

**REQUEST FOR BIDS**  
**TO HOST THE 27<sup>TH</sup> WORLD ENERGY CONGRESS**  
**TO BE HELD IN 2026**

**VERSION 2 (updated on 14 August 2023)**

[This version includes further clarification on the bidding process and commitments. Please see these updates on page 7, 10 and 21, and the new annex II with the permitted and prohibited bidding activities. The updates are highlighted in orange. This version of the RFP replaces the previous one]

*This document is for those who intend to submit a bid*

**Responses to this request for bids are due by  
8 September 2023 by 17.00 (UTC+1) to [CongressBids@worldenergy.org](mailto:CongressBids@worldenergy.org)**

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## PURPOSE OF THIS DOCUMENT

This document provides information for parties interested in hosting the 27<sup>th</sup> World Energy Congress in 2026, setting out the key criteria and bidding requirements.

Bids are welcome from Member Committees of the World Energy Council and organisations representing a city or country, including convention bureaus or other third parties who have the support of a Member Committee. Nothing in this document is intended to create a contractual relationship with any Bidder or can be considered an offer or warranty by the World Energy Council.

## THE WORLD ENERGY COUNCIL

The World Energy Council is the world's oldest independent and impartial community of energy leaders and practitioners. Through our Humanising Energy vision, we involve more people and communities in accelerating clean and inclusive energy transitions in all world regions.

Formed in 1923, the Council convenes diverse interests from across the full energy ecosystem with over 3,000 member organisations and a presence in nearly 100 countries. Our global network draws from governments, private and state corporations, academia and civil society, as well as current and future energy leaders. We effectively collaborate on impact programmes and inform local, regional and global energy agendas in support of our enduring mission: to promote the sustainable use and supply of energy for the benefit of all people.

## ABOUT THE WORLD ENERGY CONGRESS

For 100 years, the World Energy Congress has convened the cooperative power of the world energy community to turn inspiration into action. This prestigious and influential global event, hosted at the highest political level, welcomes leaders from all corners of the world as they come together to enable solutions and deliver impact in an era of energy for people and planet.

Taking place around the world every two years, the Congress convenes a dynamic community of over 5,000 delegates and 18,000 total attendees (including visitors). Drawing on the Council's rich history as the impartial and pragmatic voice of the global energy agenda, it creates the space for collaborative and constructive leadership action that involves the whole energy ecosystem and unites countries, businesses and communities of all shapes and sizes.

As the world's longest established energy event and the most visionary and inclusive world energy leadership convening, only the World Energy Council has the deeply local and globally networked convening capabilities to deliver a world-class, independent and impactful energy gathering on this scale.

### Content and format

Taking place over four days, the 26<sup>th</sup> World Energy Congress features a compelling content programme packed full of impact-focused sessions alongside a world-class exhibition and side events, together with opportunities to connect with peers across meetings, social and networking events.

Built on the collective insights and experience of our unique 100-year-old global network, the programme reflects the critical issues impacting the people at the heart of energy transitions around the world. The immersive and interactive mix of formats is designed to generate new thinking, facilitate conversations and connections, and drive practical solutions and actions.

Being part of the World Energy Congress is to share in an experience that is inclusive, immersive and memorable. By harnessing the collective know-how, strategic thinking and practical experiences of the diverse world energy community, the Congress is the enduring destination for fresh ideas, common sense and new shared visions of better energy for a better future.

The Congress hosts the World Energy Leaders' Dialogue, exclusive high-level roundtables for international CEOs, Ministers, city leaders and special guests, and gathers the Council's Future Energy Leaders and Start Up Energy Transition communities of next generation energy leaders and change makers.

The Congress also hosts the Council's annual Executive Assembly and governance meetings two days prior to the content programme, which brings together Member Committees from across the globe.

### Event delivery

Programme	Duration	Participation	Details
World Energy Council governance meetings	2 days	Member Committees	<ul style="list-style-type: none"> <li>• Standing committee meetings</li> <li>• Officer's Council and Finance Committee Meetings</li> <li>• Regional Meetings</li> <li>• Executive Assembly</li> <li>• Strategic Community Conversation</li> <li>• Future Energy Leaders' meeting</li> </ul>
<b>Content programme</b>	4 days	Delegates	<ul style="list-style-type: none"> <li>• Content sessions in a range of formats designed and delivered by the Council's Global Secretariat</li> </ul>
<b>Private programme</b>	2 days	By invitation	<ul style="list-style-type: none"> <li>• World Energy Leaders' Dialogues</li> </ul>
<b>Social events</b>	Throughout the event	By invitation	<ul style="list-style-type: none"> <li>• Executive Assembly Welcome Reception</li> <li>• Evening Gala</li> <li>• Future Energy Leaders' Dinner</li> </ul>
<b>Side events</b>	Throughout the event	By invitation	<ul style="list-style-type: none"> <li>• Organised by partners or sponsors</li> </ul>
<b>Exhibition</b>	4 days	All attendees	<ul style="list-style-type: none"> <li>• Large-scale exhibition of sponsors and exhibitors</li> </ul>

Under our Humanising Energy vision, the World Energy Council convenes visionary leaders, pioneers, influencers and experts from around the world and delivers immersive, memorable and impactful experiences. Local commitment for all our events is key, alongside legacy, sustainability and impact.

