

AGREED TERMS

I. INTERPRETATION

The definitions and rules of interpretation in this clause apply in this Agreement.

Accompanying Person: Those persons accompanying delegates to the host country of the World Energy Week, usually spouses or partners.

Council Secretariat: Council staff and contractors, as listed on its organisational chart.

Delegates: Registered participants of World Energy Week, including Council members, content programme participants, World Energy Leaders' Dialogue invitees, speakers, Partners, and observers.

Event Programme: The content and agenda of the event, developed by the Council who is responsible for the design and delivery, with input from the Host as requested.

Event Schedule: The overall schedule of the event, prepared by the Council's Global Secretariat in consultation with the Host, listing dates, times and venues of all sessions during World Energy Week.

Executive Assembly: The general governance meeting of the Council's Member Committees, usually held annually.

Executive Chairs and Senior Advisors: Individuals appointed to lead workstreams or initiatives of the World Energy Council

Exhibition: An optional commercial exhibition which may take place during the event and/or to raise funds to support the event.

Future Energy Leaders' meeting: Meeting of the Council's community of Future Energy Leaders – a network of young professionals from across the globe who represent the entire energy sector. It may also include young energy professionals from the host country. The Host provides the venue and may support the organisation of a site visit, and the Council organises and manages their involvement.

Intellectual Property Rights: Copyright and related rights, moral rights, trademarks, trade names and domain names, database rights, rights in confidential information any other intellectual property rights; specifically with respect to World Energy Week and its component programme, such intellectual property rights to include branding, speeches, audio and video recordings, written, electronic or other presentations, photographs, press releases and any other record in whatever format of the event programme.

Members: The employees or representatives of Member Committees, Member Committee constituent members, Future Energy Leaders, or Partners of the World Energy Council.

Officers Council: The Trustees acting as directors of the Council together with the Secretary General; also designated as the Board of Trustees.

Secretary General: The Chief Executive Officer and Secretary of the Council

Social Events: hosted social events held during World Energy Week, organised, catered and paid for by the Host, to which all attendees are eligible to attend.

Sponsors: Organisations which agree to support the event in return for certain benefits. Such support may be through direct financial contributions or in-kind.

Website: The event website developed for the purposes of providing information about World Energy Week and enabling delegate registration.

World Energy Council: A registered UK charity (charity number 1086559) and a company incorporated in England and Wales with company number 4184478.

World Energy Council Chair: The Chair of the Council, the lead non-executive Director and Trustee of the Council who is elected for a three-year term from nominations submitted by the Member Committees or individual members.

World Energy Council Partners: A constituent member (usually a company) of the World Energy Council that agrees to certain obligations to support the Council's global network of members and receives certain benefit in return.

World Energy Council Member Committee: A body representing the energy interests of a territory, that subscribes to the Council's Articles of Association and has been admitted subsequently in accordance with the Articles of Association by the Council membership.

World Energy Council Vice Chair: Members of the Officers' Council who are elected for a three-year term from nominations submitted to the Executive Assembly

World Energy Leaders' Dialogue: Private, invitation only high-level gatherings organised by the World Energy Council for the global energy leadership community. Participants include Ministers, international CEOs, city leaders and selected guests (subject to meeting the numbers cap and participant criteria).

II. LAW OF UNIVERSALITY, ACCESS AND NON-DISCRIMINATION

- A. The World Energy Council operates under the Law of Universality. Any Member Committee is entitled to send delegates to any World Energy Week wherever it is held.
- B. The Host confirms that it will work with its national government to assist all delegates, regardless of nationality, to obtain visas or other necessary documentation to enter the country without undue hardship and that the Host will provide invitation letters to delegates to help them obtain their visas if required. The Council will provide a sample invitation letter upon request.
- C. The Host will allow all Member Committees attending the 2025 Executive Assembly to display their country nameplates, as recognised by the World Energy Council.
- D. The Host commits to ensuring that delegates and members can attend its events in a welcoming and non-discriminatory environment, regardless of nationality, political persuasion, gender, sexual orientation, religion or ethnicity. It must also guarantee access to sessions and social events to differently abled delegates.

