



REQUEST FOR EXPRESSIONS OF INTEREST *to host the following event:*

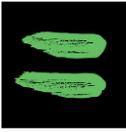
2025 WORLD CONFERENCE ON DOPING IN SPORT

BACKGROUND

Five highly successful world gatherings of the sport anti-doping community have been convened since 1999:

- **February 1999 in Lausanne, Switzerland** – The International Olympic Committee (IOC) organized a Conference in early 1999 in response to the cycling scandal of 1998. The Conference was attended by global sports and government officials, and resulted in the Lausanne Declaration, the document that led to the creation of the World Anti-Doping Agency (WADA).
- **March 2003 in Copenhagen, Denmark** – In 2001, shortly after WADA became functional, it was determined that a new global policy was needed to support the regulation of anti-doping practice worldwide. In March 2003, WADA organized a World Conference on Doping in Sport in Copenhagen in order to gather representatives of national governments, related public authorities, the Olympic Movement, other sports governing bodies, athletes and expert groups to discuss, review and agree to the new policy, the World Anti-Doping Code (the Code).
- **November 2007 in Madrid, Spain** – WADA invited representatives of the same groups to Spain, this time to review and agree on a revised version of the Code. Several International Standards (Standards) had been developed to support the global anti-doping program. It was also in Madrid that WADA's founding President, Richard W. Pound QC, handed the baton to the Agency's second President, the Hon. John Fahey of Australia.
- **November 2013 in Johannesburg, South Africa** – WADA's stakeholders came together on the African continent in order to review and agree on another refined version of the Code as well as to update the associated Standards. This Conference also saw the handing over of the Presidency to Sir Craig Reedie of Scotland.
- **November 2019 in Katowice, Poland** – The global anti-doping community gathered for a fifth time in Poland to discuss and decide on further enhanced versions of the Code and Standards. It was also the occasion of a change in leadership when Witold Banka of Poland was appointed as the Agency's fourth President.

In order to advance the work necessary to eradicate doping in sport and to protect the clean athletes, WADA believes 2025 is timely for the global community to gather under one roof once again on the occasion of a sixth World Conference. The theme of this next edition is yet to be defined; however, six years will have passed since 2019, and the event will be an important opportunity to engage the community in discussions and debates about anti-doping programs, practices and processes.



At each previous edition of the World Conference, there has been substantial media presence and the resulting media acknowledgement and credits have extended worldwide. WADA is an internationally recognized organization, and hosting the next edition could prove prestigious and priceless from this perspective.

Similar to the processes conducted previously in determining the host cities since 2003, WADA is now seeking expressions of interest (EOIs) from around the world to host the 2025 edition.

CRITERIA TO HOST

(Hover over texts below and click to go to the specific criteria section)

- **Special Notes**
- **Official Support**
- **Organization/Management**
- **Venue Requirements**
 - A. World Conference on Doping in Sport 2025
 - B. WADA's Executive Committee & Foundation Board meetings
- **Audio-Visual**
 - A. World Conference on Doping in Sport
 - B. WADA's Executive Committee & Foundation Board meetings
- **Interpretation**
 - A. World Conference on Doping in Sport
 - B. WADA's Executive Committee & Foundation Board meetings
- **Catering**
 - A. World Conference on Doping in Sport
 - B. WADA's Executive Committee & Foundation Board meetings
- **Accommodation & Transportation**
 - A. World Conference on Doping in Sport
 - B. WADA's Executive Committee & Foundation Board meetings
- **Social Events/Tourism packages for the World Conference on Doping in Sport**
- **Additional Information Requested**

Special Notes

- In order to coincide with one of WADA's bi-annual Executive Committee (ExCo) and Foundation Board (Board) meetings, and the end of the Presidential and Vice-Presidential terms, the month of November is the preferred period for the World Conference to take place.
- In order to facilitate the understanding of bidders of the different needs, the requirements for the World Conference in Doping in Sport are listed separately from those for the bi-annual Executive Committee and Foundation Board meetings.
- WADA does not wish for participant fees to be charged. Individuals will cover the costs of their own air travel and accommodation, as well as meals outside of the official program; however, all other costs should be met by the hosts (refer, inter alia, to the criteria list below). Appropriate sponsorships are possible; however, it will require pre-approval by WADA so that there is no conflict with WADA's mandate and/or stakeholders.

