

REQUEST FOR BIDS

**TO HOST AND ORGANISE
THE 2021 WORLD ENERGY WEEK**

Responses to this request for bids are due by close of business
5pm (GMT) on the 31st of May 2019 to wew2021@worldenergy.org

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I. INTRODUCTION

This document provides information to our Member Committees who may be interested in hosting the World Energy Week (WEW) in 2021, setting out the key criteria and requirements that bidding Member Committees are required to meet and agree to.

II. THE WORLD ENERGY COUNCIL

World Energy Council is the principal impartial network of leaders and practitioners promoting an affordable, stable and environmentally sensitive energy system for the greatest benefit of all.

Formed in 1923, the Council is the UN-accredited global energy body, representing the entire energy spectrum, with more than 3,000-member organisations located in over 90 countries and drawn from governments, private and state corporations, academia, NGOs and energy-related stakeholders.

The World Energy Council informs global, regional and national energy strategies by hosting high-level events, publishing authoritative studies, and working through its extensive member network to facilitate the world's energy policy dialogue.

III. ABOUT THE WORLD ENERGY WEEK

The event

The World Energy Week (WEW) is the regular event of the World Energy Council that brings together the World Energy community. Coming from all parts of the world and representing national, regional and global energy systems and sectors, participants take part in internal member meetings and public conferences featuring high-level speakers on the state of the energy system, as well as social events. Private high-level CEO and Ministerial roundtable meetings are also hosted alongside these gatherings, allowing for interaction and shared insights.

Internal meetings include a day reserved for Member Committees (Secretaries' Strategy Day), and the governance meetings of the Standing Committees that oversee the work activities of the Council, as well as the Executive Assembly plenary.

Public sessions across two days showcase the content and insights of the Council across the energy transition, including energy policy, scenarios, risks and resilience, issues monitoring through an Energy Transition Summit (ETS) and the host-led conference that showcases their energy sector. Other side events, workshops, and a public exhibition may also be organised by the host.

The private programme includes the World Energy Leaders' Summit (WELS) and the Future Energy Leaders' Summit (FEL Summit) which brings high level visibility to the host country

and the member committee, in its interactions with government and industry, and the potential for sponsorship.

Attendees

The event gathers more than 350 professionals across the energy spectrum, including Member Committees’ leaders, Ministers and government officials, C-suite representatives, energy practitioners and experts, young energy professionals, academia and civil society.

Programme structure

The World Energy Week’s structure brings strong value to attendees, balancing internal meetings and access to more content-driven programmes.

The four-day event combines large internal plenary and regional meetings over the first two days that focus on governance, information sharing and developing the World Energy Council network. The second two days comprise a public programme including the annual Energy Transition Summit and the host country Energy Day. There are two private events taking place during these four days – the World Energy Leaders’ Summit, an event specifically designed for Ministers, CEOs, Council partners and special guests; and the Future Energy Leaders’ Summit, tailored to the young energy professionals who embody the World Energy Council’s Future Energy Leaders’ programme, the FEL-100. Social events are also held as part of the World Energy Week.

Programme Structure

<p>A. Internal Programme</p>	<p>Governance meetings</p> <ul style="list-style-type: none"> • Programme Committee meeting • Studies Committee meeting • Communications & Strategy Committee meeting • Secretaries Strategy Day meeting • Officers’ Council meeting • Finance Committee meeting <p>Regional meetings</p> <ul style="list-style-type: none"> • Regional Meetings – Europe, Asia, Africa, LAC, North America and Middle East <p>Annual Executive Assembly</p> <ul style="list-style-type: none"> • Executive Assembly plenary
<p>B. Public Programme</p>	<ul style="list-style-type: none"> • Energy Transition Summit • Host Country Energy Day (organised by the host Member Committee)
<p>C. Private Events</p>	<ul style="list-style-type: none"> • World Energy Leaders’ Summit • Future Energy Leaders’ Summit and Workshops

D. Social Events	<ul style="list-style-type: none"> • Welcome reception • Joint World Energy Council and Energy Transition Summit reception • World Energy Leader’s Summit dinner • Other events
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Locations

We welcome bids from all Member Committees regardless of their region or energy system, provided they can meet the selection criteria, ensure a positive participant experience, and are committed to the mission of the World Energy Council.