III. ROLES AND RESPONSIBILITIES

- A. The Host and the Council shall provide such services and perform such of the functions listed in Sections IV and V, it being understood that the Council and the Host may, by agreement, alter or add to such services or functions to meet the specific requirements of World Energy Week.

IV. COUNCIL DELIVERABLES

A. General undertaking

The Council undertakes to the Host to perform its duties as outlined in the terms of this clause, to:

B. Programme, speaker management and production

1. Deliver the event under the World Energy Council and World Energy Week brands, bringing the Council's unique convening power, connecting prestige and heritage brand positioning
2. Design, develop and deliver the programme schedule, format and content across World Energy Week (see sample schedule Annex I)
3. Ensure high level positioning and participation of the host country Minister in the programme
4. Collaborate with the Host on development of the relevant regional sessions, including speaker suggestions
5. Identify opportunities to showcase the host destination and region as part of World Energy Week, including its energy transition story and leadership
6. Produce and issue co-signed speaker invitations in consultation with the Host and the Host's Government
7. Select, acquire and manage all speakers and contributors, including active participation from World Energy Council leadership
8. Manage invitations and participants for the World Energy Leaders' Dialogue
9. Lead on the development of programme production elements, such as intro videos, holding slides, templates, graphic facilitation (scribe) and interactive apps/ technology
10. Run the World Energy Council meetings, including the Executive Assembly and other governance meetings
11. Collaborate and consult with the Host on the potential for side events and not unreasonably withhold its approval for side events organised by the Host
12. Retain editorial control over all programme content
13. Produce the post event summary for public distribution as appropriate

C. Logistical input and event oversight

1. Provide overall project management of World Energy Week
2. Provide advice and feedback to the Host on space requirements and venue suitability for World Energy Week and all its components
3. Provide details of the quality standards and logistical requirements for World Energy Week to the Host, and at its direction, to any of the Host's appointed subcontractors, on room requirements, including audio visuals, technology, staging, setup, as well as catering, signage, registration and hosting, accommodation, transport, VIP management, overall event management and production
4. Review and approve all meetings rooms and the room set-ups before they are confirmed with the venue
5. Provide a detailed specification of individual room setup and food and beverage requirements to the Host at least six months ahead of the event.

6. Provide single points of contact from the Council to liaise directly with the Host team and its appointed sub-contractors to ensure the smooth running of the event
7. Ensure adequate staff on-site to support coordination and set-up of the venue and event delivery
8. Organise and coordinate regular event project team meetings with the Host
9. Carry out a minimum of one site visit of the venue to meet with the Host and sub-contractors to discuss logistical requirements

D. Registration and participant management

1. Ensure high-level attendance from the World Energy Council leadership
2. Support with setting up the registration form for the collection and compilation of participants registration data through the Host's online registration portal no later than 9 months in advance of the event
3. Provide the list of badge categories and badge standard design template to the Host or the appointed sub-contractor 6 months in advance of the event
4. Define the entourage admission policy, which shall include the number of entourage (assistants, sherpas, interpreters) to be admitted on a complimentary basis
5. Provide the contact details of Member Committees to the Host to enable sales and marketing efforts and facilitate registration
6. Oversee and control the registration process for the World Energy Leaders' Dialogue, providing regular updates to the Host
7. Allocate 5 guest places at the World Energy Leaders' Dialogue for the Host to extend to their key stakeholders, subject to participant criteria
8. Permit the registration of media to the content programme, with the exception of invitation-only sessions

E. Financial

1. Grant the Host Member Committee a 40% discount on its annual subscription fee for the year of the event
2. Support the sponsorship efforts by making introductions to existing Council Partners to promote possible sponsorship leads and reviewing sponsorship propositions
3. Receive 10% commission on all cash sponsorship revenues agreed by the Host
4. Cover the cost of any meeting rooms, equipment, and catering for private meetings not listed in this agreement
5. Cover the cost of Council Secretariat incidentals including food and beverages consumed off-site, visas, and ground travel
6. Can recruit World Energy Leaders' Dialogue series sponsors, but not local sponsors subject to the sponsorship guidelines and by agreement with the Host to avoid conflicts

