

CALL FOR PROPOSALS

TO HOST AND ORGANISE THE 26TH WORLD ENERGY CONGRESS
TO BE HELD IN 2025

This RFP document is for those who are intending to present a proposal

Responses to call for proposals are due by
28 February 2020 at 5.00pm (UTC) to congress2025@worldenergy.org

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INTRODUCTION

The World Energy Council has been at the forefront of the energy debate for nearly a century, guiding thinking and driving action around the world to achieve sustainable energy for all.

The Council's global flagship event is the triennial World Energy Congress, which provides a unique space for the global energy community to convene in a host city and engage in strategic dialogue on critical developments in the energy sector.

Following the success of the 24th World Energy Congress in Abu Dhabi in 2019 and the confirmation of St Petersburg as the host city for the 25th World Energy Congress in 2022, the Council has opened its Request for Proposals to host the 26th World Energy Congress in 2025.

Considering the Council's core values of collaboration, diversity and sustainability, the RFP process is divided into two stages to ensure dialogue, clarity and high-quality bids from different types of energy systems and economies across the world:

- First stage – call for proposals followed by a period of liaison with bidders to adjust and improve their proposals
- Second stage – call for final bids, which are then published to all Member Committees for review and voting.

Bids are welcomed from Member Committees and organisations representing cities and countries, including convention bureaus. Any final bid from a destination must be endorsed by the World Energy Council Member Committee in that country. A proposal from a city where there is no Member Committee in the country will only be acceptable if a Member Committee is established in line with the Council's Articles by the time voting opens **and** that Member Committee endorses the bid.

This evolution in approach reflects the continued growth of the Congress in quality and impact and will diversify the long-term possibilities and sustainability of the Council's flagship event.

Purpose of this document

- Provides background information about the World Energy Congress, highlighting the potential benefits of hosting
- Sets out the key criteria and requirements for hosting the 26th World Energy Congress
- Encourages dialogue and develops our network
- Identifies and supports potential bidders, and gathers Member Committees' inputs for the preparation of the final bid documentation

This RFP is divided into three main sections: (1) About the World Energy Congress, (2) Bidding process and (3) Event requirements.

ABOUT THE WORLD ENERGY COUNCIL

Formed in 1923 and accredited by the United Nations, the Council is the world's leading member-based global energy network. We are independent and non-political, working dynamically across the whole energy sector and engaging energy leaders throughout the world to meet whole energy system challenges.

The true strength of the Council comes from its network of over 3,000 member organisations in around 90 countries, drawn from governments, private and state corporations, academia, NGOs and energy-related stakeholders.

The Council is a global energy transition platform, pulling together intelligent leadership to catalyse and inform the world's energy policy dialogue, create impact and drive practical action.

Read more at www.worldenergy.org/about-us

ABOUT THE WORLD ENERGY CONGRESS

Since the first World Power Conference in 1924, the World Energy Congress has grown exponentially in influence and prestige. It is the only global event to bring together the full spectrum of the energy industry with the authority to achieve impact on the most pressing energy issues of the day.

The 24th World Energy Congress in Abu Dhabi in 2019 convened around 4,000 delegates and 18,000 attendees from 146 countries across Congress week. It featured more than 300 speakers, 70 Ministers, 750 CEOs and government leaders, and 1,200 media representatives, together with 33 sponsors and partners and 257 exhibitors in a 35,000sqm exhibition space.

The Congress supports the Council's mission by providing a highly visible, world-class stage to meet whole energy system challenges head on - from shaping the future of energy policy to activating a successful energy transition around the world.

- ❖ For further detail on audience demographics, statistics, sponsors and markets, please refer to the ***About the World Energy Congress*** document.

Audience

Designed to convene, connect and catalyse the global and regional energy community, the World Energy Congress brings together 4,000+ delegates from across the energy spectrum and adjacent industries. Attendees include ministers and government bodies, C-suite executives from private and state corporations, heads of NGOs and intergovernmental organisations, energy practitioners, experts and academia, start-ups, entrepreneurs, and young energy leaders.

Structure of the World Energy Congress

The Congress is a four-day event comprising multi-track sessions in a range of formats. The thematic programme is developed by the London Secretariat of the World Energy Council, building on insights from the Council's content work.