Previous World Energy Week events (formerly known as the Executive Assembly) took place at the following locations:

- 2014: Cartagena, Colombia
- 2015: Addis Ababa, Ethiopia
- 2016: Istanbul, Turkey (congress year)
- 2017: Lisbon, Portugal
- 2018: Milan, Italy

Upcoming World Energy Week events will take place at the following locations:

- 2019: Abu Dhabi, United Arab Emirates (as part of the World Energy Congress)
- 2020: Beirut, Lebanon

Rotation area

All regions and countries are eligible to apply.

Dates

The World Energy Week takes place preferably in October, however September or November can also be considered (consideration to be given to religious and national holidays).

- Event days: 4 days. Monday to Tuesday (internal programme); Wednesday to Thursday (public programme).

In your bid, please propose a specific date range.

IV. BIDDING PROCESS

Timeline

- The World Energy Council is now inviting bids for hosting the World Energy Week in 2021.
- Bids must be received from a [Member Committee of the World Energy Council](#).
- The Secretariat will be pleased to offer early guidance to any Member Committee to clarify the requirements.
- If you are interested in bidding and need further information, please do not hesitate to contact Ms. Tania Baumann, Chief Operating Officer, at baumann@worldenergy.org. If you are not a Member Committee, consult the Council's website for Member Committee contact in your relevant country.

Please find below the bid process timeline:

Activity	Timeline
Request for bids published to Member Committees	28 January 2019
Bids due	31 May 2019, by 5 pm (GMT)
Review of bids by Secretariat	3-17 June 2019
Publication of eligible bids on Council website along with any marketing content	Week commencing on 17 June 2019
Electronic voting	8 August – 8 September 2019
Announcement of the winner at the Executive Assembly	8 September 2019

Bids to host the 2021 WEW are due by **5 pm GMT, 31st May 2019**.

Eligibility

Eligible bids are those that:

- submit all required documentation within the timeframe required, and
- respond to the questions outlined in the bid request, meeting all essential criteria.

The Secretariat will assess bids received for their eligibility and will publish these for review by Member Committees. Ineligible bids will not be presented to the Member Committees for consideration.

Voting process

Voting for the host of the 2021 World Energy Week will be done electronically, and every Member Committee will be permitted to cast its vote using a secure online voting platform between 8th August and 8th September 2019.

The announcement of the winning bidder will take place at the Executive Assembly plenary on 8th September 2019, in Abu Dhabi, United Arab Emirates.

❖ *For more information about the voting process, please refer to Annex I.*

The Council aims to ensure that the bidding process is as fair and secure as possible and the World Energy Council is also required to comply with a number of UK laws and regulations. The bid process for the World Energy Week must also be compliant with the UK Bribery Act and bidders must comply with all provisions that have been set out to avoid any real or perceived conflicts of interest, bribery or corruption.

Please pay particular attention to the 'permitted bidding activities' guidance enclosed with this bid pack.

❖ *For more information about permitted and prohibited bidding activities, please refer to Annex II.*

Bid presentations to the Executive Assembly

Bidders will be invited to present to the Executive Assembly plenary on 8th September 2019 their bid for the 2021 World Energy Week. Their presentation may consist of a video, a power-point, an oral presentation or a combination of these but shall not last longer than 10 minutes. All bidders must provide their videos minimum 2 weeks in advance for testing with the audio-visual team at the venue.

Confidentiality

The candidacy of prospective bidders and their discussions with the Secretariat and its representatives is confidential. The Secretariat will not discuss with any third parties, members, or other candidates the proposals or bids of Member Committees.

