



FÉDÉRATION INTERNATIONALE  
DE MOTOCYCLISME



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# INVITATION TO TENDER FIM AWARDS & GENERAL ASSEMBLY 2019-20

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TERMS, CONDITIONS  
& COMMERCIAL RIGHTS

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FÉDÉRATION INTERNATIONALE  
DE MOTOCYCLISME

## 2019-2020 FIM General Assemblies and FIM Awards

### Terms, Conditions & Commercial Rights

#### Invitation to Tender Document

Mies, Switzerland  
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# FIM

## Terms, Conditions & Commercial Rights Invitation to Tender Document

### I. Introduction

The Fédération Internationale de Motocyclisme (FIM) is inviting tenders from Hosts or National Federations (FMNs) for the rights to stage the FIM General Assemblies & FIM Awards for the years 2019 and 2020.

This Invitation to Tender (ITT) reflects FIM's desire to continually improve the image and promotion of motorcycling.

In this ITT, a Bidder means any FMN or Host which makes a Bid for the Rights to Host the FIM General Assembly & FIM Awards.

We thank you for your interest and look forward to receiving your Bid.

### II. Background

The FIM was founded in 1904 in Paris by six National Motorcycle Clubs wishing to establish an international governing body to regulate the sport of motorcycling. It is recognised as the sole international competent authority in motorcycle sport by the International Olympic Committee (IOC).

With the exception of the years during World Wars I and II, the sport continued to expand and evolve with a growing number of affiliated federations, races, manufacturers, riders, new disciplines, an increase in scope to include leisure motorcycling and the defence of motorcycle users' interests, and new bodies to supervise the sport and administer the FIM.

The FIM is the world governing body for motorcycling with 113 Member Federations across six continental unions. The FIM sanctions 52 FIM World Championships and Prizes.

In October 2007, the FIM launched its new FIM brand which is used across the world and a worldwide campaign was launched to establish FIM as THE motorcycling brand and advocate.

In 2010, the FIM re-launched the FIM Gala Ceremony. Further to the adoption of the new FIM Statutes in October 2010, the FIM decided to combine the FIM General Assembly and the FIM Gala Ceremony.

In 2017, the FIM Gala Ceremony became the FIM Awards.



The FIM has decided to give the opportunity to FMNs or any other Host to organise, in collaboration with the FIM, the FIM General Assembly and the FIM Awards over a single weekend.

### **III. The Invitation to Tender (ITT)**

The FIM invites Bidders to tender for the right to act as FIM's co-organising partner and enjoy the related Rights as listed in this ITT.

Bidders who wish to participate must submit the ITT together with the duly requested information and any other required documentation to the FIM by 30 September 2018.

### **IV. Status of this ITT**

This ITT is no more than an invitation to tender and constitutes neither a contract nor an offer which could be construed as inviting acceptance by any Bidder. Nor does this ITT contain any representation or warranty upon which any Bidder is entitled to rely on at any point in time.

### **V. Bid Objectives**

In addition to the specific conditions set out in the ITT, each Bid should aim to achieve the following overall objectives:

- To ensure the highest quality organisation of the FIM General Assembly and the FIM Awards in collaboration with the FIM.
- To ensure the promotion of the FIM General Assembly and the FIM Awards.

### **VI. Advice to Bidders**

Bidders should pay particular attention to the expectations and requirements outlined in this ITT.

Any Bid provided by a Bidder must be accompanied by the Bid Form in the form set out in this ITT signed by an authorised representative of the Bidder.

The FIM shall have no obligation to accept any Bid which it may receive. The FIM reserves the right in its absolute discretion to withdraw all or any of the Rights at any time, or to re-invite Bids for any Rights.

By submitting your Bid you irrevocably and unconditionally agree that any confidential information relating to the FIM and/or the conduct of its business



which may come into your possession in the course of this tendering process will be kept confidential.

No announcement shall be made by you in relation to the existence of or the contents of this ITT. You shall not without the prior written consent of the FIM (save as required by law) disclose to any third party (other than directors, officers, employees of your FMN/entity or your professional advisers) any information concerning the terms or subject matter of this ITT or the contents of the Bid.

## **VII. The Bidding Process**

Following receipt by the FIM of the duly signed tender documents by the above deadline, the FIM will consider each Bid. A Bidder may be asked to clarify any points of detail. Any clarifications provided by Bidders in respect of their Bids shall be confirmed in writing. Bidders may also be invited to attend a meeting with the FIM to make a presentation.

After evaluating the Bids and following any subsequent meetings and presentations, the FIM intends to recommend a single preferred Bid in respect of the Rights by 1 December 2018.

