFLA from the host country. Site visits will be undertaken in July 2025. These will be led by the Conference Manager, a member of the Governing Board and a representative of the Professional Congress Organiser contracted by IFLA to provide services to IFLA for the WLIC.

The Committee will make its final recommendation, based on the agreed criteria and the site visits, to a late July/early August meeting of the Governing Board. The successful and unsuccessful candidates will then be advised of the Board's decision.

IFLA Headquarters will commence business arrangements and planning with the successful host association.

## ***2. Proposed Timing schedule for the selection process for 2027***

<b>IFLA WLIC 2027</b>	<b>Timeframe</b>
<b>Stage 1</b>	
EOI to National Associations and other appropriate bodies	10 March 2025
Bid information submitted	15 April 2025
Preliminary short list decided by the IFLA Governing Board	25 April 2025
Candidates advised of outcome	29 April 2025
<b>Stage 2</b>	
Further information sought from short-listed candidates	30 April 2025
Detailed information required	30 May 2025
Final shortlist determined by IFLA Governing Board and candidates advised	13 June 2025
<b>Stage 3</b>	
Site visits undertaken	June – July 2025
Reports prepared by IFLA HQ and PCO	July 2025
Decision made by IFLA GB on successful candidate	End July 2025
Candidates advised of Board decision	Early August 2025
Legal agreements prepared in consultation with the host association, and firm negotiations held with venue and suppliers	August/September 2025
<b><i>Confirmation and Announcement of the location for IFLA WLIC 2027</i></b>	<b><i>August WLIC 2025</i></b>



## 3. Outline of Division of Roles and Responsibilities

### IFLA Governing Board

IFLA Governing Board retains the right of overall governance and financial management responsibility for its IFLA World Library and Information Congress (WLIC). This includes the decision on the location, host and site for each Congress. It also makes the decisions about the structure and content of the Congress and ensures that it appropriately reflects IFLA's values and 'brand'.

IFLA, through the IFLA Holding B.V., creates an independent legal entity (IFLA Conf BV) to which it entrusts the execution of the Congress under conditions laid down by separate agreement with the Professional Congress Organiser, a local professional body (the National Committee), and IFLA.

### IFLA Headquarters (HQ)

IFLA HQ is the IFLA secretariat and head office. It is contracted by the IFLA Conf BV to provide staff resources, advice and consultancy services to the IFLA WLIC. It does this in collaboration with the National Committee and support from the PCO. The IFLA HQ main responsibilities for the Congress include:

- Consultancy services
- Governing Board delegation to the IFLA Secretary General to sign contracts relating to the Congress following agreement by the IFLA Holding BV directors
- Management of IFLA Holding BV governance and compliance requirements
- Management of any IFLA meetings during the Congress
- Coordination of the Congress programme
- Financial oversight of the budget
- Congress selection process and follow up Site Inspections
- Planning meetings
- Web site management in conjunction with the PCO
- On-site communications
- International promotion
- On-site services and support
- Post Congress survey
- Management of Congress participation grants and grant funding
- Liaison with IFLA's Governing Board on Congress matters
- Liaison with the National Committee and PCO
- Respond to accessibility issues where necessary

IFLA HQ is generally represented by the Secretary General and/or their representative.

### National Committee (NC)

The National Committee is the organising body of the national association contracted by IFLA Conf BV to provide services to the IFLA WLIC. It is comprised of representatives of the local

library and information sector. Its membership includes as wide as possible representation from the whole local library community. The main responsibilities include:

