

International Congress and Convention B.V.

Request for proposal

Young Professionals Forum 2026



1. About ICCA

ICCA - the International Congress and Convention Association - is the global community and knowledge hub for the international association meetings industry.

ICCA is the global association leader for the international meetings industry and specialises in the international association meetings sector, offering unrivalled data, education, communication channels, and business development and networking opportunities. Since its establishment in 1963, ICCA has represented the world's top destinations and most experienced suppliers specialised in handling, transporting and accommodating international meetings and events, and comprises of over 1,100 member companies and organisations in almost 100 countries and territories worldwide.

2. Event background information

The ICCA Young Professionals Forum (YPF) brings together emerging industry professionals from a diverse array of backgrounds. At ICCA, we firmly believe that great ideas flourish when diverse minds collaborate, and we are inviting individuals of all age groups to participate. This is an exceptional opportunity for the selected applicants to gain insights and directly engage with the visionary ideas of the next generation of industry leaders.

We are continuing to offer not only a voice to the future generation in our business events sector, but also a seat at the table and the opportunity to lead us.

3. Target audience

Young Professionals

This event is open to ICCA members and association executives of any age, though priority will be given to Young Professionals (35 years old or under).

The YPF will be attended by representatives from across different sectors, including venues, destination marketing, meeting support, association clients and students. As all of these groups are stakeholders of business events and play an important role in creating and shaping our future industry. The aim is to combine all different viewpoints during the YPF, and coming up with an aligned and multi stakeholder approach to action.



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4. Benefits for the host destination and venue

Hosting the YPF positions the host as a proactive leader in shaping the future workforce of the global association meetings industry. By partnering with ICC B.V. on this important initiative, you will play a pivotal role in developing the next generation of meeting planners, strategists, and decision-makers—strengthening both the host's long-term competitiveness and the wider industry ecosystem.

This collaboration places the host among a select group of globally recognised destinations that actively invest in talent development, innovation, and sector resilience. The YPF brings together emerging and mid-level association executives, sales and marketing professionals, and rising industry talent from around the world. These participants are not only engaged influencers in today's meeting planning landscape; they represent the future global client base for destinations and venues.

By hosting the YPF, the host benefits from:

- **Showcasing its destination narrative, infrastructure, and strengths** to a highly targeted audience at a key stage in their career journey—an audience likely to influence and lead future site selection and event strategy.
- **Positioning the destination as a supporter of next-generation leadership**, elevating its brand as a forward-thinking, responsible, and collaborative partner for the international association meetings industry.
- **Creating opportunities for local venues and partners** to demonstrate their capabilities and service quality to rising professionals who will carry these impressions forward throughout their careers.
- **Cultivating meaningful, early relationships** with emerging leaders who will become tomorrow's decision-makers and stakeholders in the international association meetings market.
- **Gaining insights into evolving expectations, new professional behaviours, and emerging industry priorities**, enabling you to better anticipate future client needs and refine your destination strategy.

Beyond immediate visibility and networking opportunities, hosting the YPF allows the host to create a lasting legacy: embedding the destination in the professional development journey of the next generation of global industry leaders, and reinforcing its role as a catalyst for talent, innovation, and future sustainability in the international events community.

6. Event dates

15 – 16 November 2026



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7. Format of event

The programme lasts 1,5 days, with an informal reception on the evening on day 1, and full-day education programme on day 2.

	During the day	Evening
Day 1	Arrival	Networking Reception
Day 2	Full day programme (08:30 – 18:00)	

8. Meeting space requirements

Venue

- Space for networking reception on the evening of Day 1 for minimum 70 participants including furniture.
- 1 meeting room for minimum 100 participants including furniture, stage and stage backdrop for Day 2. (exact room set-up to be communicated in due course)
- 1 catering space for breaks & lunches based on 100 participants.
- 1 office room for ICCA team.

Meeting spaces should be reserved for ICCA team from 1 day prior to the event allowing for proper set-up and rehearsal.

Signage

- Directional signage within the venue for the areas used by ICCA during the event should be provided.

Additional

Welcome desk for ICCA located outside the main meeting room

9. AV equipment for meeting room

The venue should provide the following AV equipment at no cost to ICC B.V. as follows:

Stage set up (size depending on room dimensions and height), LED screen or high-end projector and screen, comfort monitor, timer, switcher, mixer, sound system with a mix of handheld and headset microphones, lighting system, and 2 laptops.

The AV team will be required to work closely with ICC B.V. and arrive on day 1 for rehearsals.