F. Intellectual property and brand

1. Design and supply the World Energy Week logo together with any accompanying brand guidelines
2. Assert its intellectual property rights over the brands and terms World Energy Week and World Energy Leaders' Dialogue, but permit the Host to use such brands, terms and event logos in its sponsorship and promotional material, subject to meeting the brand and sponsorship guidelines

3. Assert its intellectual property rights over the programme, content, schedule, and materials produced to promote and summarise the event
4. Own all audio and video recordings of World Energy Week

G. Communication and social media

1. Define and manage communications, PR and social media strategies
2. Develop and manage the event website and app in line with Council policies
3. Provide the promotional copy and marketing material, including flyers, graphics, templates and videos
4. Allow the Host to distribute promotional material at Council events
5. Promote World Energy Week to the Council's network, including governments, members, industry, and associations via email, website, media, newsletters, and other channels

H. Media

1. In collaboration with the Host's appointed person responsible for media, oversee and coordinate media presence and interaction
2. Promote the event on the Council's social media channels in the lead up to and during the event
3. Permit media to attend the content programme (with the exception of invitation-only sessions), and at its discretion, be present during a Ministerial-level speech
4. Support PR and media coverage where possible to promote World Energy Week

V. HOST DELIVERABLES

A. General undertaking

In connection with World Energy Week, the Host undertakes to the Council to perform its duties as outlined in the terms of this clause, to:

B. Governmental support

1. Secure the highest level of government support for the event, ensuring relationships are established with the Ministry of Energy and higher offices such as the President/Prime Minister, protocol offices and the Ministry of Foreign Affairs, and that a contact person from the Ministry is regularly involved in discussions in the lead up to the event.
2. Secure participation of the Minister of Energy at World Energy Week, including at the World Energy Leaders' Dialogue
3. Secure a copy of and permission to use the Minister's signature and official Ministry logo to promote the event and issue ministerial, speaker and VIP invitations at least 6 months before the event
4. Secure assistance for the obtaining of visas for participants
5. Ensure that the Host's government appoints, at least nine months ahead of World Energy Week, a main contact in the government to liaise with the Council on ministerial invitations and protocol matters such as visas, transport and airport arrivals

C. Invitations and programme

1. Lead the invitation process for Ministers through liaison with protocol and diplomatic channels with the Host's Government
2. Lead and manage the delegate sales campaign
3. Provide feedback and input to the Council as requested as part of the content programme development on topics of regional relevance and potential speakers
4. May, by agreement with the Council, organise side events, ensuring that the Council approves the organisation and host / sponsor of any side events and is regularly informed of the intended programme, speaker proposals and confirmations

D. Financial

1. Ensure that adequate financial and human resources are allocated to the preparation, management and delivery of the event
2. Cover the cost of all logistics and delivery as outline below in section E to section P.
3. Cover the cost of event digital platforms such as the event website, app and registration platform
4. Cover programme production costs such as video production, design services, graphic facilitation (scribe) or any engagement/interactive apps
5. Cover the accommodation and transportation as per clause 'F. Accommodation' and 'K. Transport' for Council Secretariat and Executive Chairs.
6. Contract directly with suppliers to deliver the services and materials required for World Energy Week
7. Generate revenue to offset the costs of hosting World Energy Week, including through sponsorship and registration fees (with appropriate discounts for Council Members) by agreement with the Council
8. Submit to the Council the proposed registration fees, if applicable, for mutual agreement no later than 9 months prior to the event
9. Provide registration fee waivers to speakers, Ministers and any other special guests by mutual agreement
10. Submit the final financial reconciliation of all income and expenditure for the event to the Council no later than 45 days after the event
11. Pay any outstanding payments to the Council within 30 days of the event

E. Venue and logistics

1. Procure and hire the main event venue and social events venues that meet the duration, specification and standards required, in consultation with the Council as per the preliminary schedule at Annex I
2. Secure sufficient rooms and ensure the duration and minimum space requirements as outlined in Annex II – Space requirements
3. Ensure the staff room and private Executive offices are available and equipped a minimum of 48 hours prior to the start of the World Energy Week registration
4. Procure, coordinate and organise all logistics for World Energy Week, including audio-visuals, IT, app and technology, catering, security, staging, branding, signage, decor, design and printing services, registration and delegate management, registration equipment and materials such as badges and lanyards, exhibition management, building and materials (if applicable), social events including catering

and entertainment, as well as on-site support staff, transportation, unless otherwise agreed with the Council