- Recruit National, Regional and Local Government sponsorship or incentives
- Propose the Congress logo and Congress theme, for approval by IFLA's Governing Board
- Work with IFLA HQ on suggestions for the keynote speaker for the Opening Session, for approval by IFLA's Governing Board, and assist with their attendance at the Congress
- Management of Congress volunteers (recruitment, allocation of tasks and liaison during Congress etc.)
- Organise the Library visits/tours, with assistance from the PCO where required
- Assist with the opening ceremony, with logistical assistance from the PCO and IFLA HQ
- Advise on the content and location of a possible cultural evening social event, assist the PCO with the planning, organisation and management where necessary. This will be an optional, ticketed event for delegates and not included within the registration fee.
- Organise host country invitation letters and visa application assistance when required, liaising with embassies and consulates
- Organise the local and national media campaign
- Promote the Congress to the national and regional audience
- Advise IFLA Conf BV and the PCO on potential local sponsors and exhibitors
- Contribute content to Congress publications, the newsletter and promotional materials
- Assist with photography and videography requirements
- Recruit national, regional and local grants
- Recruit and liaise with libraries who may wish to host satellite meetings
- Liaise with local authorities
- Liaise with IFLA HQ and the PCO
- Advise on protocol requirements
- Organise a welcome function for the IFLA Governing Board (optional)
- Organise 'cultural activities' to attract delegates into the exhibition
- Write an article on libraries in the host countries for publication in the IFLA Journal in one of the issues preceding the Congress

Most of the expenses relating to the Congress are paid for from the central Congress budget. In principle the NC does not keep a separate budget. There is a fixed budget for National Committee expenses in the Congress budget. In principle, all sponsorship, grants and government funds become part of the Congress budget.

**The following items are 'off-budget' costs, to be paid for by the host organisation:**

- IFLA Governing Board welcome function (optional)
- Local and national media campaign
- Promote the Congress to national and regional audience

## Professional Congress Organisers (PCO)

The PCO is responsible for the day-to-day logistical organisation of the Congress. The responsibilities include:

- Budget management, with IFLA Conf BV
- International sponsorship sales and fulfilment
- Exhibition sales and management
- Assisting with the implementation of the programme including on-site speaker management and hybrid elements
- Poster board construction and on-site management
- Liaison with IFLA HQ on venue and audio-visual requirements
- Negotiation of venue requirements and on-site management
- Negotiation of audio-visual and IT requirements and on-site management
- Negotiation of contracts and agreements with suppliers, within budget requirements
- On-site PCO support staffing
- Liaison with IFLA HQ and the NC on catering, and on-site/off-site management
- Construction of exhibition and other requirements
- Preparation and distribution of Congress publications and promotional materials, in consultation with IFLA HQ and the NC
- General promotion of the Congress
- Registrations management
- Management of accommodation booked through the registrations
- Organise and manage the social programme (a.o. Cultural Evening and Exhibition Opening), under direction of IFLA Conf BV and the NC
- Implementation of the accompanying person's programme
- Website management
- Local transport requirements
- Respond to accessibility issues where necessary

## About IFLA

IFLA is the international organization for library and information associations, institutions and librarians in the user communities they serve throughout the world. It is the trusted global voice of the library and information community and drives equitable access to information and knowledge for all.

To advance the interest of its members IFLA:

- furthers accessibility, protection, and preservation of documentary cultural heritage;
- supports a library and information profession which anticipates and responds to the needs of communities worldwide.
- drives high standards in library and information services and professional practices;
- encourages widespread understanding of the value and importance of high-quality library and information services in the public, private and voluntary sectors;

- promotes libraries as vital institutions that enhance people's lives through equitable access to knowledge and information.

IFLA does this by creating strategic alliances; enhancing professional education; developing professional standards; disseminating best practice and advancing relevant scientific and professional knowledge. It is committed to enabling all members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race, religious beliefs, sex, sexual orientation or socioeconomic status.

IFLA embraces the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights, and that people, communities and organizations need universal and equitable access to these for their social, educational, cultural, democratic and economic well-being.

The Royal Library, Koninklijke Bibliotheek, the national library of the Netherlands, in the Hague, generously hosts our headquarters.