In completing an expression of interest (EOI) to host the next World Conference and Executive Committee and Foundation Board meetings, interested partners are required to provide responses to the following aspects:

Official Support

- 1) Endorsement from relevant authorities, e.g., the City, Country, National Anti-Doping Organization, International Federation, and/or National Olympic Committee etc. (in the form of official letters of support addressed to WADA). It is important for WADA to be assured that all parties are supportive of the expression of interest; and
- 2) A statement of the financial commitment to support the Conference. Please use the attached budget template for costing purposes.

Organization/Management

- 3) Provision of a Professional Conference Organizer (PCO) to attend to the full preparation and running of all meetings.
- 4) Development and management of online registration, hotel reservation and accreditation systems etc. in English and French. Access to the database should be granted to dedicated WADA staff.

Venue Requirements

A. World Conference on Doping in Sport 2025

- 5) Proposed venue with details on capacity to host plenary sessions, four (4) workshops/breakout sessions, secretariat facilities, and side meetings; as well as the ability to provide access for people with disabilities.
 - a. Plenary room:
 - i. Conference facilities with sufficient seating for at least 1,800-2,000 attendees – approximately 40% delegates, 50% observers, and 10% media representatives.
 - ii. Plenary room set-up in classroom style and ISO-standard interpretation booths for the languages identified for interpretation. Please refer to “Audio-Visual” below for more information on the interpretation component.
 - iii. United Nations conference-style set-up, with delegates having access to fixed microphones for intervention purposes.
 - b. Workshops/Breakout rooms:
 - i. Up to four (4) breakout/concurrent session rooms for approx. 500 persons each.
 - ii. Rooms flexible in the set-up (e.g., reset overnight in theatre/classroom/half-rounds).
 - c. Side meetings:
 - i. Facilities to host additional side meetings organized by various stakeholders (with appropriate technical infrastructure).
 - d. Other space requirements:
 - i. Separate space for representatives of the media to work (“Media workspace”), set-up with tables and chairs, and outlets accessible at every workstation.
 - ii. Separate space for Outreach activities, or large enough space (about 20ft x 20ft) in the common area for WADA’s Outreach activities (please see below).
 - iii. Separate space for morning and afternoon coffee breaks, and lunch (refer to “Catering” below).
- 6) Appropriate security and healthcare/emergency measures to cater for the expected attendees (i.e., VIPs - high ranking governmental and sports officials).

B. WADA’s Executive Committee & Foundation Board meetings

Ideally the venue/meeting rooms should be organized within the World Conference facilities or in the same hotel as Members’ lodging, to facilitate logistical arrangements.

ExCo Meeting (“ExCo”):

- 7) Meeting room with hollow-rectangle set up to cater for approx. 30 persons, and additional space for approximately 50 observers and three (3) ISO-standard interpretation booths for four (4) languages (English/French who typically share a booth, Spanish, and Japanese). Please refer to “Audio-Visual” below for more information on the interpretation component.

- 8) A strong (ideally, dedicated) WiFi internet connection within the meeting room and sufficient power voltage and outlets around the meeting table (for charging of electronic devices, i.e. tablets, mobile phones, computers, etc.)
- 9) Separate space for coffee break(s) and lunch (please refer to “Catering” below).

Board Meeting (“Board”):

- 10) Meeting room (approx. 7,000 sq feet) with hollow-rectangle table to cater for 70 persons, and additional space for up to approximately 100 observers and four (4) ISO standard interpretation booths for five (5) languages (English/French who typically share a booth, Spanish, Japanese, and Chinese). Please refer to “Interpretation” below for more information on the interpretation component.
- 11) A strong (ideally, dedicated) WiFi internet connection within the meeting room and sufficient power voltage and outlets around the meeting table (for charging of electronic devices, i.e. tablets, mobile phones, computers, etc.).
- 12) Workspace/meeting room for representatives of the media, on the day of the Board only (ideally the same space as for the World Conference, if the meetings are held at the World Conference facilities).
- 13) Separate space for coffee break(s) and lunch (please refer to “Catering” below).

