



International Association of Professional Congress Organisers

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Get it right the first time - the RfP solution from IAPCO

One of the key reasons that profitable bottom lines are eroded is due to time wasted, regardless of which party is utilising time which was not anticipated. In order to lessen the many wasted hours accurate information should be provided from the outset, providing clients, venues, PCOs, corporate sponsors alike with the opportunity to both give and receive the pertinent facts that each party requires. Requests for Proposals (RfPs) are all too often ill-prepared, inaccurate and missing the point thus, not only does the recipient (venue, PCO, convention bureaux) waste much time and research in trying to meet the criteria asked for, the requester (client, sponsor, association) has then to spend extra time in attempting to put together the information that they really wanted but failed to request. To try and avoid such situations IAPCO has, as part of their meeting industry guidelines, compiled an RfP for the Appointment of a PCO for both national and international meetings. This RfP is available in 14 languages, accessible from the IAPCO website, and can be adapted to suit the needs of each individual client. By setting accurate data from the outset, time can be utilised efficiently which inevitably leads to a more profitable bottom line for all parties involved. www.iapco.org

ABOUT IAPCO: Meeting Quality

IAPCO, founded in 1968 is the worldwide association representing professional congress organisers. With over 100 members, IAPCO organises every year its annual meeting and general assembly in a different city and plays a leading role in the promotion of the professionalism of congress organisation throughout the world (Annual Wolfsberg Academy, Regional Seminars, political actions). IAPCO also publishes a number of documents including a code of ethics, a dictionary of technical terms (now in 15 languages) and working brochures. IAPCO is a member of the Joint Meetings Industry Council [JMIC] and the Convention Industry Council [CIC].

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