# Application

## Criteria against which submissions will be considered

*Candidates are advised to provide information against **all the criteria** in their application document.*

*For the first stage of the selection process the IFLA Governing Board will consider only the information submitted by the candidate and base its decision on the candidates selected for the preliminary short list on this information.*

### 1. The host

- a. National association member, or other association member, of IFLA who is responsible for the bid and, if successful, is legally able to be contracted by IFLA to form the National Committee (NC). Please also include details of the persons responsible for the bid.
- b. The goals of the bid representative body and local profession for hosting a successful WLIC.
- c. The rationale for hosting this centenary celebration and what the host and organising partners will bring to the event.
- d. How does the submission support the core values to which IFLA adheres to in relation to freedom of access to information and freedom of expression?
- e. Are there any limitations that might impact negatively upon IFLA's ability to reflect its core values in the Congress programme?
- f. Opportunities that the WLIC provides to place an international focus on the local and regional profession, and for the local and regional profession to take an international focus.
- g. The types of support offered, within the local profession.
- h. The capacity to put together a representative National Committee that can work collaboratively and productively nationally and within the region. Please suggest the representation of the National Committee.
- i. Current and potential membership of IFLA within the host country, such as participation in past WLICs, membership of IFLA committees.
- j. The IFLA Conference BV for the WLIC 2027 is registered in the Netherlands and reports under Dutch tax. No business will be set-up in the host country. Please provide IFLA with legal or fiscal business constraints that might need to be considered by the IFLA Governing Board.

### 2. Local and regional professional activity

- a. Professional activity and innovative ideas that would be of interest to delegates.
- b. A suggested list of libraries or information services for delegates to visit.
- c. Recent IFLA activity in the host country, such as meetings, seminars, workshops, conferences.
- d. Proposed dates – the WLIC is ideally held during the third week of August. Please also advise if there are any local or national events that might conflict with the WLIC or may

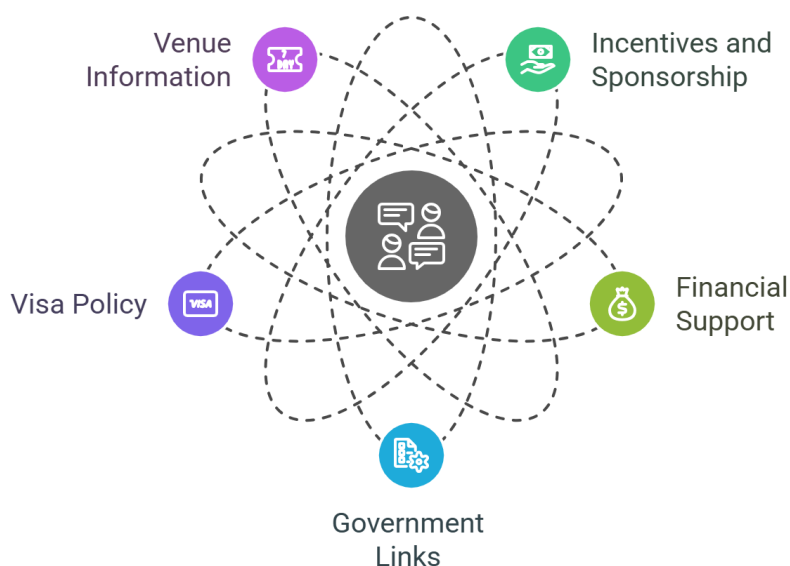
enhance the WLIC. If there may be a conflict, please propose alternative dates for the WLIC.

- e. If you are proposing that the WLIC could be held jointly with or adjacent to a national or regional conference please provide a clear business case for this, presenting the advantages and disadvantages for IFLA.
- f. Other conferences scheduled in your region for 2027 that may also attract WLIC delegates or detract from WLIC attendance.
- g. Unique characteristics of the country or region, that could benefit the WLIC programme and the delegates' experience.
- h. Suggested venues for social events (should the National Committee wish to support this. (Social/Cultural Evening 2,500 – 3,000 people. Preferred venues are non-commercial, cultural venues such as museums, town halls, libraries etc.

### 3. Levels of wider support

- a. Capacity of the NC to secure government and industry incentives and sponsorship;
- b. Expected level of financial and other support for the Congress from Government, Government agencies (e.g. convention bureau), the local and regional profession, industry and government. A minimum of €400,000 - 500,000 is anticipated;
- c. Expected links with government, industry and media; please include evidence of this;
- d. Visa policy and process, and identify restrictions on any countries for the issuing of visas; as this will be a special conference for IFLA, we would like to know how the country will support visas for delegates from all regions of the world;
- e. The Venue information. This should be prepared in consultation with the Convention/Tourist Bureau against the IFLA requirements specified in Appendix 1. Where there is more than one possible Congress venue in your country please provide your (up to) three preferences and the reasons why.