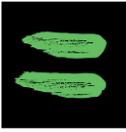
Ancillary meetings:

- 14) Since 2017, the Public Authorities and Sport Movement Members each convene meetings the day prior to the ExCo meeting. Each group usually covers the costs associated with their respective meeting (meeting room, any AV equipment, catering, etc.), as well as the additional hotel room nights when Members are required to arrive earlier than normal to attend these meetings.
- 15) The WADA Public Authority and Sports Movement Members also convene short (1-1.5 hr) preparatory meetings immediately prior to the Exco and Board meetings (i.e., early morning on the days of the meetings). The number of attendees is approximately:
 - Public Authority pre-ExCo meeting: 25-30 persons
 - Public Authority pre-Board meeting*: 60-65 persons
 - Sports Movement pre-ExCo meeting: 15 persons
 - Sports Movement pre-Board meeting: 25-30 persons

Their respective room set-up is basic, generally a rectangle (boardroom table or hollow-rectangle table) with chairs.

*A wireless microphone (and associated sound and AV equipment) might be requested for the Public Authority meetings.

- 16) Representatives of the various continental regions on the ExCo and Board also convene meetings around the WADA meetings. These are typically held for 1 to 1.5 hrs in the afternoon, immediately following the WADA ExCo meeting:
 - Asian region member meeting: 20-25 persons
 - African region member meeting: 8-10 persons
 - Americas region member meeting: 8 persons



- European region member meeting: 25-30 persons

- 17) Office space/meeting room for a WADA Secretariat (ideally the same room as for the World Conference, if the meetings are held at the World Conference facilities).

Audio-Visual

A. World Conference on Doping in Sport

- 18) Appropriate IT/AV/sound and lighting infrastructure within the Conference venue for presentations and videos.
- 19) Appropriate infrastructure within the Conference facilities to cater for an expected large number of world media (strong WIFI internet connection within the meeting rooms and common areas, and sufficient power voltage and outlets in the meeting spaces).
- 20) Appropriate equipment and qualified personnel to cater for equipment, set-up, and operating of simultaneous interpretation equipment for at least eight (8) languages.
- 21) Technical capability to record and “live-stream” the Conference.

B. WADA’s Executive Committee & Foundation Board meetings

- 22) For both the ExCo and Board meetings, a professional technical/AV service company and qualified personnel is required to cater for the equipment, set-up and manning of all relevant components related to simultaneous interpretation of the meeting proceedings (i.e., ISO-standard booths, consoles, mixer, transmission system, microphones, headset receivers, etc.) as well as the audio recording of meetings, set-up of projection screens/TV monitors for PowerPoint/video presentations, etc. As guidance, WADA can provide the list of equipment used for previous meetings.
- 23) Each member of the ExCo and Board meetings requires dedicated microphones (i.e., one microphone per seat around the meeting table) and a sufficient number of headset receivers is required for all meeting attendees (approx. 85 for the ExCo and approx. 145 for the Board, including extras in the event of malfunction of any units).



Interpretation

A. World Conference on Doping in Sport

- 24) Provision of highly experienced international interpreters to cater to the international community in approximately eight (8) different languages including Arabic, Chinese, English, French, German, Japanese, Russian, and Spanish. This includes financing interpreters from abroad and meeting their travel costs to the Conference. The host may also elect to source interpreters in their native language. [Given the specificities of anti-doping terminology, the interpreters must have experience with WADA and/or anti-doping forums, and it is expected that WADA will be involved in selecting the interpreters.]
- 25) Provision of the technical equipment required to support the work of the interpreters, as per ISO standards.

B. WADA's Executive Committee & Foundation Board meetings

- 26) As referred to above, French/English, Spanish, and Japanese interpreters are required for the ExCo meeting, whilst French/English Spanish, Japanese, and Chinese interpreters are required for the Board meeting. WADA sources the French/English and Spanish interpreters, whilst the Japanese and Chinese Members hire their own. Depending on the meeting location, WADA utilizes either its regular Canadian-based or Swiss-based interpreter teams, who are familiar with WADA's work and terminology.
- 27) See above for details on the technical equipment/expertise required for supporting simultaneous interpretation.

Catering

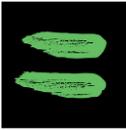
A. World Conference on Doping in Sport

- 28) Appropriate facilities and provision of catering for participants' meals (lunches and breaks) for the duration of the Conference.
- 29) Appropriate facilities and provision of catering for a reception on the first night of the Conference.
- 30) Appropriate facilities and provision of catering for a reception on the second-to-last night of the conference.