The Congress includes the public content programme, a tailored private programme for Ministerial and CEO audiences, Future Energy Leaders (FEL) and Start-up Energy Transition (SET-100), and a world-class exhibition. Side events, social and networking events, and bilateral meetings take place throughout Congress week.

The Congress also hosts the Council's annual Executive Assembly and governance meetings immediately prior to the public content programme, which brings together circa 300 international delegates representing the Council's network.

Public content programme	Comprising circa 70 sessions in a range of formats, from high-level plenaries and keynote addresses to multi-track sessions and interactive workshops
Private programme	Includes the World Energy Leaders' Summit (CEO and Ministerial Roundtables), the Future Energy Leaders' Congress and SET-100 programme for start-ups and innovators
Internal programme	Includes the Executive Assembly plenary, governance meetings and (Programme Committee meeting, Studies Committee meeting, Communications & Strategy Committee meeting, Secretaries Strategy meeting, Officers' Council meeting and Finance Committee meeting), as well as regional meetings
Social events	Part of the public programme, includes the opening and closing ceremonies, cocktail receptions and other networking events
Side events	Organised by partners
Exhibition	Large-scale exhibition of sponsors, partners and exhibitors

Rotation

All regions and countries are eligible to apply.

Locations

The World Energy Congress has been held since 1924 and on a triennial basis since 1968. Recent host cities include:

- 24th Congress of the World Energy Council, Abu Dhabi, 2019
- 23rd Congress of the World Energy Council, Istanbul, 2016
- 22nd Congress of the World Energy Council, Daegu, 2013
- 21st Congress of the World Energy Council, Montreal, 2010
- 20th Congress of the World Energy Council, Rome, 2007
- 19th Congress of the World Energy Council, Sydney, 2004
- 18th Congress of the World Energy Council, Buenos Aires 2001
- 17th Congress of the World Energy Council, Houston, 1998
- 16th Congress of the World Energy Council, Tokyo, 1995
- 15th Congress of the World Energy Council, Madrid, 1992

The 25th World Energy Congress will take place in St. Petersburg in 2022.



Dates

The World Energy Congress takes place in October. A late September or a November date may be considered. Religious and national holidays are given due consideration.

There are four Congress days and two days of executive Assembly immediately prior to the Congress.

BIDDING PROCESS

Who can bid?

Bids are welcomed from Member Committees of the World Energy Council and organisations representing a city or country, including convention bureaus. The following principles apply:

- **Countries with an established Member Committee with an interest in bidding:** the Council will connect the Member Committee with the relevant convention bureau for the host city or country, making sure the Member Committee receives all available support
- **Countries with an established Member Committee, where the Member Committee is not interested in bidding:** any bids received from an organisation representing the destination must be accompanied by a formal notification of support by the national Member Committee

If a country has more than one bidding destination / city, the local Member Committee will decide how it wishes to proceed and if it supports any bid.

- **Countries without a Member Committee:** the bidding entity is required to ensure that there is a properly established Member Committee according to the Council Constitution by the time of the opening of the vote, and that the newly established Member Committee supports and endorses its bid.

If you are not a Member Committee, please refer to the Council's [website](#) for the Member Committee contact in your relevant country.

In addition, please note the following:

- Only Member Committees in good standing (no payments owed, including subscriptions) will be eligible to bid
- If the bid does not originate within a Member Committee, please note that the Council will request detailed information about your organisation, including experience, history, organisational structure and mission.

Please note that there are two stages to the bidding process. Bidders are encouraged to submit their proposal during the first stage to allow for review, feedback and refinement before the second and final stage. Whilst this two-stage process ensures the strongest possible final bids, the first stage is not obligatory

The Secretariat will be pleased to offer early guidance to any Member Committee or organisation representing a city or country to clarify the process and requirements.

If you are interested in bidding and need further information, please contact congress2025@worldenergy.org

Timeline

	Action	Timeline
First stage (first proposal)	Call for proposals published	Week commencing 2 December 2019
	Proposals due	28 February 2020 by 5pm (UTC)
	Review and feedback on proposals	2-27 March 2020
Second and final stage (final bid)	Final bid documentation published	Week commencing 30 March 2020
	Bids to host the Congress due	29 May 2020 by 5pm (UTC+1)
	Review of bids and site visits if applicable	1-26 June 2020
	Publication of eligible bids	Week commencing 6 July 2020
	Electronic voting	Week commencing 7 September to 6 October 2020
	Presentation of destination and venue, closing of vote and announcement of the winning bidder at the Executive Assembly during the 2020 World Energy Week in Beirut	6 October 2020

First stage (submission of proposal)

Proposal requirements

- In the second part of this document you will find the bid requirements and specific questions. There is a form enclosed with the RFP pack. Please answer all questions by filling out this form. All questions are compulsory.
- In addition to this form, bidders may also submit other documentation as part of their bid book.