DETAILED BID INFORMATION AND BID QUESTIONS FOR COMPLETION BY ALL BIDDERS

V. RESPONSIBILITIES AND COMMITMENTS

1. The Council and the Host

- The Host country and the London Secretariat work collaboratively to deliver the World Energy Week (WEW). The Secretariat is responsible for the programme development, including speakers' procurement and management, agenda development and management for internal meetings, administration, also supporting marketing, social media, media and PR, event management, and liaison with protocol. The Host country finances and delivers organisational, logistical and venue arrangements, and ensures the high-level support of the government. There are regular interactions between the Secretariat and the Host to ensure a high-quality event and enable the Host to contribute to the programme development.
- The Host is entitled and encouraged to leverage the brand of the WEW in order to promote the event and sponsorships. With the appropriate structure and support from government, venue, professional conference organisers and sponsors, along with partnership with the Council, a WEW can be a highly profitable event, raising the visibility of the Member Committee, country, and sponsors.
- The Council actively works with Member Committees to develop their sponsorship proposition, cost management, and to ensure value to stakeholders.
- In consultation with the Host and the Council, it is also possible for other organisations to be invited to hold official side or social events alongside the WEW.

2. Government support and liaison

- Host support and liaison with their national government is important to create a high-quality programme and to welcome the Ministerial community in our event.
- It is the Host's responsibility to secure the highest level of government support for the event, ensuring relationships are established with the Ministry of Energy and higher offices such as the President/Prime Minister, protocol offices and the Ministry of Foreign Affairs, to enable them to host the WEW including the World Energy Leaders' Summit, provide high level speakers, and to co-sign invitation letters to Ministers.

***2.a. Do you have the support of your Energy Minister and/or Head of State?
2.b. Please tell us what other governmental support you have for your bid.
2.c. Please include any letters of support from relevant government bodies.***

3. Convention or City bureaux

Convention or city bureaux can be a helpful source of support and advice. It is advisable for Member Committees to carefully review and assess the different cities and venues in their country and to liaise with convention bureaux, as there might be opportunities to negotiate favourable terms and to secure some local support (including promotional support and local exposure).

VI. THE PROGRAMME

- The London-based Secretariat leads on programme development and is overall responsible for its delivery, taking a collaborative approach with the Host country to the development of all sessions. The programme of internal meetings is generally set according to practice and policy of the Council, whilst collaboration and input from the Host on the public programme (Energy Transition Summit incorporating Global and Regional Energy Transition Update) is invited from the Host.
- The programme for private meetings including the World Energy Leaders' Summit and the Future Energy Leaders' Summits are based on Council content and delivered by the Council.
- The Host is responsible for the development and preparation of its own Host Country Energy Day.
- The brand of World Energy Week is owned by the World Energy Council and it is used by permission by the Host to promote the event and secure sponsorship.
- The final schedule is mutually agreed between the Host and the Council.

❖ *For a sample schedule, please refer to Annex III - Sample Schedule, 2018 World Energy Week.*

VII. GENERAL REQUIREMENTS

4. Venue

4.1 Venue selection

The capacity of the venue, quality, location, access, proximity to the hotel and airport is critical for the success of the event. Your venue should not be more than 10-15 minutes' walk for most delegates and staff.

4.1.a. Please confirm the international airport access and connectivity to the main WEW venue in terms of time, cost, major routes and major forms of transport.

4.1.b. How many airlines/cities have direct flights to/ from the closest major airport?

4.1.c. How far is your venue from the proposed hotel locations for staff and delegates?

4.2 Space Requirements

The following venue specifications are intended to ensure that prospective Hosts can select a venue with adequate facilities that guarantee both the most enjoyable experience for all participants and financial viability.

4.2.1 Capacity and room layout

Your prospective venue requires some flexibility of different types and styles of room and set up to accommodate large plenaries, panel sessions, and roundtables. Your venue should accommodate at a minimum:

Description	Function
A. Internal Programme	
1 x meeting room with capacity for 40 pax in "U" shape and 60 observers	Governance meetings / Board meetings
1 x meeting room with capacity for 20 pax in boardroom style and 5 observers	
1 x meeting room with capacity for 60-80 pax in boardroom/ roundtables layout	Regional Meetings (simultaneously)
6 x meeting rooms with capacity for 10-40 pax in boardroom/ roundtables layout	
1 x meeting room with capacity for 150 pax in cabaret style with stage	Secretaries' Strategy Day
1 x meeting room with capacity for 400 pax with stage (200 pax in classroom style and 200 observers' seats in theatre style)	Executive Assembly
B. Private Events	
1 x meeting room with capacity for 100 pax in lounge/ roundtables layout and 30 observers with stage	World Energy Leaders' Summit
1 x meeting room with capacity for 80 pax cabaret style with stage (*1)	FEL Summit

