



BID GUIDELINES 2025 ASPC FORUM ON ELITE SPORT



TABLE OF CONTENTS

1. Introduction	3
2. Background on the ASPC	3
3. Guidelines for Selection	4
4. Bid Requirements	6
i. Vision	
ii. Purpose	
iii. Benefits to ASPC Members	
iv. Organizing Committee	
v. Host City and Country	
vi. Transportation	
vii. Accommodation	
viii. Conference Location	
ix. Dates	
x. Schedule	
5. Financial Commitments	7
6. Related Activities	7
7. Legacy	7
8. Letters of Support	7
9. Bid Timelines and Selection Process	7
Appendices	
A. Contact List	9
B. Work Book	10

1. Introduction

The Association of Sport Performance Centres (ASPC) hosts an international Forum on Elite Sport every two years. The goal of the biennial forum is to explore ways to better collaborate across the world, to provide an opportunity for sharing of best practices and for professional development of the leaders of high-performance training centres. Due to the COVID pandemic, the 2021 ASPC Forum was delayed until December 2024, however, the Forum will also be held in 2025 to retain our schedule of hosting the event in non-Olympic years.

2. Background on the ASPC

Prior to the 2000 Sydney Olympic Games, a group of personnel representing High Performance Training Centres from around the world got together to share their experiences. Building upon this positive experience, the Association of Sport Performance Centres (ASPC), formerly the International Association of High Performance Sports Training Centres (IAHPSTC) was conceived in Barcelona on September 11th, 2001. Over the past several years, the ASPC has become formalized and has established a Secretariat in Catalonia, Spain, hosted at the Centre d'Alt Rendiment de Sant Cugat del Valles, Barcelona.

Biennial Forums have been held on eleven occasions:





Date	Location
1999	Sydney, Australia
2001	Barcelona, Spain
2003	Loughborough, England
2005	Montreal, Canada
2007	Beijing, China
2009	Colorado Springs, USA
2011	Paris, France
2013	Rio de Janeiro, Brazil
2015	San Juan, Puerto, Rico
2017	Durban, South Africa
2019	Barcelona, Spain
2023	Paris, France
2024	Hong Kong, China

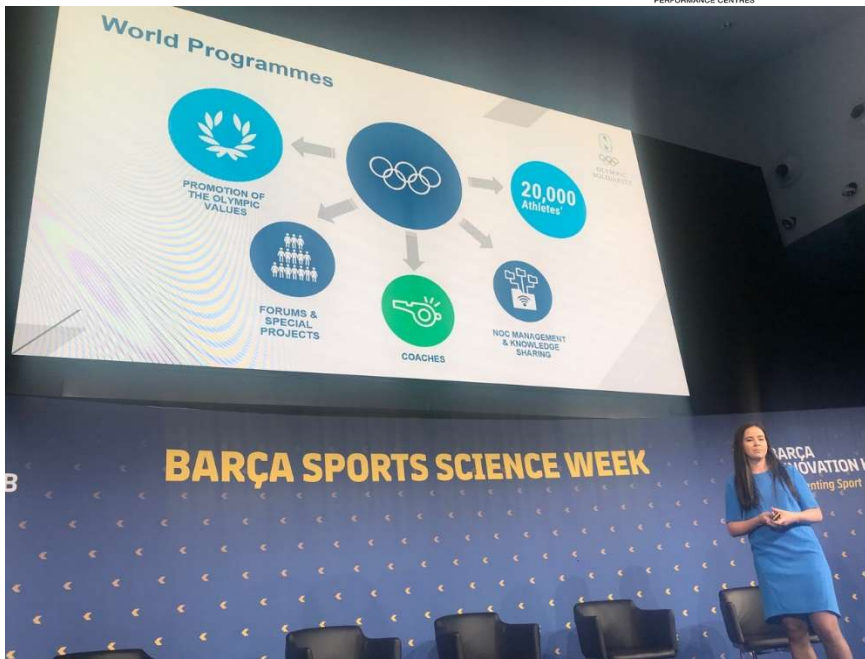
ASPC Mission: To elevate sport centers globally through collaboration and innovative leadership.

ASPC Vision: Pursuing excellence through sharing expertise and experiences globally.