5. Ensure adequate insurances are in place to cover event cancellation, liability and personal damages or injury to the Host, organisers and all attendees
6. Implement adequate security provisions to ensure the safety of all attendees with additional consideration to the presence of government-level participants, and provide an event security plan at the request of the Council Officers.
7. Ensure appropriate safety and emergency arrangements, including a nearby medical centre or hospital, on call doctor, and trained first aid staff
8. Work with the Council to develop the online delegate registration process that is compliant with data protection provisions in force in the Host's country and in the UK, to be delivered no later than 9 months prior to the event
9. Provide a delegate registration report to the Council at agreed regular intervals, and by enabling Council staff to access directly the database of registrations
10. Produce the delegate badges according to the specification and access levels provided by the Council. Badges may include the logo of the Council and the Host, but no other third party
11. Provide adequate on-site staff to manage delegate registration, transport, protocol, set-up and directing delegates
12. Provide adequate venue signage throughout the venue and outside meeting areas to enable delegates to be easily directed
13. Provide dedicated information and a named point of contact to support participants in relation to venue, transport and hotel arrangements
14. Produce the nameplates, including name and country, for the Executive Assembly to the specification provided
15. Support the customs clearance and storage of any materials sent from the Council's London office to the world energy week venue

F. Accommodation

1. Ensure an adequate range and number of hotel rooms are available to accommodate delegates, organising room blocks and discount codes
2. Provide the rooming list outlining the number of reserved hotel rooms on a regular basis
3. Book and pay directly for two hotel suites for the Council Chair and Secretary General and respective accompanying persons for up to twelve room nights
4. Book and pay directly for standard hotel rooms for up to 250 room nights for the Council's Secretariat and Executive Chairs. The precise number of hotel room nights if less than 250 will be confirmed to the Host no later than 3 months prior to the event
5. Ensure that Council leadership and Secretariat accommodation is in the closest business quality hotel to the venue available

G. Food and beverage

1. Provide complimentary welcome, morning, and afternoon coffee breaks for all delegates for each day throughout the event
2. Provide complimentary hot lunch for all delegates throughout the event
3. The Host may charge side event organisers for catering during the side events

4. Ensure adequate facilities available for hot lunch to be served in short periods of time for all delegates across all days
5. Provide complimentary seated formal lunch for the World Energy Leaders' Dialogue
6. Provide complimentary water for speakers, delegates and translators in all meeting rooms. The use of single use plastic bottles is not permitted.
7. Provide complimentary food and beverages at social events as per the schedule, including alcohol subject to national restrictions
8. Provide options for special dietary needs
9. Provide complimentary tea, coffee, water, biscuits and fruit in the executive offices, staff office, and bilateral meeting rooms. Provisions should be made for 50% of the Secretariat lunches to be taken in the staff room.

H. Audio-visuals, IT and photographer

1. Provide required audio-visual equipment and on-site support for all parts of World Energy Week, including but not limited to, sound equipment: speakers, mixer and microphones (lapel, roving, conference and lectern microphones); Projection equipment: projectors, screens, interfaces and laptops; Speaker comfort monitors on stage; Lighting; Dedicated audio-visual technicians for each room. Precise specification will be provided to the Host no later than 3 months prior to the event
2. Ensure secure, free high-speed internet and Wi-Fi connectivity for all delegates throughout the venue including the registration area, with sufficient capacity for the use of live streaming and other technology such as the event app.
3. Provide dual projection, switcher and a stage for sessions with more than 100 participants
4. Provide audio and video conferencing equipment, including platform and on-site support to connect attendees joining the Executive Assembly plenary and the Officers Council meeting online (camera, microphone, and audio both ways)
5. Make arrangement for video recording equipment, including cameras, tripods and camera operators for a number of content sessions
6. Provide audio-recordings of the Executive Assembly plenary to the Council within 7 days of conclusion of the event. The video recordings of content sessions may also be requested
7. Make arrangements for simultaneous interpretation in English and French at the Executive Assembly
8. Provide audio-visual equipment, stage/ platform and on-site AV support for social events
9. Hire a professional photographer to cover the full event, including Council meetings and social programme, who will work with the Council media team to make photos available in real time and the full collection provided to the Council within 48 hours of the event
10. Acknowledge that all recordings made are the property of the Council, and must not be made public without the prior agreement of the Council
11. Provide one high-speed printer/photocopier and paper for the staff office

I. Staging, branding and signage

1. Produce and make arrangements for staging, backdrops and decor for Council meetings of more than 100 participants, for all content programme and invitation-only programme
2. Produce signage and event branding at the venue and off-site locations. Digital signage is preferred.

