
Request for Proposals (RFP) to Host WADA Regional Symposiums in 2026

Table of contents

Introduction and Background	3
Objectives of the Regional Symposiums.....	3
Eligibility and Submission Guidelines.....	3
Submission Requirements	4
Hosting Requirements	4
Budget and Financial Commitment	6
Awarding the Host.....	6
Ownership and Agreement	7
Submission and Contact Information	7

Introduction and Background

The World Anti-Doping Agency (WADA) was established in 1999 as an international independent agency composed and funded equally by the Sport Movement and Governments of the world. Its mission includes scientific research, education, development of anti-doping capacities, and monitoring of the World Anti-Doping Code (Code) – a document harmonizing anti-doping policies in all sports and all countries.

For 2026, WADA intends to replace its annual Symposium which traditionally takes place in Lausanne in March by four Regional Symposiums designed to address the unique needs and challenges of stakeholders in different regions, namely Africa, Asia/Oceania, Europe, and the Americas in the lead up to the implementation of the 2027 Code and International Standards. These regional symposiums will provide an opportunity for knowledge sharing, capacity building, and fostering partnerships to strengthen the global anti-doping community.

In looking at the annual calendar in 2026, WADA is proposing the following sequence and timing for the Symposiums:

- Europe – between February and March 2026
- Africa – between April and May 2026
- Asia and Oceania – between May and July 2026
- Americas – between July and September 2026

Objectives of the Regional Symposiums

The 2026 WADA Regional Symposiums will aim to:

- Inform anti-doping stakeholders about the changes which will be coming to the 2027 Code and International Standards and provide guidance and support on their implementation;
- Enhance regional collaboration among anti-doping stakeholders;
- Share innovative practices and solutions for the development and implementation of quality anti-doping programs;
- Showcase the community's commitment to clean sport.

Eligibility and Submission Guidelines

Potential hosts must meet the following criteria:

- Be a country in the region as defined by WADA;
- Have experience and the capacity to organize and deliver international or regional conferences;
- Have the ability to provide financial and logistical support as outlined in this RFP;
- Be aligned with WADA's values and commitment to clean sport;
- Be an easily accessible location, i.e. good proximity and access to airport/s, train, other public transportation; and
- Be able to ensure a simple visa process or entry process for those traveling from outside the host country.

Submission Requirements

Potential hosts must provide the following elements in their RFP submission:

- A detailed proposal addressing the hosting requirements outlined below;
- Official letters of support from relevant local authorities and stakeholders;
- A preliminary draft budget, including proposed financial contributions and sponsorships; and
- A proposed timeline for the preparation and execution of the event, including the proposed specific dates of the Symposium in question. As outlined above, WADA is proposing the following sequence and timing for the Symposiums:
 - Europe – between February and March 2026
 - Africa – between April and May 2026
 - Asia and Oceania – between May and July 2026
 - Americas – between July and September 2026

Hosting Requirements

Caveat

As has been the case for its conferences and symposiums, WADA recommends a model with no registration fee, up to a defined number of participants per organization, to be agreed upon between WADA and the host. Subject to discussion between WADA and the host, registrations fees may be applied for additional participants. Participants will be expected to cover the costs of their travel, accommodation, and meals outside the official program. However, all other costs are expected to be met by the host (refer to criteria below).

Sponsorships are possible, but they require prior approval from WADA to ensure there is no conflict of interest with WADA and/or its stakeholders.

Official Support

For hosting offers to be considered, endorsement from relevant authorities, such as the government (city, province/state, country), National Anti-Doping Organization (NADO), International Federation (IF), and/or National Olympic Committee (NOC), in the form of official letters of support addressed to WADA is requested.

A statement of financial commitment to support the Symposium is also requested from the applicant host.

Hosting Details

The host is expected to cover the costs and/or provide arrangements for the following aspects of the Symposium:

1. Venue and Facilities

- A centrally located, easily accessible, venue with sufficient capacity for plenary sessions and breakout workshops;
- Inclusive and accessible facilities and measures to accommodate participants with disabilities and other needs;
- A plenary room with capacity for the following number of approximate expected attendees:
 - Europe ≈ 450 pax
 - Asia and Oceania ≈ 300 pax

- Americas ≈ 250 pax
 - Africa ≈ 250 pax
- Up to four breakout/concurrent session rooms with flexible seating;
- Technical infrastructure to support audiovisual presentations, recording of sessions and interpretation of sessions (which may be in person or virtual interpretation);
- Physical Interpretation facilities meeting ISO standards may be required if interpretation is agreed to be in person (see below Interpretation);
- High-speed Wi-Fi and adequate power outlets for participant devices; and
- Separate spaces for engagement activities for delegates and coffee/lunch breaks.