### Components of Congress Support



Bid committees should contact their local Convention Bureau to find out what support they can offer in the process.

Please submit any supporting documents, such as official letters to provide evidence and guarantees of any promised support, financial or other.

## Satellite Meetings

Satellite Meetings are usually held immediately prior or immediately after the Congress. They are smaller meetings, organised by one of the IFLA committees, together with a local host library. They vary in size from 25 to 150 delegates and last for 1 or 2 days. These meetings are not part of the WLIC budget and should be self-funded, possibly with support of the host organisation.

Please specify whether the National Committee would be willing to assist in recruiting suitable locations for a number of these Satellite Meetings. These are usually libraries or educational institutions with facilities such as halls or theatres with audio-visual technology. Recruiting satellite meeting locations is one of the first tasks for the National Committee.

## Appendix 1

---

### Venue Requirements

#### IFLA World Library and Information Congress 2027

Country:

City:

Venue:

Dates available (preferably 2nd or 3rd week of August):

#### Table of contents

1. Room requirements
2. Exhibition requirement
3. Registration area requirements
4. Catering
5. Additional requirements
6. Social event venues
7. Hotels
8. Transport
9. Convention and visitors bureau (cvb)
10. Tours



## 1. Room Requirements

SI: Simultaneous Interpretation

T = Theatre style

U = U-Shape

DIV: Division (committee) room

**Please note: In all cases seating capacity shown should be able to be accommodated comfortably and should be calculated after leaving adequate podium space.**

Insert suggested room name/number	Capacity	Min. size in m <sup>2</sup>	Sunday	Monday	Tuesday	Wednesday	Thursday
	Registration area		Open	Open	Open	Open	Open
	3,500 T or 2,000 T min.+ option for overflow		Build-up and Rehearsals	Session 1	Session 1	Session 1	Session 1
	Exhibition		Build-up	Build-up & Exhibition	Exhibition	Exhibition	Exhibition
	1,000 T		Build-up	Session 2	Session 2	Session 2	Session 2
	500 Ballroom Style		Build-up	Session 3	Session 3	Session 3	Session 3
	400 Ballroom Style		Build-up	Session 4	Session 4	Session 4	Session 4
	30 U		Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U		Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U		Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U		Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U		Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	30 U		Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg	Bus Mtg
	Volunteers room 10 Round tables		X	X	X	X	X
	Volunteers Training 300 T		X				
	Sponsor Hospitality Suite	60		X	X	X	X

Insert suggested room name/number	Capacity	Min. size in m <sup>2</sup>	Sunday	Monday	Tuesday	Wednesday	Thursday
	President's Lunch*			X			
	Press Office	50	X	X	X	X	X
	Technical Preview	50	X	X	X	X	X
	PCO	40	X	X	X	X	X
	NC	70	X	X	X	X	X
	IFLA Staff Office	40	X	X	X	X	X
	HQ Secretariat	75	X	X	X	X	X
	IFLA President	40	X	X	X	X	X
	IFLA President-elect	40	X	X	X	X	X
	IFLA Secretary General	40	X	X	X	X	X
	IFLA Social media	40	X	X	X	X	X
	IFLA GB	60	X	X	X	X	X
	Prayer Room**						
	Business Centre**						

\*The IFLA President's Lunch needs seating for approximately 80 people in ballroom style from 12.00-14.00 for a plated lunch.

\*\* If you do not have such an area or room, please suggest where we should place this.

