

2. IBD Meeting - Bid Guidelines

GENERAL OBJECTIVES

The IBD meets face-to-face meeting only once each year, but this is expensive. Therefore, the IBD will select the locations for its meetings based on value for money, and the likely benefit gained by the host national Mensa from the presence of the IBD. This benefit can arise from interaction between local members and IBD members, and from the fact that the media will often give publicity to an international meeting where they might be less interested in purely local activities. As the IBD grows in numbers, cost is an increasingly important aspect of the decision, so the comparative costs of alternative meeting bids will also be considered in the evaluation process.

Of course, it will not be possible to consider hosting an IBD meeting without the willing and active support of the local members, so the IBD seeks offers from regional, national or local groups who wish to host a meeting. All bids must be submitted by the national Chair or IBD proxy of the national Mensa concerned. Maximum benefit to the host national Mensa will be obtained if the IBD meeting is held in conjunction with a well-organized and well-publicised gathering of members. The IBD meeting may either be held in conjunction with a regularly scheduled local event, or special events may be scheduled to coincide with the meeting.

TIMING

The IBD meets once each year, generally in the month of September or October. Exceptions may be made if unusual events would suggest meeting dates outside the normal meeting months. Major religious holidays should be avoided.

The meeting itself will normally run from Friday morning to Sunday lunchtime. Occasionally, there may be an extra day planned; please check with the International Chair or Director of Administration whether one is planned for the year in question. The meeting is usually preceded by an 'Icebreaker' event the evening before the meeting starts.

The IBD must be careful to avoid seeming, by its presence, to give tacit support to a particular administration during a local, national, or international Mensa election period.

The IBD will identify the for the meeting, three years prior to the proposed meeting bearing in mind the general pattern is two meetings in Europe followed by one elsewhere (Asia, Australasia, The Americas, Africa.) The final selection is normally made at the IBD meeting two years prior to the proposed date. Each bidding national Mensa must prepare a 10-minute presentation to IBD, after which IBD will vote for its choice of venue. Once selected, the host group shall provide quarterly reports to the International Office of the work in progress.

SUBMISSION OF BIDS

If you are considering making a bid to host an IBD meeting, the first thing to do is to discuss informally with a member of ExComm, who will be able to advise you of the timescale for bids and whether your location is suitable. Remember that locations will be selected at the IBD two years in advance of the year for which you will be bidding, and that the current cycle is two meetings in Europe followed by one elsewhere, the general area for which will be selected 3 years in advance.

Your outline bid should be submitted to ExComm as early as possible. As a minimum, the bid to host an IBD meeting must contain the information listed in the table below.

PLACE	<i>City and hotel/conference centre</i>
DATES PROPOSED	
MEETING ORGANIZER	<i>Name and email contact details of the person organizing the meeting</i>
ORGANIZING COMMITTEE	<i>How many? What roles? How many English-speaking (for liaison with ExComm)?</i>
MEMBERSHIP OF NATIONAL MENSA	<i>Number of Members in the National Mensa/How many active?</i>
ACTIVITIES	<i>What other activities are planned around the IBD meeting?</i>
COSTS	<i>Total cost of meeting (Provide detail in attached Excel spreadsheet)</i>
AUTHORITY	<i>If the bid is not submitted by the national Mensa chair, then an endorsement from the chair that this bid is fully endorsed by the national Mensa board.</i>

All materials relating to the offer must be submitted to the International Chairman, the Director of Administration, the International Treasurer, and the Executive Director. They will scrutinize the material and ensure that the mandatory aspects as described in the bidding template are present. Each bid is submitted in confidence and ExComm will not disclose any data to IBD or other potential hosts before your formal presentation to the IBD. It is for the bidders themselves to decide if any information is disclosed more widely before the IBD presentation. ExComm may inform the IBD which countries have prepared a bid.

