



***INTERNATIONAL FEDERATION  
OF MULTIMEDIA ASSOCIATIONS***

**CALL FOR CANDIDACIES**

FOR THE HOSTING OF THE

***"2004 WORLD SUMMIT***

***ON***

***INTERNET AND MULTIMEDIA"***

May 27<sup>th</sup> , 2003

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## Schedule and Summary of procedures

Call for candidacies for holding *FIAM's 4<sup>th</sup> World Summit on Internet and Multimedia*.

<b>Procedures</b>	<b>Schedule and deadlines</b>
Deposit of a letter of intention	July 1 <sup>st</sup> , 2003
Presentation of the candidacy with all required documents	July 15 <sup>th</sup> , 2003
Selection of most outstanding proposals	July 18 <sup>th</sup> , 2003
On-site visit of the venue and installations	June 15 <sup>th</sup> – July 20 <sup>th</sup> , 2003
Final choice and announcement of selected Association	July 30 <sup>th</sup> , 2003
Completion of the financial structure	August 30 <sup>th</sup> , 2003
Selection of <i>Summit 2004 Theme</i> with Host Organization	August 30 <sup>th</sup> , 2003
Signing of Official agreement	August 30 <sup>th</sup> , 2003
Finalization of sponsorship engagements and contracts	September 30 <sup>th</sup> , 2003
Disbursement of initial license and administration fee (50%)	October 30 <sup>th</sup> , 2003
Second payment of license and administration fee (30%)	One month prior to the event
Payment of final license and administration fee (20%)	Forty five days (45) after the event

# 1 Introduction

The International Federation of Multimedia Associations (FIAM) wishes to hold its 4<sup>th</sup> World Summit on Internet and Multimedia in 2004 and hence launches a Call for Candidacies (CFC) for its member Associations. The event shall last three days (four if necessary) and will consist of Conferences, roundtable discussions and workshops/seminars, along with a Trade Exhibition\* to be held in parallel with the Conferences and whereby Associations will be given the possibility to organize National delegations with their member companies.

The event shall take place in 2004, between April 15 and May 15, or between October 15 and November 15. Interested parties will have to send a letter of Intention by July 1<sup>st</sup> 2003, and will have until July 15<sup>th</sup> to fulfill all requirements described in this Call for Candidacies. The selection Committee will choose three (3) finalists among the propositions, and a delegation will be sent to analyse the settings and overall conformity of the venue with the specifications included in this CFC.

\* A proposal DOES NOT necessarily need to have an Exhibition, nor the creation of an original exhibition; it can be made with an existing Trade Exhibition as a partner, that can mutually benefit of each other's attendance and promotion. Informal requests received from potential candidates indicate that both an exhibition specific to the Summit or an existing event could be part of the proposals.

## 1.1 The International Federation of Multimedia Associations (FIAM)

The International Federation of Multimedia Associations (FIAM) is a non-profit and non-governmental Organisation whose headquarters are based in Montreal, Quebec, Canada, and has been active since 1999. FIAM's members are multimedia associations from around the world. These associations in turn regroup hundreds, and in some cases thousands, of mostly small and medium-sized companies working in a loosely defined Internet and multimedia industry.

FIAM assumes an active advocacy role with respect to international business and policy issues affecting the multimedia industry at large. It seeks to promote the development of several multimedia domains of activity that are common to most multimedia representatives around the world. To this end, it promotes cooperation among associations on issues such as digital content localization and multilingualism, education and skills development in multimedia employment, e-learning applications and best practices, intellectual property, the digital divide, technology and know-how transfer, e-commerce regulatory processes, and so on.

The Federation seeks to play an active role in promoting the international aspects of multimedia digital content production. We define this activity and its principal actors to include a wide array of Internet and multimedia professionals and businesses: multimedia producers and publishers, Web integrators and designers, software developers in specific multimedia applications and domains (e-learning, e-commerce, gaming, 2D/3D, interactive TV and radio, online advertising, online publishing, wireless, etc.).