If the FIM, in its sole discretion, decides that any extension of time is warranted, either to submit Bids or for the FIM to consider Bids, then the FIM will notify all Bidders and the timetable will be extended accordingly.

## **VIII. Contents of the Bid**

The response to the ITT should include the following:

- Bidder FMN's/Host's Name and Profile
- Bidder's credentials for undertaking the Project
- Details of the Bidder's key personnel who will be working on the project including their experience and where they will be located
- A summary of how the Bidder will approach the project and any distinct advantages that they will bring

The information provided by the Bidder should include:

- the country and candidate city
- the population of the country and candidate city



- a description of the national, regional and local policies in relation to sports in general, as well as in respect of congresses and sporting events in particular
- a description of the national, regional and local policies in relation to leisure motorcycling and sports motorcycling, as well as the use of motorcycles as a means of transport
- a list of international sporting events and major congresses held in the candidate city over the last 5 years (or before if appropriate) as well as those planned in the future
- a list of sporting and/or leisure motorcycling events including motorcycling exhibitions, organised in the candidate city or the region over the past 10 years
- a description of the local authorities' interest in hosting the FIM General Assembly and the FIM Gala Ceremony, and any assistance they will provide
- transport information: the closest international airport to the candidate city (distance, airlines, links to other international airports, other type of transportation available)
- official information regarding the period from mid-November to mid-December in the city and region, giving the following details:
  - average temperature (in degrees)
  - average degree of humidity
  - average rain fall (in millimetres) per day
  - number of rainy days or days with bad weather
  - number of daylight hours per day
  - a description of the congress centre and the hotels that could accommodate the delegates (distance in km/time between them, room rates in USD/EUR, number of rooms available, number/size of meetings rooms available)
  - a description of the main artistic, cultural and tourist attractions in the candidate city or the region
- The financial structure (in EUR) that can be provided by the Bidder for organisation of the event



## IX. Host expenses

### A. Accommodation

Population & forecast for the 2019-2020 FIM General Assemblies & FIM Awards:

Category	Number participants	Total hotel room nights
FIM World Champions, Legends & Awardees	50	100
Delegates	250	500
Guests	50	100
FIM	70	200
Partners	80	200
<b>Total</b>	<b>500</b>	<b>1100</b>

The Host will provide the best accommodation prices in the required hotels.

### B. Travel

The FIM will be financially responsible for the travelling expenses of the FIM World Champions, Legends, Ambassadors, and Awardees. The FIM will work with a local travel agency chosen by the Host in order to benefit from travelling deals.

The Host, at its own expenses, will take care of the organisation of the transfers from the airport to the hotel and return for **ALL** guests (approx. 500 guests) coming to the FIM events.

The Host will also organise the transfers from the different hotels to the meeting/event venues and return if needed (more than 5 minutes walking distance).

### C. Meeting rooms

Meeting rooms
<ul style="list-style-type: none"><li>• Board of Directors</li><li>• Commission Directors</li><li>• Secretaries General</li><li>• General Assembly</li><li>• Press Conference</li><li>• FIM Awards</li><li>• FIM Administration offices</li><li>• FIM President office</li><li>• FIM CEO office</li><li>• Others (Board Committees, CONUs, etc.)</li></ul>



#### Requirements for all meetings

- Equipment according to the requested setups for all meeting rooms/office/venue listed above
- Technical requirements such as interpreting booths and materials, microphones/earphones for interpreting purposes, screens, etc.
- Light / Sound
- Free WIFI in meeting rooms and premises
- Decoration (excluding FIM Branding)
- FIM Awards specific requirements including TV production (tbd)

The FIM will be responsible for the organisation and the content of the event meetings.

#### D. Food & Beverage

What	Who	When
Mineral water	All participants	All meetings and offices
Coffee breaks	All participants	All meetings and offices
Lunches	All participants	Board meeting (Thursday) CD Meeting (Friday) General Assembly (Saturday)
Cocktail	All participants	After General Assembly (Saturday) Before FIM Awards (Sunday)
Dinners	All participants	Board Dinner (Thursday) FIM Awards Dinner (Sunday)

The FIM will be responsible for the organisation of the event meetings' food & beverage.