3. Guidelines for Selection of Forum Host

The ASPC is interested in:

- ✓ Bids from ASPC member organizations. Partnerships are encouraged, however, the ASPC member must be the lead organizers of the event.
- ✓ A region that has not previously hosted the event, as this provides an opportunity to further develop membership.
- ✓ Providing an opportunity to link with another major event as this further encourages attendance.



- ✓ Demonstrating evidence of significant performance improvement indicating that examples of good practice may be provided.
- ✓ Letter of support from the most relevant government sport agency.

List of Obligations (approximately 100/150 delegates)

- ✓ Establish a Host Organizing Committee that will work closely with the designated ASPC Board representative(s) on all aspects of the Forum including the program and speakers;
- ✓ Provide monthly update reports to the designated ASPC Board liaison
- ✓ Provide updates and accept input into the Forum program and list of speakers at all ASPC Board meetings. It is important to note that the ASPC Board of Directors has final approval of the Forum agenda and speakers as the Forum is the property of the ASPC;
- ✓ Host an Opening Reception;
- ✓ Host an Official Closing Banquet/formal function with cultural sharing event;
- ✓ Provide lunch and coffee breaks for Forum delegates;



- ✓ Cover the expenses of up to 6 keynote speakers (accommodation, travel, internal transport and meals);
- ✓ Provide meeting rooms for ASPC Board and Committee meetings pre-Forum;
- ✓ Transportation – airport arrival and departure for all delegates, and for any official function;
- ✓ Offering alternative events/excursions post Forum (at the participants' expense);
- ✓ Free access to wireless internet at the conference centre and host hotel;
- ✓ Forum website linked to the ASPC Website;
- ✓ Create a Forum logo that incorporates the ASPC logo. This logo must be approved by the ASPC Executive before it can be used;

- ✓ Assistance with delegates Visas;
- ✓ Secure a Forum hotel(s) with reasonable accommodation costs;
- ✓ Submit a budget for the Forum; and
- ✓ Prepare a final report within 90 days of the Forum on Elite Sport;
- ✓ Abide by the obligations set out in the Host City Contract.



4. Bid Requirements

i. **Vision**

Please state your vision and proposed theme for the 2025 ASPC Forum on Elite Sport.

ii. **Purpose**

What is your purpose for hosting the 2025 ASPC Forum on Elite Sport?

Provide background information on your Training Centre and describe why it is important to host the ASPC International Forum on Elite Sport.

iii. **Benefits to ASPC Members**

Describe the benefits to ASPC members by hosting the 2025 ASPC Forum on Elite Sport in your city/country?

iv. **Host Organizing Committee (HOC)**

List the members of the proposed Host Organizing Committee include brief bios, their roles and responsibilities.

v. **Host City and Country**

Tell us about your city, including population, past hosting of sporting events and conferences.

vi. **Transportation**

Provide information on how to get to the proposed conference location by air, including closest international airport(s), and general Visa information procedures.

Also, include an internal transportation plan for any venues/events that are not on site.

vii. **Accommodation**

Provide details on a designated host hotel including amenities, as well as a list of different types of accommodation available at different rates.

viii. **Conference Location**

Provide details on the venue to host the conference, including distance to the host hotel.

ix. **Dates**

List the proposed dates for hosting the 2025 ASPC Forum on Elite Sport. The ASPC's preference is to host the Forum sometime between late-August to mid-October.

x. **Schedule**

Attach a proposed schedule, list of topics, and a list of speakers.

5. Financial Commitments

Budget – provide a budget including Revenues and Expenses. Include the cost to delegates to attend (base budget on 100 – 150 delegates).

The ASPC will provide a hosting grant of 10,000 Euros to the Host Organizing Committee.

Note – the Host Organizing Committee will be responsible to pay any shortfall in the hosting of the Forum. The ASPC will not be responsible for any shortfall incurred by the HOC.

6. Related Activities

Provide a list of local extra-curricular activities for delegates to participate in at their own cost prior to or following the Forum.

7. Legacy

Describe the legacy to the region that will be created by hosting the 2023 ASPC Forum on Elite Sport.

8. Letters of Support

List and attach any letters of support.