Preparation for the second and final stage (final bid submission)

Bid requirements

- Eligible bids are those that:
 - (1) respond to the questions outlined in the bid request, meeting all essential criteria
 - (2) submit all required documentation within the required timeframe

Required documentation

- (1) **A letter from your country's head of state and / or energy ministry** that confirms that the Congress will be held with the support of the national government, with appropriate

hosting by the minister of energy or head of state through attendance and key speaking roles

- (2) **A letter from the local Member Committee** stating that he endorses the bid
 - (3) **Declaration of agreement** to host the Congress signed (form included in the bid pack)
 - (4) **Copies of your audited accounts** for the past two financial years in English to prove the financial stability of the bidding organisation
 - (5) **Your answers to all questions**, including plans/ renders, pictures and other elements you may consider helpful to support your bid
- The Secretariat will assess bids for their eligibility and will publish these for review by Member Committees. Ineligible bids will not be presented to Member Committees for consideration.

Publication

- Bids will be published online on the Council's website on a restricted access page and may include a promotional video of no more than 2 to 3 minutes.
- The bid page will only be accessible to Member Committees

Voting process

- Voting for the host of the 26th World Energy Congress will be conducted electronically. Every Member Committee in good standing will be permitted to cast its vote using a secure online voting platform.
- Voting will open in the week commencing 7 September 2020 and remain open until 6 October 2020.
- Voting will close during the Executive Assembly in Beirut, Lebanon.

Bid presentations and announcement

- Bidders will be invited to present their bid for the 26th World Energy Congress to the Executive Assembly on 6 October 2020. Presentations may consist of a video, PowerPoint, oral presentation or a combination of these. There is a maximum time allowance of 10 minutes for each presentation. All bidders must provide their videos minimum 2 weeks in advance for testing with the audio-visual team at the venue.
- The announcement of the winning bidder will take place at the end of the Executive Assembly plenary on 6 October 2020 in Beirut, Lebanon.

Confidentiality

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

Permitted and prohibited bidding activities

- The Council aims to ensure that the bidding process is as fair and secure as possible.
 - ❖ Please pay attention to the **Appendix I: Permitted and prohibited bidding activities**.

BID QUESTIONS FOR COMPLETION BY ALL BIDDERS

All questions are compulsory

*For further details, please see the enclosed
World Energy Congress 2025 contract*

BIDDER PROFILE

Bidder information

Bids to host the 26th World Energy Congress must be received from a Member Committee of the World Energy Council, or from an organisation representing a city or country, including convention bureaus.

If you are a Member Committee, please go directly to the next section. If you are an organisation representing a city or country, please answer the question below.

- 1. Please tell us about your organisation's profile, including your structure, mission, history and key dates, as well as your events experience.**

GOVERNMENT SUPPORT AND LIAISON

The host must secure the highest level of political support, ie. from the head of state (President or Prime Minister) and Ministry of Energy, protocol offices and the Ministry of Foreign Affairs, to enable them to meet the requirements for hosting the World Energy Congress.

- 2. What political or governmental support, including from local and national governments and international bodies (if relevant), do you expect to receive or already have in place to support your bid?**

CONVENTION OR CITY BUREAU

If you are a Member Committee, 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 that have the required facilities to host the Congress. This can also be an opportunity to negotiate favourable terms and / or financial support.

- 3. What level of support do you have from your city or convention bureau to host the Congress?**

MAJOR REQUIREMENTS FOR 26TH CONGRESS & EXHIBITION

Venue selection

A high-quality venue that can accommodate the volume, structure and needs of the Congress is critical. The following venue specifications are intended to ensure that prospective hosts can select a venue with the required facilities to meet all criteria, including best in class attendee experience, commercial objectives, financial viability and environmental considerations.

