

## **REQUEST FOR BIDS**

TO HOST AND ORGANISE THE 26<sup>TH</sup> WORLD ENERGY CONGRESS  
TO BE HELD IN 2025

*This document is for those who are intending to submit a bid*

Responses to request for bids are due by  
**29 May 2020 by 5pm (UTC+1)** to [congress2025@worldenergy.org](mailto:congress2025@worldenergy.org)

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## INTRODUCTION

The World Energy Council has been at the heart of global, regional and national energy debates for nearly a century, developing new thinking and driving effective action around the world to achieve the benefits of 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 catalyse new cooperations and forge pathways in the energy transition.

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

Considering the Council's core values of collaboration, diversity and sustainability, the RFP process was 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 will be then published to all Member Committees for review and voting.

We are now at the second and final stage of the process.

Bids to host the Congress 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

This request for bids provides background information about the World Energy Congress and outlines the key criteria and requirements for hosting the 26<sup>th</sup> World Energy Congress.

The document is divided into three main sections: (1) About the World Energy Congress, (2) Bidding process, (3) Event requirements and bid questions for completion by all bidders.

## **ABOUT THE WORLD ENERGY COUNCIL**

The World Energy Council was formed in 1923 and has been at the heart of global, regional and national energy debates for nearly a century, developing new thinking and driving effective action around the world to achieve the benefits of sustainable energy for all.

Comprised of over 3,000 member organisations in around 90 countries, drawn from governments, private and state corporations, academia and new and wider system shapers stakeholders, the Council is the world's first and only truly global member-based energy network.

The Council works dynamically across the whole energy sector as 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](http://www.worldenergy.org/about-us)

## **ABOUT THE WORLD ENERGY CONGRESS**

Since the first World Power Conference in 1924, the World Energy Congress has grown in influence and prestige. It reaches across the public, private and civic sectors to bring together the energy+ value chain with the authority to connect, inspire and achieve impact.

The 24<sup>th</sup> 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 officials, 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 programme runs over four days, 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 communities, Future Energy Leaders (FELs) and Start-up Energy Transition finalists (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 two days prior to the public content programme, which brings together circa 300 international delegates representing the Council's network.

<b>Public content programme</b>	Comprising circa 70 sessions in a range of formats, from high-level plenaries and keynote addresses to multi-track sessions and interactive workshops
<b>Private programme</b>	Includes the World Energy Leaders' Summit (CEO and Ministerial Roundtables), the Future Energy Leaders' Congress and SET-100 programme for start-ups and innovators
<b>Internal programme</b>	Includes the Executive Assembly plenary, governance meetings (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
<b>Social events</b>	Part of the public programme, includes the opening and closing ceremonies, cocktail receptions and other networking events
<b>Side events</b>	Organised by partners or sponsors
<b>Exhibition</b>	Large-scale exhibition of sponsors and exhibitors

## Rotation

All regions and countries are eligible to bid subject to bidding criteria.

## Locations

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

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

The 25<sup>th</sup> World Energy Congress will take place in St. Petersburg, Russia, in 2022.



## Duration of the event

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

There are four Congress days and two days of Executive Assembly, and the Congress Opening Ceremony 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, to enable the Member Committee to receive all available support
- **Countries with an established Member Committee, where the Member Committee is not initiating a bid:** any bids received from an organisation representing the destination must be accompanied by a formal notification of support from 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 is not made by a Member Committee, please note that the Council will request detailed information about your organisation, including experience, history, organisational structure and mission.

Bidders are encouraged to note the two stages to the bid process, and to submit their proposal to the first stage to allow for review, feedback and refinement before the second and final stage. Whilst the first stage is not obligatory, the two-stage process is designed to ensure bidders can submit the strongest possible bids and meet the criteria.

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](mailto:congress2025@worldenergy.org).



