

## About the World Energy Congress

For 100 years, the World Energy Council's World Energy Congress has convened the cooperative power of the world energy community to turn inspiration into action. Drawing on our unique positioning as the impartial and pragmatic voice of the global energy agenda, this prestigious and high impact flagship event welcomes leaders from all corners of the world as they come together to shape the future of energy.

Bringing together around 7,000 delegates and 18,000 total attendees, including up to 70 Ministers and 250 C-suite speakers over four days, the Congress features a compelling content programme packed full of impact-focused sessions alongside a world-class exhibition, side events and opportunities to connect with peers in meetings, social and networking events.

## Hosting the 27<sup>th</sup> World Energy Congress

The host of the World Energy Congress shares the Council's vision to humanise energy and forge new ways forward on global energy transitions. Hosting this globally-recognised event is an opportunity to showcase the host city and country together with its energy leadership, know-how, actions and impact. The scale and scope of a World Energy Congress brings significant economic and cultural potential to the host city and its communities. This in turn creates exciting growth opportunities for local and international stakeholders, as well as building new business and economic collaborations.

Hosting a World Energy Congress is to align with a truly unique 100-year-old worldwide network. Hosts forge an unparalleled legacy that will continue to drive the energy conversation for the next 100 years.

## Growing the World Energy Congress brand

The energy landscape is changing faster than ever, with more people, communities and societies involved than ever before. There has never been a more important time for conversations about energy and its future – and for bringing together the collective voice of our global energy community.

Against this fast-paced backdrop, we are modernising the Congress to convene our global community more frequently and better own the energy leadership convening space. The Board has endorsed plans to evolve the World Energy Congress into a biennial convening and Member Committees will soon be asked to give their support to this exciting change in Congress frequency. A biennial Congress will enable us to enhance our impact, visibility and relevance, grow the Congress brand, and set the pace in an increasingly dynamic and competitive environment, ensuring that the Congress continues to be our flagship convening space for the next 100 years. Please expect this to come to you via electronic vote shortly.

In turn, there are increased opportunities for Member Committees to host the Congress and greater opportunities for future hosts and partners, including showcasing the regional and global energy leadership and energy transition stories of more host cities and countries.

## Bidding to host the 27<sup>th</sup> World Energy Congress

The 27<sup>th</sup> World Energy Congress is expected to take place in October 2026. Bids will be due by 8 September 2023. All regions and countries are eligible to bid, subject to meeting our bidding criteria.

The purpose of this information note is to make Member Committees aware of the bidding timeline and key bidding requirements in advance of the official request for proposals (RFPs) release.

The voting process by Member Committees to select the next host of a World Energy Congress remains the same as in previous years.

## RFP process timeline

Action	Timeline (UTC+1)
RFP released	Week commencing 8 May 2023
Bids due	Friday 8 September 2023 by 17.00 (UTC+1)
Secretariat evaluation of bids	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
Council Board validates vote outcome and the result is published	Week commencing 11 December 2023

## Who can bid?

- Bids are welcome from Member Committees of the World Energy Council and organisations representing a city or country, including convention bureaus. The following principles will apply:
  - **Interested 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:** any bids received from an organisation representing the destination must be accompanied by a formal letter from the local Member Committee stating that they endorse the bid.
  - **Third parties where there is no Member Committee:** the bidding entity must ensure that there is a properly established Member Committee according to the Council's Constitution by the time of the opening of the vote. For further information on membership, please contact our team at [membership@worldenergy.org](mailto:membership@worldenergy.org)
- Member Committee support is an essential criteria and only those Member Committees in good standing (no payments owed, including subscriptions) will be eligible to bid or support a bid.
- Bidders will be asked to submit copies of their audited accounts for the past two financial years in English to prove the financial stability of the bidding organisation.
- Bidders will be asked to submit a signed declaration of agreement to host the Congress (form shall be included in the bid pack).