J. Social events and accompanying persons programme

1. Deliver a social programme which includes a social event designed specifically for the Future Energy Leaders' community, one evening reception for all attendees, one evening social event to be determined by the Host, and one informal social event on the last day of World Energy Week designed to celebrate the Council community. Social events are expected to take place off-site.
2. Permit accompanying persons to attend social events that are not by invitation-only, the exhibition (if applicable), and selected content sessions by agreement with the Council. May offer an accompanying person's programme and pre- or post-event tours subject to a minimum number of registrations.

K. Transport

1. Cover return airfares for the Chair and Secretary General in business class if they are based 5 hours or more flying time from the World Energy Week location, and in economy class if flights are under 5 hours. Business class train travel may be acceptable alternatives dependent on the location of World Energy Week.
2. Cover up to 34 round trip airfares for Council Secretariat consistent with the Council's Staff Travel Policy, where staff based less than 5 hours flying time from the World Energy Week location shall travel economy class, and those based more than 5 hours flying time from the World Energy Week location shall travel business class.
3. Agree no later than 6 months prior to the event whether the airfares are to be booked by the Host or by the Council and invoiced to the Host, to be paid by the Host within 30 days
4. Make provision for private cars to be arranged for the Council's Secretary General and Chair when needed
5. Provide a shuttle bus service or other form of transport for delegates if hotels are not within a reasonable walking distance of the venue and for the World Energy Week social events
6. Provide Ministers with VIP treatment on airport arrival consistent with protocol

L. Sponsorship

1. Pay a 10% commission to the Council on all accrued sponsorship revenue
2. Provide the proposed benefits and sponsorship package details consistent with the Council's sponsorship guidelines, for review and approval by the Council's Chief Operating Officer before sponsorship packages are promoted
3. Suggest C-level speakers of sponsors for consideration to the Council, but may not offer guaranteed speaking slots to sponsors in Council-led programmes
4. Exclude sponsor branding in the content rooms
5. Provide regular updates to the Council on sponsorship sales

M. Media

1. Collaborate with the Council's nominated PR and Media contact to develop the communications and media plan for World Energy Week
2. Assist with identifying, inviting and connecting with national media

N. Marketing and PR

1. Lead on commercial strategy, including delegate and sponsorship sales campaigns
2. Provide support on marketing, communications and social media strategy
3. Secure and manage third party suppliers where required across all functional streams – marketing, communications, PR and promotion
4. Provide content for World Energy Week website no later than 9 months in advance of the event, which includes but is not limited to: information about the destination, travel, accommodation, visas and accompanying persons programme, the link to the online registration system, a welcome message and sponsor details

O. Intellectual Property

1. Comply with Council and World Energy Week brand guidelines in developing any materials relating to World Energy Week
2. Shall be entitled to use the World Energy Week logo on promotional materials
3. Shall permit the Council to use the Host's logo for co-branding, compliant with any associated brand guidelines
4. Shall not permit third parties to use the World Energy Week or Council name and logo or claim affiliation without specific written agreement of the Council
5. Acknowledge that World Energy Week, and its component events and content, are the intellectual property and brands of the World Energy Council
6. Agree that all speeches, presentations, photographs, recordings or other outcomes of the event (the "Works"), whatever the format, are and shall remain the property of the Council and the Host shall not use, sell or license the Works in any way without the prior specific written permission of the Council

P. Exhibition

1. May organise a commercial exhibition and accrue any associated revenue generated.

VI. NO NATIONAL FLAGS OTHER THAN HOST COUNTRY

- A. Only the national flag of the Host's country may be displayed at World Energy Week. No other state, national, provincial, or territorial flags or emblems may be displayed inside any buildings associated with the event.