## Timeline

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

## Bid submission

### Eligibility

- Eligible bids are those that:
  - (1) respond to the questions in the bid request, and whose responses meet all essential criteria**
  - (2) have the below required documentation submitted within the required timeframe.**

#### Required documentation:

- (1) A letter from your country's head of state and / or energy minister** that confirms that the Congress will be held with the support of the national government, with appropriate hosting by the minister of energy and head of state through attendance and key speaking roles
- (2) A letter from the local Member Committee** stating that they endorse 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 for members to view on a restricted page of the Council's website. Bidders are invited to submit a promotional video of no more than 2 to 3 minutes to include on this page.
- The bid page will only be accessible to Member Committees.

## **Voting process**

- Voting 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 on 6 October 2020.

## **Bid presentations and announcement of the winning bidder**

- Bidders will be invited to present their bid for the 26<sup>th</sup> 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.
- Specification of the presentation details will be provided to the bidders no later than two months prior to the Executive Assembly.
- All bidders must provide their presentation materials two weeks prior to the Executive Assembly for testing.
- The announcement of the winning bidder will take place at the end of the Executive Assembly plenary on 6 October 2020.

## **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 INFORMATION**

Bids to host the 26<sup>th</sup> 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 following questions:

- 1. Please tell us about your organisation's profile, including your structure, mission, history and key dates, as well as your events experience.**
- 2. Please confirm that the national Member Committee supports your bid and that you have included a formal letter of support stating their endorsement.**

## **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.

- 3. 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?**
- 4. Please confirm that you have included a letter of support from your country's head of state and / or energy minister that confirms that the Congress will be held with the support of the national government, with appropriate hosting by the minister of energy and head of state through attendance and key speaking roles.**

## **CONVENTION OR CITY BUREAU**

If you are a Member Committee, convention or city bureaus 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.

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

## **DATE**

The World Energy Congress takes place in October. A late September or a November date may be considered. Religious and national holidays must be given due consideration. There are four Congress days and two days of Executive Assembly and the Congress Opening Ceremony immediately prior to the Congress.

- 6. Please tell us your proposed date for the event.**

## MAJOR REQUIREMENTS FOR 26<sup>TH</sup> 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 sustainability considerations.

7. Does your proposed venue meet both the capacity requirements outlined below and the quality standards required for an event of this profile and reputation?
8. Please outline previous events of similar size and scope held at your proposed venue.
9. Is the proposed venue accessible for those with disabilities?
10. Are there any plans for construction, building or renovation works at the venue that would impact the delivery of the Congress?
11. Please tell us about any special features or measures in place to help reduce the environmental impact of events in the proposed venue.
12. 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**:

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

### Catering and social programme

- Space for dedicated delegate catering, including daily lunch, in addition to food outlets for exhibitors and exhibition visitors throughout the event
- Spaces for the social programme

## Other space requirements

### Media centre

- Approximately 1,000 square metres gross to accommodate 1,000+ registered media in close proximity to the main Congress area

### Exhibition space

- Prospective venues should have 25,000 square metres gross of space exclusively dedicated for the exhibition

### Registration area

- We recommend that your proposed venue will need to have a minimum registration space of 2,000 square metres gross

### Additional rooms

- 10 x rooms and lounges (bilateral meeting rooms, VIP rooms, speaker briefing rooms) with capacity between 12 and 50 pax
- 1 x Staff office to accommodate 40 staff members (London office)
- 4 x Executive offices
- 1 x VIP lounge with capacity for 300 pax,
- Multiple sponsor, minister, and side event rooms, allocated on demand and according to the sponsor package, side event schedule, and protocol

The staff and executive offices will need to be available and equipped 72 hours prior to the Congress.

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

**13. Please outline the proposed venue capacity and how it meets the above minimum requirements by specifying which rooms you propose to allocate. Please include floor plans or/ and renders, as well as a capacity chart. You may wish to include pictures.**

**14. 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.

**15. 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.**

**16. Please specify which space you propose to allocate considering the exhibition space requirements. Please include floor plans or/ and renders, as well as a capacity chart. You may wish to include pictures.**

## 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 at a time
- 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.