## X. Cost Split

<b>Host City</b>
<i>Accommodation FIM Champions, Legends and Awardees</i>
Hotel Rooms
<i>Shuttle and Welcoming Services</i>
Transfers Airport - Hotels and Return
Transfers Hotels - Venues
Welcoming Staff
<i>Meeting Rooms</i>
FIM Event, Senior and Technical Management Fully Equipped Offices (8 days)
FIM Communications Fully Equipped Office (6 days)
Board of Directors Fully Equipped Meeting Room + Interpretation Material (3 days)
General Assembly Fully Equipped Meeting Room + Interpretation Material (4 days)
FIM Awards Fully Equipped Venue + Audio-Visual High Technology (5 days)
<i>Food and Beverage</i>
Lunch, Coffee Breaks and Unlimited Water for Board of Directors and General Assembly
Dinner Board of Directors
Cocktail General Assembly
Dinner FIM Awards
<i>City Branding</i>
Promotion of the event in Host City
<b>FIM</b>
<i>Travel FIM Champions and Legends</i>
Flights / Train/ km allowances
<i>Travel &amp; Accommodation FIM Ambassadors, FIM Board Members, FIM staff</i>
Flights / Train/ km allowances
Hotel Rooms
<i>FIM Staff</i>
Allowances
Rental Cars
<i>Interpreters</i>
Fees
<i>Logistics and Branding</i>
Gifts
Programs and other material
FIM Branding
Trophies Medals and Diplomas
Technical coordination
Masters of Ceremony
Press and photographs
<i>TV Production</i>
FIM Awards



The cost split differs according to the Host City.  
 Costs vary from one country to the next.  
 Costs are shared between FIM and Host City on a 50/50 basis.  
 The chart above is an example of how costs can be split but it is not definite.

**XI. Benefits & Rights for the Host**

The successful Bidder will have the right to find National Partners (i.e. Tourism Office, Hotels, Transportation, Air Line, IT, etc.). All partners must be approved by the FIM Commercial Department before any agreement is made.

**A. Main sponsors**

The FIM event will have a maximum of 4 Main Sponsors:

- 2 FIM sponsors
- 2 Host sponsors

<b>Top Level Partner Package (2 positions)</b>
Exclusive Partner Status in association with the FIM Awards Priority branding on all FIM Awards visuals: invitations, documents, roll-ups Logo identification on all backdrops (Press Conference, Red Carpet, Flash Interviews)
First choice position at the Exhibition Centre during the General Assembly: 6m <sup>2</sup> stand (cost included)
Page advertisement in the FIM Awards Official Programme
Banner on FIM-LIVE.COM home page
Visibility on FIM platforms: Facebook, Twitter, Youtube
Table for 10 guests at FIM Awards
World Champion prize "presented by sponsor": Ex: "Lukoil presents the Ice Speedway Gladiators World Championship Award"

The Host Sponsor will have the right to use the FIM Awards logo in all promotion & communication for the specific FIM event of that year.

**B. Second Level Sponsors**

The FIM will have a maximum of 6 Second Level Sponsors:

- 3 FIM sponsors
- 3 Host sponsors



<b>Second level Partner Package (3 positions)</b>
Smaller branding on all FIM Awards visuals: invitations, documents, roll-ups Logo at the bottom of backdrops (Press Conference, Red Carpet, Flash Interviews)
6m <sup>2</sup> stand at the Exhibition Centre during the General Assembly (cost included)
Page advertisement in the FIM Awards Official Programme
IAB ad (300x250 medium rectangle) on FIM-LIVE.COM home page
Visibility on FIM platforms: Facebook, Twitter, Youtube, Flickr
6 guests at FIM Awards

### **C. Providers**

The FIM will have no limitations for Third Level Sponsors (providers).

The FIM reserves the right to approve or not local suppliers suggested by the Host.

Suppliers include:

- Limos and cars
- TV screens
- Lighting
- Sound
- Food & Beverage

### **XII. Charity partners**

The FIM offers visibility to its Associated Members at the FIM General Assembly & FIM Awards:

- Two Wheels for Life
- British Speedway Promoters Association
- International Road Racing Press Association

Any other partner at the FIM General Assembly & FIM Awards will be submitted to the FIM Commercial Department for approval before any agreement is made.

### **XIII. Responsibility of the FIM**

The FIM will be responsible for the following services:



Interpreters	Providing official and working languages* (simultaneous and consecutive) for FIM General Assembly & other FIM meetings
Documentation	Preparing and sending FIM official documents and Press Releases
Invitations	Preparing and sending the Official FIM General Assembly & FIM Awards invitations to participants
Registration	Managing enrolment of participants
Administration	Providing secretarial services to follow up various requests before, during & after event, if needed
Accommodation	Booking & controlling the hotel rooms for the categories of population for which the accommodation costs are covered
FIM Welcome Desk	Managing onsite registration Distribution of badges, gifts & official programmes
Content of Meetings & Events	The content of all FIM meetings and events are under the responsibility of the FIM
Prizes	Supplying (creating & sending) the necessary medals, diplomas, awards, etc. to be presented during the FIM Awards

\* Please note that the Host will organise at its own expense any local language interpretation services that could be necessary for interpreting speeches of local dignitaries into English and vice versa.

