**Office Use Only**

Date Received:

Signed:

*The host for the 29th TAFISA World Congress 2025 will be elected by the 2021 TAFISA General Assembly in Portoroz, Slovenia. According to TAFISA Statutes, applications to host the 2025 Congress must be received in electronic form by the TAFISA office no later than 3 months prior to the 2021 General Assembly (scheduled on 8 October 2021), to be valid.*

Please complete and return this form no later than **Thursday 8 July 2021** to:

TAFISA Office

c/o Commerzbank / Filiale Höchst

Hostatostraße 2, D-65929 Frankfurt am Main, Germany

Email: [info@tafisa.org](mailto:info@tafisa.org)

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| --- | --- | --- | --- |
| **Organisation Information:** | | | |
| Country: |  | | |
| Name of Host Organisation: |  | | |
| Contact Title: | Ms / Mr / Dr / Prof / other: | First Name: |  |
| Position: |  | Last Name: |  |
| Phone: | + | E-mail: |  |
| Fax: | + | Website: |  |
| **Preliminary Congress Information:** | | | |
| Proposed Host City: |  | Proposed Month: |  |
| Proposed Venue: |  |  |  |
| **Regional Information:** | | | |
| Description of appealing features of host country: |  | | |
| Description of appealing features of proposed host city: |  | | |

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| --- | --- | --- | --- | --- |
| **Previous Experience:** | | | | |
| Details of previous experience of hosting (similar) events: | |  | | |
| **Added-value:** | | | | |
| Describe the added-value and unique aspects that your organisation will bring to the TAFISA Congress and TAFISA | |  | | |
| **Congress Scenario:** | | | | |
| Please attach a preliminary Congress scenario proposal (based on the TAFISA Congress guidelines\*), in the form of a presentation, to your application | | | | |
| **Support - I confirm that my organisation has support to host the 29th TAFISA World Congress in 2025, from the following bodies in our country (please tick):** | | | | |
| ⭘ Public institutions, including:  ⭘ Local government  ⭘ Regional government  ⭘ National government  ⭘ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | ⭘ Other:  ⭘ Sport for All bodies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⭘ University/ies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⭘ Conference centre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ⭘ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| *Please attach letters of support from your supporting bodies to your application* | | | | |
| **Acknowledgements (please tick):** | | | | |
| ⭘ | I confirm that the 29th TAFISA Congress will be organised in accordance with information provided in the TAFISA Bid Book, Congress Guidelines\* and [TAFISA Statutes](http://tafisa.org/sites/default/files/pdf/2017%20Statutes%20%26%20Bylaws/TAFISA%20Statutes%20Approved%20GA%202017.pdf). | | | |
| ⭘ | I confirm that my organisation has been in contact with the TAFISA office regarding the licence fee amount and anticipated payment schedule and we confirm our ability to fulfil these obligations\*\*. | | | |
| ⭘ | I confirm that the necessary budget for the Congress will be provided by our organisation or our partners and sponsors, including the licence fee for TAFISA for the right to host the 29th TAFISA World Congress\*\*\*. | | | |
| ⭘ | I confirm that the TAFISA Congress, if our proposal is selected by the TAFISA General Assembly, will follow the [TAFISA Code of Ethics’](http://tafisa.org/sites/default/files/pdf/TAFISACodeofEthics.pdf) non-discrimination principles. | | | |
| **Attachments - I confirm that I have attached to the application form the following documents (if relevant) (please tick):** | | | | |
| ⭘ | Congress scenario proposal/presentation | | | |
| ⭘ | Letters of support from (please name supporting bodies):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| ⭘ | Others:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **Additional Comments:** | | | | |
|  | | | | |
| **Signature & Stamp of Organisation:** | | | | **Date & Place:** |

**\*** Please contact the TAFISA office to receive the TAFISA Congress guidelines

\*\* Please contact the TAFISA office for queries regarding the licence fee.

\*\*\* Please contact the TAFISA office to receive a typical TAFISA Congress budget template

**Bidding Procedure Notes:**

* The applicant may invite, at its own costs, in person or remotely, TAFISA representatives for site inspections, working meetings and high-level meetings to support the building of its application, and acknowledges that TAFISA may support all Congress applicants in the same way and without discrimination.
* Upon receipt of a complete and valid application form – along with attachments, TAFISA will contact your organisation for further discussion including confirmation of contract conditions.
* Following this and upon approval by the TAFISA Board of Directors, a pre-contract – which will only become valid if your application is elected by the TAFISA General Assembly, will signed between TAFISA and your organisation. Your organisation will be designated an ‘official bidder’ to host the 2025 Congress.
* The bidding ceremony for the 2025 Congress will take place at the 2021 General Assembly, to be held on Thursday 8 October 2021 in Portoroz, Slovenia, as part of the 27th TAFISA World Congress. Organisations bidding to host the 2025 Congress will be asked to give a ten minute presentation to the General Assembly to support their bid. Written documents and application packages may also be distributed.
* Following the General Assembly and confirmation of the host nation and organisation(s), the contract between TAFISA and the host organisation(s) will become valid.