4. Does your proposed venue meet both the capacity requirements outlined below and the quality standards required for an event of this profile and reputation?
5. Please outline previous events of similar size and scope held at your proposed venue.
6. Is the proposed venue accessible for those with disabilities?
7. Are there any plans for construction, building or renovation works at the venue that would impact the delivery of the Congress?
8. Please tell us about any special features or measures in place to help reduce the environmental impact of events in the proposed venue.
9. Does the proposed venue accommodate multiple clients at the same time or is it a dedicated use of venue for an event of this size?

Venue requirements

Congress programme minimum requirements

The Congress programme is a large, multi-track event that requires different types and styles of rooms to accommodate large plenaries, panel sessions, roundtables and other formats. Your prospective venue should be able to provide quality facilities and accommodate **at a minimum**:

Public content programme
<p>PLENARY ROOM</p> <ul style="list-style-type: none"> • 1 x plenary room with capacity for 3,500 pax in theatre-style plus staging <p>MULTI-TRACK SESSIONS</p> <ul style="list-style-type: none"> • 4 x meeting rooms with capacity for 400-500 pax in theatre-style plus staging • 3 x meeting rooms with capacity for 200-400 pax in theatre-style plus staging
Private programme World Energy Leaders' Summit and FEL Congress
<ul style="list-style-type: none"> • 4 x meeting rooms with capacity for 130 pax in roundtable layout plus staging
Catering and social programme
<ul style="list-style-type: none"> • Space for catering functions throughout the event • Space for social programme

Other space requirements

Media centre
<ul style="list-style-type: none"> Approximately 1,000 square metres gross to accommodate 1,000+ registered media in close proximity to the main Congress area
Exhibition space
<ul style="list-style-type: none"> Prospective venues should have 25,000 square metres gross of space exclusively dedicated for the exhibition
Registration area
<ul style="list-style-type: none"> We recommend that your proposed venue will need to have a minimum registration space of 2,000 square metres gross
Additional rooms
<ul style="list-style-type: none"> 8 x rooms for bilateral meetings, Council staff office, executive offices, speaker briefing rooms with capacity for between 12 and 50 pax 1 x VIP lounge 10 x rooms for sponsors and main partners with capacity for between 10 and 50 pax <p>The staff and executive offices will need to be available and equipped 72 hours prior to the Congress.</p>

- ❖ **For details about space requirements for the Executive Assembly please refer to Appendix II: Executive Assembly Requirements**

10. Please outline the proposed venue capacity and how it meets the above minimum requirements.

11. What is the distance (approximate walking times) between the Congress main rooms, exhibition area(s), catering space and registration area?

Exhibition space

High-quality exhibition space(s) and a world-class exhibition are crucial components for achieving commercial objectives. It is recommended that prospective venues should have 25,000 square metres gross of space exclusively dedicated for the exhibition.

12. What is the total exhibition space available at your proposed venue? If it is less than the recommended minimum, please outline how you propose to address the financial impacts of reduced exhibition space.

Food and beverage requirements

High-quality food and beverage are vital to the attendee experience. Your proposed venue will need to be able to accommodate:

- Sufficient space and facilities to deliver a daily hot lunch to an average of 2,500 Congress delegates
- Adequate planning to provide food and beverage to trade visitors, exhibitors and staff
- Sufficient space and facilities to deliver convenient coffee and refreshment breaks between sessions during the programme, often in compressed periods of time
- It is expected that Congress delegates will be granted complimentary access to lunch and official coffee breaks as part of their registration benefits.

13. Does your proposed venue have the required space and quality of food and beverage service?

Registration area requirements

We recommend that your proposed venue has a minimum registration space of 2,000 square metres gross. This is required to provide standard registration services and also accommodate for possible government accreditation process.

14. Does your proposed venue have the required space for the registration area?

15. Do you have the capacity to manage the registration process from start to end, with adequate processes, systems, tools and support?

Press and media centre

Attendance by local and international press and media is a major contributor to the visibility of the Congress. Your proposed venue should have approximately 1,000 square metres gross to accommodate 1,000 registered media in close proximity to the main Congress areas, as well as a specific broadcast space.

16. Can your proposed venue accommodate the media centre in line with the above guidance?

Audio-visual requirements

The provision of professional audio-visual equipment and staging is necessary for a successful Congress and best in class delegate experience. At a high level, the Congress requires:

- Audio-visual equipment and support for all programme sessions and community events
- Audio and video recording for plenaries and audio recording for panel sessions

- Simultaneous interpretation for English and French, in addition to the host language for plenaries, panel sessions and community events. Further translation into UN languages may be required. WIFI solutions are acceptable
- Access to programme session footage and audio feeds for broadcast media via the Congress media centre
- Professional photography across aa programme sessions and community events.