The deadline for submitting this material will be notified for each bidding year, but as a minimum will be the same as for submitting agenda items for the meeting - six weeks prior to the meeting. Earlier submission is recommended, however, so that ExComm can determine whether the bid is compliant or needs modification. The 10-minute presentation should also be made available to ExComm in advance of the meeting to ensure that it contains sufficient information for IBD to make a valid decision.

IBD MEETING REQUIREMENTS

1. Attendees

45-50 delegate members of the International Board of Directors (IBD) plus invited participants. This number will rise in future years as more national Mensas achieve FNM status, so check the likely number of attendees well in advance.

The meeting room must also be able to seat Mensa members who wish to attend the meeting. Check with the Executive Director as to how many total people will be expected in a given year.

2. Meeting Sessions

The IBD Meeting normally takes place over a three-day period (usually Friday through Sunday). Most participants arrive the day before the opening session, and the 'Icebreaker' event is normally held on the evening before the meeting begins. The IBD will normally need hotel rooms for four nights (arrive Thursday/depart Monday).

3. Registration and Icebreaker

Registration for delegates and guests begins on the arrival evening. On the first evening, there is usually an Ice Breaker (get-acquainted gathering) for all delegates. This might also serve as an opportunity for the host group members and visitors to meet the delegates.

4. Hotel

Favourable rates can likely be negotiated as IBD meetings are usually held in the off-season. Single and double rooms in a clean, well-maintained hotel with good facilities are required. If possible, breakfast should be included in the price. The hotel and meeting facilities should be accessible to the disabled.

Negotiate the best rates you can and seek any concessions/discounts/extras available.

Hotels like guaranteed bookings and are often willing to add a few upgrades or extras. The unique and exclusive character of such an event plus potential media attention may also give a good position for bargaining. Be assertive and do not take first offers as they are.

As a courtesy to those arriving from overseas in the morning travelling for a long time, try to arrange with the hotel that these delegates can occupy their room well before the official check-in time. Hotels may be reluctant to offer this, but it can be very tiring for delegates forced to be sit in the lobby for several hours after a long intercontinental flight.

5. Meeting Room

One meeting room is required for the entire period of the IBD meeting itself. Seating and tables should be in oval shape for at least 50 persons, with one end open for presentations etc. The seating should not be in the style of a rectangular or closed oval.

Depending on the plans for the meeting, at least four different meeting rooms /seating areas that can be used for breakout sessions during the IBD meeting are required. These rooms /seating areas should be available for any activities that are planned and should be large enough for up to 12 people to sit.

The Executive Committee has one of its face-to-face meetings the day before the IBD meeting, i.e., on Thursday. Therefore, there should be a smaller room available near the main meeting room from Thursday to Sunday that will be used for an ExComm meeting on the afternoon before the IBD meeting and then can be used as one of the 'breakout rooms'. The meeting room should be set out as a boardroom suitable for a meeting for about 10 people, as well as for a few visitors interested.

6. Refreshments

Arrange for bottled water to be provided at the meeting table for delegates. Provide a coffee/tea break at approximately 10:30 am and a refreshment break at about 3:00 p.m. during meeting days (check on

precise timings with the International Chair or Executive Director). These need not be lavish; simple refreshments are sufficient. This should be in an informal style to allow for networking. It should be as close to the main meeting room as is feasible to ensure a minimum amount of time is lost relocating to each of the areas.

7. Meals

Lunches for delegates should be provided at the meeting location to ensure that as little time as possible is lost between meeting sessions. Simplest and quickest is usually a buffet-style lunch to cater for all tastes and to allow for networking and informal meetings.

Group ‘Gala’ Dinner: on the evening of the second meeting day (usually Saturday), attended by the IBD, and optional for visitors and members of the host group. For unscheduled meals for non-delegates, information on nearby and reasonably priced places for lunch and dinner would be appreciated.

8. Publicity

One of the major reasons for hosting a meeting is to get local publicity for the host group. Reporters could attend the Ice Breaker for informal talks; meet with all delegates and the host Mensa committee during the lunch break; and if there will be a celebrity speaker at the dinner, he/she could be invited to attend. The MIL Chairman or Executive Director might also be “offered” for possible interviews, subject to their availability.