C. Public Programme	
1 x meeting room with capacity for 300 pax in theatre style / roundtables. With stage	Energy Transition Summit
1 x meeting room (to be defined by the Host)	Hosting Country Energy Day
D. Social Events	
1 x room with capacity for 150 pax in welcome reception setup	Welcome Reception
1 x room with capacity for 300 pax in welcome reception setup	Joint WEC & Summit Reception
1 x room with capacity for 100 pax in roundtables (seated dinner)	World Energy Leaders' Summit Dinner
E. Programme Breaks	
Space for Coffee-Breaks/ Coffee-stations	Coffee-breaks
1 x room for buffet lunch for delegates	Lunch
1 x room with capacity for 100 pax in roundtables (seated lunch)	WELS private lunch
F. Others	
1 x room / common area for press and media	Press and media
2 x meeting rooms for bilateral meetings with capacity for 10 pax in boardroom style	Bilateral meetings
1 x large meeting room for WEC Staff with capacity for 40 pax in boardroom islands or "U" shape (*2)	Staff room
3 x rooms for private Executive offices (Chair, Co-Chair and Secretary General) with an office setup and a boardroom setup for 8 pax (*2)	Private Offices
1 x registration area (with sufficient space to handle registration, as well as inquiries and welcome desk)	Registration area
1 x room to be used as Speakers' Ready Room (optional)	Speakers' Ready Room
Rooms for sponsors (optional)	Sponsors

(*1) Room for FEL Summit to be available one day prior to the to the start of the World Energy Week for side meetings.

(*2) Room for staff and private Executive offices to be available and equipped a minimum of 48 hours prior to the start of the World Energy Week registration.

- Bidders should also consider the need for cloakrooms and lounge/common areas.
- Not all rooms/functions are required simultaneously. Please refer to the attached schedule from Milan World Energy Week 2018 for indication of dates and time.
- Precise room configurations will be advised to the Host through regular project meetings and finalised no later than 3 months in advance of the event.

4.2.a. Please confirm the proposed venue capacity and how it meets the above minimum requirements.

4.2.b. We encourage you to supplement this information by providing venue plans, pictures, capacity charts if wished.

5. On-site logistics

Besides the space, the following services are required:

5.1 Audio-visual and Simultaneous Interpretation

- Audio-visual equipment, staging and on-site support for all sessions part of the internal, public and private programmes, including sound equipment - speakers, mixer and microphones (conference, lapel, roving and lectern microphones); projection equipment - projectors, screens, interfaces and laptops; audio-visual technicians.
- Double projection, switcher, monitors and a stage is required for sessions with more than 90 participants.
- Social events might also require audio-visual equipment, which should include, sound and projection equipment, as well as on-site support.
- Audio recording is required for the Executive Assembly plenary.
- Simultaneous interpretation, including Interpreters, booths, equipment and devices is required in English, French, in addition to optional Host language, for the Executive Assembly Plenary, conferences and private events. Dependent on speakers and sessions, further translation may be required.
- Please consider equipment for live streaming.

5.1.a. Please confirm you will meet these AV requirements and the quality standards for this service.

5.2 Information Technology (IT)

- As our events become more and more reliant on connectivity, and participant experience is directly affected by the ability to connect to the internet, secure high-speed WIFI connectivity is required in all event space, being free for all users.
- Bidders should consider capacity and connectivity for live streaming.
- Requirements include laptops for presentations at all meetings (including Officers Council meeting and Finance Committee meeting).
- The Staff Office must be equipped with 2 printers with at least one as a colour printer, high-speed internet access, high-speed photocopiers and paper.

5.2.a. Please confirm you will meet these IT requirements

5.2.b. Please advise if your proposed venue and provider can accommodate live streaming.