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10. F&B requirements

- Day 1 – Evening networking reception (incl. Finger food and alcohol) for 70 participants
- Day 2 – Welcome coffee x 1, Coffee break x 2, Lunch break x 1 for 100 participants
- Coffee/tea/water for the duration of the event for 100 participants
- F&B should be of high international quality and standard, utilising local seasonal produce in accordance with environmental consideration.

11. Sustainability Commitment

The host agrees to comply with ICCA's sustainability policy. Specific sustainability goals will be defined jointly between ICC B.V. and the host, depending on the destination and event requirements. Among others, the following directives should be followed:

- Prioritize venues and hotels that are certified.
- Encourage attendees and provide information related to using public transportation or low-carbon mobility options.
- Focus on low-carbon emissions travel solutions for the event, including transfers and on-site transportation.
- Prioritize collaboration with local suppliers and involved the local community.
- Minimize printing and single-use items, prioritize digital signage, and approach conference materials mindfully.
- The event must be accessible to everyone, ensuring that people of all abilities can participate fully and comfortably.
- The event must measure its carbon footprint and work to mitigate negative impacts as much as possible while amplifying positive ones.

12. Financial arrangements

General Principles

It is the hosts' responsibility to cover the cost of hosting the event. ICCA Head Office will provide marketing and promotion services and full administrative support for the event and holds the authority to manage the finances of the event. All revenue generated through the event will belong to ICC B.V. These generated revenues will be invested in the event to cover services and staff resources, programme development, marketing, and IT support etc.



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13. Legal arrangements

Insurance

- Participant's insurance

ICC B.V. will ensure that advice is given to all participants (usually on the online event registration pages and the event website) on taking out personal insurance to cover against that person's cancellation of their registration for whatever reason.

- Third Party/Legal Liability

The host must provide ICC B.V. with copies of all insurance coverage relating to the event venue, offsite venues, and providers of services (e.g. coach transportation). Where the host enters into legal agreements with third parties, it may be prudent for the host to take out its own insurance protection if this is not covered. ICC B.V. and the host will jointly obtain professional advice to ensure that optimal insurance coverage has been set up. If there are any specific event insurance to be taken other than the third-party liability insurance this will be the responsibility of the host. ICC B.V. will not bear any costs in this regard.

Risk assessment

ICC B.V. will undertake a full risk assessment both before and during the event. The Host should include this subject in all meeting agendas and have clearly designated communication processes and allocation of responsibilities for safety and security matters. Moreover, the Host should provide ICC B.V. with the following:

- Medical support plan, this should include proposed medical support services such as paramedics, doctors and nurses on or off site.
- Security procedures, includes detailed security procedures for all areas of operation.
- Security standards, the venue shall state if they have a system with security and safety standards that are permanently applied by their organisation and suppliers.
- Training and competence, the Local Host Committee and suppliers are trained in security and safety related matters.
- Quality assurance systems, all available information regarding any quality systems venue and suppliers are certified with e.g. ISO 9000, 14000, HACCP etc.



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Liability

- Indemnity

The Local Host Committee (LHC) should provide ICC B.V. with full indemnity against any claims arising from service failures or accidents within the venues provided by LHC members. Specific details will be determined based on professional advice.

- Claims

ICC B.V. and the LHC will jointly agree a process for minimising the risk to both parties from claims relating to all and any of the following:

- 1) Loss or damage to the buildings or contents of venue(s), hotels or any other facilities used in connection with the event arising from any cause whatsoever;
- 2) Loss or damage to any property owned, hired or loaned by the LHC or for which they may be held responsible;
- 3) Any liability arising from any contractual liabilities arising from any accidental death or bodily injury occurring to any of the participants or visitors to the event, or loss or damage to their property, arising during the Event as a part of the official programme;
- 4) Any financial loss incurred arising from an enforced cancellation, abandonment, postponement or curtailment of the event arising from any cause.

VAT

The local host should provide ICC B.V. with information on the VAT situation in the host country. Further information and procedures on possible tax exemptions, rebates and tax implications for international conferences should be given.

14. Contact details

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify ICC B.V. via email at the following address:

Email for submissions of all queries:

Agapi Kapia

Senior Events Specialist

agapi.k@iccaworld.org

15. Deadline Submission

The deadline for submitting a bid is the 31st of December 2025.



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Disclaimer:

Unless otherwise stated, any reference herein to “ICCA” shall be deemed to refer to International Congress and Convention B.V., a private limited liability company registered with the Dutch trade register under number 85598232.



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