Publicity within Mensa is also important: advance publicity to other nationals (via their newsletters) can attract many Mensan visitors to the gathering. Appoint one of your members to write an account of the meeting immediately afterward for submission to the *Mensa World Journal*. Ask a member photographer to take photos for use in your magazine and in the *MWJ*.

9. Support

Please ensure that there is at least one person always available (English-speaking) who can assist the Executive Director or Executive Assistant with getting printing done or with liaising with the hotel administration during the meeting. This will greatly help with the smooth running of the meeting.

10. Visitors' Registration Fee

Set the amount to cover planned expenses such as the postage, printing, telephone, meeting room and other expenses during the weekend, such as the Ice Breaker, dinners and organizing costs. Host group members can pay separately for the Ice Breaker and/or dinner if they wish to attend.

11. Expenses

The host group must confirm anticipated costs with the International Treasurer before making any firm commitments. When the hotel is agreed upon and bookings made, the International Office can organize a deposit in advance, so the host group needs to make no financial outlay. Normally, the host organizers should instruct the hotel to allocate all the relevant expenses for the IBD members (accommodation, meals, meeting rooms, etc.) to a single account to be paid either by the host national Mensa or by MIL. The Executive Director will work with the host group in advance to determine the best arrangement to ensure that the host national Mensa can pay all expenses in good time.

12. Other Activities

Vital to the organizational success of the event is the registration and payment process, which is best handled via a simple website for the purpose. Previous meetings have employed these and most national Mensa have within their membership, people able to create such a website. Remember that Mensa International will make payment for the official delegates, so delegates should be able to register without making payment for registration, meals and Gala Dinner, as well as the official end-of-meeting tour. If in doubt, discuss with the Executive Director who will be able to advise. If you plan to organize excursions or activities around the time of the IBD meeting, remember to feature such opportunities in your advance publicity to give everyone enough notice to plan flights and other travel arrangements.

The delegates will be fully occupied, of course, during the meeting itself, but if there are enough volunteers, you might consider organizing day trips or guided walks for non-delegates during meeting hours.

A planned tour of the host city (or other activity) on the afternoon of the last day (Sunday) gives the delegates an opportunity to sightsee and relax after the meeting. The chair will make every effort to close the meeting by lunchtime on the Sunday, but it is possible that the IBD meeting might have to extend into the afternoon of the last day of the sessions, so flexibility is important.

In the past, there has often been a final party (the so-called Helsinki Party), but this is not a requirement and is usually self-funded. Depending on the hotel rules, it may be not permitted, or impractical, to bring in drinks and snacks not provided by the hotel. If, however, a suitable location can be found and the facility management is agreeable, an informal farewell party is a suitable way to end the meeting.

If the host group wants to attract Mensans who are neither delegates nor local members, it is important to plan other activities at the same time as the meetings. The easiest way is to have somewhere at the hotel open throughout the weekend as a hospitality centre with local members as hosts: visitors can converse or participate in whatever activities the host group has planned. Offer simple refreshments (allow for the cost in your registration fee). Try to plan some events for the evening so that local members can meet the international delegates. Holding a testing session in conjunction with the IBD meeting is an excellent way of increasing publicity.

13. Miscellaneous

It is important to provide airport transfer information and schedules, and estimate the time required for transportation from the airport to the hotel. Do not choose a hotel that is difficult to reach for delegates arriving at the airport. Delegates would greatly appreciate an extra service—being picked up at the airport on arrival and taken back at departure, though this is not mandatory if it would create a hardship for the group.

The International Office offers experienced assistance, so please contact them for advice on what is needed. A bid is evaluated on quality and cost of hotel and meals, good plans for publicity, and prospects of maximum growth for Mensa.