The World Energy Congress is the longest established and most influential global energy event, with a rich content programme. The ambition, design and delivery of the Congress is aligned with the Council's key principles of quality, impact, inclusiveness and sustainability. Technology, innovation and production elements such as video production and scribes are key and play an important part of the event delivery.

## Attendees

With around 5,000 delegates and 18,000 total attendees (including visitors), the World Energy Congress connects the entire energy ecosystem, bringing together all sectors, industries, technologies and geographies.

Ministers, C-suite executives, civil society, experts and academia, entrepreneurs and young energy leaders – the Congress connects and inspires experienced and future energy leaders and practitioners from around the world as together we enable faster, fairer, and more far-reaching energy transitions. It is open to both members and non-members of the Council.

## Event rotation

Any region and country can bid to host the World Energy Congress. The World Energy Congress has been held since 1924 and on a triennial basis since 1968. In 2023, the Congress evolved from a triennial to a biennial cycle, with the 27<sup>th</sup> edition due to take place in 2026.

Host cities include:

- 26<sup>th</sup> World Energy Congress, Rotterdam, 2024
- 25<sup>th</sup> World Energy Congress, St Petersburg, 2022 (cancelled)
- 24<sup>th</sup> World Energy Congress, Abu Dhabi, 2019
- 23<sup>rd</sup> World Energy Congress, Istanbul, 2016
- 22<sup>nd</sup> World Energy Congress, Daegu, 2013
- 21<sup>st</sup> World Energy Congress, Montreal, 2010
- 20<sup>th</sup> World Energy Congress, Rome, 2007
- 19<sup>th</sup> World Energy Congress, Sydney, 2004
- 18<sup>th</sup> World Energy Congress, Buenos Aires 2001
- 17<sup>th</sup> World Energy Congress, Houston, 1998
- 16<sup>th</sup> World Energy Congress, Tokyo, 1995
- 15<sup>th</sup> World Energy Congress, Madrid, 1992

## Event model

The World Energy Congress operates under a centralised operating model involving a partnership between three key stakeholders: the World Energy Council, Commercial Partner (Delivery Partner / PCO) chosen by the Council, and Host (Host country).

## BIDDING PROCESS

### Timeline

Action	Timeline (UTC+1)
Council Secretariat sends a note to Member Committees with the RFP process timeline and minimum requirements to host Congress	Week commencing 6 March 2023
Request for proposals released	Week commencing 29 May 2023
<b>Bids due</b>	<b>Friday, 8 September 2023 by 17.00 (UTC+1)</b>
Global Secretariat reviews bids and conducts site visits (if required)	From Monday, 11 September to Friday, 20 October 2023
Qualifying bids published	Week commencing 23 October 2023
Voting window for Member Committees open	From Monday, 27 November to Monday, 11 December 2023
Announcement of the winning Bidder	Week commencing 11 December 2023

### Who can bid?

Bids are welcome from Member Committees of the World Energy Council and organisations representing a city, country or third party such as a convention bureau. Eligible Bidders can be:

- **Member Committees:** the Council can connect the Member Committee with a relevant convention bureau for the host city or country to enable the Member Committee to understand available support.
- **Third parties (for example city, country, convention bureau) where there is a Member Committee:** bids must be accompanied by a formal letter from the local Member Committee endorsing the bid.
- **Third parties where there is no Member Committee:** Bidders must ensure that there is a properly established Member Committee according to the Council's Constitution no later than 13<sup>th</sup> November 2023. For further information on membership, please visit our website [here](#) or contact our team at [membership@worldenergy.org](mailto:membership@worldenergy.org).

Further:

- Only Member Committees in good standing (no payments owed, including subscriptions) are eligible to bid or support a bid.
- Bidders must submit copies of their audited accounts for the past two financial years in English to prove the financial stability of the bidding organisation.
- Bidders must submit a signed declaration of agreement to host the World Energy Congress.
- Bidders who have presented viable bids will be requested to produce a brief video of no more than 2 minutes preferably in mp4 video format with 1080p resolution for the Website.
- Council's Board has an option to recommend a bidder to the Executive Assembly.
- Please refer to [Annex II](#) for permitted and prohibited bidding activities.

## Eligibility

Eligible bids are those submitted by eligible Bidders with all required documentation, by the deadline, and which respond in full to all questions in this bid document with responses that meet or exceed the essential bid criteria.

**Please see the Appendix ‘Bidders checklist’ included in the RFP pack to ensure you are submitting all required documentation.**

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

We will be pleased to offer early guidance to any Member Committee to clarify the requirements or provide further information. We are running a Q&A session for Member Committees on 21 June from 12.00-13.00 (UTC +1, London time). The meeting details will be sent in due course. If you have any questions, please contact us at [CongressBids@worldenergy.org](mailto:CongressBids@worldenergy.org)

## How your bid will be reviewed

This Request for Proposals asks Bidders to respond in detail to the essential requirements to host the event based on the Council’s experience of designing and delivering multiple World Energy Congresses around the world and our ambition for a groundbreaking, world-class Congress.