5.3 Catering

Adequate food and beverage space and facilities are vital to ensure a smooth and enjoyable experience for participants, particularly in short spaces of time. The Host will need to deliver:

- Complimentary coffee and refreshment breaks.
- Hot lunch during the internal programme (first two days of the event as per attached indicative schedule). May be sponsored.
- The Host may decide whether a hot lunch is chargeable on the two days of public programme (as per attached indicative schedule) but will need to agree with the Council on implementation. May be sponsored.
- Two evening receptions for Council members and WEW's participants approximately 150-300 pax on days 1 and 3. May be sponsored.
- Refreshments in the executive offices, staff office, boardrooms, and bilateral rooms.
- One high-level private lunch and dinner for up to 100 attendees of the World Energy Leaders' Summit (day 3 and 4 as per attached indicative schedule). May be sponsored.
- Water for all speakers in the programme, translators and also for the participants at all sessions.
- Options for special dietary needs (eg vegetarian).

5.3.a. Please confirm you will meet these catering requirements and the quality standards for this service.

6. Social events

- Social events must include the WEW's Welcome Reception, the Joint Council & World Energy Leaders' Reception and the private World Energy Leaders' Summit Dinner.
- These events may be held off-site
- Any entertainment or cultural activity will be seen as an added value to the attendee experience.

6.a. Please confirm you understand the social event requirements

6.b. Please confirm if intend to include entertainment or any cultural activity in your programme.

7. Hospitality and Destination Management

7.1 Destination selection

- The destination plays a major role in attendee experience.

7.1.a. Please outline the key benefits and characteristics of your destination in terms of meetings and events, highlighting the available infrastructures and resources.

7.1.b. Please provide any other information about your proposed Host city that may be relevant, such as tourism, technical tours, local destinations, potential site visits, etc.

7.2 Hotels

- The Host is responsible for ensuring an adequate range and number of rooms available close to the meeting location to accommodate delegates, including block bookings and discount codes.
- The volume of participants including international visitors to the WEW can be significant. Adequate volume and quality of accommodation must be available that can cater for a range of price points. Ideally a minimum number of 150 hotel rooms should be available within 10-15 minutes walking distance across 3, 4 and 5-star facilities.

7.2.a. Please outline the number of 3,4, and 5-star hotel rooms and their respective distance from your venue, and the average price point for these rooms in USD at the time of bid submission.

7.2.b. Please confirm how many hotels are within 10 minutes' walk of the venue?

7.2.c. Please confirm how many hotel rooms are within 10 minutes taxi of the venue?

7.3 Visas

- The Host commits to work with its national government to assist all delegates, regardless of nationality, to obtain visas or other necessary documentation to enter the country without undue hardship and that the Host will provide invitation letters to delegates to help them obtain their visas if required. The Council will provide a sample invitation letter upon request.

7.3.a. How many countries will be able to visit your country without applying for a visa or be eligible for a visa waiver?

7.4 Social Programme and Accompanying persons

7.4.1 Tours, activities and field trips

- Tours, activities and field trips organised by the Host are encouraged but not mandatory. The Host is responsible for preparing the programme for participants and providing information on scheduling, venues and transportation.

7.4.2 Accompanying persons

- Accompanying persons are entitled to attend all public programme and social events at no charge.
- The Host may offer formal tours for accompanying persons for each day of the WEW subject to a minimum number of registrations.

8. Registration and badges

- As the World Energy Week includes internal, private and public programme, gathering different audiences, it is critical to ensure a well-designed and smooth registration process from the registering stage to the on-site check-in and badges.
- The Host must work with the Council to develop the online delegate registration process that is compliant with data protection provisions in force in the Host country and the UK to be delivered no later than 9 months prior to the event.
- The Host is responsible for producing delegate badges according to the specification and access levels provided by the Council. Badges may include the logo of the Host, but no other third party. The Council will provide a standard template.
- The Host commits to update the Council on the registration status through registration reports on a regular basis.
 - ❖ **Please refer to the WEW Agreement for further details about registration and participant management.**

9. Security and Safety

- The Host should ensure security provisions suitable to ensure the safety of all delegates considering the presence of high level participants, and provide an oral or written report on security measures in place at the request of the Council Officers.
- Ensure appropriate arrangements are in place in case of medical emergency of delegates or staff, such as a nearby medical centre or hospital, “on call” doctor, and trained first aid staff.