SELECTION CRITERIA

There are no fixed rules about how, when or where IBD meetings should take place. The consideration will always be a balance between the benefit to Mensa as a whole and the cost. However, the more information you provide, the better, so that IBD has the best information on which to base its decision.

DOs

1. Make sure that you have the right volunteers and organization to host the meeting.
2. Choose a suitable hotel/conference facility with appropriate meeting facilities.
3. Make sure you have negotiated the best deal from the hotel/conference facility.
4. Pick a location that is easily accessible for the international delegates.
5. Provide all the information and costs needed for IBD to evaluate the bid.
6. Discuss the actual meeting requirements with the Executive Director.
7. Publicise any tours and excursions early so that visitors can make travel plans accordingly.
8. Make sure the web site and registration module are available early enough for visitors to book tours and excursions.

DON'Ts

1. Do not pick a location that is out of the way and hard to get to from the international airport.
2. Do not accept the hotel's first offer.

BID EVALUATION

There are no hard and fast rules regarding the bid, but there are some identifiable points that will certainly be evaluated.

- Is the host Mensa group (national or local) ready for expansion?
Does it have a sound and active administration?
Can it organize the meeting accommodations and associated events?
Can it organize publicity?
Can it handle extra membership enquiries?
- How much will it cost in fares and hotel accommodation for IBD members?
- Is the location and conference facility suitable?
- Is the site easily accessible?
- When, if ever, did the IBD last meet in that country?
- When, if ever, did the IBD last meet in that part of the world?

Timetable for Bids

Remember that you will be bidding for the IBD meeting at least 2 years in the future, so in 2016, for example, the bid is for the 2018 IBD meeting. When considering a bid, the usual pattern is two IBD meetings in Europe, followed by one in another region of the world.

	ACTION	BY WHEN?
1	Contact Director Smaller National Mensas or Director of Development (as appropriate to the status of your national Mensa) in order to inform of your intention to make a bid	As early as you can. Ideally in the January or February of the year in which the decision will be made.
2	Contact hotels and conference centres to explore costs and options	Again, as early as possible. This can be before or after #1
3	Select best hotel/conference venue based on price and bid criteria above	As necessary.
4	Prepare formal bid	As required
5	Send draft bid to ExComm	No later than 6 weeks before the meeting at which the bid will be considered
6	Send bid presentation to ExComm	At least 2 weeks before the meeting at which the bid will be considered

TEMPLATE/GUIDE FOR IBD MEETING COSTS_

The spreadsheet on p.13 is a template that can be adapted for your use, and ExComm requires each bid to be accompanied by the completed spreadsheet.

The template and this guide should be used to develop and provide cost estimates for IBD meeting bids. Those planning to bid for a meeting are strongly advised to contact the Executive Director or an appropriate member of ExComm as soon as possible to discuss the exact requirements. Every IBD meeting will involve the following cost items, thus every bid for these meetings should include estimates for each. Please note the explanatory notes for each item. Please list costs in local currency and GBP or Euro so that comparisons can be made between bids.

All costs must include taxes and service charges where applicable.

1. Hotel Rooms

The hotel need not be a luxury hotel but must be well-maintained and of a high standard of cleanliness. A good guideline for accommodation is 35 single rooms and 15 double/twin rooms, usually required for four (4) nights (arrival Thursday, departure Monday for IBD delegates). In all cases ExComm will meet the day before the IBD meeting begins so ExComm members will require an additional night's accommodation (normally 5 nights).

Name of Hotel: _____

Location of Hotel: _____

Cost of single room: _____ Cost of double room: _____

Breakfast included? Yes _____ No _____ (If not, cost per breakfast: _____)

2. Meeting Room

The IBD Meeting room is needed for three (3) days. The meeting will run from 09:00 to 17:30/18:00 most days, but remember that people will need access earlier than that in order to set the room up, prepare presentations etc., so ideally the room should be available from 07:00 to 19:30. The room needs to be large enough to accommodate the meeting, plus observers. Seating should be in oval shape for at least up to 50 persons. This is the best configuration to allow all the delegates to see everyone and interact around the table.