2. Logistical and Technical Support

- A dedicated organizing team, including an experienced Professional Conference Organizer (PCO) or equivalent;
- Online systems for registration, accommodation booking, and participant communication, including survey and evaluation of the Symposium; and
- Capability to manage on-site accreditation and delegate services in English and, if possible, the host's language.

3. Catering and Hospitality

- On-site catering for lunches and coffee breaks;
- An evening reception to welcome participants and foster networking among participants.
- Special dietary options to accommodate diverse needs.

4. Interpretation

- Provision of experienced interpreters for English with the potential inclusion of French and/or local languages.
- Necessary equipment to support interpretation, such as headsets and microphones, including ISO-standard on-site booths OR remote interpretation solutions, supported by virtual booths and technology to enable interpreters to work off-site.

5. Accommodation and Transportation

- A range of hotel options at different price points, including accessible accommodations.
- Options for transportation arrangements for participants between the venue, hotels, and major transit points.
- Details on efficient airport and train station transfers.

As indicated above (refer "Caveat"), Symposium participants are expected to cover the costs of their travel, accommodation, and meals outside the official program. The host is however required to provide options and facilitate arrangements, in particular for accommodation.

6. Cultural Program

- Optional tours or social events to showcase the host city's culture and heritage.

Note: Branding, Look & Feel, and Promotion

In the planning and the promotion of the respective Symposiums, the selected hosts will be expected to collaborate with WADA's Communications team to ensure alignment with the Agency's branding guidelines, visual identity, and overall look and feel of the event. This includes (but is not limited to) the use of logos, event visuals, messaging, and the development of promotional materials.

WADA acknowledges the benefits a city/country may gain from hosting its events and will work with the host to ensure the support provided by them is appropriately recognized throughout the promotion of the event.

Budget and Financial Commitment

It is expected the host will cover costs for the venue and facilities, logistical and technical support, catering and social/hospitality and interpretation.

It is foreseen that WADA will be responsible for meeting the costs of WADA experts and staff attending the Symposium.

In addition to a statement of financial commitment to support the Symposium, the applicant host should provide an estimated draft budget for WADA's review in the submission of the proposal.

Note that a host may seek local sponsorships or partnerships to offset costs if required (subject to WADA's approval).

Where an applicant host deems itself unable to meet the costs outlined above, or any part thereof, WADA requests that this be made clear in the proposal.

Awarding the Host

All proposals in response to this RFP will be reviewed by WADA and a summary will be compiled that tracks each proposal against the criteria.

If any additional information or clarification is required, WADA's Event Manager will contact the potential host.

The summary will be evaluated by a designated Steering Group comprised of WADA Management members, including the respective WADA Regional Offices. The final decision will be taken by WADA's Director General following consideration of the Steering Group's recommendation.

Site Visit

If deemed by WADA, site visits may be conducted before awarding the Symposiums to ensure that the proposals fulfill the necessary criteria. Any costs for such site visits would be met by WADA.

Integrated Timeline

The following timeline outlines key milestones for the submission, review, and awarding process for hosting the Symposiums:

Action	Deadline/Period
Call for RFP Opened	3 February 2025
Proposal Submission Deadline	4 April 2025
Review of Proposals and Compilation of Summary	7-18 April 2025
Request for Additional Information	21 April to 2 May 2025
Evaluation by Steering Group <i>(and any Site Visits if deemed required)</i>	5-30 May 2025
Decision by WADA Director General	By 13 June 2025
Notification of Host Award	By 20 June 2025

Ownership and Agreement

WADA will retain full ownership of the respective Symposium's content, program and branding of the event.

A formal agreement will outline the roles and responsibilities of WADA and of the host.

WADA appreciates the important commitment extended by hosts of its events and will ensure that appropriate recognition is provided through various communications and media resources.

Submission and Contact Information

WADA kindly asks that all proposals are submitted, in writing, in at least one of WADA's official languages, i.e. English and/or French. The following should be included:

1. The **name of the Host** and **any supporting documentation** confirming the official endorsement of the offer;
2. The **contact person from the Host**, to whom any questions or clarifications can be addressed;
3. Clear and detailed answers in response to the **six elements listed above under Hosting Details** (e.g. Venue and Facilities; Logistical and Technical Support; Catering and Hospitality; Interpretation; Accommodation and Transportation; and Cultural Program);
4. A **statement of financial commitment** to support the Symposium, as well as an **estimated draft budget**;
5. The **proposed dates** noting any potential advantages or disadvantages with them; and
6. A **draft Symposium project timeline**.

All proposals should be submitted electronically to the attention of WADA's Events Manager by **Friday 4 April 2025, at 17h00 Montreal time (EST)**:

Mr. Riziero Pisani

WADA Events Manager

events@wada-ama.org

WADA wishes to thank all potential hosts in advance for expressing interest in hosting one of WADA's 2026 Regional Symposiums — forums that will significantly contribute to fostering regional collaboration, advancing clean sport education, and strengthening anti-doping efforts worldwide.