

Call for Proposals: Host an IBA General Assembly

The **International Biennial Association (IBA)** is a global platform for institutions and individuals that organise biennials, triennials, and other periodic art events. Held annually, the General Assembly (GA) serves as our primary forum for in-person professional exchange, networking, and the governance of the association through member-led votes.

We officially invite member institutions to submit proposals to host a future **General Assembly**. This is an opportunity for your biennial to be a meeting point for the global biennial community.

Event Scope & Objectives

A GA typically spans **3-4 days** and includes:

- **Member Meetings:** Board meetings (approx. 16-20 attendees) and the formal GA for members (approx. 30-40 international delegates).
- **Focus Groups (approx. 30-40 delegates divided into 4-6 groups):** Dedicated group discussions addressing specific topics and challenges in the biennial field for members and invited guests.
- **Public Conference (approx. 100-150 international and local attendees):** Typically includes a Keynote speech and multiple panels developing the theme of the General Assembly.
- **Professional Networking:** Guided visits to biennial sites, local museums, artist studios, meetings with relevant private collectors/patrons, and other relevant cultural landmarks.

Roles & Responsibilities

To ensure a successful event, responsibilities are shared as follows.

The Host Institution is responsible for (securing/financing):

- **Logistics & Venues:** Meeting spaces, GA and Public Conferencing venue space, AV equipment and technical support, and local transport (if required) for delegates to exhibition sites.
- **Hospitality & Catering:** Coffee breaks, lunches, at least one welcome event for delegates, one hosted dinner for Board Members, and another for speakers/contributors.
- **Participant & Speaker Support:** Covering honorariums and arranging travel and local accommodations for invited **conference contributors**.
- **Production & Printed Materials:** Design and production of all printed materials (programs, badges, signage, etc.).
- **Administrative Support:** Issuing formal invitation letters to assist international delegates with visa applications and sharing practical regional guidance (travel, lodging, etc.).
- **On-site Staffing:** Providing a dedicated coordination team for registration, event flow, and technical support to assist the IBA Office.

The IBA Office is responsible for:

- **Member Relations:** Managing the registration process and official communications.
- **Governance Content:** Setting the agenda for Board Meetings, Focus Groups, and GA Formalities.
- **Program Curation:** Finalising the thematic framework and overseeing the selection of participants for the Public Conference (in collaboration with the host).
- **Global Promotion:** Marketing the event through IBA's international channels and network.

Strategic Contributions (Optional)

Beyond the core requirements, the IBA Board welcomes proposals that demonstrate a commitment to the following.

- **Sustainability:** Initiatives to minimise the environmental footprint of the event.
- **Digital Legacy:** Provisions for high-quality video documentation for archival purposes.
- **Accessibility & Inclusion:** Providing travel support for emerging professionals or ensuring language translation for public sessions.
- **Institutional Alliances:** Opportunities for collaborations with local academic institutions and cultural organisations.

Submission Requirements

Proposals will be evaluated based on the following:

- **Membership Status:** The host institution must be an active member of IBA.
- **Dates & Availability:** Clear planning timelines and minimal calendar conflicts.
- **Venues & Facilities:** Quality of conference spaces and technical infrastructure.
- **Budget & Funding:** A preliminary budget outlining host contributions for logistics, hospitality, and production.

How to Apply

Interested parties should submit a digital dossier to the **IBA Office** at info@biennialassociation.org.

Your proposal should include:

- **Statement of Intent:** Why should the GA be hosted by your biennial?
- **Proposed Dates:** Suggested window during your biennial (considering local conditions and art calendars).
- **Financial Plan:** A preliminary budget outlining host contributions.