#### **XIV. Responsibility of the Host**

The Host will be responsible for collecting all necessary information regarding the venue of meetings, the hotels, the airport, etc.



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## 1. Specifications

The information contained in this document is subject to change and should not be considered as final.

Should you have any questions regarding the contents of this document, do not hesitate to contact the FIM.

## 2. Participation Figures

### A. Representation of Federations (FMNs)

The representation of Federations during the FIM General Assembly in recent years was as follows:

Year	Place	FMNs present	Total FMNs affiliated
2000	Vilamoura, Portugal	55	80
2002	Prague, Czech Republic	77	85
2004	Paris, France	79	90
2006	Salvador de Bahia, Brazil	79	94
2008	Durban, South Africa	77	98
2010	Macau, China	98	101
2011	Estoril, Portugal	51	103
2012	Monte-Carlo, Monaco	75	107
2013	Monte-Carlo, Monaco	59	111
2014	Jerez de la Frontera, Spain	103	109
2015	Jerez de la Frontera, Spain	58	113
2016	Berlin, Germany	77	113
2017	Andorra-la-Vella, Andorra	60	113

### B. Number of Participants

The number of participants varies from one General Assembly to another depending on the location of the venue and the FIM General Assembly & FIM Awards Agenda.

It is necessary to plan for between 500 and 600 participants (Fig.1: Provisional Requirements).

## 3. Provisional Programme of Meetings

The FIM General Assembly and FIM Awards shall take place, in general, during the third weekend of November.



## PROVISIONAL PROGRAMME 2018

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### FIM GENERAL ASSEMBLY AND FIM AWARDS Andorra la Vella, Andorra

#### Thursday 29 November

09:00-18:00 Board of Directors Meeting  
20:00 Dinner of the Board of Directors

#### Friday 30 November

09:00-16:00 Workshops  
18:00-20:00 Secretaries General Meeting

#### Saturday 1 December

09:00-12:00 General Assembly  
12:00-14:00 Lunch Buffet  
14:00-18:00 General Assembly  
18:00-20:00 Cocktail Party

#### Sunday 2 December

15:00 Autograph Session  
19:00 Red Carpet and Cocktail  
20:30 FIM Awards Dinner  
22:00 FIM Awards  
24:00 Evening Entertainment

#### Monday 3 December

09:00-18:00 CONU Meetings

#### Tuesday 4 December

09:00-18:00 CONU Meetings

#### 4. Site inspection

A site inspection will be made by the FIM Event Management Staff together with the Host in order to discuss the choice of the site and hotels and to monitor its preparations.



## **5. Protocol**

The President of the Host or any representative of the Host will be invited to attend the Board Meeting dinner (Thursday).

The Minister responsible for Sports will have the opportunity, if available, to attend the opening of the FIM General Assembly and make a short speech of welcome. He or she will also be invited at the presidential table during the FIM Awards Dinner.

The cocktail party (Saturday) is hosted by the political authorities of the country or region.

## **6. Financial Aspects**

The delegations present at the FIM General Assembly will pay for the travelling and hotel expenses of the members of their respective delegations.

All expenses relative to the organisation of the FIM General Assembly and FIM Awards (see under IX. Host expenses) are to be paid by the Host organising the FIM General Assembly and FIM Awards.

The Host will pay for the accommodation of the FIM Awards Prize Recipients (Champions, Legends, Awardees).

All expenses relating to the FIM Branding decoration for the FIM events (backdrop, banners, stands, etc.) will be paid by the FIM.

Expenses relating to the Masters of Ceremony, FIM Branding decoration (red carpet, cocktail room and stage) for the FIM Awards are paid by the FIM.

## **7. Event venue**

The chosen city must have an airport (preferably International) in order to facilitate the transport of all the FIM General Assembly & FIM Awards guests.

Preference will be given to a very comfortable (5-star) central hotel with or close to a convention centre where, preferably, all the FIM meetings can take place, with high standard professional services.

The convention centre should offer modern equipment and free WIFI Internet access. Fast broadband Internet access should be available, upon request, in meeting rooms and offices.

The city must have a theatre that can host the FIM Awards including the Red Carpet, Cocktail, Official Dinner and Live Ceremony for a minimum of 600 guests.