**It is preferred that all elements of the congress are held under one roof. Should this not be possible, please list the alternatives clearly.**

## Saturday meetings

Saturday	Activity	Capacity	Suggested Room
08.30-17.30	Professional Council Regional Council Finance & Risk Committee Governing Board	40 U-shape	

## Sunday meetings

### Outline of rooms needed on Sunday, the day before the Opening session

Rooms for Officers Training Session, Standing Committee (SC) and Caucus Meetings (C).  
Rooms may be larger, but need to be set up as min capacity as shown

Capacity	Sunday 08.00-11.00	Suggested Room
200 Theatre	Officers Brief	

Capacity	Sunday 11.15-17.45	Suggested Room	Sunday 18.45-19.45		Suggested Room
30 U	SC 1		C1	110 T	
30 U	SC 2				
30 U	SC 3		C2	94 T	
30 U	SC 4		C3	44 T	
30 U	SC 5		C4	400 T	
30 U	SC 6		C5	190 T	
30 U	SC 7		C6	190 T	
30 U	SC 8		C7	120 T	

30 U	SC 9		C8	250 T	
30 U	SC 10				
30 U	SC 11		C9	60 T	
30 U	SC 12		C10	60 T	
30 U	SC 13		C11	60 T	
30 U	SC 14				
30 U	SC 15				

\*2 Caucus meetings are held between 17.00 and 18.00. If possible the SC rooms are used for that.

## Friday meetings (after the Congress)

Friday	Activity	Capacity	Suggested Room
08.30-17.30	Professional Council Regional Council Finance & Risk Committee Governing Board	40 U-shape	

### Instructions

1. Please complete a room per function overview based on the specified room requirements as outlined.  
(please use the blank column to outline your room allocation against our schedule for an easy overview)
2. Please attach a copy of the Convention Centre Floor plan
3. Please give an overview of the Rental Fees. Please indicate in the fees if VAT/GST is included and if not, which VAT/GST % would apply.
4. Please specify what is included in the rental fee: (i.e. electricity, air-conditioning, hostesses, security)

**Please include a digital copy of the full venue brochure with all rooms, spaces and the capacities.**

## 2. Exhibition Requirements

	Minimum Sqm Required	Maximum Sqm available	Rental Fee (per Sqm)
1. Exhibition	1,000 Sqm net (3,000 Sqm Gross)	_____	_____
2. Posters	250 Sqm net	_____	_____
Exhibition space column free			Yes <input type="checkbox"/> No <input type="checkbox"/>
Adjacent to session rooms If not, what is the distance?			Yes <input type="checkbox"/> No <input type="checkbox"/>
_____			
Charge for set-up/ tear down day? If so, what is the cost per day ?			Yes <input type="checkbox"/> No <input type="checkbox"/>
_____			
Possibility to have reception on exhibition floor (3,000 – 3,500 attendees) (If so, please enclose list of Food and Beverage prices).			Yes <input type="checkbox"/> No <input type="checkbox"/>
Internet connection available? If so, please specify capacity, provider & prices:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Air-condition / electricity included during the Congress			Yes <input type="checkbox"/> No <input type="checkbox"/>
Air-condition / electricity included during move-in days			Yes <input type="checkbox"/> No <input type="checkbox"/>
If not, please specify rates:			_____
Electricity / water connections already installed on move-in day:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Storage space available:			_____
Please indicate the type of floor in the exhibition area (carpet, concrete, tiles):			_____

### 3. Registration area requirements

Registration -Desks and areas	Min. # of m <sup>2</sup> / min. # of desks required	Rental fee (per day/week)
Registration desks	6 desks	_____/_____
Administration office	30 m2	_____/_____

### 4. Catering

IFLA does not provide catering to the attendees. We plan to have a cash catering area on the exhibition floor, but catering is also needed outside of the exhibition hours. Please outline the possible areas where you would set-up cash outlets (either existing ones or purpose built) with seating capacities for 500 persons all together including approx. 300 seats in the exhibition.

---



---



---



---

(if possible, please outline these on the venue floorplan)

### 5. Additional requirements

#### A. Internet Access / Wi-Fi Facilities

It's IFLA's policy to provide internet access and free Wi-Fi throughout the Congress centre to all delegates. For our international delegates we provide AI based simultaneous translation to their devices which depends on strong wi-fi. Sessions may make use of interactive voting or engagement options such as Mentimeter where all delegates may engage with wi-fi at the same time in the same room.