B. WADA's Executive Committee & Foundation Board meetings

ExCo Meeting:

- 31) Welcome tea/coffee as well as coffee break(s) (including light food items – i.e., fruit, pastries, cookies, etc.) and lunch (hot and cold food items, buffet style) for approximately 70 persons.



Board Meeting:

- 32) Welcome tea/coffee as well as coffee break(s) (with light food items – i.e., fruit, pastries, cookies, etc.) and lunch (hot and cold food items, buffet style) required for approximately 150 persons.
- 33) N.B. Catering will also be required for Members of the media.

Public Authority and Sports Movement Meetings:

- 34) Catering is also usually required for the two stakeholder group meetings held on the day prior to the ExCo meeting. Catering orders depend on the timing/duration of the meetings.
- 35) The two groups also normally have continental breakfast-type catering set up inside or just outside of their respective meeting rooms (depending on available space) on the mornings of the ExCo and Board meetings.
- 36) Catering is usually not required for the five regional continental meetings following the ExCo meeting.

Social Function:

- 37) It is hoped that the hosts would scope for a Social Function (cocktail reception and/or dinner) organized for all attendees on the evening of the ExCo meeting date. This ensures all Members and their entourage are present, as the ExCo meeting is expected to be held the day prior to the opening of the World Conference.

Accommodation & Transportation

A. World Conference on Doping in Sport

- 38) Appropriate selection of hotels (different categories and price ranges; including accessible rooms) to cater for all attendees.
- 39) Full and efficient ground and transportation facilities (airport providing international connections; train station, etc.).
- 40) Appropriate ground and airport transfers, including transfer (bus shuttles) to Conference facilities from the different hotels.

B. WADA's Executive Committee & Foundation Board meetings

VIP airport arrivals and transfers

- 41) A "meet and greet" private individual airport transfer service in superior quality vehicles to and from the designated hotel for WADA Members – approx. 50 persons.

Ground transportation (in addition to airport transfers)

- 42) Should the venue/meeting rooms not be located in the designated hotel/Conference facilities, or not adjacent or within comfortable walking distance to the hotel/Conference facilities, ground transport arrangements (bus shuttles) to the venue and back will be required for all participants.

Accommodation

- 43) Sourcing appropriate hotel(s) for the lodging of WADA Members, their accompanying persons/delegations*, interpreters, WADA staff and guests (please refer to the "Accommodation" tab in the attached template budget).
- 44) All WADA Members should be lodged in a superior/deluxe-type room (in a 4* or 5* hotel).
- 45) All remaining participants can be lodged in standard-type rooms.

Accommodation numbers can vary depending on meeting location and flight availability, in particular, when Members and their entourages can arrive and depart the city.

*Accompanying persons pay for their own room costs.

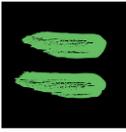
Social Events/Tourism packages for the World Conference on Doping in Sport

- 46) Proposals for social/cultural events for all attendees.
- 47) Optional touring package for attendees and accompanying persons.

Additional Information Requested

In addition to the above, it is expected that the Expression of Interest will include:

- 48) The proposed dates, noting any potential advantages or disadvantages with them.
- 49) A draft Conference project timeline, indicating major milestones.
- 50) An indicative budget, which covers all anticipated expenditures and sources of income.



APPLICATIONS AND DECISION PROCESS

(Hover over texts below and click to go to the specific section)

- [Event Ownership](#)
- [Agreement](#)
- [Eligibility to Submit](#)
- [Submission](#)
- [Selecting the Host City](#)
- [Site Visit](#)

Event Ownership

Unless otherwise agreed to, the content of WADA events remains the full responsibility of WADA. WADA will actively cooperate with the host to ensure that the program of the event reflects the commitment of the host. WADA will deploy a structure to support the decision-making, planning, and cooperation with the host at all levels.

The roles and responsibilities will be outlined in an agreement (please see below).

Agreement

It is not intended that the above encompasses all aspects and details of the planning for the Conference. It is expected that a formal agreement will be signed with the successful applicant host city/country, setting out the terms and conditions that are to govern the cooperation between WADA and the responsible host city/country for the organizing of the 2025 World Conference on Doping in Sport.

Eligibility to Submit

It should be noted that **no** Expression of Interest will be furthered if it is submitted by a country which has not adhered to the UNESCO International Convention on Doping in Sport, or by an organization which is not in compliance with the World Anti-Doping Code, or has not paid its annual contributions to WADA.

