

PRE-QUALIFICATION REQUIREMENTS TO BID FOR CONFERENCE HOSTING

The following Criteria are hereby published for the purposes of providing guidelines for Districts who wish to offer proposal to host a Mid-Biennial or Biennial conference in the Philippines Region.

Date of conference - Month of May.

Instructions:

If you wish to offer a bid to host a conference you must indicate the availability of the following requirements subject to ocular inspection of the Bids & Awards Committee.

1. Availability of an establishment, either a hotel or convention center which has adequate functions rooms to accommodate the following activities:
 - a.) A Plenary Hall - which will comfortably seat 600 to 1,000 persons.
(Consider ample space for mobility of waiters and participants).
 - b.) Dining area for four (4) buffet setting
 - c.) Coffee / Snack area
 - d.) Three to Four Break-out session rooms / function rooms for workshops which will comfortably seat 100 150 persons or an average of three (3) to four (4) workshops simultaneously held at one given time.
 - e.) A Hospitality Room - to serve as convenient meeting place for delegates and visitors for the duration of the conference.
 - f.) A Secretariat Room - for use of the Region Staff for the equipments (laptops, fax machines, receivers, conference kits, souvenir programs, documents and Soroptimist store goods and printed material inserts for kits, etc.
 - g.) Adequate sounds and lighting facilities in the establishment (proposed venue) to meet the conference reportorial and technical requirements; (available in the establishment itself or from other sources near the vicinity).
2. Accommodation (Board and Lodging) facilities available in your proposed venue for delegates and guests and published rates must be made available (as a prerequisite in the Call to Conference)
3. Information on accessibility to public transportation; proximity to hospital and first aid facilities, in case of emergency.
4. Any Tourist attraction available in the proposed venue to serve as "come on" for more participants to attend the conference.