Plan also for up to four smaller meeting rooms / available seating areas that can be used for breakout sessions during the IBD meeting.

There should also be seating available on the periphery for a small number of guests and observers. There are usually no more than 20 visitors at any one time.

Sometimes, a hotel will provide a meeting room free of a daily rental charge in order to secure the group booking. Try to secure this arrangement. If not, please list meeting room daily cost below:

Cost of meeting room per day: _____

Cost of breakout rooms: _____

3. Rental Equipment for Meetings

In order for the meeting to be recorded and so that delegates can hear each other, a conference audio/visual package needs to be arranged. For projecting presentations, a laptop computer and a screen,

is required. The meeting also requires microphones to enhance speaking/hearing, approximately 25 microphones, and a speaker system. Experience has shown that a workable ratio is one microphone between two delegates, plus one for the presenter. Again, some hotels may provide these facilities free of charge or include them in the basic charge for the meeting room.

Cost of audio-visual and conference microphones/recording per day: _____

4. Coffee Breaks

There are two (2) coffee breaks each meeting day. Coffee, tea, and perhaps cold drinks will be needed for approximately 50 participants (some observers will be present, and it is awkward to try to charge them for coffee at breaks, so it is best to include this in the registration cost). Breaks are scheduled at approximately 10:30am and 3:00pm. Only beverages need to be provided, not snacks, unless that can be done at a low cost.

Cost per person per coffee break: _____

5. Ice Breaker

An "Ice Breaker" is an informal meeting of delegates and visitors, normally in the hotel on the first meeting night. A suitable room needs to be provided and drinks/ 'nibbles' provided as appropriate.

Cost of Ice Breaker: _____

6. Gala Dinner

A Gala Dinner is normally scheduled for the Saturday evening for delegates and local members. This need not be elaborate, and can be from informal to semi-formal, according to local custom. A two-course meal or a buffet serves the purpose. The cost of alcoholic beverages can be included, if appropriate.

Cost of Gala Dinner per person: _____

7. Meals

Time is short at lunchtime on meeting days, so plan to have delegates eat lunch in the hotel or at the meeting venue, but in the evenings, you may plan to arrange meals or allow delegates to eat independently in local restaurants.

Cost of lunch in the hotel per person: _____

Average per person cost of a dinner locally: _____

8. Airport-hotel transfer information

Delegates will, of course, have to travel to and from the international arrival airport.

Distance from nearest International Airport (mi/km) to hotel: _____

Methods of transport available from airport to hotel (and return) : _____

Cost of each transport method: _____

Estimated IBD Meeting Costs	2020		Bid Submitted		
No. of Delegates	50				
No. of Days	3				
Currency					
Exchange Rate					
Non-European Travellers	10				
European Travellers	40				
Cost Items	Item Cost	No. of Items	Total Cost in Local Currency	Total Cost in GBP	Total Cost in Euros
Accommodation		200			
Breakfast		200			
Lunch		150			
Dinner		150			
Refreshment Breaks		450			
Speaker System and Recording Equipment per Day		3			
Additional Audio Visual Equipment per Day		3			
Main Meeting Room Hire per Day		3			
Syndicate Room Hire per Day		3			
Airport Transport to/from Venue		100			
Ice Breaker Meeting Room Hire		1			
Ice Breaker Drinks		50			
Gala Dinner Food and Drinks		50			
Transport for Gala Dinner		50			
Optional: Printing and copying IBD Agenda		50			
Optional: Printer		1			
Optional: Entertainment Gala Dinner		1			
Optional: Entertainment Sunday Afternoon		1			
Miscellaneous		1			
TOTAL HOSTING COST					
Estimated Asian Travel Costs		10			
Estimated Non-Asian Travel Costs		40			
TOTAL ESTIMATED TRAVEL COST					
TOTAL ESTIMATED IBD COST					