Bidders must meet the essential requirements to progress to the voting stage and are strongly encouraged to go beyond the minimum requirements. Strong financial contributions are recommended, but we also encourage Bidders to be creative and suggest other options that will contribute to the long-term sustainability of the Council, its mission and its community.

Bidders should assume that all information included in their response to the RFP will be made available to the membership (published in a password protected format, accessible to member committees only) unless otherwise indicated.

The Council’s Global Secretariat Office will carefully assess the quality of responses and any supporting evidence to each of the questions. Further, Bidders are especially encouraged to improve the value of the Host Fee and Host Budget Contribution in support of the Council’s generation of sustainable funding, enabling it to deliver greater impact around the world in making energy transitions happen.

The quality of each Bidder’s proposal, how they meet the minimum criteria, and their overall offer will be evaluated for recommendation by the Council Board to the membership, who will take the final vote.

## Publication of qualifying bids and voting

Qualifying bids published on the Council’s website will be password protected and only accessible to Member Committees. All Member Committees will be informed via email when the qualifying bids are published and will be provided with the password. Member Committees will have more than a month to review the bids prior to the voting window opening.

Only Member Committees with no arrears (including current year subscription) will have the right to vote. Each Member Committee has one vote and will have two weeks to submit its vote anonymously via the secure and encrypted electronic platform.

## Confidentiality

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

Bidders are free to discuss their proposals as they wish.



## RESPONSIBILITIES AND COMMITMENTS

### Summary of roles and responsibilities

AREA	COUNCIL	BIDDER/HOST	PCO
Financing and budget management	Advisory	Support	Lead
Budget control	Lead	Inform	Support
Securing Host government support		Lead	
Government engagement and protocol	Lead	Support	Support
Programme development and delivery	Lead	Input	Support
Overall project management	Lead	Support	Support
Congress and social events venues	Advisory	Lead	Support
Logistics coordination and delivery	Advisory	Support	Lead
Communications, PR and social media	Lead	Support	Support
Marketing and sales (including sponsorship and exhibition)	Advisory	Support	Lead
Sustained impact	Advisory	Lead	Support
Security and safety	Advisory	Lead	Support

### Roles and responsibilities

The Host, the Professional Conference Organiser (PCO) and the Global Secretariat work collaboratively to design and deliver World Energy Congress. The broad responsibilities are summarised below.

The Council's Global Secretariat Office is responsible for:

- As the rights holder and assignor, delivering the event under the World Energy Council and World Energy Congress brands, bringing the Council's unique convening power, connecting prestige and heritage brand recognition
- Overall project management for the event
- Budget control
- Design, development and delivery of programme schedule, format, thematics and content across the entirety of the World Energy Congress, including the Congress theme
- Securing input from the host during the theme and programme development stages, together with gathering relevant input from across the network
- Acquisition and management of speakers and contributors, including active participation from World Energy Council leadership
- Management of invitations and participants for the World Energy Leaders' Dialogues
- Working with the Host Government to develop the procedure for managing heads of state, ministers and other high-level government officials who may attend the Congress

- Facilitation of commercial efforts by supporting the PCO with commercial leads from the network and past events
- Development of the sponsorship prospectus and materials
- PR and brand management by defining and managing communications, PR and media strategies
- Supporting marketing and communications activities by providing the promotional copy and marketing material, including flyers, graphics, templates and videos
- Development and management of the event website and app in line with Council policies
- Adequate and appropriate arrangements for all insurances, including event cancellation, liability and personal damages or injury for Congress attendees and Council personnel
- Providing support to bring representatives from developing countries to the Congress
- Providing all elements required to deliver Future Energy Leaders' activities and other community elements
- The Council shall ensure visibility and prominence of the Host's highest level representative at the Opening and Closing Ceremony
- Ensuring the Host is given prominence and visibility to welcome guests at the Executive Assembly Welcome Reception and Evening Gala
- Providing the Host with a post event report within two months of the conclusion of the Congress

The Host shall:

- Secure the full support of its national and city government to host the World Energy Congress and the Executive Assembly
- Sign a Memorandum of Understanding with its national government to formalise government engagement and support
- Pay to the Council a minimum Host Fee of GBP 500,000 in cash. The Bidder is strongly encouraged to improve on this minimum and should indicate its best offer in its response to the RFP. The Host Fee shall be paid in two instalments – a) 50% One month from signing the Contract or on/or before 28 February 2024 and b) 50% on/or before 1 September 2024
- In addition, make a minimum contribution to the Congress Operating Budget of GBP 1,000,000. The Bidder is strongly encouraged to improve this contribution and indicate the value of any additional financial contribution to the Congress Operating Budget in its proposal
- The minimum contribution to the Congress Operating Budget is preferred in cash. However, we recognise that Bidders may be able to make meaningful contributions to the Operating Budget via in-kind contributions. Therefore, any in-kind contributions (whether the minimum contribution of GBP 1,000,000 or any additional improvements) may be proposed and should be quantified. A mix of cash and in-kind contributions by the Host may also be acceptable. Any in-kind contributions shall be by agreement with the Council and are subject to third party evaluation.
- Provide details of its proposed contribution to the Congress Operating Budget clearly showing the amount to be paid and schedule of such payments (dates)
- For any cash contributions towards the operating budget, the payments shall not exceed beyond the below schedule:
  - 40% payment: By 31 March 2025
  - 30% payment: By 30 September 2025
  - 30% payment: By 31 January 2026
- The schedule mentioned above is considered the minimum requirement. Our evaluation will consider both the overall value of the contribution and the proposed timing for the payments
- Support the Council in securing suitable venues for the Congress and Executive Assembly, receptions and social events, and guarantees the capacity, quality, location, access, and proximity to hotels and airport

