

International Viola Society

Guidelines for making a bid to host an International Viola Congress

The International Viola Society (IVS) aspires to award congresses at least three years in advance. Considerations are given to bids at the IVS meetings at the annual congresses which are usually held in the April-August period. Plan on putting in a bid for an International Viola Congress (IVC) that will happen at least three years after the Congress where your bid is being presented. Bear in mind that there has been a pattern of Congresses being in North America in even-numbered years and elsewhere in odd-numbered years. Expect your bid to be considered for any of the Congresses up to six years ahead. A strong bid should have as much information as possible.

Please note: Bids can only be placed by IVS sections (e.g. AVS, ANZVS, CVS, GVS, etc.) and not by individuals wishing to host a Congress. IVS sections (not the IVS) decide on the IVC host and venue. The IVS considers all bids from IVS sections and awards an IVC to an IVS section.

This document is designed to be of assistance to both prospective individual hosts and IVS sections wishing to bid for a Congress. If you have software that allows you to edit a pdf document, you can fill in the information directly. If not, you may have to copy it into your word processor. When completed, prospective hosts can send it as an email attachment to their IVS section president. IVS sections may send their bid (using this same document) to Dr Michael L Vidulich, President of the International Viola Society. vervid@xtra.co.nz

IVC/City/Year e.g. International Viola Congress/Athens/2013
1. Host's organisational experience, as an individual and as an institution. A bid from an individual backed by an institution/organisation will carry much greater weight than an individual acting alone.
2. Venue – Give details and availability of intended venue for registration, main events (200+), smaller events (20-80), displays, IVS meeting room during the Congress and socialising spaces.
3. Orchestral availability - essential if concerto events are planned.
4. Planned dates and year of Congress and time-line – At least a two-year lead-in plan showing key goals to be met.
5. Budget – Show all anticipated income and expenses: * include accommodation and fee waiver for up to seven IVS officers. * include fee waiver for up to two officers (or representatives) of the Primrose International Viola Archive (PIVA) (by IVS agreement). * no fees are normally paid to violists, but allow for accompanists and other supporting artists. * invitations and fee waivers must also be sent to all the IVS section presidents (hosts may choose to waive their Congress accommodation fees, if the budget allows).
6. Management – Outline the management structure for the Congress and how it will be funded.

7. Sponsors – Confirmed and potential. Advance commitments make for a stronger bid.
8. Travel assistance – Examples of letters from host to artists' employers/ governments. (These often assist in securing travel and accommodation funding for them).
9. Artist and delegate accommodation – List recommended hotels with an indication of rates.
10. Programming (an initial draft). * Please note that it is IVS policy that hosts do not have a performing role in their own congress. * Hosts are expected to offer a significant presentation opportunity to the host of the previous international congress. * IVC hosts should make every attempt to include and invite artists from all the IVS sections. Please indicate intended and approached performers and other presenters. * Two IVS public meetings must be scheduled during the Congress (the IVS Annual General Meeting and the IVS Delegates/Sections Meeting). * The host IVS section may also request a public meeting of their section be scheduled. * Congress Banquet – IVS Awards function needs to be scheduled as one of the Congress events.
11. Planned displays and commercial tables. Intended and approached luthiers The Primrose International Viola Archive is the official archive of the IVS. Hosts are must provide free of charge a display area for PIVA and a presentation opportunity.
12. Recording – Please indicate what arrangements will be made for recording all events (audio and video) and how they will be made available to delegates. One copy of recordings must be provided to PIVA for archival purposes. All invitations to artists must specify that recordings will be made of all events for archival purposes. There may be a clause added allowing for artists to embargo recordings for sale to delegates.
13. Potential retailers who will attend
14. Advertising the congress (indicate strategies) eg. website, international, national and local publicity intentions.
15. Printed programme plans.
16. Local attractions (many IVC hosts include tours and day trips as part of the congress).
17. Café Viola – Details of after-hours venue(s).
18. Details of the local organising committee.
19. Full contact details of host.
20. Attach any other information you think may strengthen this bid to host an International Viola Congress. If your bid is accepted provisionally, you will be required to produce a much more substantial portfolio for presentation to the IVS and to delegates at the Congress prior to the one you will host. Thank you and we look forward to your IVC bids.

Prepared by Donald Maurice and Michael Vidulich, 2006