## 1.2 The 4<sup>th</sup> World Summit on Internet and Multimedia

FIAM has been holding three World Summits on Internet and Multimedia since 1999. One in Montreal, where they were initiated, which dealt with *Multimedia convergence*, the second in Abu Dhabi, United Arab Emirates, on the theme of *Cultural and linguistic Diversity* in 2001, and the last one in Montreux, Switzerland, on the issues of the *Digital Divide* in October 2002. For more information on previous summits, please see [www.fiam.org](http://www.fiam.org).

The 4<sup>th</sup> World Summit on Internet and Multimedia will discuss issues which relate to the multimedia industry at large and will be concerned with specific matters that relate to the development of the industry in the country and region of the Host organization.

The World Summit on Internet and Multimedia is a unique three day event that showcases an international sampling of the various industrial applications and contents of Internet and Multimedia technology. It is also a discussion forum where a large array of industry issues are presented by world-renowned international speakers coming from a broad range of academic, industrial and government circles.

The Summit is an opportunity to conduct business, establish economic ties and use the venue as an excellent stage to spotlight one's expertise. It will also be the chance for multimedia associations to take a stand on major issues during the General Annual Assembly of the FIAM which usually concludes this event.

### **1.2.1 Target group**

This event gathers FIAM associations and their member companies, interested industry, governmental and international organization parties. It is also addressed to political representatives, decision-makers, Corporate presidents and board members, consultants and opinion-makers, Press and the media, and all participants interested by Internet and multimedia development.

### **1.2.2 Proposed Conference dates**

Two options are given to the Host organization for the venue of the Summit, one in the Spring and the other in the Fall. It is clear that candidates who select the Option 1 will have to be very well prepared and will have to strictly respect the deadlines as stipulated in the Summary of the Procedure.

**Option 1:** April 15<sup>th</sup> to May 15<sup>th</sup> , 2004

**Option 2:** October 15<sup>th</sup> to November 15<sup>th</sup>,2004

### **1.2.3 Location requirements**

The host location must comply with the following requirements:

#### **1.2.3.1 Languages**

The Host Organization must be able to support visitors speaking multiple languages with emphasis upon sufficient local knowledge of English to support conference attendees. The official languages of the Conference shall be English, French and local language. Simultaneous translation and/or daily translation of the documents and conferences should be provided.

#### **1.2.3.2 Local transportation**

Conference attendees will need access to convenient and affordable local transportation, including buses, shuttles, taxis, rental cars.

#### **1.2.3.3 Safety**

The Host City must be a safe environment for travel to and from meeting facilities, hotels, and throughout the city.

#### **1.2.3.4 Restaurants**

The venue should provide a variety of restaurants and varying price ranges in the environs of the housing facilities and conference rooms.

#### **1.2.3.5 Tourist attractions**

Tourist attractions generate interest in attendance and possible extended stays, thereby benefiting the Conference and the Host City/Country. Such information should be made available by Host City Tourist Board and sent to Associations, Governments, Speakers in all foreign countries. Website should give easy links to all facilities.

#### **1.2.3.6 Applicable Taxes, etc.**

The Host City will describe any duties, tariffs, taxes, etc. that would be incurred by FIAM and/or its sponsors and exhibitors.

## 2 Management

The World Summit on Internet and Multimedia is managed jointly by FIAM Headquarters and Host Organization. Responsibilities are precisely defined and an approved workflow and schedule must be prepared.

### 2.1 FIAM role and duties

FIAM, in cooperation with the Program Advisory Committee, is responsible for setting the overall theme and content of the conference program, respectful of specific themes and issues of concern to the host organization and local industries.

Hence, FIAM role and duties are:

- Development of the conference program
- Research, interview and invitation of the speakers
- Content of the web site and participation in the design decisions
- Content of the brochure both in English and French and participation in the design decisions
- Information and documentation forwarded to member Associations
- Special assistance in preparing budgets and plans
- Communication and PR program internationally, except in the Host Organization region and country
- Link with the Associations and the Governments.