- Procure and organise an Executive Assembly Welcome Reception for up to 500 participants, and an Evening Gala for 800 participants including venue, food and beverage, and entertainment (eg cultural performance) and ensuring the attendance of key dignitaries. Social events are expected to take place off-site.
- Propose and help secure options for the Future Energy Leaders' Dinner.
- Provide, procure and manage adequate security, including personnel and security staff as required for the level of the event, protocol and dignitary management and liaison with local and national authorities at the event and in the city
- Deliver a sustained impact initiative that supports the Council's objective to make energy transitions happen in an inclusive way, and that continues to deliver impact following the conclusion of the World Energy Congress. We recommend Bidders to collaborate with local and national stakeholders, the city and other stakeholders to develop an impactful proposal.
- Provide an appropriate cultural performance for the Opening Ceremony and the Congress Welcome Reception that reflects the culture of the country and highlights the energy transition characteristics of the Host destination, and ensure its highest-level representative is present at the Opening and Closing Ceremony to speak on behalf of the Host
- Work with the Host Government to assist all Delegates, regardless of their nationality, to obtain visas or other necessary documentation to enter the country
- Support and promote the Congress and the Executive Assembly which in form, manner and substance shall meet the standards, quality, and requirements of the World Energy Council and of any international high-level, high-profile, professional conference
- Support the negotiations on Congress sponsorship and engage with and help recruit a range of national sponsors, including national state-owned companies, domestic government agencies, solution and technology providers and institutions
- Invite up to five guests to the World Energy Leaders' Dialogue invitation-only community roundtables (subject to meeting participant criteria)
- Cover the travel and accommodation costs of pre-event site visits if required (including during the bidding stage)
- Nominate a person to act as Future Energy Leaders liaison and who will provide logistical and advisory support on Future Energy Leaders participation at the Congress, working closely with the Global Secretariat Office to provide input for Future Energy Leaders involvement
- Consider supporting the participation of Future Energy Leaders and Developing Countries delegates to the event with financial or in-kind contributions

The Council will appoint a Professional Conference Organiser (PCO) who is expected to be responsible for the following:

- Financial Management of the World Energy Congress and ensuring that adequate financial and human resources are allocated to the preparation, management and successful delivery of the event
- Budget management, cash flow, contracts, reports, and sets up a Congress bank account
- Sales strategy and execution, including delegate, sponsorship and exhibition sales and marketing campaigns
- Marketing and communications strategy and execution
- Management, coordination and delivery of all operations and logistical requirements, including venues, catering, AV, technology and all service providers
- Securing and managing third party suppliers where required across all functional streams – marketing, communications, PR, logistics and operations
- Regular reporting and production of the post event reports

**BID QUESTIONS FOR COMPLETION BY ALL BIDDERS**

*All questions are compulsory*

*For further details, please see the World Energy Congress 2026 contract*

## Bidder information

Bids to host 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.

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|---|
| <p><b>1. Please tell us about your organisation’s profile, including vision and organisational structure, as well as your event experience.</b></p>   |
| <p><b>2. If you are not a Member Committee, please confirm that the Member Committee in your destination supports your bid and that you have included a formal letter of support stating their endorsement. If you don’t have a Member Committee in your country, please confirm that you will establish one and will be operating no later than 13<sup>th</sup> November 2023.</b></p> |

## Event dates

The World Energy Congress takes place in October. A late September or a November date may be considered.

Religious and national holidays are generally avoided as are international or regional events that might compete.

There are four Congress days and two preceding days of Executive Assembly, in addition to build and breakdown days. The Congress may take place Monday to Thursday (preferred) or Tuesday to Friday.

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| <p><b>3. What are your proposed first preference dates for which you have secured your proposed venue?</b></p>   |
| <p><b>4. What are your proposed second preference dates for which you have secured your proposed venue?</b></p>  |
| <p><b>5. Please confirm that your proposed dates do not clash with major religious and cultural holidays, major United Nations and intergovernmental meetings, or competing global/regional energy related events.</b></p> |

## Government support and liaison

The bidder must secure the highest level of political support from the Ministry of Energy (compulsory) and Head of State (strongly recommended). As part of its bid, the Bidder shall provide a signed Memorandum of Understanding (template included in the bid pack) with its government that formalises its support, including:

- Participation of the Head of State and / or Minister of Energy at the Congress, including at the Opening and Closing Ceremonies, World Energy Leaders’ Dialogue: Ministerial, and key speaking roles within the main programme
- Minister to co-sign speaker invitations, and Ministry to support with invitation process
- Support for visa and protocol matters
- Provision of dedicated Ministry resources to visibly support the promotional campaign in the two-year lead-up to the Congress
- Provision of official logo for marketing and invitation purposes