## **8. Hotels and accommodation**

The Host shall deal with all matters concerning the accommodation of the FMNs' delegations, but the latter shall bear their own costs.

If the venue hotel cannot offer rooms at modest rates, it is desirable to have the option of 2 or 3 more reasonably priced hotels within 5 minutes walking distance of the venue.

The rates for the venue of the 2-3 more reasonably priced hotel rooms should be defined in agreement with the FIM.

It is also indispensable that the hotels accept major credit cards (Visa, MasterCard, American Express, etc.).

The hotels may charge booking fees. In this case, provision will have to be made for the eventuality that certain delegations will not be in a position to make advance payments in convertible currencies. The Host will therefore have to undertake negotiations with the hotels concerned in order to find common ground for the payment of the deposit at the time of the FIM General Assembly.

All rooms at the main convention hotel should offer free-of-charge WIFI/Internet access. Free WIFI/Internet access in the remaining hotels would be an advantage. The main convention hotel (5-star hotel) should offer standard services such as business centre, laundry service, 24-hour room service, restaurants, bar, fitness centre.

The official hotel should have a large room with the capacity to hold 50 people for the FIM Office. A fast broadband Internet line as well as drinks for FIM staff should be made available.

The official hotel should have a large conference room with the capacity to hold 150 to 200 guests in which the FIM Awards Press Conference can be held.

A suite, located at the official hotel, should be at the disposal of the FIM President. A fast broadband Internet line as well as drinks should be made available. If possible, this suite should have two distinct entries enabling the President to receive visitors.



## 9. Transportation

The Host, at its own expense, takes care of all questions of transport for participants (e.g. from airport to hotel and return, from hotel to meeting rooms and return if needed).

Welcome desks must be provided at the airport, with transportation information to the various hotels. The same applies to the departure of the guests from their hotels to the airport.

Prior to their arrival, the FIM GA & FIM Awards guests should be informed about the location of the welcome desks in the airport (ex: baggage hall, arrival hall).

### **Transportation for the FIM President**

A car should be placed at the disposal of the FIM President.

### **Transportation for the FIM CEO**

A car should be placed at the disposal of the FIM CEO.

### **Transportation between the hotels**

If the hotels are at more than 5 minutes walking distance from the convention centre, transportation must be provided between the various hotels at all times.

### **Transportation for the FIM World Champions, FIM Legends and FIM VIPs**

Cars should be made available for the transportation the FIM World Champions, FIM Legends and the FIM VIPs for the FIM Awards.

## 10. Security Aspects

On-site security aspects have to be considered, especially during coffee and lunch breaks where meeting rooms remain unattended and delegates have to leave their portable computers and personal belongings in the meeting room. Electronic and human surveillance services should be provided by the convention centre.

## 11. Insurance coverage

It is recommended that insurance coverage is contracted by the Host in case the event should be cancelled due to force majeure or other unforeseeable causes.

## 12. FIM Welcome Desk

There should be a centrally located welcome desk at the official hotel and convention centre to offer registration and information services. This desk should be open a few days before the FIM General Assembly.



The opening hours of the Welcome Desk should be communicated beforehand, at all times and on every FIM General Assembly & FIM Awards documentation.

Registration should be designed to serve a maximum number of people in a minimum amount of time. People will be arriving tired after a long trip and it is important to make their arrival on site a pleasant one. Registration materials (badges, programmes, gifts, etc.) should be assembled ahead of time.

Participants lists should be checked upon registration and it should be ascertained whether the guests are attending the various events and whether they are accompanied or not.

It is very important to maintain a complete and accurate registration list at all times.

### **13. FIM Event Management Office**

A large room has to be provided at the main hotel for the FIM Event Management Office. This room must be in a quiet place. It must be equipped as follows:

- one large room of around 200 m<sup>2</sup>, for about 20 FIM staff members, equipped with individual desks/tables
- all the necessary office equipment (pens, paper, staplers, scotch tape etc..)
- waste paper baskets
- sufficient electric cables for connecting the personal computers of the FIM staff members
- telephones (internal and at least 2 international direct lines)
- a list of the important internal convention centre phone numbers
- one fax machine with 1 international direct line
- fast broadband Internet lines for each staff member
- one modern high-speed, large-capacity photocopying machine (black/white and colour high-speed large capacity machine with automatic paper feeder tray, large paper capacity, A4 and A3 format, back/back copying, stapling, numerous tray sorters, etc.) and sufficient white paper (unlimited quantity)
- two HP Laserjet printers such as model 4100
- a safe for important documents
- a cupboard that can be locked up (with at least two sets of keys)
- mineral water
- courtesy coffee-tea tray with electric kettle for boiling water
- the room has to be able to be locked and opened/accessed by FIM staff members on a 24 hours basis
- one set of keys or badges for each staff member to be able to lock and unlock the FIM Event Management Office
- a layout of the room setup will be provided in due course by the FIM Event Management team