### 2.2 Host Organization

The Host Organization shall use all the necessary managerial, technical, and financial qualifications to achieve SUMMIT 2004. The Host Organization may be a consortium of several organizations, governmental or private, in which responsibilities may be distributed. The responsibilities of each member of the consortium must be clearly defined. The Host Organization must be able to:

- Attract the number of local attendees essential for a successful SUMMIT Conference
- Raise sufficient sponsorship, Exhibition and Conferences revenues
- Staff the necessary personnel positions.

The Host Organization will have until September 15<sup>th</sup> 2003 to make all sponsorship engagements firm through contracts or direct collection of the cash sponsorship.

### **2.2.1 Host organization role and duties**

The Host Organization must possess officers and other personnel with the necessary motivation, skills, experience, and time to manage the responsibilities of hosting the conference and associated events. Host organization should be able to describe capabilities of personnel (in-house or to hire) for this project to support local functions (hosts/Hostesses, cashiers, guides, entry control, technical support, presenter support, etc.).

- Technical support for conferences, workshop and roundtables: presentation, filming, webcasting, sound, hosting
- Production of brochure: layout, printing, art work, translation
- Simultaneous translation
- Technical support for Multimedia , press conferences and all special events
- Media contacts, interviews, photo etc.
- Production of daily newsletter
- Registration
- Technical support for summit online broadcasting
- Website – jointly with Headquarters
- Production of catalogue for the exhibition.

### **2.2.2 Role and duties for Host Organization for a Trade Exhibition**

- Overall logistical planning
- Marketing, sales and rental of exhibition space
- Marketing, sales for: Web Advertising, On-site advertising, Catalogue advertising, Summit Daily Advertising, Summit Online Advertising
- Communication and Public Relations program for the Trade show
- Media and publicity for local and regional
- Sponsorship calls and management
- All logistics pertaining to the Exhibition and the Conferences.

## **2.3 Supporting Committees**

For the good management and supervision of the Summit, Committees will be formed to assist the Host Organization and the Association in charge.

### **2.3.1 Program Advisory Committee**

The Program Chair is the Conferences Coordinator as appointed directly by FIAM. The Program Chair will establish a Program Committee of 9 members with the participation and approval of FIAM and Host Organization. The members of the Program Committee are responsible for defining conference tracks, sessions, and presentations or speakers necessary for the conference; reviewing all submissions; finalizing the technical

program of all sessions; and coordinating with moderators, debaters, session chairs, and authors to ensure a successful conference program. FIAM staff will assist the Program Chair, as necessary.

### **2.3.2 Hosting Committee**

The Hosting Committee is formed by the Host Organization and is responsible for general oversight, planning and execution of SUMMIT, including hotel reservations, airport transfer, etc. The specific duties of the Local Host Chair include helping FIAM determine overall structure, locations, and budgets for all SUMMIT activities; coordinating the work of local staff; suggesting plenary speakers and presentations; requesting local dignitaries to offer welcome messages during the general sessions.

### **2.3.3 Publicity Committee**

The Publicity Committee shall work with FIAM staff and a selected Public Relations Organization ( if budgeted) to generate and coordinate all conference publicity, both locally and globally, including press releases. A significant responsibility is to generate pre-event coverage from the local media, including but not limited to interviews and feature articles. In addition, the Publicity Committee shall manage the media representatives On-Site during all SUMMIT events. This includes staffing and managing the on-site press room at all times, overseeing and assisting with press registration.