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| 6. Please confirm that you are including in your bid a signed copy of the Memorandum of Understanding with your country's Energy Minister (or higher) clearly confirming their support and acknowledging their commitment. The MoU template is included in the RFP pack. |
| 7. Please provide evidence of any other government support you have received (e.g. at a state or city level).  |

### Destination information

The Bidder, as the World Energy Congress Host, must share the Council's vision to humanise energy and forge new ways forward on inclusive energy transitions. Bidders are encouraged to share the destination's energy transition story and demonstrate energy leadership and their commitment to the Council's vision, mission and global energy community in their bid. Destination qualities may also be of interest to the member community.

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| 8. Please tell us how you are working towards humanising energy in your city / country and how hosting a World Energy Congress will enable your city / country to take energy transitions forward in a faster, fairer and more far-reaching way. |
| 9. Please outline the attributes of your destination from a travel and tourism point of view   |

### Venue selection

The Bidder is responsible for ensuring the availability and quality of the proposed venue as part of its bid. The location of the Congress venue should be easily accessible from a major international airport. The capacity of the venue, quality, location, access, proximity to hotels and airport is crucial to the success of the event.

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| 10. Please confirm how your proposed venue meets the quality, location, access and proximity to the airport requirements.  |
| 11. Please detail the tenancy cost of the proposed venue in GBP as outlined in the below section on 'Venue requirements' to include build and breakdown, and detailing if there are any agreed inclusions to the tenancy such as audiovisual equipment, etc. |
| 12. Please tell us about the experience of your proposed venue in hosting large and high-quality international events such as the World Energy Congress.   |
| 13. Please provide information on the accessibility of the city and the venue. How far is the main airport from the venue? How are most delegates expected to reach the city?  |
| 14. How many airlines/cities have direct flights to/ from the closest major airport?   |

## Venue requirements

Bidders should have a venue with adequate facilities that ensures optimum participant experience and financial viability.

The Congress programme is a large, multi-track event that requires multiple different rooms simultaneously to accommodate different formats. Your prospective venue requires flexibility for different types of rooms and set-ups. Your venue should accommodate **at a minimum**:

*Space requirements per event day. The host must factor in set-up and dismantling days, these are not included below. Includes the Executive Assembly held two days prior to Congress (on Saturday and Sunday).*

PROGRAMME		PRE-CONGRESS		CONGRESS			
		SAT	SUN	MON	TUE	WED	THU
<b>A. Executive Assembly (2 days prior to Congress)</b>							
<b>Standing Committee Meetings</b>	<ul style="list-style-type: none"> <li>1 x meeting room with capacity for 50 participants in U-shape plus observer seats</li> </ul>	X					
<b>Regional Meetings</b>	<ul style="list-style-type: none"> <li>1 x room for 80 pax in round tables</li> <li>1 x room for 30 pax in U-shape</li> <li>1 x room for 30 pax in U-shape</li> <li>1 x room for 25 pax in U-shape</li> <li>1 x room for 20 pax in boardroom or U-shape</li> <li>1 x room for 10 pax in boardroom or U-shape</li> </ul>	X					
<b>Strategy Community Conversation</b>	<ul style="list-style-type: none"> <li>1 x meeting room with capacity for 200 participants in cabaret style plus observer seats</li> </ul>		X				
<b>Officers Council Meeting (including breakfast)</b>	<ul style="list-style-type: none"> <li>1 x room for 22 pax in boardroom style</li> </ul>		X				
<b>Executive Assembly</b>	<ul style="list-style-type: none"> <li>1 x meeting room with capacity for 300-400 participants (200 participants in classroom style and 100-200 in theatre style) plus stage</li> <li>Head table: 20 participants on stage with executive chairs</li> </ul>		X				
<b>B. Content programme</b>							
<b>Main plenary room</b>	<ul style="list-style-type: none"> <li>1 x plenary room with capacity for minimum 3,500-4,000 participants in theatre-style plus stage</li> </ul>			X	X	X	X
<b>Multi-track rooms (simultaneously)</b>	<ul style="list-style-type: none"> <li>1 x room with capacity for 600 participants in fishbowl style with a central stage</li> </ul>			X	X	X	X