## 14. Offices

Offices must be provided at the FIM General Assembly centre and/or at the main hotel for the following FIM Officials:

- FIM President
- FIM Senior Management
- FIM Communication
- FIM Technical
- FIM Promoters
- Others upon request

All these offices must be equipped and offer the following services:

- a desk
- some armchairs
- waste paper baskets
- fast broadband Internet line
- one phone for internal calls (to be able to reach the various congress services and the FIM Welcome Desk and FIM Event Management Office)
- a list of the important internal convention centre phone numbers
- electric cable and adaptor for plugging the personal computer
- mineral water
- courtesy coffee-tea tray with electric kettle for boiling water
- these offices have to be able to be locked and opened/accessed on a 24 hours basis by the occupants

## 15. Audio-visual, light, sound & electronic voting equipment

Audio-visual, light & sound equipment using the latest technology must be provided where needed.

Electronic voting devices are needed for the FIM General Assembly meeting.

## 16. Meeting rooms

The meetings usually take place from 9:00 to 18:00 hours.

Fully equipped meeting rooms must be provided for the meetings of the FIM General Assembly, Board Meeting and Workshops as well as for any other scheduled meeting.

Mineral water and glasses must be placed on the tables for all participants and will be at the cost of the Host.

Mineral water and glasses must be replaced between every meeting.

If not specified otherwise, all meeting rooms should be equipped with the following minimum requirements:



- large meeting tables (1.80m by 0.75m)
- chairs
- glasses and mineral water placed on the tables for all participants
- blocks of paper and pencils/pens placed on the tables for all participants
- waste paper baskets
- electric cables and adaptors for the personal computers of the participants
- one or several phones for internal calls depending on the size of the room (to be able to reach the various congress services)
- a list of the important internal convention centre phone numbers
- free WIFI/Internet access
- fast broadband Internet line access
- flip charts and pens if specified
- screens and beamers if specified
- other equipment upon request

## 17. Signage

Electronic displays indicating the venues for the various meetings must be shown on several screens in various locations.

More specific signage with the name of the meeting must be displayed on each meeting room door.

Additional signage with arrows must be placed in various strategic areas to help people find their way around easily and ensure an easy flow of the participants.

## 18. Use of FIM logo

Any use of the FIM logo must have the prior written approval of the FIM Commercial Director, who can be contacted at the FIM.

## 19. Coffee breaks

The location chosen for the coffee breaks should be a single centralised area at the convention centre, not too far from the meeting rooms, which will enable interaction between participants.



## 20. Meals

Meals for the FIM staff should be provided in a different room than the Official Hotel or Convention Centre personnel.

## 21. Provisional requirements

Please find below a recapitulation table showing the provisional list of meeting room requirements and social events.

The information contained on this recapitulation table is subject to change and should not be considered as final.

Meeting room	Size in m2	Number of participants	Set up	Projection & Sound equipment	Interpreting equipment	Thursday	Friday	Saturday	Sunday
Board of Directors Meeting	150-200	30	U-shape	yes	yes	X			
Board of Directors Lunch		30	Banquet	no	no	X			
Board of Directors Dinner		60	To Be Defined	to be defined	no	X			
Commission Directors Meeting	same as Board	40	Classroom	yes	yes		X		
Lunch		40	Banquet	no	no		X		
Secretaries General Meeting	same as GA	150	Classroom	yes	yes		X		
General Assembly (GA)	600-800	250-300	Classroom	yes	yes			X	
GA Buffet Lunch		250-300		no	no			X	
GA Cocktail Party		300-350		no	no			X	
Press Conference	same as GA	200	Classroom	yes	yes				X
FIM Awards Dinner	1000	500-600	Crescent Rounds	special	no			X	X



## 22. Interpretation Equipment

Interpreting equipment using the latest infrared technology and suitable for simultaneous and consecutive interpreting facilities must be provided where needed.

The interpretation booths used in the various meetings must be in conformity with the ISO (International Organisation for Standardisation) standards, for example 2.00m in height, 1.60m in width and 1.60m in depth.

A sufficient number of receivers and headphones must be provided, especially for the FIM General Assembly meeting. In order to avoid delay, the receivers and headphones should be distributed at each entry to the conference meeting, especially for the FIM General Assembly meeting.