### **2.3.4 Technical facilities Committee**

The Technical Facilities Committee is designated by the Host Organization and is responsible for designing, implementing, and managing the SUMMIT Conference network and Internet connection and the conference facilities. Facilities include the Internet Access, all meeting, preparation and planning rooms, the Exhibit Hall area, and other conference events. The Technical Facilities Committee representative must be on-site during all of the SUMMIT events and Main Conference and work with the representative designated by FIAM. Wi-Fi or 802.11 wireless Ethernet facilities throughout the whole conference area would be a good choice for the attendees and would reduce the necessity of desktop computers which would be in the order of one computer per 25-30 visitors.

### **2.3.5 Supplementary Support Personnel**

The Host Organization shall determine the number of extra help personnel needed during SUMMIT 2004 and appoint locally the support personnel to look after the various activities related to the smooth functioning of SUMMIT 2004. Volunteers shall be well identified during Summit and well trained.

## 3 Venue for the Summit

### 3.1 Main venue

The main venue should dispose of:

- A plenary hall or auditorium for approximately 300-500 attendees. The stage will hold a large table with space for six to eight individuals and an "I-Mag" screen (s) (or other type of screen presentation device) . The room must be equipped with appropriate sound facilities, video broadcasting and webcasting technology and general Internet services.
- Four rooms with the following capacities
  - At least one room for 200 attendees
  - At least three rooms for 40 -100 attendees
  - A 500 attendees hall for holding lunches and the opening reception
  - A 250 square meter room for holding Press conferences
- A 1000 to 2000 square meter hall for Exhibits. The space also needs areas for walking or lounging. The space should be free of pillars and close to the meeting rooms.
- A large hall or room for the Internet Access Room. If possible this room should be connected to the Exhibition Hall. The space should be close to the meeting rooms if possible.

The Host Organization must locate and insure or guarantee the availability of a Convention Center or Conference Hotel with conference rooms capable of accommodating a minimum of 300 [potentially more] attendees for Conference dinners if not to be held at the Host Organization. The attendance figure should include exhibitors, staff, speakers, and support personnel.

### 3.2 Venue data

Please provide the following Venue Data:

- Name of venue(s) [Hotel and/or Conference Center]
- Address(es) or location(s)
- Luncheon and Reception Space – location and dimensions of the Halls
- Dates for which you have confirmed availability
- Preferred Dates (Main Conference):

**Option A:** April 15<sup>th</sup> to May 15<sup>th</sup> 2004.

**Option B:** October 15<sup>th</sup> to November 15<sup>th</sup> 2004.

The Summit should start on Monday evening at the latest and close by Thursday evening or Friday at noon. The venue must be available from Saturday for set-up. Alternative dates should be within one week of the corresponding option dates.

### 3.3 Social events

The opening ceremony is considered as being part of the Summit program, as the main keynote speech will launch the discussions on the theme chosen according to the region and its specificity. It can be followed by a Get-together meeting where guests can gather and make contact. Furthermore, the Host Organization should plan social events for the guests and participants, one of which being the Gala Dinner during which VIP's and distinguished guests are proposed to say a few words to the public. FIAM President and local Association President will also address the audience. Main sponsors can as well take advantage of a short speech on this occasion. One other evening centred on local cultural/artistic/multimedia content should be organized, this and other welcoming events being left to the responsibility of the organizers.

### 3.4 Housing

The **Host Organization** must guaranty that all rooms will be available in nearby hotels, as well as for the **FIAM** staff and Board of Directors.

For each hotel, state the following: name, location, category or class, standard price of a double room with double occupancy (in US dollars), distance from the proposed SUMMIT venue, total number of rooms in the hotel and number, sizes, special discounts for SUMMIT attendees and any additional cost of meeting rooms.

Low Budget rates and hotels must constitute 50% of the total block. These budget hotels must be within 5-15 minutes walking distance from the Conference venue.

### 3.5 Floor and technical plans

Please provide floor plans for halls and conference rooms and diagrams on how you plan to install the following:

- Internet connectivity. Please provide a wiring diagram of existing service and the proposed upgrade (For example, T-1, T-3, fiber optics, cable, category 3, etc.) and describe (bandwidth, redundant paths, etc.) or Wi-fi .
- Video broadcasting and Internet webcasting capabilities in the conference facilities.