PROGRAMME		PRE- CONGRESS		CONGRESS			
		SAT	SUN	MON	TUE	WED	THU
	<ul style="list-style-type: none"> <li>1 x room with capacity for 500 participants in theatre-in-the-round style plus stage</li> <li>1 x meeting room with capacity for 500 participants in theatre-style plus stage</li> <li>4 x meeting rooms with capacity for 300-400 in round tables plus stage</li> </ul>						
<b>C. Invitation-only programme</b>							
<b>Community roundtables</b>	<ul style="list-style-type: none"> <li>4 x Community meeting rooms with capacity for 150 participants in round tables</li> </ul>			(X) tbc	X	X	
<b>Community roundtables</b>	<ul style="list-style-type: none"> <li>Dedicated space for community private lunches (seated lunch)</li> </ul>			(X) tbc	X	X	
<b>D. Social programme</b>							
	<ul style="list-style-type: none"> <li>Executive Assembly Welcome Reception for Member Committees only, around 500 participants</li> </ul>		(X)				
	<ul style="list-style-type: none"> <li>Evening Gala for 800 participants</li> </ul>				(X)		
	<ul style="list-style-type: none"> <li>Future Energy Leaders' Dinner (private dinner): Dinner for around 80 Future Energy Leaders</li> </ul>					(X)	
<b>E. Catering functions</b>							
	<ul style="list-style-type: none"> <li>Dedicated space for lunch and coffee-breaks</li> </ul>	X	X	X	X	X	X
<b>F. Other space requirements</b>							
<b>Exhibition space</b>	<ul style="list-style-type: none"> <li>A minimum of 30,000 square meters of space exclusively dedicated for the exhibition</li> </ul>			X	X	X	X
<b>Registration area</b>	<ul style="list-style-type: none"> <li>A minimum of 2,000 square meters</li> </ul>	X	X	X	X	X	X
<b>Media centre</b>	<ul style="list-style-type: none"> <li>A minimum of 800 square metres to accommodate 500-700 registered media representatives</li> </ul>			X	X	X	X
<b>VIP room</b>	<ul style="list-style-type: none"> <li>Sufficient space to accommodate 300 guests in lounge setup</li> </ul>			X	X	X	X
<b>G. Smaller rooms</b>							



PROGRAMME		PRE- CONGRESS		CONGRESS			
		SAT	SUN	MON	TUE	WED	THU
<b>Support rooms</b>	10 x rooms and lounges (bilateral meeting rooms, VIP rooms, speaker briefing rooms) with capacity between 12 and 50 pax	X	X	X	X	X	X
<b>Staff rooms</b>	1 x large meeting room for the Council Global Secretariat staff with capacity for 40 pax in boardroom islands or "U" shape (*1)	X	X	X	X	X	X
<b>Staff room</b>	Other organiser rooms	X	X	X	X	X	X
<b>Executive Offices</b>	• 3 x rooms for private Executive offices (Chair, Co-Chair and Secretary General) with a lounge setup (sofa set) and one desk (*1)	X	X	X	X	X	X
<b>Other spaces</b>	• Multiple sponsor, minister, and side event rooms, allocated on demand and according to the sponsor package, side event schedule, and protocol			X	X	X	X

(\*1) Room for staff and private Executive offices to be available and equipped a minimum of 72 hours prior to the start of the World Energy Congress registration.

**15. Please confirm the proposed venue capacity and how it meets the above minimum requirements. Please supply venue floorplans, pictures and capacity charts.**

### Audiovisuals and IT

The World Energy Congress is a world-class event with high-level production, from audiovisuals and multimedia to technology, setups and staging.

The Bidder must ensure that the venue has the capacity to provide secure high-speed WIFI connectivity of a minimum of 1500 Mbps for the use of live streaming and other technology such as event apps.

The Bidder must also ensure there is enough space inside the room for simultaneous interpretation booths. Simultaneous interpretation is required into all UN official languages for all plenary sessions and the opening and closing ceremonies that take place in the main plenary room.

**16. Please confirm that your venue meets the above requirements and quality standards for these services.**

**17. Are there any services linked to the venue that cannot be outsourced? Eg. Audiovisuals, IT, food & beverage**

## Accommodation

Hosts must have an adequate range and number of hotel rooms available close to the event venue to accommodate participants at a variety of price points. A minimum number of 1,000 hotel rooms should be available within 15 minutes walking distance across 3, 4 and 5-star facilities. Additional rooms should be available and can be beyond the 15 minutes walking distance.

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

**19. How many hotels and total rooms are within 15 minutes' walk from the venue?**

**20. How many hotels and total rooms are within 15 minutes' public transport from the venue?**

## Social events

Social events that include a local flavour are a key element of the event experience to bring together and welcome the community, to showcase the destination, and an opportunity to network.

The Bidder shall host the following World Energy Congress social events to including venue, food and beverage, and entertainment (eg cultural performance) and ensure the attendance of key dignitaries:

- 1 x Executive Assembly Welcome Reception. Attendees: All Member delegates c500pax.
- 1 x Evening Gala. Attendees: 800 invited guests.

Social events are expected to take place off-site.

Further, the Host is asked to propose and help secure options for the Future Energy Leaders' Dinner.

**21. Please share your proposals for these social events, including venues and cultural elements.**

## Opening and Closing Ceremonies

The Council organises the Opening and Closing Ceremonies of the Congress. The Ceremonies last around 90 minutes each. At the Congress Opening Ceremony, the Host provides an appropriate cultural performance that celebrates the culture of the country and highlights the energy transition characteristics of the Host destination. The Host must also ensure that its highest-level representative shall be present at the Opening and Closing Ceremony to speak on behalf of the Host.

**22. Please confirm that the Host's highest-level representative will be present at the Opening and Closing Ceremonies.**

**23. Please share your proposal for the Opening Ceremony.**

## Security and safety

The Host must implement adequate security provisions to ensure the safety of all attendees, including personnel and security staff as required for the level of the event, protocol, and dignitary management etc. and liaison with local and national authorities at the event and in the city. The Host should also ensure appropriate safety and emergency arrangements, including security, first aid and access to the emergency services. It shall present to the Council's Board a security plan for the overall Congress.