17. How will you meet the AV requirements?

Technology

Secure and high-speed internet and WIFI connectivity is critical for attendees and exhibitors. You will need to demonstrate that the venue has best in class ability to meet the connectivity expectations of the Congress, including sufficient bandwidth according to the event needs and number of attendees, adequate infrastructure according to the facilities and spaces in use, and robust support throughout the event. The capacity to provide a minimum of 1500 Mb/s of bandwidth is required.

18. Please outline the current and expected connectivity capacity of your proposed venue - bandwidth, infrastructure, security and support, and scalability.

Other requirements

Social and networking events

The host is required to sponsor a gala reception on day one of the programme for all Congress delegates, with expected numbers in the 2,000+ region. The format and concept for the gala reception is flexible providing that it is delivered to international standards. The host is overall encouraged to develop a social programme with the support of partners and sponsors.

19. Please tell us about your plans for the gala reception and your proposed social programme.

Executive Assembly

The host commits to organising two days of Executive Assembly and governance meetings prior to the Congress. This can be held in an appropriate alternative venue close to the Congress facility or in the Congress facility itself.

The Executive Assembly commitment includes meetings rooms for approximately 300 people (single or dual track but must accommodate five regional meetings in parallel), AV equipment and support, simultaneous translation for the Executive Assembly, catering, and an evening cocktail reception.

- ❖ *The Executive Assembly detailed requirements are set out in the Appendix II: Executive Assembly Requirements. Please refer to this when answering the following questions.*

20. How will meet the commitments to host the Executive Assembly?

21. Will the Executive Assembly take place within the main venue or offsite? If offsite, please provide further information about the proposed venue.

Security situation and management

The host is required to take all reasonable measures to ensure that there is robust security in place at the Congress. We strongly recommend that, as part of your budget forecast, you consult the relevant authorities for all requirements related to security arrangements above and beyond existing provisions and facilities available at the selected venue(s).

Keeping in mind the high profile of some attendees, it is important to clarify if additional cost implications that may be the result of increased police presence and other exceptional measures will be the financial responsibility of the government or not.

22. Please outline the experience that you, your PCO, proposed venue, and other partners have in managing the security of high-level events such as the Congress.

23. Are there currently any foreign government travel warnings advising against non-essential travel to your country? If so, which countries?

24. We will consider third party advice on the security situation of each bidding country. In addition to this, if you wish to make any statement about the security and management of all attendees, please feel free to do so here.

Insurance cover

Adequate insurance cover is required to be in place throughout the supply chain for all events taking place at the Congress venue(s) during the event period, including insurance against any liability to attendees whilst at these venue(s).

25. Please confirm that you understand that the following minimum insurances will be required: a) adequate disaster and event postponement / cancellation; b) public liability cover for all attendees, staff, exhibitors at the Congress venue eg injury, death.

Destination

Hotels and accommodation

The Congress attracts a substantial number of attendees and an adequate volume and quality of accommodation must be available that can cater for a range of price points. Ideally a minimum number of 1,000 hotel rooms should be available within 10 minutes' walking distance across 3, 4 and 5-star facilities.

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|---|
| 26. Please tell us about the available accommodation in the radius of your proposed venue. |
| 27. Please confirm the number of 3, 4 and 5-star hotel rooms and their respective distance from your chosen venue, and the average price point for these hotel rooms in USD at the time of bid submission. |
| 28. Please specify how many hotel rooms are within 10 minutes' taxi ride of the venue and how many hotel rooms are within 10 minutes' walking distance. |
| 29. What is the distance, time and one-way cost between the proposed Congress venue and main hotels beyond a 10 minutes' taxi ride? |

Venue location

The location of the Congress venue is a key consideration. Ideally it should be easily accessible from a major international airport. Suitable complimentary shuttle transport must be made available (where necessary) for Congress delegates during the event period.