9.a. Please confirm that you have included security arrangements at the venue in your budget.

9.b. Please outline if there are any current government travel warnings advising against non-essential travel to your country? If so, which countries?

VIII. COMMUNICATION AND DESIGN

10. Branding

World Energy Council's Brand Guidelines

- All events materials, signage, backdrops, badges, event documents, as well as online platforms, will need to comply with the World Energy Council's Brand Guidelines, World Energy Council's Sponsorship Guidelines, and are subject to Council's approval.
- ❖ *If you wish to receive the WEC Brand Guidelines, please e-mail us at wew2021@worldenergy.org*
- ❖ *For further information about Intellectual Property and brand, please refer to the WEW Agreement.*

11. Marketing and Promotion

- The Host and the Council are together responsible for the event promotion to different audiences, and will work together to develop a communications plan.
- The Council will promote the World Energy Week to the Council network including to governments, members, industry, and associations via email, website, media and other channels.
- The Host is expected to promote the event to national media, to national and regional sponsors and to national companies.
- The Host may develop and distribute WEW promotional material at Council's events held in the year prior to the WEW.

12. Media

- In collaboration with the Host, the Council is responsible for overseeing and coordinating media presence and interaction.
- The Council will support the Host by promoting the event on the Council's social media channels in the lead up to and at the event, and also by producing and distributing press releases to its media lists and place op-eds and articles where possible.

13. Website

- By agreement, the Council may provide the infrastructure/ platform to the Host for the purposes of providing information about the World Energy Week. The Host needs to confirm no later than 12 months before the event whether wishes to use the Council's event platform for the WEW website.
- The event website should be published in English no later than 9 months in advance of the event and ensure its inclusion of welcome message, online delegate registration system, providing advice and support to delegates requiring accommodation, visas, destination, travel, sponsor, programme and registration information.

IX. OTHER CONSIDERATIONS

14. Openness and respect

The World Energy Council operates under the Law of Universality. Any Member Committee is entitled to send delegates to any World Energy Week and Executive Assembly wherever it is held.

The Host commits to ensuring that delegates and members can attend its events in a welcoming and non-discriminatory environment, regardless of nationality, political persuasion, gender, sexual orientation, religion or ethnicity.

14. Please describe how you will ensure that this is guaranteed and outline any issues you foresee with being able to meet these values.

15. Sustainability

The Council is united in its mission to achieve sustainable energy for the benefit of all, and encourages the Host and its suppliers to hold sustainable events. The Host should include sustainable energy principles and practices in all levels of event organisation. Eg. Paperless delivery, to provide recycling bins throughout the venue, energy efficiency initiatives, etc.

15. Please outline your thoughts on how you would propose to ensure the energy sustainability of the holding the event.

16. Insurance

The Host must ensure that insurances are in place to cover event cancellation, liability and personal damages or injury to the Host, delegates and organisers.

16. Please confirm you have included the cost of insurance in your budget.

X. ANNEXES

Annex I – Voting process

Site selection voting procedure

- The selection vote is carried out by secret ballot unless there is only one eligible bidder, in which case the Host will be presented by the Officers' Council to the Executive Assembly for confirmation by acclamation.
- Bid submissions presented for voting will be reviewed by the Council Secretariat to ensure they meet the essential criteria to host the World Energy Week.
- In the event of more than one eligible bidder, Member Committees who are in good standing will be permitted to cast their vote using a secure electronic voting platform provided by an encrypted, secure site specialising in online anonymous voting.
- Each eligible Member Committee has one vote only and all votes have the same weight.
- The vote is cast by the nominated voting representative for the Member Committee identified in advance to the Council Secretariat. This is either the Secretary or the Chair, as advised to the Council Secretariat.
- Each Member Committee can only vote once and under no circumstances can a vote be cancelled or withdrawn once placed. The vote is final.
- All votes are anonymous and through a secure link and no-one besides the Council Secretariat will be able to see votes.
- The website will however help the London Secretariat to track whether voters cast their vote and to remind those who have not yet voted to vote. No staff or third parties are able to see how individual voters have been voted.
- Bidders will present their bids to Members at the Executive Assembly, taking place on 8th September 2019 in Abu Dhabi, United Arab Emirates.
- Once voting is complete, the result shall then be announced to Members during the Executive Assembly.