**24. Please confirm you understand the requirements and share your experience in planning and managing security for a high-level event such as the World Energy Congress.**

### **Marketing and promotion in the host country**

The PCO leads on marketing, communications and sales with the support of the Council and the Host. The Council will promote the World Energy Congress to its global network, including Member Committees, government, energy and energy plus industries, and associations via email, the Council website, media, social media and other channels.

The Host supports the Council with promoting the event and securing sponsors and exhibitors from the host country.

**25. Please outline how you plan to support the Council with securing sponsors and exhibitors from the host country.**

**26. Please provide details of support already secured from national industry and government stakeholders to bring the Congress to the city and country.**

**27. Please provide references and event statistics of any major events hosted in the city/destination.**

### **Openness and Equity**

#### **Inclusivity**

The Council operates under the Law of Universality. Any Member Committee is entitled to send participants to any World Energy Congress wherever it is held.

The Bidder commits to ensuring that as Host, all participants can attend its events in a welcoming and non-discriminatory environment, regardless of nationality, political persuasion, gender, sexual orientation, religion or ethnicity. Access to the World Energy Congress venue and social events must also be guaranteed to differently abled delegates.

**28. Please confirm you will be able to ensure everyone is welcome to attend the Executive Assembly and the Congress, with no exception or discrimination.**

#### **Visas**

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

**29. How many countries will be able to visit your country without applying for a visa or be eligible for a visa waiver? Do you have this commitment from your government?**

**30. Please confirm there are no banned nationalities.**

## Diversity

### Developing Countries Scheme

The World Energy Congress is a truly global convening 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 Chairs and Secretaries as well as Ministers, the Council provides the following financial support: Total value of the support valued at a minimum of USD 250,000 through complimentary or heavily discounted accommodation and / or travel, in addition to a minimum of 250 waived registrations. The list of developing countries eligible for the scheme is established by the Council using World Bank data.

The Bidder is invited to contribute to the Developing Countries Scheme in cash or in-kind, and the Council welcomes your proposals for additional initiatives.

**31. Do you plan to contribute to the Developing Countries scheme? If so, please explain how.**

**32. What other initiative(s) are you suggesting ensuring worldwide representation and inclusiveness at the event?**

### Future Energy Leaders' Scheme

Future Energy Leaders are a global impact community of exceptional young professional and an integral part of the Council's 'how to' community, actively contributing to the Council's wide-ranging programme of activities.

The Future Energy Leaders' Scheme is a scheme under which the Council provides funding to support the participation of global Future Energy Leaders, usually in the form of registration waivers or deeply discounted registration fees, complimentary or heavily discounted accommodation and flights for all global Future Energy Leaders, food and beverages, in addition to any logistical requirements for a Future Energy Leaders community gathering.

Bidders are invited to contribute to the Future Energy Leaders' Scheme in cash or in-kind, and the Council welcomes your proposals for other initiatives.

**33. Do you plan to contribute to the Future Energy Leaders' scheme? If so, please explain how.**

**34. Are you proposing any other initiative involving youth?**

### City and country convention bureaus

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

**35. Did you secure any support from your city or convention bureau to host the World Energy Congress? What is the nature and value of this support?**

## Financial commitments

The Congress is the Council’s flagship event. It plays a crucial role in advancing the Council’s mission and vision of enabling faster, fairer and more far-reaching energy transitions and is an important revenue source for the Council. Bidders are encouraged to present their best offers to support sustained funding of the Council, enabling it to make energy transitions happen around the world and to generate lasting impact. Strong financial contributions are recommended, and we also encourage Bidders to be creative and suggest options that contribute to sustaining the Council, its mission and its community.

The Bidder is required to pay the Council a minimum Host Fee of GBP 500,000 and a minimum Contribution towards the Congress Operating Budget of GBP 1,000,000.

Bidders are asked to outline their best offer towards the Host Fee and agree to pay it to the Council in cleared funds as per the below schedule:

- 50% one month from signing this Contract or on or before 28 February 2024 whichever comes sooner; and
- 50% on or before 1 September 2024.

The Bidder shall make a contribution towards the Congress Operating Budget with the minimum value set at GBP 1,000,000. Bidders are encouraged to improve on this minimum contribution and indicate the value of any additional financial contribution in their proposal.

The minimum contribution to the Congress Operating Budget is preferred in cash. However, we recognise that Bidders may be able to make meaningful contributions to the Operating Budget via in-kind contributions. Therefore, any in-kind contributions (whether the minimum contribution of GBP 1,000,000 or any additional improvements) may be proposed and should be quantified. A mix of cash and in-kind contributions by the Host may also be acceptable.

The value of the in-kind contributions will be verified by a third-party, such as the Council’s appointed Event Organiser, and confirmed to be in line with current market conditions. The acceptability of in-kind contributions is not guaranteed.

Bidders are strongly encouraged to offer further incentives for consideration in their proposal.

