

ORGANISATION:

VENUE:

COUNTRY:

PROPOSED DATES:

SECTION 1: HOSTING AND ORGANISATIONAL HISTORY AND PROPOSAL

Please include details of major championships already hosted. Also your proposals for the team to be involved, competition operations, participant services, volunteers, logistics and on-site delivery.

SECTION 2: VENUE AND COMPETITION CAPACITY

Please detail the venue specifications, past events held there and its availability for the suggested event dates including competition/auxiliary/spectator/storage/live-streaming/volunteer/exhibitor space. How are lighting conditions for all competitors both during the daytime and at night?

SECTION 3: ACCESSIBILITY AND PARTICIPANT SERVICES

Please detail participant/volunteer/official/spectator accessibility/food services/sanitation.

SECTION 4: TRAVEL, ACCOMMODATION AND LOCAL INFRASTRUCTURE

Details of how to arrive in the host city from abroad, local accommodation available and at what distance from the venue and at what price. Visa requirements?

SECTION 5: TECHNICAL AND DIGITAL REQUIREMENTS

Speed/reliability of internet connections/wifi for live-streaming and attendees. Proposals for website, registration and payments systems, time-keeping/results-displaying for the championships and live-stream hosting.

SECTION 6: COMPETITION DELIVERY AND COMPLIANCE

Proposed schedule for Individual, pairs and teams as standard + other competitions/formats? Compliance with IJPA rules of quality and fairness. Choice of puzzle brand for each competition.

SECTION 7: FINANCIAL AND HOST COMMITMENTS

Proposals for cost and revenue breakdown. Ticket prices, Local and International support/sponsors in private/public sector

SECTION 8: LEGAL COMMITMENT

Guarantees of legal compliance with all IJPA requirements, rules, deadlines and reporting obligations

SECTION 9: IJPA COMMITMENT

We are aware that many of the proposals will require collaboration from both sides and it is our hope to work together as one big team. Please list below any concerns you may have regarding the event organisation.

SECTION 10: OTHER CONCERNS

Application Note:- Applicants who meet all minimum requirements may be invited to submit a full hosting proposal. The full proposal may include additional documentation, such as venue plans, budget, event schedule, accommodation overview, transport plan, risk assessment, technical plan, and letters of support.