Discrepancies

- In the unlikely event that there is any discrepancy in the voting process, all votes will have to be cancelled and the process will have to be restarted.

Annex II – Permitted and Prohibited Bidding Activities

Permitted Bidding Activities

- Bidders may market their bid to Council Member Committees via email, post, hard copy brochures, visits, personal contacts, telephone or fax.
- Bidders may request from the Council Secretariat the email and/or postal addresses of Member Committee Chairs and Secretaries to use for marketing their bid.
- Bidders may request from Council Secretariat a schedule of meetings and events to be held in 2019, and the contact details for the organisers of these events in order to attend these to promote their bids. Bidders are responsible for working directly with the organisers of these meetings to schedule their attendance at and presentation to the meeting.
- Bidders may have a stand or display table and/or brochures to hand out at Council meetings and events, providing this is agreed ahead of time with the Host of the meeting or event.

Prohibited Bidding Activities

- Under no circumstances may bidders or voters behave in a way that is intended to improperly or unduly influence the bidding or voting process.
- Bidders shall not seek to influence Officers, Council Staff or other organisers to show or not show favour to a particular bid with respect to the World Energy Week and shall not ask Officers or staff to undertake any activity that could be perceived as favouring one bid over another, including but not limited to verbal or written communications with Member Committees by Officers or staff, urging them to vote for a particular bid.
- Bidders shall not directly or indirectly, improperly influence the actions of any party, including Members, Member Committees, Government representatives, Council representative, by threats or actions to interfere with the bid or intended bid of another bidder.
- The offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of any party, including hospitality, gifts, or inducements, is strictly prohibited.
- Things “of value” is any tangible benefit given or received with intent to improperly influence, such as gifts, paid travel and entertainment, free use of venues, “donations” to funds or other organisations, investments or payments.
- Any bidder who, in the opinion of the Officers, violates any of the above restrictions will be automatically disqualified from the bidding process. The decision of the Officers shall be final in this regard.

Annex III – Sample Schedule




2018 World Energy Week

2018 WORLD ENERGY WEEK MILAN

Sunday 7 October	Monday 8 October	Tuesday 9 October	Wednesday 10 October	Thursday 11 October					
	Welcome Coffee 08.00 - 08.30	Welcome Coffee 08.00 - 08.30	Welcome Coffee 08.00 - 08.30	Welcome Coffee 08.00 - 08.30					
	Programme Committee 08.30 -10.30	Secretaries Strategy Day (Opening led by Programme Chair and Regional Vice Chairs) 08.30 - 12.30)	Finance Committee 7.45 - 10.15 (including breakfast)	Energy Trilemma Summit, starting with Global Regional Plenary 9:00-12:45	Parallel workshop	FEL Summit	Parallel workshop	Italian Energy Day 9.30 - 18.00	World Energy Leaders' Summit 09.00-12.45
	Break								
	Studies Committee 11.00 - 13.00	Lunch 12.30 - 13.30	Lunch 12.45 - 14.00	Parallel lunch-debates	Lunch 12.45 - 14.00	WELS Lunch 12.45 - 14.00			
	Lunch 13.00 - 14.00	Secretaries Strategy Day (cont), joined by Officers 13.30- 15.30		Energy Trilemma Summit 14:00-17:30	FEL workshops	Italian Energy Day 9.30 - 18.00	World Energy Leaders' Summit 14.00 - 17.00		
Registration 14:00 - 18:00	Communications & Strategy Committee 14.00 - 16.00	Break		Joint Council & Summit Reception 17.30 - 19.00	World Energy Leaders' Summit Dinner 19.30 - 22.00	Farewell Dinner			
	Regional Meetings x 5 16.15 - 18.45	Executive Assembly 16:00 - 19:00							
	Welcome Reception 18.45 - 20.00								

	Member Committee Secretaries / Chairs / FELS / Board/ Invited Guests
	Open to all World Energy Council Community
	Closed Meetings - by invitation only

	Open to all participants on registration
	Social Events
	Italian Energy Day

	Private session
	Global focus
	National focus

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