



International Council for Education of
People with Visual Impairment

World Conference
2024

CALL FOR BIDS

The International Council for Education of People with Visual Impairment (ICEVI) is a membership organization with a mission to promote access to inclusive, equitable, and quality education for all people with visual impairment. ICEVI serves through its seven world regions – Africa, East Asia, Europe, North America and Caribbean, Latin America, Pacific and West Asia regions through their respective regional boards.

ICEVI organises global, regional and national conferences to advocate for the right to education for persons with blindness, low vision, deafblindness, and multiple disability. ICEVI partners include the World Blind Union (WBU), International Agency for the Prevention of Blindness (IAPB), and DeafBlind International (DBI). ICEVI is also a convening organisation and represents the collective vision of many of the world’s leading blindness organisations, including CBM Germany, NABP Norway, NextSense Australia, ONCE Spain, Overbrook School for the Blind USA, Perkins School for the Blind USA, RNIB United Kingdom, Royal Dutch Visio Netherlands, and Sightsavers United Kingdom.

ICEVI is proposing to hold a combined World Conference and General Assembly [called “conference”] for a period of **4 days in October / November 2024**. We invite bids for conducting this global event which is expected to be attended by approximately 1000 persons. The conference is expected to be hosted in one of the regions of ICEVI. Organisations may express their interest or enter into discussions with the CEO of ICEVI regarding potential destinations for conducting of the event.

Organisations interested in submitting a bid are requested to review the following requirements when preparing their bid document.

Friendly Host Country

The host country where the conference will be held should have no or minimal restrictions for all nationals of the world to attend the conference. The host organisation should also be in a position to work with the Government of the host country in facilitating the provision of Visas for the participants.

The city of the conference should be well connected by air with all regions of the world.

The city of the conference should be reasonably priced (not too expensive) in order to maximise potential attendance.

Nature of the Host Organisation

It is expected the host organisation is connected with educational activities not a commercial organisation. The host organisation may, for example, work with and/or persons with visual impairment, other disabilities, and/or higher education institutes including universities. Organisations with pure commercial objectives are not eligible to bid for hosting the conference.

The host organisation should form a Host Committee for the conference that will include relevant stakeholders from the host country and representatives of ICEVI. All key decisions regarding logistics of the conference should be taken by this committee.

Type of Conference

With the growth of technology, many individuals and institutions may prefer to join the conference in the virtual mode. Therefore, the organisation hosting the conference should arrange suitable technology that will facilitate the conduct of the event in the Hybrid Mode, that is, a combination of in-person and online attendance options.

The host organisation should consider setting different registration fees for delegates attending in person and delegates attending online.

Requirements for Technical Sessions

The plenary hall of the conference should accommodate approximately 1000 participants with 25% provision for classroom style seating and the remaining in theatrical style seating arrangements.

Approximately 10 rooms are needed for organising concurrent sessions. The recommended capacity of each room is 80-100 in theatrical style seating arrangement.

In addition to the plenary and concurrent rooms, the venue should also have a multipurpose hall for organising an educational and technology exhibition connected with the theme of the conference.

The venue should also have 4 to 5 boardrooms / small meeting rooms that may be used by the conference organisers for housing the conference secretariat and also for arranging side meetings, focused group discussions, etc.

Availability of technology support such as laptops and LCD projectors for the plenary and concurrent sessions should also be ensured.

Translation Facilities

There should be translation booths and facilities available at the venue for arranging translation in at least three languages – English, French and Spanish.

The host organisation should ensure availability of three booths for simultaneous translation in the plenary hall and in at least three concurrent session rooms.

The host organisation may also facilitate translation in the national language, if required, and ensure that such facilities are available at the venue.

As translation is relatively a niche area, the host country should work with appropriate technical companies in the country itself to reduce the cost. ICEVI will assist the host country in identifying such translation companies, if required.

The host organisation is responsible for the cost towards translation. However, ICEVI will work with them to identify potential organisations that may sponsor the translation cost in specific languages.

Accessibility

The plenary hall and the rooms for concurrent sessions should be accessible to persons with visual impairment and also for wheelchair users. The public places within the venue, bathrooms/toilets, etc., should have braille markings that may help persons with visual impairment to navigate in the environment easily.

The host organisation may also consider providing braille and audio maps of the venue for the benefit of persons with visual impairment. The signage in the hotel should be sufficiently enlarged to help persons with low vision. In addition, stairs and columns should have high contrast markings for personal safety and ease of access.

Hotel Accommodation

Accommodation should be available for at least 700 persons from other countries. Some participants and their accompanying assistants may prefer to have shared accommodation, but availability of about 400 single rooms and 150 twin sharing rooms is advisable. It is preferred to have the venue of the conference and the rooms for accommodation all in one location, that is, “under one roof”. In case such a facility is not available, then the hotels where participants are expected to stay should be in close proximity to the conference venue. If the hotel options are separate to the conference location, the host organisation should make arrangements for transport between the conference venue and hotel/s.

The hotels should inform the organisers well in advance whether guide dogs are allowed or not in the living rooms and also in common areas. It will help the host committee to provide this information to potential participants in the early conference announcements.

Registration Process

The host organisation should be able to provide online registration facilities for the participants of the conference.

The host organisation should consider levying a suitable registration fee structure to meet the various expenses associated with hosting the conference. At the same time, the registration fee should not be too different from the fee structure of previous conferences. The host organisation may contact the CEO, ICEVI regarding the fee structures of the earlier ICEVI world conferences.

The host organisation may have different types of registration fee for those who attend in person, participants who join in the virtual/online mode, and for local nationals.

General Logistics

The host organisation should be in a position to arrange a Conference Banquet for all participants and their guides. They may also organise a welcome reception on the occasion of the opening ceremony of the conference. The host organisation should also look after the development of a conference logo, prepare a program book in consultation with ICEVI and also provide environmental friendly conference bags to the participants.

Resources for the Conference

The host organisation should have the ability to raise funds for the conference including the cost towards translation. ICEVI anticipates sponsoring approximately 100 persons for the conference, either fully or partially.

ICEVI will also appeal to international organisations to support the conference in terms of sponsorship of events, participants, and provision of resource/material support, where appropriate.

The host organisation may also seek sponsorship for lunches, dinners, and conference materials as a means of reducing the overall expenditure for the conference.

Other Facilities

As many visually impaired persons who travel independently require assistance at the venue, the host organisation may arrange about 100 – 150 volunteers who should be sufficiently trained to guide persons with visual impairment.

The venue should also have facility to print the conference materials.

Although most of the conference materials will be in digital format, there should be provision for making braille copies of key document. Therefore, a Braille material production facility may be made available on-site before and during the conference.

Program Committee

While the logistics of hosting the world conference rests with the host organisation, ICEVI will head the Scientific Programme Committee that will manage release of the call for abstracts, communication with potential and selected speakers, vetting presentations, preparing the book of abstracts, etc.

For the smooth coordination of these tasks, a member of the host organisation will also be a part of the scientific program committee and vice versa.

Deadline to receive Bid Document

If your organisation is interested in hosting the combined ICEVI world conference and general assembly, please submit your bid to **Dr. M.N.G. Mani**, CEO of ICEVI, email : ceo201922@gmail.com and oficevi@gmail.com, on or before **31 December 2022**.

Please include a tentative budget for hosting the conference addressing the components detailed above in this bid document.

Note : If the conference venue and hotel accommodation are in separate locations (and not “under one roof”), please also include details of the Hotels and Tariffs and their proximity to the conference venue.

Our International Partners and Members of the Executive Committee



ICEVI Secretariat :



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