Does the Convention Centre have Wi-Fi access throughout the centre?  
If only in part of the centre, please advise which areas:

Yes ☐ No ☐

---

Is the cost for Wi-Fi access to delegates included within the rental fees? Yes ☐ No ☐  
If no, please advise the costs to have Wi-Fi access in all rooms occupied by the Congress and please provide information about the bandwidth covered by this cost.  
If yes, please provide information on the current bandwidth within the centre.

---

**Other**

Are there any exclusive contracts with suppliers? Yes ☐ No ☐  
If so, for what services?

---

Please specify prices for: food & beverage, electrical, telephones, cleaning, guard service, services staff, microphones, projectors, computers, flags, and other services available from the Convention Centre.

Are there contracts with a preferred caterer and or AV supplier? Yes ☐ No ☐

If yes, please indicate which company:

---

What is the room set-up that is included in the rental price in terms of:

Furniture (chairs, head table, lectern, stage etc.) Yes ☐ No ☐  
If so, please specify:

---

Basic A/V (screen, beamer, microphone etc.) Yes ☐ No ☐

Table linens Yes ☐ No ☐

Water in the room for participants Yes ☐ No ☐

Water for speakers Yes ☐ No ☐

Notepads, mints Yes ☐ No ☐

Overnight cleaning of session rooms Yes ☐ No ☐

House lighting and air conditioning during the event Yes ☐ No ☐

Are there additional costs for reset of rooms: Yes ☐ No ☐

Overnight changes costs:

Daytime changes costs:

Does the Convention Centre have:

an ATM

Yes ☐ No ☐

a Business Centre

Yes ☐ No ☐

First Aid Facilities

Yes ☐ No ☐

Access for the Disabled

Yes ☐ No ☐

What areas of the Convention Centre are carpeted?

---

Is electronic signage available?

Yes ☐ No ☐

Are there wide-screens available to be used for announcements etc.?

Yes ☐ No ☐

Is the venue able to facilitate live broadcasting?

Via the Internet?

Yes ☐ No ☐

**Rates:**

Are the venue rates negotiable?

Yes ☐ No ☐

Is a discount being offered?

Yes ☐ No ☐

If so, how much?

---

If no, when is the earliest date rental rates can be confirmed?

---

Is it possible to confirm rental rates for 2027?

Yes ☐ No ☐

What is your expected rate of price increase per year?

---

In which currency will you charge your rental fees and services:

---

Do the rates include tax?

Yes ☐ No ☐

What is the tax on the meeting / exhibition space?

---

Please attach a sample contract.

## Security

Do you have a Security Plan

Yes ☐ No ☐

If so, please provide us with a copy.

Do you have an emergency plan?

Yes ☐ No ☐ ▪

If so, please provide us with a copy.

What is the role of the organizers/PCO in case of an emergency?

---

Is a Risk Assessment carried out?

Yes ☐ No ☐

Are security staff or venue marshals included within the rental rates?

Yes ☐ No ☐



Will the fire department check the exhibition prior to opening?

Yes ☐ No ☐

## Sustainability

Is the Congress venue ISO 9001 certified?

Yes ☐ No ☐

What best practices do you have in place to maximise Sustainability? Please include also best practices of your exclusive suppliers:

---

---

---

---

---

---

---

---

---

---

## 6. Social event venues

Please provide a list of venues available (2 – 3 alternatives) in the city for a cultural evening. Preferred venues are non-commercial, cultural venues such as museums, town halls and libraries. For convention bureau's: please liaise with the National Library Association on this point, they often have experience in attending these events and may be able to suggest locations within some of their institutions.

### Cultural evening (approximately 2,500-3,000 attendees) 4 hours

Please provide information on the following areas:

- Reception with scattered seating possibilities for 500 persons
- Caterer exclusive?
- Finger food dinner price list
- Beverage price list
- Rental fee
- Atmosphere/impression

Please indicate tax and service charges that apply for catering:

---

Please send pictures of the proposed venues.

Have you had experience in utilising local restaurants for a social event where delegates sign up in advance to be part of a table for dinner without knowing the other participants?