9. Bid Timelines and Selection Process

i. **Formal call for Bid submission:**

A formal call for Bid submissions will be sent to all ASPC members on **May 8th, 2023**.

ii. **Deadline for Bid Submission:**

- Bids are due by **September 15th, 2023**.



- An electronic copy of the Bid document must be submitted to the ASPC Secretariat at:
secretariat@sportperformancecentres.org

iii. Presentation to the Selection Committee

The Selection Committee is comprised of the ASPC Board of Directors. Should there be a bid from a country with a Board member on the Selection Committee then that Board member must recuse himself/herself from voting and from the entire bid process. This will ensure complete transparency from the Board in their deliberations.

Bid Committees will present their bids to the ASPC Board of Directors at the Board meeting preceding the 2023 ASPC Forum in Paris on **October 3, 2023**.

iv. Selection of Successful Candidate

The successful candidate will be announced at the General Assembly on **October 6, 2023**. The Host City Contract will be presented to the successful candidate at the General Assembly and will be signed by the lead HOC representative and the ASPC President at that time.



Appendix A Contact List

Feel free to contact your local ASPC Vice President or the ASPC Secretariat should you have any questions throughout the Bid Process.

ASPC Secretariat

Secretary General: Josep Escoda (ESP)
secretariat@sportperformancecentres.org

Secretariat: Silvia Matesanz (ESP)
secretariat@sportperformancecentres.org

ASPC Continental Vice Presidents

Vice President for America: Ken Bagnell (CAN)
ken.bagnell@sportperformancecentres.org

Vice President for Europe: Harry Baehr (GER)
harry.baehr@sportperformancecentres.org

Vice President for Africa: Kevin Subban (SAF)
kevin.subban@sportperformancecentres.org

Vice President for Asia: Takeshi Kukidome (JAP)
takeshi.kukidome@sportperfomancecentres.org

Vice President for Oceania: Anne-Marie Harrison (AUS)
annemarie.harrison@sportperfomrancecentres.org

Appendix B

FORUM ELITE SPORT

Workbook Organization 2025 Forum Host

D-24 months: Selection of the 2023 Forum host at the 2021 General Assembly (*October 6th, 2023*)

D-21 months: Monthly Organizing Committee meetings begin with ASPC liaison (*January 2024*)

D-17 months: Reservation of rooms (100-150) (*May 2024*)

Contacts and meetings with partners

Development of the website

Update budget

Prepare draft program (topics and speakers)

Develop sponsorship package (to be approved by ASPC Board)

D-8 months: Update program (identify list of possible speakers) (*February 2025*)

Present projected budget

Activate search for local sponsors

D-11 to D-8 months: Logistics: (*November to February 2025*)

- Creation of the logo (to be approved by ASPC Board)
- Website launched and operational (include information about the host city and country, national training centre, program,)
- Provide details on registration fees and process including early bird registration
- Confirm list of available hotel accommodations available for delegates
- Update budget

D-7 months: Finalize budget and program (*March 2025*)

D-5 months: Finalize speakers (*May 2025*)

Finalize social program

Recruit volunteers

D-5 to D-2 months: Request CVs and photos of speakers and ASPC Board. (*May – August 2025*)

Request Letters of Welcome from VIPs (ASPC President, Training Center CEO, Sports Minister)

D-4 months: Publish Final Program (*June 2025*)



Provide general information on transfers to/from airport, local transportation, Letters of Welcome, topics and speakers

D-4 to D2: On-going checks with hotels

(June to August 2025)

- Number of participants
- Number of reserved rooms (cancellation or addition of rooms if the center is forced to work with an outside hotel)
- Book AV equipment

Prepare Welcome Kits and Accreditation Badges

D-1 weeks: Check list of the reservations:

(September 2025)

- Meetings rooms
- Coffee breaks
- Meals
- Evenings
- Social Program
- Develop Participant Evaluation surveys

Forum Organization:

- Welcome, delivery of keys/presents/program, last payments
- Logistics (AV equipment, meetings rooms, presentations "power-point", coffee breaks, meals and evenings)
- Information Desk: problem about the Wi-Fi connection, problem in the rooms, diverse questions about the city, etc.

D0: On-line publishing of the post forum questionnaire/survey

(October 2025)

D+3 months: Submit Final Report to the ASPC Secretariat

(December 2025)