The interpreters will be provided by the FIM. The Host will bear the cost of the interpretation equipment requirements.

The information contained here below is subject to change and should not be considered as final.

### A. Board of Directors Meeting, Workshop meetings

5 languages can be spoken (English, French, Spanish, Italian and German) and must be interpreted into 3 languages (English, French and Spanish) from 3 booths manned by two interpreters each.

Each interpreter must be able to take relay from all the other booths and to provide relay to all the other interpreters from the language of his/her booth.

The following equipment is required:

- 3 booths with 2 interpreters per booth (English, French and Spanish, 5 channels)
- a separate set of controls, headphone and microphone for each interpreter
- audio CD recorders; separate recordings of the floor and the French translation booth will have to be made
- display languages on each booth (3 booths in total)
- 16 selectable microphones
- 50 infrared receivers and headphones
- 420 handheld microphones
- loudspeakers
- sound system



## **B. General Assembly, Secretary General, Press Conference**

5 languages can be spoken (English, French, Spanish, Italian and German) and must be interpreted into 3 languages (English, French and Spanish) from 3 booths manned by two interpreters each.

Each interpreter must be able to take relay from all the other booths and to provide relay to all the other interpreters from the language of his/her booth.

The following equipment is required:

- 3 booths with 2 interpreters per booth (English, French and Spanish, 5 channels)
- a separate set of controls, headphone and microphone for each interpreter
- audio CD recorders; separate recordings of the floor and the French translation booth will have to be made
- display languages on each booth (3 booths in total)
- one selectable microphone for each member of the Board of Directors on podium plus several extra (26 microphones)
- one microphone for a speaker on a desk on the podium
- 4 cordless microphones on stands in the aisles on the main floor of the meeting room, to allow delegates to take the floor
- sufficient infrared receivers and headphones, minimum 350 units
- 14 infrared receivers and headphones for Board members will have to be tested and placed on their tables on the podium
- around 30 infrared receivers and headphones for FIM staff members will have to be placed on the tables provided for them
- loudspeakers
- sound system
- 50 commutable microphones for Press Conference6 handheld microphones for Press Conference

### **23. Technical Equipment for FIM Awards and FIM Awards Diner**

The technical requirements for the FIM Awards evening are very important and are subject to a separate document that will be supplied once the site has been selected.

Hereafter a brief overview of the various steps regarding the preparation of the site for the FIM Awards:

- visual and decoration mounting of the general scenic area and the scene
- mounting of bridge lights and sound
- lights for assembly
- video mounting
- sound editing
- finalization of lights for assembly
- video installation completion



- finalization sound editing
- installation TV hardware
- all technical settings
- light focus
- technical wiring
- rehearsal of "mechanical" for TV and Host(s)
- technical finishing in the night if applicable
- general rehearsal (moderator(s), champions, technical staff)

#### **24. Additional material**

Several hand held microphones for possible speeches

- loudspeakers
- sound system

#### **25. TV**

The Host City will bear the cost of the TV production for the FIM Awards. The Host City will be granted free of rights exclusive national rights to broadcast the FIM Awards. The FIM will be in charge of the distribution in the rest of the world.

For the FIM General Assembly, Secretaries General Meeting and Press Conference, the convention centre should record these events entirely and must provide the FIM with a hard disc within two days.

#### **26. FIM Partners**

- **Motul:** Lubricant
- **Tissot:** Watches & Timing
- **Dainese:** Sportswear and protective gear for motorcycling