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

**18. Please specify which rooms you propose to allocate considering the food and beverage space requirements. Please include floor plans or/ and renders, as well as a capacity chart. You may wish to include pictures.**

**19. Please tell us more about the catering supplier, providing the name and background information that demonstrates their experience and that they meet the quality, hygiene and safety standards.**

## 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.

**20. Does your proposed venue have the required space for the registration area? Please specify which rooms you propose to allocate considering the registration space requirements. Please include floor plans or/ and renders, as well as a capacity chart. You may wish to include pictures.**

**21. Do you have the capacity to manage the registration process, including on-site operations and badges, 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, a well-equipped media centre with space for press conferences, as well as a specific broadcast space.

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

**23. Please outline which room(s) you propose to allocate considering the event space requirements. Please include floor plans or/ and renders, as well as a capacity chart. You may wish to include pictures.**

### **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.
- Technical production management, staging design, lighting, audio and multimedia production/ content on-screen
- Audio and video recording for plenaries and audio recording for panel sessions
- Simultaneous interpretation into the official UN languages for all plenary sessions, the Opening and Closing Ceremonies, and the CEO and Ministerial Roundtables. Simultaneous interpretation to English, the Host language, and any language required by speakers for other non-plenary sessions. WIFI solutions are acceptable
- Access to programme session footage and audio feeds for broadcast media via the Congress media centre
- Professional photography across programme sessions and community events.

**24. How will you meet the AV requirements?**

**25. Please tell us more about the company providing the AV service, including the name and background information that demonstrates their expertise and experience.**



## Technology

Event technology like apps, live streaming and integrated systems have become the norm. 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.

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

**27. Please tell us more about how you are integrating technology at the Congress.**

**28. Please tell us more about the company providing these technology services, including the name and background information that demonstrates their expertise and experience.**

## 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.

The Accompanying Persons Programme typically includes a package of activities comprising special tours, visits and activities during the Congress.

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

**30. Please share your plans regarding the Accompanying Persons 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.*

<b>31. How do you intend to meet the commitments to host the Executive Assembly?</b>
<b>32. Will the Executive Assembly take place within the main venue or offsite? If offsite, please provide further information about the proposed venue.</b>
<b>33. Please specify which rooms you are allocating considering the Executive Assembly space requirements, including any floor plans / renders and pictures.</b>

### **Security and safety**

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, health and safety 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 bidders have clarified any additional cost implications that may be the result of increased police and security presence and other exceptional measures will be the financial responsibility of the government or not.

<b>34. Please outline the experience that you, your PCO, proposed venue, and other partners have in managing the security and safety at high-level events such as the Congress.</b>
<b>35. Are there currently any foreign government travel warnings advising against non-essential travel to your country? If so, which countries?</b>
<b>36. Please describe how you have dealt with a major unforeseen disruption to an event of the scale of the Congress (eg Covid-19, terrorist threat, extreme weather event) and what crisis management and security management plans are in place at your venue?</b>
<b>37. 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.</b>

### **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 cancellation and disruption, and cover for public liability as a result of attendance at the Congress.

<b>38. 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).</b>
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## 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.

39.	Please tell us about the available accommodation in the radius of your proposed venue.
40.	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 (average price in 2019).
41.	Please specify how many hotel rooms are within 10-minute taxi ride of the venue and how many hotel rooms are within 10 minutes' walking distance.
42.	What is the distance, time and one-way cost between the proposed Congress venue and main hotels beyond a 10-minute taxi ride?

### Venue location

The location of the Congress venue should be easily accessible from a major international airport. Consideration of whether complimentary shuttle transport must be made available for Congress delegates during the event period is required.