## 7. Hotels

IFLA prefers to contract hotels that have free wifi.

	Minimum # Rooms needed	Maximum # committable rooms	Hotel rooms average rate	Breakfast average rate
Luxury 5-star hotel	200	_____	_____	_____
4-star hotel	750	_____	_____	_____
3-star hotel	750	_____	_____	_____
2-star and student	250	_____	_____	_____

Please provide average rates excluding breakfast.

VAT/GST applicable to hotel rooms: \_\_\_\_\_

Service charge applicable to hotel rooms: \_\_\_\_\_

How many committable hotel rooms are within walking distance of the Convention Centre?

### 5-star hotels

Connected \_\_\_\_\_  
 Less than 15 minutes \_\_\_\_\_  
 15 -30 minutes \_\_\_\_\_  
 30 - 40 minutes \_\_\_\_\_

### 4-star hotels

Connected \_\_\_\_\_  
 Less than 15 minutes \_\_\_\_\_  
 15 -30 minutes \_\_\_\_\_  
 30 - 40 minutes \_\_\_\_\_

### 3-star hotels

Connected \_\_\_\_\_  
 Less than 15 minutes \_\_\_\_\_  
 15 -30 minutes \_\_\_\_\_  
 30 - 40 minutes \_\_\_\_\_

## 2-star and student

Connected \_\_\_\_\_  
Less than 15 minutes \_\_\_\_\_  
15 -30 minutes \_\_\_\_\_  
30 - 40 minutes \_\_\_\_\_

Are the major potential headquarter hotels within walking distance willing to offer the following?

Upgrades/amenities for VIP's (30)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Discounted staff/supplier accommodation (55)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complimentary suites for a limited number of VIP's (3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Limousine pickup for a limited number of VIP's	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the hotels willing to sign a contract with a foreign country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Would the hotel(s) be willing to offer Complimentary rooms for site inspections (10)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## 8. Transport

Is there an International Airport near the city? Yes ☐ No ☐  
(if so, please name the airport and distance) \_\_\_\_\_

How many International Airlines service the above airport?

\_\_\_\_\_

How many international destinations have direct flights for the above airport?

\_\_\_\_\_

Can you advise what cities have a direct link?

\_\_\_\_\_

What are the different means of transport from the airport and their average fee to the city centre

<input type="checkbox"/> Taxi	Fee
<input type="checkbox"/> Bus	Fee
<input type="checkbox"/> Train	Fee
<input type="checkbox"/> Shuttle	Fee
<input type="checkbox"/> Other _____	Fee

Is there a public transport system? Yes ☐ No ☐

If yes, please provide more details:

\_\_\_\_\_

\_\_\_\_\_

Accessibility to the Congress centre with public transportation:  
If yes, how close to the Congress centre will delegates arrive?

Yes ☐ No ☐

## 9. Convention and visitors Bureau (CVB)

Please provide a list of services available by the CVB to the Congress Organizer such as:

☐ Promotion (what type)

☐ Media/PR (what type)

☐ City Brochures (how many complimentary, cost, what languages?)

☐ Restaurants

☐ Attractions

☐ Maps

Public transportation tickets:

Complimentary ☐ Number: \_\_\_\_\_ Cost: \_\_\_\_\_

Does the city support free public transport for delegates?

Yes ☐ No ☐

Welcome desks and hostesses at airport on days of peak arrival and departure:

Complimentary

Yes ☐ No ☐

Cost: \_\_\_\_\_

Welcome signs and banners at airport and convention centre

Complimentary

Yes ☐ No ☐

Cost: \_\_\_\_\_

Registration Personnel if provided, cost per hour:

Cost: \_\_\_\_\_

Please provide a list of suppliers or a directory for items that may need to be purchased in e.g. AV, furniture, exhibition, catering:

---

---

---

---

What kind of financial support is offered for site visits:

---

---

## 10. Tours

Please complete the table below by proposing three different tours.