#### **27. FIM General Assembly & FIM Awards Potential Partners**

- Limousines, cars
- TV screens
- Lighting
- Food & Beverage



**Figure 1**  
**Provisional Requirements**  
**2019-2020 FIM General Assemblies and FIM Awards**

<u>Schedule</u>	<u>Programme</u>	<u>Place</u>	<u>Size in m2</u>	<u>Participants</u>
<b>Monday</b>				
All day	FIM Administration office	Congress Centre	150	
<b>Tuesday</b>				
All day	FIM Administration office	Congress Centre	150	
<b>Wednesday</b>				
All day	Welcome desks	Airport and selected hotels		
All day	FIM Administration office	Congress Centre	150	
All day	FIM Communication office	Congress Centre	150	
All day	FIM Technical office	Congress Centre	150	
All day	FIM President office	Official Hotel		
All day	FIM Senior Management office	Official Hotel		
All day	FIM Administration office (small)	Official Hotel	60	
<b>Thursday</b>				
All day	Welcome desks	Airport and selected hotels		
All day	FIM Administration office	Congress Centre	150	
All day	FIM Communication office	Congress Centre	150	
All day	FIM Technical office	Congress Centre	150	
All day	FIM President office	Official Hotel		
All day	FIM Senior Management Office	Official Hotel		
All day	FIM Administration office (small)	Official Hotel	60	
09:00 - 18:00	Board of Directors	Congress Centre	200	30
12:00 - 14:00	Lunch Board of Directors	Congress Centre		30
Morning & Afternoon	Coffee Break	Congress Centre		30
As from 19:30	Dinner Board of Directors	Restaurant to be defined		60
<b>Friday</b>				
All day	Welcome desks	Airport and selected hotels		
All day	FIM Administration office	Congress Centre	150	
All day	FIM Communication office	Congress Centre	150	
All day	FIM Technical office	Congress Centre	150	
All day	FIM President office	Official Hotel		
All day	FIM Senior Management office	Official Hotel		
All day	FIM Administration office (small)	Official Hotel	60	
09:00 - 16:00	Workshops	Congress Centre	200	40
12:30 - 14:30	Lunch	Congress Centre		40
Morning & Afternoon	Coffee Breaks	Congress Centre		40
18:00 - 20:00	Meeting of the Secretaries General	General Assembly meeting room		150



<b>Saturday</b>				
All day	Welcome desks	Airport and selected hotels		
All day	FIM Administration office	Congress Centre	150	
All day	FIM Communication office	Congress Centre	150	
All day	FIM Technical office	Congress Centre	150	
All day	FIM President office	Official Hotel		
All day	FIM Senior Management office	Official Hotel		
All day	FIM Administration office (small)	Official Hotel	60	
08:00 - 09:00	Registration of the Voting Delegates	Congress Centre		
09:00 - 18:00	General Assembly	Congress Centre	800	250-300
12:00 - 14:00	Lunch Buffet	Congress Centre		250-300
Morning & Afternoon	Coffee Breaks	Congress Centre		250-300
18:00 - 20:00	Cocktail party	Congress Centre		300-350
<b>Sunday</b>				
All day	Welcome desks	Airport and selected hotels		
All day	FIM Administration office	Congress Centre	150	
All day	FIM Communication office	Congress Centre	150	
All day	FIM President Office	Official Hotel		
All day	FIM Senior Management	Official Hotel		
All day	FIM Administration office (small)	Official Hotel	60	
14:30	FIM Press Conference Rehearsal	CC or Official Hotel		
15:00	FIM Press Conference	CC or Official Hotel		200
19:00	FIM Awards Red Carpet & Cocktail	FIM Awards venue		500-600
20:30	FIM Awards Official Dinner	FIM Awards venue		500-600
22:00	FIM Awards	FIM Awards venue		500-600
24:00	Evening Entertainment	FIM Awards venue		500-600
<b>Monday</b>				
All day	Welcome desks	Selected hotels		
All day	FIM Administration office	Congress Centre	150	
All day	FIM Technical office	Congress Centre	150	
All day	FIM President Office	Official Hotel		
All day	FIM Senior Management	Official Hotel		
09:00 - 14:00	Specific meetings to be defined	Congress Centre		
All day	FIM CONU Board Meeting	Congress Centre		15
12:00 - 14:00	Lunch - FIM CONU	Congress Centre		15
Morning & Afternoon	Coffee Breaks - FIM CONU	Congress Centre		15
<b>Tuesday</b>				
All day	FIM Administration office	Congress Centre		40
All day	FIM Technical office	Congress Centre	150	
All day	FIM President Office	Official Hotel		
All day	FIM Senior Management	Official Hotel		
All day	FIM CONU General Assembly	Congress Centre		40
12:00 - 14:00	Lunch - FIM CONU	Congress Centre		15
Morning & Afternoon	Coffee Breaks - FIM CONU	Congress Centre		40



## **BID FORM**

Dated:

To be returned by \_\_\_\_\_.

I/We have perused your Invitation to Tender dated ( ).

I/We confirm that we are willing to be granted the License for the FIM General Assembly & FIM Awards described in the above document specified in the attached Bid. All prices are net of any taxes, charges or withholdings.

I/We understand the selection of a suitable Bidder will be based upon the conditions set out in the Invitation to Tender.

I/We agree that the attached Bid shall remain binding upon us for the period of thirty (30) days from the date set for receiving the same and it shall remain open for acceptance by the FIM at any time prior to the expiration of that period.

Signed.....

Name.....

Date.....

In the capacity of .....authorised to sign for the Bidder whose name and address appears at the head of this Bid Form.