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| 30. Please tell us about the venue location. How close it is to both major airports and hotel hubs and what transport facilities are readily available to ensure a quick transfer? |
| 31. Please tell us about the closest international airports to the proposed Congress venue, their proximity to the venue, and which international airlines serve them. |
| 32. What is the distance, time and one-way cost of primary forms of transport from the main international airport to the proposed Congress venue (eg public transport routes such as train/metro, taxi etc) in USD? |
| 33. Please confirm that suitable complimentary shuttle transport will be made available (where necessary) for Congress delegates during the event period throughout each day, in sufficient quantities and at suitable times that align with the Congress scheduling to enable travel between official hotels, Congress venue, and any official side and social events. |

Destination information

34. Please tell us about the role of energy in the economy of your host city / country.

35. Please tell us about the cultural and tourist highlights of your host city.

Community diversity

To ensure the World Energy Congress reflects the Council's diverse and inclusive global network, there are two dedicated schemes in place: Developing Countries Scheme and Future Energy Leaders' Package.

The Developing Countries Scheme provides dedicated financial support to representatives from developing countries to enable them to participate in the Congress as speakers and delegates, with priority given to those from Member Committee countries. The Future Energy Leaders' Package is specifically designed for the Council's Future Energy Leaders (FEL) community, providing a tailored content programme and funding to support FEL participation.

Please refer to the Congress 2025 contract for more detailed information about the Developing Countries Scheme and Future Energy Leaders' Package.

36. How will you promote a diverse and inclusive audience at the Congress?

Developing country participants

The World Energy Congress is a truly global platform and ensuring a worldwide representation of regions, countries and sectors is integral to its success. To enable the participation of qualifying attendees from developing countries, it is important to provide a degree of financial support. Hosts typically use a mix of registration waivers in conjunction with flight and accommodation support and we welcome your proposals for other initiatives.

37. In addition to providing a minimum of 250 registration waivers for the Developing Countries Scheme, please tell us how you intend to distribute USD250,000 of financial support to developing country participants and manage the process of their registration.

Future Energy Leaders

The Future Energy Leaders Congress is a separate event held as part of the World Energy Congress. Future Energy Leaders (FEL-100) are a key community of the Council network and bring insights, innovation and diversity. FEL participants (100 named individuals) are entitled to free accommodation, meals, subsidised or waived registration, and flight discounts. FEL participation has the potential for sponsorship.

Read more about FELs at www.worldenergy.org/impact-communities/future-energy-leaders

38. Please tell us how you propose to promote FEL attendance, outlining the financial contribution and how it will be distributed.

39. Please provide detailed information on how you plan to deliver the FEL programme requirements.

Openness

The Council is committed to providing a welcoming and non-discriminatory environment at all its events, regardless of attendees' nationality, political persuasion, gender, sexual orientation, religion or ethnicity. The World Energy Congress welcomes all communities.

40. Please describe how you will ensure that the Council's commitment to openness is guaranteed and outline any issues you foresee with being able to meet these values.

41. Please provide detailed information on visa waiver programmes and visa requirements for the Council's Member Committees.

42. Are there any citizens of countries that are unable to visit your country? If so, please advise which ones.

43. What confirmation have you received that your government will facilitate the issuance of visas for delegates and speakers?

Legacy programme

Sustainability and social responsibility

The Council is united in its mission to achieve sustainable energy for the benefit of all and strongly encourages the host and its suppliers to plan for a carbon sensitive and sustainable event. The Council supports the United Nations Sustainable Development Goals that at a Congress level should result in concrete measures and practices.

For further information about the United Nations Sustainable Development Goals, please refer to **Appendix V: United Nations Sustainable Development Goals**.

44. Please provide information on detailed concrete measures you plan to undertake to achieve a carbon sensitive and sustainable Congress as well as clear indicators of impact.

Other projects

The ability of the host country to deliver an ongoing legacy while organising the 26th Congress is an important factor and should be featured in the proposal.

Hosts of similar events have made different types of commitments, including supporting projects such as scholarships, online education tools, energy museums, contribution to charitable causes and so on. In some instances, these projects may have been partly or fully financed as a result of the Congress delivering a financial surplus.

45. Please outline your proposed legacy plans for the 26th World Energy Congress.

Post-event report

Post-event reporting

It is required that the host provides a comprehensive post-event report within two months of the conclusion of the Congress. This must include detailed financial reports, statistics relating to participant demographics, and media.

46. Please confirm that you understand these requirements and outline who will be responsible for delivering financial reports, participant demographics and statistics including feedback, and media and social media reports.