VI. INDEMNIFICATION AND FORCE MAJEURE

- A. The Host and the Council mutually agree that, at all times in performing this agreement:
 - a. They shall act as principal (i.e., the responsible organisation) with the understanding that sub-contracted service providers may be contracted by the Host for the purposes of managing World Energy Week;
 - b. They shall not pledge the credit of any other party; and

- c. They shall act in a lawful manner.
- B. The Host shall indemnify, hold and save harmless and defend at its own expense, the Council, its officers, agents, servants and employees against all suits, claims, demands and liability of any nature or kind, arising from the Host's performance of this agreement or arising from any act or omission of the Host or its employees or subcontractors in connection with the performance of this agreement
- C. The Council shall indemnify, hold and save harmless and defend at its own expense, the Host, its officers, agents, servants and employees against all suits, claims, demands and liability of any nature or kind, arising from the Council's performance of this Agreement or arising from any act or omission of the Council or its employees or subcontractors in connection with the performance of this Agreement
- D. Both parties hereby expressly agree that in the case of any Force Majeure events that prevent, in whole or in part, the holding of World Energy Week the Host shall have no responsibility towards the Council with respect to said non-performance of World Energy Week. Force Majeure includes, without limitation, acts of God including but not limited to fire, flood, earthquake or other natural disaster; health treats or pandemics; tumults, riots or acts of violence, including those arising out of public demonstration or civil disturbance, any order issued by any public authority or any municipal order which would require the postponement or cancellation of the event. Force Majeure does not include changes in political circumstances or the impact of economic downturn.
- E. Any decision to postpone, cancel or reschedule World Energy Week shall be mutually agreed between the Council and the Host, using the Event Rescheduling and Cancellation Policy of the Council
- F. Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute a party the agent of another party, nor authorise a party to make or enter into any commitments for or on behalf of another party

VII. ENTIRE AGREEMENT

- A. This agreement constitutes the entire agreement between the parties and supersedes and replaces all prior discussions and negotiations between the Council and the Host.
- B. If individual provisions of this Agreement are or become invalid, the validity of the remaining provisions shall not be affected. In this case, the parties shall replace the invalid provision with a valid provision which comes closest to the intended economic purpose of the invalid provision and is permitted by law. The same shall apply to any gaps in the Agreement.

VIII. GOVERNING LAW AND DISPUTE SETTLEMENT

- A. This Agreement is governed by the substantive law of England and Wales.
- B. Any dispute arising under the Agreement shall first be attempted to be resolved through amicable dispute resolution, and if unsuccessful, under the ICC Rules of Arbitration.
- C. The seat of arbitration for any disputes stemming from or related to the performance of this Agreement is London, United Kingdom.

Executed as a deed by the World Energy Council acting by

Signed on behalf of World Energy Council on _____ September 2023 by:

Angela Wilkinson, Secretary General

Executed as a deed by the Host acting by

Signed on behalf of the Host on _____ September 2023 by:

[add name of signatory]

ANNEX I - SAMPLE SCHEDULE

Day 1	
7.30	
8.00	
8.30	
9.00	
9.30	
10.00	
10.30	
11.00	
11.30	
12.00	
12.30	
13.00	
13.30	
14.00	
14.30	Regional Meetings 14.00 - 16.00 Africa Meeting Asia Meeting Europe Meeting Latin America and the Caribbean Meeting Middle East and Gulf States Meeting North America Meeting
15.00	
15.30	
16.00	Coffee-break 16.00 - 16.30
16.30	
17.00	Future Energy Leaders' Meeting 16.30 - 18.00
17.30	
18.00	
18.30	
19.00	
19.30	
20.00	
20.30	
21.00	

Day 2	
7.30	
8.00	Officers Council Meeting including breakfast (private meeting) 07:30 - 09:30
8.30	
9.00	
9.30	Welcome coffee 09:30 - 10:00
10.00	
10.30	
11.00	Strategic Community Conversation (including Coffee-break) 10:00 - 13:00
11.30	
12.00	
12.30	
13.00	
13.30	Lunch 13:00 - 14:30
14.00	
14.30	
15.00	
15.30	Executive Assembly (including Coffee-station or Coffee-break) 14:30 - 17:30
16.00	
16.30	
17.00	
17.30	<i>Travel time</i>
18.00	
18.30	Reception 18:00 - 20:00
19.00	
19.30	
20.00	<i>Travel time</i>
20.30	
21.00	Future Energy Leaders' dinner (private dinner) 20:15-21:30