Submission

The proposal should be carefully prepared in writing and be submitted in English and/or French. It should include:

- the name of the local organizer (host), the names of the members of the Local Organizing Committee, and the local secretariat/Professional Conference Organizer if known.
- the proposed dates noting any potential advantages or disadvantages with them.
- the venue, including location, services available, and capacity charts.
- an estimated budget, showing the anticipated number of participants, estimated sponsorship income, and all other income and expenses - please contact WADA's Manager, Projects & Events (see contact details below) to receive a template budget.
- a draft event project timeline.

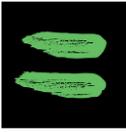
Any deviation from traditional schedules or activities should be specifically highlighted. Such advance information allows appropriate discussion and decision making by WADA and reduces later misunderstandings.

The deadline for submission is Friday, 25 March 2022 and applications must be received via e-mail by 17h00 Montreal time. They should be emailed to the attention of:

Mr. Olivier Niggli
Director General
World Anti-Doping Agency
800 Place Victoria (Suite 1700)
PO Box 120
Montreal, QC H4Z 1B7
Canada

c/o anais.lefevre@wada-ama.org

All queries in relation to the above process can be directed to Ms. Lefevre, WADA's Manager, Projects & Events, at anais.lefevre@wada-ama.org.



Selecting the Host City

The Expressions of Interest will be received and reviewed by the WADA Leadership and a report will be compiled summarizing the content of the Expressions of Interest.

In the event that any additional information is required, or content needing clarification, Ms. Lefevre will contact the submitting officer.

A final report will then be compiled. Such report may include the conduct of site visits to review the Expressions of Interest and facilities being proposed. It will then be provided to the WADA Executive Committee and Foundation Board for their consideration, prior to a vote taking place at their meeting in May 2022. Candidate cities will be invited to present to WADA Foundation Board members should they so choose.

Site Visit

A site visit may be conducted before awarding the 2025 World Conference in order to ensure that the proposal covers all needs for the event. This cost will be met by WADA.

TIMELINE and DECISION PROCESS in selecting the host city of the **2025 WORLD CONFERENCE ON DOPING IN SPORT**

The World Anti-Doping Agency wishes to confirm the intended procedure of selecting a host for the 2025 World Conference in order to ensure the submission and selection process is clear and understood by all interested parties. The following process and estimated timelines will be applied:

	Date	Item/Action	Who
1	Thursday, 25 November 2021	Call for Expressions of Interest (EOIs) open <i>The call will be sent directly to WADA stakeholders and posted to WADA's website</i>	WADA
2	Friday, 25 March 2022	Due date for submission of formal Expressions of Interest (EOIs) <i>Submissions should include detailed responses to the aspects referred to by WADA in the request for EOIs.</i>	Interested cities/countries
3	Monday, 28 March 2022	Confirmation of receipt of EOIs <i>Or before, depending on date of receipt.</i>	WADA
4	Monday, 28 March to Friday, 8 April 2022	EOIs compiled and reviewed. Request for further information/clarification sent (if applicable); and responses provided. WADA to determine in this review process if a site visit is necessary (see point below).	WADA; Interested cities/countries
5	Monday, 11 April to Friday, 15 April 2022	Conduct of site visits to review the EOIs and facilities being proposed (if necessary)	WADA to interested cities/countries
6	Monday, 18 April to Monday, 25 April 2022	WADA Report compiled for WADA Executive Committee and Foundation Board	WADA
7	Tuesday, 26 April 2022	WADA Report circulated to WADA Executive Committee and Foundation Board members	WADA
8	Wednesday, 18 May 2022	WADA Executive Committee meeting <i>Report presented by WADA Leadership to WADA Executive Committee for review prior to official presentation to WADA Foundation Board.</i>	WADA Executive Committee
9	Thursday, 19 May 2022	WADA Foundation Board meeting <i>Candidate city presentations to WADA Foundation Board members. Vote held by Foundation Board to decide which city will host the 2025 World Conference.</i>	WADA Foundation Board

All queries relating to the submission of this EOI and the according process should be directed to:

Ms. Anaïs Lefevre
Manager, Projects & Events
World Anti-Doping Agency
Email: anais.lefevre@wada-ama.org