### 3.6 Exhibition

The 4<sup>th</sup> World Summit on Internet and Multimedia comprises an important Exhibition in parallel with the Conferences. It stages several types of exhibitors: sponsors and partners (free space included in the Sponsorship package), Internet and Multimedia companies, National pavilions, International organizations, and Associations presenting their member companies under an Umbrella pavilion. This Exhibition aims at:

- Identifying new business opportunities;
- Establishing strategic partnerships with chosen Internet and multimedia companies and organisations;
- Discovering the existing and new to come multimedia and New media applications and software;
- Enhancing Internet and Multimedia knowledge through technology-specific seminars and workshops;
- Establishing a network of contacts among participants at the Summit and the National pavilions exhibit;

- Familiarising the public with the technological, economical, cultural, social and political issues related to the multimedia industry .

### 3.7 Registration

A common registration area for Conferences and the Exhibition with capacity for at least four counters:

- Two or more for conference registrations
- One for exhibition visitors
- One for exhibitors, VIP, and media registration.

Each counter shall contain multiple work areas. The registration area must be located in close proximity to the entrance of the convention room. The area must allow for lines of 10-20 people and have sufficient lighting for the attendees to read written material. Access must be controlled in a way that visitors to the exhibition are allowed to the Exhibition only whereas Registered conference attendees can circulate freely.

### 3.8 Summit local Office

The **Host Organization** will need to establish and/or maintain a fixed, full-time, furnished, fully equipped, and adequately staffed office in the Host City from September 2003 throughout SUMMIT 2004 and two months after the conference has concluded for affairs to be finalized. This office may be located on the premises. A minimum of 2 other rooms of different sizes will be necessary for FIAM Summit personnel in Host City at least two weeks prior to the Summit.

## **4 Other duties of the Host Organization**

### **4.1 Import/Export**

The Host Organization shall provide assistance with the procurement, import/export, and set-up of all equipment, training materials, and documentation associated with the SUMMIT activities.

### **4.2 Insurance**

The Host will need to obtain general liability and workman's compensation casualty insurance coverage in the minimum amount of \$1 million for the period of the Conference.

### **4.3 Visas**

When requested, the Host Organization shall assist the participants in facilitating the issuance of visas. The Host Organization must provide documentation, which note any visa or special entry requirements that may apply.

## 5 Local marketing

Representatives of the local Host organization should prepare a media plan for promotion, news releases and press conferences, mailings, major marketing events and other promotional activities and material.

The Publicity Committee should make declarations available to the media through press releases concerning their reflections and concerns in the multimedia and Internet fields, as well as the main themes as they have been developed with the Program Advisory Committee. Give them a percentage of budget

Local speakers and prominent figures involved in the organization of the Summit should multiply occasions to give interviews in the local and regional media on aspects of Internet and multimedia to be discussed during the Summit to stimulate and encourage attendance to the Conferences.

Special events should be organized prior to the Summit with the participation of Chamber of Commerce and government (Ministry of Education, Communications, Universities...) concerning projects to be launched in the field of Internet and Multimedia Development during the Summit.

### 5.1 Local Internet and Multimedia Industry

A sizable local and regional Internet and multimedia industry is required since it indicates that the **Host Organization** will be able to attract the amount of attendees and sponsorships necessary for a successful conference. Furthermore, undue competition with another similar event must be avoided. Therefore, there should not be any comparable event to be held in the region in the three months prior and subsequent to the event. A list of those events shall be prepared and submitted to the FIAM Headquarters.