Financial commitments and risk management

Fees

Hosting a Congress requires the payment of royalties to the World Energy Council. We believe that hosting the Congress can be commercially successful and undertaken with minimum financial risks providing a considered structure is in place with professional and collaborative execution with partners.

The host agrees to pay the Council a flat fee of £1,700,000 in instalments as described below.

Payments of the fee must be made by the host in British pounds sterling, based on an invoice from the Council, to an account specified in writing by the Council in immediately available cleared funds according to the following schedule.

The below constitutes the base minimum. If bidders would like to offer other incentives and models for consideration, please do so in your proposal. Any alternative shall be subject to the Council's Board approval.

Payment schedule:

1. £200,000 on or before 1 June 2023
2. £200,000 on or before 1 December 2023
3. £200,000 on or before 1 June 2024
4. £300,000 on or before 1 December 2024
5. £200,000 on or before 1 May 2025
6. £300,000 on or before 1 September 2025
7. £300,000 plus 5% commission on international sponsorship revenue (not including national state-owned companies and other domestic government agencies or institutions) on or before 31 December 2025, or within 90 days after the final day of the Congress, whichever comes sooner.

❖ *You will find indicative sample budgets in the Appendix IV: Sample Budgets. Please also consider Appendix III: Congress Revenue Expectations.*

47. Please provide a draft budget that includes your costs, revenues, and break-even points. You should include revenues for registration, sponsorships and exhibition at a minimum. Costs should include the flat fee, marketing and PR, logistics, venue, PCO, FELs, Developing Countries Scheme, social events, food and beverage, media and communications, staffing, security, and any additional provisions.

Guidelines and supporting information

The Council is happy to provide advice to individual member committees and organisations representing cities and countries, including convention bureaus, in their bid development. We can provide guidance on:

- Agreements and relationships with promoters and sales agents
- Financial data on revenue potential, budget estimate top lines, opportunities to manage cost
- Connections to third parties who can support proposal development and / or funding
- Professional conference organisers
- Developing connections and attracting funding from convention and city bureaus
- Attracting sponsorship and exhibitors

Conclusion

We welcome all proposals and feedback from Member Committees and organisations representing cities and countries, including convention bureaus, throughout the process of identifying a host for the 26th World Energy Congress and look forward to working closely with all potential hosts.

The final contractual requirements will incorporate provisions that are aligned with the above requirements and support solutions that are subject to the final bid.

APPENDIX I: PERMITTED AND PROHIBITED BIDDING ACTIVITIES

Permitted bidding activities

- Bidders may market their bid to Council member committees via direct and indirect means.
- Bidders may request from the London Secretariat the email and/or postal addresses of Member Committee Chairs and Secretaries to use for marketing their bid.
- Bidders may request from the London Secretariat a schedule of upcoming World Energy Council meetings and events (including regional meetings) and the contact details for the organisers of these events in order to attend and 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 World Energy Council meetings and events, providing this is agreed ahead of time with the host of the meeting or event.
- The London Secretariat will work with the organisers of the 2020 World Energy Week to find a time slot for all bidders at the 2020 World Energy Week during which they may, if they wish, host an event to market their bid. Bidders will be notified of the details and timing once all bids have been submitted.

Prohibited bidding activities

- Under no circumstances may bidders behave in a way that is intended to unduly or improperly influence World Energy Council members, governments, officers, staff or the hired professional conference organiser on any of the following:
 - their vote
 - their assistance in influencing the way a Member Committee votes
 - for showing or not showing favour to a particular bid or potential site with respect to the World Energy Congress.
- Bidders may not offer Council members “expenses paid” visits to the proposed Congress site.
- Bidders may not offer meals or accommodation to Council members other than as mentioned in the Congress Agreement.
- Bidders may not offer gifts promoting the proposed Congress site/host country which have a real or perceived monetary value of more than USD15 or which have been solicited, are excessive and/or have been given as an inducement to vote in a particular way.
- Bidders may not request Council members to sign written pledges promising to vote in a particular way.
- So as to avoid any possibility of real or perceived conflict of interest, bidders should not ask World Energy Council officers or staff to undertake any activity whatsoever which could be perceived as favouring one bid over another, including but not limited to verbal or written communications with World Energy Council members by World Energy Council officers or staff, urging them to vote for a particular bid.
- 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.