43.	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 and easy transfer?
44.	Please tell us about the closest international airports to the proposed Congress venue, their proximity to the venue, and which international airlines serve them.
45.	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?
46.	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

**47. Please tell us about the role of energy in the economy of your host city / country and why, in particular, it is well suited to host an energy-related event.**

**48. 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.

**49. Do you have ideas on how you would like to help promote a diverse and inclusive world energy community at the Congress beyond the FEL and the Developing Countries Scheme?**

## Developing country scheme

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, especially member committee Chair and Secretaries as well as Ministers, it is important to provide a degree of financial support. The list of countries eligible for the scheme is mutually agreed by the Council and the Host and the total value of the support provided is expected to be valued at a minimum of \$250,000 US through complimentary or heavily discounted accommodation or travel, in addition to a minimum of 250 waived registrations. Hosts typically use a mix of registration waivers in conjunction with flight and accommodation support and we welcome your proposals for other initiatives. The developing country scheme is eligible for sponsorship by agreement with the Council.

**50. In addition to providing a minimum of 250 registration waivers for the Developing Countries Scheme, please tell us how you intend to allocate USD250,000 of financial support to developing country participants.**

## 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. The FEL Congress programme development is led by the FEL Board with the support of the Council Secretariat and the Host. The Congress Host provides funding to support the participation of FELs, usually in the form of heavily subsidised or waived registrations, complimentary or heavily discounted accommodation and flights for all FELs, food and beverages, and all logistics required to support the FEL Congress. The FEL package is eligible for sponsorship by agreement with the Council. Please refer to the Congress contract for details.

Read more about FELs at [www.worldenergy.org/impact-communities/future-energy-leaders](http://www.worldenergy.org/impact-communities/future-energy-leaders)

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

**51. 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.

**52. 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.**

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

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

**55. What confirmation have you received that your government will facilitate the issuance of visas for all delegates and speakers regardless of their citizenship?**

## 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**.

**56. Please provide information on the concrete measures you plan to undertake to achieve a carbon sensitive and sustainable Congress, as well as how your bid will help contribute to meeting the UN SDGs.**

## Other projects

The ability of the host country to deliver an ongoing legacy while organising the 26<sup>th</sup> 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.

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

## Post-event report

### Post-event reporting

The host must provide 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 visibility.

**58. 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.***

To assist you in planning your budget and Congress services, particularly F&B provisions, on a daily basis and drawing on past Congress experience, please be aware that day one and day two attract the strongest delegate numbers. Assume reduced capacity requirements on day three and four, with day four having the lightest delegate numbers.

**59. Please provide your proposed budget that includes your fixed and variable costs, revenues, and break-even points. You should include revenues for registration, sponsorships and exhibition at a minimum, with proposed registration fees and projected delegate numbers and sponsorship levels. Costs should include the Council's licence fee, marketing and PR, logistics and AV, venue, PCO, FEL Package, Developing Countries Scheme, social events, food and beverage, media and communications, staffing, administration, transport, security, and any additional provisions. Please present the budget in USD (United States Dollars)**

## **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 26<sup>th</sup> 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 World Energy Week 2020 to find a time slot for all bidders at World Energy Week 2020 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.

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

*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 to 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
<b>REVENUE</b>	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
<b>TOTAL REVENUE</b>	<b>34,000,000</b>	<b>25,000,000</b>	<b>17,000,000</b>
<b>EXPENSES</b>			
<b>Fixed and variable costs</b>			
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
<b>TOTAL EXPENSES</b>	<b>27,630,000</b>	<b>22,750,000</b>	<b>15,500,000</b>
<b>TOTAL EXPENSES</b>	<b>27,630,000</b>	<b>22,750,000</b>	<b>15,500,000</b>
<b>TOTAL REVENUES</b>	<b>34,000,000</b>	<b>25,000,000</b>	<b>17,000,000</b>
<b>PROFIT</b>	<b>6,370,000</b>	<b>2,250,000</b>	<b>1,500,000</b>

*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 [here](#).

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