### 5.2 Plan for attracting local attendees

SUMMIT 2004 should have a target paid attendance of 300 + individuals for the Conferences. In addition, **FIAM** sets a goal of at least another \_\_\_\_\_ (to be discussed with Host Organization according to budgeting plans) individuals to visit the Exhibition Hall during the four days when the Exhibition Hall is open to the trade (no one under 18 admitted - business card required). Host organization should prepare plans for attracting these target amounts, especially from the local region. Positive indicators of the ability to do so include dynamic local and regional Internet and multimedia industries; extensive support and commitment from local government officials and businesses; and the prior success in attracting attendees to conferences or events similar to SUMMIT.

### 5.3 Advertising

The multiplicity of events World wide in the field of Internet and multimedia makes it essential to provide Summit organizers, both regionally and internationally, with sufficient advertising budget to draw attendees to the Summit Conferences but also incite countries and companies to participate to the exhibition along with the FIAM Association members. An amount of 50 000\$US should be allowed for International advertising, and a sizable regional budget should be also available. A media plan shall be prepared and convened between Host Organization and Headquarters. Promotional efforts for the Summit should be made during previous events in Host City and other shows pertaining to the subject in the preceding months. Brochures, posters and marketing material should be distributed during these events.

## 6 Presentation of candidacies and selection criteria

Interested associations have until **July 1<sup>st</sup> 2003** to send a letter of intention by which they shall identify their partners and their choice of date for the presentation of the event. The final dossier should be deposited by **July 15<sup>th</sup> , 2003**.

### 6.1 Selection criteria

The Association selected as Host Organization will be judged on the following criteria:

No.	Selection criteria	Ratio
1	Comprehensibility and precision of the proposal	10 %
2	Ability to finance the operation	25 %
3	Management methods and facility to execute contractual responsibilities	25%
4	Quality of the venue and related services	15%
5	Marketing, communications, public relations	15 %
6	Other additional contribution	10 %
	<b>Total</b>	<b>100 %</b>

The visit of the venue of the finalists will be made upon invitation by Host Organization by the Director-general and a member of the Board of Directors, to which they will have to report for selection and final decision by July 30<sup>th</sup>, 2003.

### 6.2 Application process

Candidates will have until **July 15<sup>th</sup> 2003**, to send back their candidacy with all pertinent documentation. Letters of intent of private and public partners and sponsors will give more credibility to the dossier of the candidature. Although a completed dossier can be sent by Fax to respect the deadline, the original must be sent by mail to:

André G. Côté (Director-General)  
International Federation of Multimedia Associations  
137, rue Saint-Pierre, Suite P-206 - Montréal (Québec) Canada - H2Y 3T5  
FAX : 1-514-289-8590

### 6.3 Announcement of the final decision

The selected Association will be notified directly on **July 30<sup>th</sup>, 2003**. The finalists will be directly informed as soon as the decision is made, and will be made aware of the possibility of taking over the selected Association if it should fail in respecting its obligations. Public announcement of the Final decision will be publicized on the FIAM website, in its Newsletter and by means of Communiqué to the media.

## 7 Funding

SUMMIT Conferences are funded from the following four sources: registration fees, advertising, space rental, sponsorships or grants. Fund raising is the responsibility of the **Host Organization**.

Companies in the Multimedia, Internet, Telecom and related industries can sponsor the event. Early stage exclusive Sponsors and Principal Sponsors are entitled to free exhibiting space.

The **Host Organization** (and mandated specialized Company if ever) is expected to play an integral role in procuring local and regional sponsors for the Conference. Sponsorships on the International level are also expected and FIAM will provide with all contacts available in this respect.

### 7.1 License and administration fees

FIAM is the owner of the World Summit on Internet and Multimedia and its use is granted to member Associations (Consortiums composed of the Association and other partners forming a Host Organization Committee). To host this Summit, the Host Organization must accept to pay a total amount of **100 000 US\$** to FIAM, as license fee and administrative contribution. This amount will be broadly used by FIAM for the Summit purposes and to fulfill its role and duties as defined herein. A first disbursement of 50% will be paid in by **October 30<sup>th</sup>, 2003**.