<b>36. Please confirm your proposed Host Fee (minimum GBP 500,000).</b>
<b>37. Please confirm the value of the Host Budget Contribution to the Congress Operating Budget (minimum GBP 1,000,000).</b>
<b>38. Please specify the value in cash and in-kind services</b>
<b>39. Please provide details of your proposed cash contribution clearly showing the amount to be paid and schedule of such payments (dates). The payments shall not exceed beyond the schedule: 40% by 31<sup>st</sup> March 2025, 30% by 30<sup>th</sup> September 2025 and the final 30% by 31<sup>st</sup> January 2026. The schedule mentioned is considered as the minimum requirement. Our evaluation will consider both the overall value of the contribution and the proposed timing for the payments.</b>
<b>40. Please further outline what services/products you are proposing to provide in-kind and provide proof of that value along with the delivery timelines.</b>
<b>41. Please confirm you have submitted copies of your audited accounts for the past two financial years in English to prove the financial stability of your organisation.</b>

## **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 27<sup>th</sup> World Energy Congress and look forward to working closely with all Bidders.

## ANNEX I – SAMPLE SCHEDULE

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>Morning</b>	Standing Committee Meetings*	Strategic Community Conversation*	Content programme	Content programme	Content programme	Content programme
			Networking break			
<b>Afternoon</b>	Regional Meetings*	Executive Assembly*	Content programme	Content programme	Content programme	Content programme
			Networking lunch			
<b>Evening</b>		Executive Assembly Welcome Reception*	Opening Ceremony & Welcome Address			
			Evening Gala**	Future Energy Leaders' Community Dinner**		
<b>Community Roundtables</b>				World Energy Leaders' Dialogue: CEO Roundtable**	World Energy Leaders' Dialogue: Ministerial Roundtable**	World Energy Leaders' Dialogue: Mayors' Roundtable**
<b>Preliminary schedule, subject to change</b> * Members only **By invitation						

## ANNEX II: PERMITTED AND PROHIBITED BIDDING ACTIVITIES

All bidders must review and adhere to these guidelines to ensure a fair and transparent bidding process that upholds the integrity of the event and the trust of World Energy Council Member Committees and stakeholders.

### Principles

**Transparency:** Bidders are encouraged to provide accurate and comprehensive information about their bids to Member Committees, highlighting the benefits of their bid in an honest and transparent manner.

**Open Communication:** Bidders can engage in open communication with Member Committees and the Global Secretariat to address questions and provide clarifications related to their proposals.

**Networking:** Bidders are allowed to participate in networking sessions or events where they can interact with Member Committees to promote their bids.

### Forbidden Activities

#### Bribery, Corruption & Coercion

- Bidders must not offer, provide, or promise any form of inducement, favour, bribe, kickback, or improper advantages to Member Committees in exchange for their votes. This includes both financial and non-financial inducements.
- Bidders shall not seek to influence the Secretariat staff in the proper execution of their duties. The Secretariat staff have an obligation to diligently, truthfully, and accurately fulfil their responsibilities in evaluating and appraising the feasibility of bids.
- Every entity shall be required to comply with national and international legal requirements pertaining to ethical conduct, including the 2010 United Kingdom Bribery Act and the Convention on Combating Bribery of Foreign Public Officials. These statutes establish enforceable benchmarks for deeming bribery and corruption as criminal activities.
- Bidders are prohibited from exerting undue influence, pressure, or coercion on Member Committees or Council team to secure their votes. Member Committees must have the freedom to make their decisions independently.
- Bidders shall not engage in any action or behaviour intended to induce or influence the voting decisions of Member Committees in a manner that deviates from their inherent judgment and preferences.
- Bidders shall not participate in any actions, communications, or conduct intended to improperly sway or manipulate the Board Members in order to gain favour for their bids.



### **Misrepresentation**

Bidders must refrain from making false or misleading statements about their proposals, their competitors, or the event itself. All information provided should be accurate and verifiable.

### **Personal Gifts and Favors**

Bidders should not provide Member Committees, Secretariat staff or Council Board with personal gifts, favours, or other benefits that could be perceived as an attempt to influence their decisions.

### **Confidential Information Abuse**

Bidders should not misuse or exploit any confidential information obtained from Member Committees for gaining an unfair advantage.

### **Unfair Competitive Practices**

Bidders should compete fairly and ethically, avoiding any tactics that undermine the integrity of the bidding process or harm the reputation of competitors.

### **Exploiting Relationships**

Bidders should not exploit personal or professional relationships with Member Committees or Council team to gain an unfair advantage. All interactions should be based on merit and the quality of the proposal.

### **Roles**

**Bidder:** Member Committee of the World Energy Council or any other organisation representing a city or country, who submits a bid to host the World Energy Congress.

**World Energy Council Global Secretariat:** Responsible for running an independent Request for Proposals' process and for reviewing each bid against set requirements and parameters. Evaluates, outlining the strengths of each bid and by attributing a final score.

**World Energy Council's Board:** Approves viable bids and may make a recommendation to Member Committees based on the evaluation.

**Voter:** Member Committee in good standing who will be permitted to cast its vote using a secure online voting platform. Voters select the Congress host.