Category	Timetable	Frequency	Prices (per trip/tour)
Day-trip (City-tour, museum visit etc.)	Half day	During the Congress	
1.			____/____
2.			____/____
3.			____/____
Day-trip (City-tour, museum visit etc.)	Full day (incl. lunch)	During the Congress	
1.			____/____
2.			____/____
3.			____/____
Overnight / Package tours	3 days, 2 nights	Pre and post Congress	
1.			____/____
2.			____/____
3.			____/____

## Appendix 2 Provisional programme outline 2027

Saturday	Sunday	Monday	Tuesday		Wednesday		Thursday		Friday	
<div>Professional Council</div> <div>Regional Council</div> <div>Finance &amp; Risk Committee</div> <div>Governing Board</div> <div>08:30 - 17:00</div>	<div>Officers Briefing</div> <div>Regional Divisions Advisory Committees</div> <div>08:30-10:30</div>		<div>Sessions</div> <div>09:00-12:45</div>	<div>Exhibition Hall open 09:30-17:30</div> <div>Poster Session 12:00-14:00</div>	<div>Sessions</div> <div>09:00-12:45</div>	<div>Exhibition Hall open 09:30-16:00</div> <div>Poster Session 12:00-14:00</div>	<div>Sessions</div> <div>09:00-12:45</div>	<div>Exhibition Hall open 09:30-14:30</div>	<div>Library visits full-day &amp; half-day</div>	<div>Professional Council</div> <div>08:30-10:30</div>
		<div>Opening Session</div> <div>10:30 - 12:00</div>			<div>Regional Council</div> <div>10:30-12:30</div>					
	<div>Sections Standing Committees</div> <div>11:00-17:00</div>	<div>President's Lunch</div> <div>(by invitation only)</div> <div>12:15-14:00</div>	<div>Lunch break</div>		<div>Lunch break</div>		<div>Lunch break</div>			<div>Governing Board Meeting</div> <div>13:00-17:00</div>
		<div>Sessions</div> <div>13:45-15:45</div>	<div>Sessions</div> <div>13:45-18:00</div>		<div>Sessions</div> <div>13:45-18:00</div>		<div>Sessions</div> <div>13:45-16:00</div>			
		<div>Exhibition Opening</div> <div>16:00 - 18:00</div>					<div>Closing Session</div> <div>15:30-17:00</div>			
	<div>Caucus Meetings</div> <div>18:30 - 20:30</div>		<div>Cultural Evening (ticketed)</div> <div>19:00-23:00</div>							

## Appendix 3 Promotional information IFLA WLIC

### IFLA investing in the region

The Congress and host city is extensively promoted internationally and online, significantly raising awareness around the world of the city and region.

Many attendees take the opportunity to stay on after the Congress to see more of the country and for holidays.

### Congresses locations over the last 15 years, for reference

2025 Astana Kazakhstan  
2023 Rotterdam, Netherlands  
2022 Dublin, Ireland  
2019 Athens, Greece  
2018 Kuala Lumpur, Malaysia  
2017 Wroclaw, Poland  
2016 Columbus, OH, USA  
2015 Cape Town, South Africa  
2014 Lyon, France  
2013 Singapore  
2012 Helsinki, Finland  
2011 San Juan, Puerto Rico  
2010 Gothenburg, Sweden  
2009 Milan, Italy

### Attendee profile

- The average age of delegates is mid 40s;
- Gender breakdown is approximately 68% female and 32% male;
- More than half the delegates have budgetary responsibilities within their organization, and an estimated combined buying power of around USD 2 billion;
- Wide international representation

### Opportunity for Local Libraries and their staff

The World Library and Information Congress offers professional benefits in two ways. It is an opportunity for the host country to showcase the status of libraries and information science in their country as well as to have their professionals experience international librarianship and international relations in a unique way.

During the IFLA WLIC Congress, there are opportunities for local librarians to support the Congress as volunteers. Volunteers work half days during the Congress and can attend sessions during other times. They act as ambassadors for their libraries and the profession in the country.

## Trade Exhibition

The trade exhibition (approx. 1000 sqm net) that is held in conjunction with the World Library and Information Congress offers a chance for regional companies, governmental bodies and other organizations with products and services related to the library and information field to explore the international market.