**If the Host organization should not abide by this closing date, the license can be withdrawn from the Association and given to the second candidate in line, as established by the selection process.**

The second payment shall be made one month prior to the Summit date and the final disbursement 45 days after the end of the Summit upon closing of the accounts.

### 7.2 Costs

A list of cost should be provided to prepare the Host Organization Budget. It should list the following costs:

- Website: if website to be completed and modified in Montreal, provide with necessary budget. It has to provide the possibility of being updated and modified from the Headquarters in Montreal as most information concerning the Conference will come out of Montreal. Its translation and updating is made locally.
- Daily coverage of the Conferences and editing of a daily journal, both electronically and on paper.
- Printing of brochure and other marketing material
- All costs for providing Internet connectivity for the Exhibition Hall and Conference venue.
- Information on the cost of renting computers, audiovisual equipment.
- Any site preparation or decorator costs.
- Estimated meal costs (for lunches, dinners, opening and closing reception) on a per-person based upon 300+ people.
- Estimated costs for social events (included in the attendee's admission fee).

All other costs to be charged to the SUMMIT Conference. This includes, but is not limited to: **Host Organization** paid staff; fees, permits and licenses; telecommunication costs; etc. An estimate of the costs for those items that do not expect to be obtained through in-kind contributions should be made.

Furthermore, **FIAM** will help the Host Organization by giving all pertinent financial information it holds on the preceding Summits to establish a credible and reliable budget.

## **8 Other financial consideration**

All expenses will be paid from Summit and sponsorship revenue. The SUMMIT 2004 surplus will be kept by the **Host Organization**.

All SUMMIT related revenue received by the Host Organization will be deposited in a special account established in a bank in the Host Country. FIAM and the Host Organization will inform each other in case of a major expenditure prior to commitment, and will regularly prepare sponsorship reports with complete details of all financial transactions.

### **8.1 Speakers and guest**

All speakers, moderators, panelists, debaters participating in the Summit Conferences shall be invited at no cost (travel, lodging and food), and taken in charge by the Host Committee.

### **8.2 FIAM Team**

The FIAM Team will work closely with the Host organization during the two weeks prior to the event in Host Country. Airfare and lodging shall be provided to the Team in nearby facilities.

## 9 Financial liabilities of FIAM and Host Organization

The Host Organization shall execute all contracts and assume all obligations and commitments necessary or desirable to conduct SUMMIT 2004. The International Federation of Multimedia Associations shall have no obligation or liability whatever, to the Host Organization or any third party, for :

(i) any such contracts, obligations or commitments and

(ii) claims, liabilities or damages of any nature arising out of SUMMIT 2004, besides the responsibility described in the terms of FIAM ROLE AND DUTIES. The Host Organization will indemnify FIAM and hold FIAM harmless for any claims, liabilities or damages of any nature arising out of SUMMIT 2004, including, without limitation, claims for breach of contract, obligation or other commitment by any party, failure to pay invoices, requests for refunds, cancellations and failure to meet sponsor requirements.

After all revenue and expenses for the Conference and Exhibition have been recorded and reconciled, the Host Organization will prepare the Final Financial Report for the Summit. This report will be due no later than 45 days following the completion of the conference.

Monies shall be charged, paid and made in US dollars when exchanged between countries outside the Host Country. The exchange rate used should be determined and agreed mutually upon before **September 30<sup>th</sup>, 2003**.

Host organization must propose a plan for addressing potential liabilities connected with SUMMIT 2004 between the Host Organization and FIAM. Such plan must not allow for any net financial loss on the part of FIAM. This requirement cannot be waived.

### 9.1 Rights

FIAM owns the International Summit on Internet And Multimedia Trademark and its logo. The Host Organization provides that SUMMIT 2004 will be conducted in accordance with the highest standards.

### 9.2 Jurisdiction

Canadian and Quebec Laws shall govern and have authority on all contracts and conventions signed between FIAM and Host Organization.