APPENDIX II: EXECUTIVE ASSEMBLY REQUIREMENTS

The host commits to hosting two days of Executive Assembly and governance meetings prior to the Congress. The organisation includes the financing and the provision of venue and logistics for the Executive Assembly.

Venue requirements

The Executive Assembly venue can be within the Congress facility or an alternative quality venue close to the Congress facility. The Executive Assembly has a number of meetings of various sizes and configurations and the venue must be able to accommodate the below requirements.

Internal Programme Executive Assembly
<p>LARGER ROOM</p> <ul style="list-style-type: none"> • 1x meeting room with capacity for 200 pax in classroom style and 200 observers' seats in theatre style plus staging • 1x meeting room with capacity for 40 pax in "U" shape and 60 observers <p>SECOND LARGER ROOM</p> <ul style="list-style-type: none"> • 1x meeting room with capacity for 150 pax in roundtable/ cabaret style plus staging • 1x meeting room with capacity for 80 pax in roundtable/ cabaret style <p>SMALL MEETING ROOMS</p> <ul style="list-style-type: none"> • 5-6 x meeting rooms with capacity for 10-40 pax in boardroom/ U shape • 5 x smaller meeting rooms for Council office, executive offices and bilateral meetings

The staff room and executive offices must be available and equipped 3 days prior to the Executive Assembly.

Hotel rooms

- At least 100 hotel rooms ranging from 3, 4 and 5 star within 10 minutes' walk of the Executive Assembly facility

Catering requirements

The Executive Assembly venue requires adequate food and beverage space and facilities to accommodate all Executive Assembly participants and staff, as follows:

- Lunch and refreshments for two days for circa 300 pax including water, registration and coffee breaks, and hot lunches in close proximity and convenient to the Executive Assembly sessions
- Welcome reception for circa 300 pax (may be sponsored)
- Refreshments for staff room and executive offices

Technology and audio-visual requirements

- Audio-visual equipment and support for all Standing Committee sessions, roundtable meetings and plenaries
- Audio recording for all Committee sessions and plenaries
- Simultaneous interpretation in English, French and host language for Executive Assembly plenary
- Professional photography across the Executive Assembly sessions
- Quality WIFI that is adequate for the volume of participants and use of technology

APPENDIX III: SAMPLE BUDGETS

Budget items	CASE A	CASE B	CASE C
REVENUE	USD	USD	USD
Registration fees	9,000,000	8,000,000	6,000,000
Sponsorship (Host Sponsors and Government Funding and other industry sponsorship)	12,000,000	9,000,000	5,000,000
Exhibition Sales	13,000,000	8,000,000	6,000,000
TOTAL REVENUE	34,000,000	25,000,000	17,000,000
EXPENSES			
Fixed and variable costs			
Marketing and promotion	3,000,000	2,300,000	1,900,000
Invited Speakers and VIP	1,300,000	900,000	400,000
Venue rental and exhibition costs	5,000,000	3,500,000	2,000,000
Equipment hire and Translation	2,700,000	2,200,000	1,300,000
Service providers and suppliers	1,600,000	1,300,000	1,000,000
Delegate materials	200,000	150,000	100,000
Transport	500,000	300,000	150,000
Catering and social programme	3,500,000	3,000,000	1,500,000
Onsite congress staff costs	400,000	350,000	300,000
Developing Countries Scheme	350,000	300,000	250,000
Future Energy Leaders' Package	180,000	150,000	100,000
PCO	2,500,000	2,200,000	900,000
Legacy / Community Project	300,000	200,000	100,000
Flat Fee to Council	2,200,000	2,200,000	2,200,000
Council Accommodation & Travel	100,000	100,000	100,000
Administration	2,100,000	1,900,000	1,500,000
Reserve / Provision	700,000	700,000	700,000
Additional Expenses	1,000,000	1,000,000	1,000,000
TOTAL EXPENSES	27,630,000	22,750,000	15,500,000
TOTAL EXPENSES	27,630,000	22,750,000	15,500,000
TOTAL REVENUES	34,000,000	25,000,000	17,000,000
PROFIT	6,370,000	2,250,000	1,500,000

These sample budgets are provided purely for illustrative purposes. All bidders should undertake their own research and investigation as to the conditions and support available in their own market.

APPENDIX IV: 2030 UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS



Find out more:

sustainabledevelopment.un.org/?menu=1300

www.youtube.com/watch?v=0XTBYMfZyrM&feature=emb_logo

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