## **Bid submission: Key requirements**

Bids should meet essential criteria, summarised below and to be further detailed in the RFP to be issued in May 2023.

Please note that these requirements are indicative, and their sole purpose is to assist Member Committees and destinations in starting their preparations.

### **1. Government support**

The host must secure the highest level of political support from the Head of State (President or Prime Minister) and Ministry of Energy. As part of its bid, the host shall provide a signed Memorandum of Understanding with its government that formalises its support including (template included in the bid pack):

- Participation of the Head of State and / or Minister of Energy at the Congress, including at the Opening and Closing Ceremonies, Ministerial roundtable, 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

### **2. Destination and venue**

- **Location, access and connectivity**

Destination has a major international airport, good transport connections and easy access to the venue.

- **Hotel accommodation**

Minimum number of 1,000 hotel rooms should be available within 10 minutes walking distance across 3, 4 and 5-star facilities with additional rooms beyond.

- **Venue capacity and functionality**

Host destinations will have to accommodate the following:

- Sufficient rooms and capacity for the Congress programme, including 1 x plenary room with capacity for 3,500-4,000 participants in theatre-style plus staging, 1 x room with capacity for 600 participants in fishbowl style with a central stage, 1 x room with capacity for 500 participants in theatre-in-the-round style plus staging, 1 x meeting room with capacity for 500 participants in theatre-style plus staging, 4 x meeting rooms with capacity for 300-400 in round tables plus staging, 4 x Community meeting rooms with capacity for 150 participants in round tables. Smaller rooms will be listed in the RFP.
- Exhibition space requirements: A minimum of 30,000 square meters of space exclusively dedicated for the exhibition
- Food & beverage space requirements: Sufficient space and facilities to all catering functions, including a daily hot lunch to an average of 2,500 Congress delegates at a time
- Registration space: Minimum of 2,000 square meters
- Media centre: A minimum of 800 square metres to accommodate 500-700 registered media representatives

- VIP lounge: Sufficient space to accommodate 300 guests in lounge setup
- Executive Assembly: Sufficient rooms and capacity for the 2-day Executive Assembly that takes place 2 days prior to Congress. Includes, 1 x meeting room with capacity for 300-400 participants (200 participants in classroom style and 100-200 in theatre style) plus staging, 1 x meeting room with capacity for 200 participants in cabaret style plus observer seats, 1 x meeting room with capacity for 50 participants in U-shape plus observer seats, 1 x meeting room for 80 participants in roundtables plus observer seats. Smaller rooms will be listed in the RFP
- Social events: Suitable venues for the social programme, including welcome receptions and dinner

### 3. Other requirements

Other requirements include:

- Securing sponsors and exhibitors from the host country
- Managing security, safety and medical emergency preparedness throughout the event
- Managing protocol and VIP handling
- Supporting the organisation and delivery of social events plus opening and closing ceremonies
- Committing to inclusivity and diversity
- Supporting developing country participants and Future Energy Leaders (FELs)
- Delivering the sustainability and legacy programme in line with the Council's mission

### 4. Financial contribution

The host will be required to contribute £1.5 million towards the operating budget of the Congress of which a minimum £500,000 in cash via grants. The remainder shall be cash or in-kind support to the Congress budget.

### 5. Contracts

The host will enter into contract with the Council. The Council will separately appoint the core Professional Congress Organiser (PCO).

## Contact us

The Council team is available to answer questions and provide advice to individual Member Committees and organisations representing cities and countries in their bid development, and throughout the process of identifying a host for the 27<sup>th</sup> World Energy Congress.

If you are a Member Committee and have any questions at this stage, please contact your Regional Manager. An online Q&A session will take place in May for Member Committees after the RFP is released. For other stakeholders, please contact us at [CongressBids@worldenergy.org](mailto:CongressBids@worldenergy.org).

We look forward to working closely with all bidders.

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**[www.worldenergy.org](http://www.worldenergy.org) | [@WECouncil](https://twitter.com/WECouncil)**