Day 3	
7.30	
8.00	
8.30	
9.00	
9.30	
10.00	Content programme (including Coffee-break) 09:00 - 12:30
10.30	
11.00	
11.30	
12.00	
12.30	
13.00	Lunch 12:30 - 14:00
13.30	
13.30	World Energy Leaders' Dialogue (including Coffee-break and lunch) 11:00 - 16:00
14.00	
14.30	Content programme (including Coffee-break) 14:00 - 17:30
15.00	
15.30	
16.00	
16.30	
17.00	
17.30	
18.00	
18.30	<i>Travel time</i>
19.00	
19.30	Host social event 19:00 - 21:00
20.00	
20.30	
21.00	<i>Travel time</i>

Day 4	
7.30	
8.00	
8.30	
9.00	
9.30	
10.00	Content programme (including Coffee-break) 09:00 - 12:30
10.30	
11.00	
11.30	
12.00	
12.30	
13.00	Lunch 12:30 - 14:00
13.30	
13.30	
14.00	
14.30	Content programme (including Coffee-break) 14:00 - 17:30
15.00	
15.30	
16.00	
16.30	
17.00	
17.30	
18.00	
18.30	<i>Travel time</i>
19.00	
19.30	World Energy Social 19:00 - 21:30
20.00	
20.30	
21.00	<i>Travel time</i>

ANNEX II – SPACE REQUIREMENTS

Programme	Description
A. World Energy Council meetings (1.5 days)	
Regional Meetings and Future Energy Leaders' Meeting	1 x room for 60-80 pax in round tables
	1 x room for 30 pax in boardroom or U-shape
	1 x room for 30 pax in boardroom or U-shape
	1 x room for 25 pax in boardroom or U-shape
	1 x room for 20 pax in boardroom or U-shape
	1 x room for 10 pax in boardroom or U-shape
Officers Council Meeting (including breakfast)	1 x room for 22 pax in boardroom style
Strategic Community Conversation	1 x room with capacity for 150-180 pax in round tables with stage
Executive Assembly	1 x room with capacity for 180 pax in classroom style and 80 observer seats at the back in theatre-style with stage Head table: 20 participants on stage with executive chairs
B. Content programme (2 days)	
Content sessions (global and regional)	1 x room with capacity for 500 pax in theatre-style with stage 2 x break-out rooms with capacity for 250 pax in round tables with stage
C. Invitation-only programme	
World Energy Leaders' Dialogue	1 x room for 60-80 pax in round tables with stage » for sessions 1 x room for 60-80 pax in round tables » for private lunch
D. Social programme	
Reception	Reception for all attendees
Future Energy Leaders' private event	Dinner for around 80 Future Energy Leaders
Host social event	Social event. Host to determine the type of event (reception/dinner/other)
World Energy Social	Social event: Community celebration
E. Common areas	
Registration area	1 x registration area (with sufficient space to handle registration, as well as inquiries and welcome desk)
Coffee-breaks	Space for Coffee-breaks/ Coffee-stations throughout the event

Delegate lunch	1 x room/suffice space to serve lunch to all delegates (can be buffet)
F. Exhibition and sponsors	
Exhibition space	The Host may organise an exhibition alongside the event programme
Sponsors	Rooms for sponsors (recommended)
G. Support rooms	
Speakers' briefing room	1 x room to be used as Speakers' Briefing Room
H. Staff offices	
Staff room	1 x large meeting room for the Council Global Secretariat staff with capacity for 40 pax in boardroom islands or "U" shape (*2)
Private offices	3 x rooms for private Executive offices (Chair, Co-Chair and Secretary General) with a lounge setup (sofa set)
Bilateral meetings rooms	2 x meeting rooms for bilateral meetings with capacity for 8 pax in boardroom style 1 x meeting room for bilateral meetings with capacity for 10 pax in lounge style (VIP room)

(*1) Does not include set-up nor dismantling dates, only event days. The Host must factor in set-up and dismantling days.