

## **Bidder eligibility**

### **1. Who can bid?**

Bids are welcome from Member Committees (MCs) of the World Energy Council and organisations representing a city or country, including convention bureaus or other third parties with formal support from a Member Committee. Any bids received from an organisation representing the destination must be submitted with a formal letter from the local Member Committee stating that they endorse the bid.

### **2. If there is no Member Committee in the country, can a bid still be submitted?**

Yes, however the bidder is required to establish a Member Committee in their country. Bidders must submit their bid by 27 June 2025, and the Member Committee must be fully established no later than 8 September 2025.

### **3. Are all Member Committees allowed to vote, bid or support a bid?**

No, only Member Committees in good standing (with no payments owed, including subscriptions) will be eligible to bid, vote or support a bid. The Council will publish the list of MCs eligible to vote prior to the voting stage.

### **4. Do you allow more than one bid per country?**

No, only one bid per country is permitted.

## **Roles**

### **5. What are the respective roles of the World Energy Council and the Host Organisation.**

The Host Organisation is responsible for:

- Provision of financial support
- Securing the highest level of government support
- Advising on domestic supplier systems
- Managing security and protocol

The World Energy Council holds overall accountability and is the financial risk holder. The Council is responsible for turnkey project delivery, including:

- Financials and budget oversight
- Sales strategy and revenue generation
- Marketing and communications
- Operations and logistics

## **Memorandum of understanding (MoU) with the Host Government**

### **6. What if we are unable to submit the signed MoU with the Government by the bid deadline on 27 June 2025? Can we submit the MoU at a later stage?**

Yes, you may submit the MoU with the Government by Friday, 29 August 2025 at the latest.

### **Professional Congress Organiser**

**7. How is the Professional Congress Organiser (PCO) selected? Is this decided jointly? Does the Council have a dedicated PCO?**

The Council welcomes and considers recommendations from the Host on potential PCO partners, with the final selection and contracting of the PCO made by the Council. Currently, the Council does not work with a fixed or exclusive PCO.

**8. Does the fee for the PCO come out of the main Congress budget?**

Yes.

**9. What is the scope of the PCO's responsibilities?**

The PCO primarily supports operational delivery, including the event logistics and production. The scope may be adjusted depending on the selected PCO's capabilities and experience.

### **Event dates**

**10. Can the Congress take place at a different time of year?**

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

### **Financial model**

**11. Could you clarify how the Host fee and budget contribution are structured and how the profit-sharing or sponsorship model might work in this case?**

The Council is open to discussions on enhancing and distributing additional returns to the Host based on commercial support. A mutually beneficial model may be implemented, allowing the Host to receive a percentage of domestic sponsorship sales directly secured by the Host, contingent on domestic sales exceeding a predetermined minimum benchmark and the Congress achieving sufficient net profit. The Council also welcomes proposals from the Host to explore innovative approaches in this area. This means there is flexibility for revenue-sharing discussions, and the final contract will reflect any agreed-upon terms. We welcome proposals from bidders on potential models that align with the Congress's commercial strategy.

### **In-kind contribution**

**12. What type of in-kind contributions can be provided as part of the Host budget contribution?**

Bidders are encouraged to get creative and consider a wide range of in-kind contributions that can support the Congress and reduce the operational costs. Examples of in-kind contributions include subventions for the main venue and social events venues, catering services, accommodation for delegates or speakers, transportation and local logistics, flights, Professional Congress Organiser services, and other operational or logistical support. We welcome any other innovative ideas for in-kind contributions that align with the Congress's objectives and add value to the overall event experience.

## Budget

### 13. Do bidders need to submit a budget? What is your preferred currency?

Yes, bidders are required to submit a budget, which includes a detailed breakdown of anticipated costs and target revenue, with cost estimates confirmed by relevant suppliers, the venue, and other key stakeholders to ensure accuracy and feasibility. A budget template is now included in the RFP pack on the Council's website. The currency can be either British Pound (GBP) or US dollar (USD).

### 14. Does the Council set the delegate registration and sponsorship fees, or is this agreed jointly with the Host?

The Council is responsible for the overall pricing strategy for the commercial elements of the Congress, including sponsorship and delegate registration fees.

### 15. Does the cost of the Executive Assembly come out of the main Congress budget or is this a separate budget?

The cost of the Executive Assembly is covered as part of the overall Congress budget. It is included as one of the key components of the event's financial planning.

### 16. How is the financial contribution structured?

The Host fee is a direct payment made to the Council, while the Host budget contribution is included in the Congress budget. It is used to support the various elements involved in delivering the Congress.

## Sales

### 17. Does the Host have any commitments regarding sales?

Yes, the Host must:

- Commit to actively promote the Congress at a global and national level
- Demonstrate tangible commitment from the national ecosystem, including commercial entities
- Provide active support for acquiring national sponsors and exhibitors

## Evaluation and selection

### 18. What is the bid selection process?

The review process is conducted in several stages:

- Compliance review: Proposals will first be assessed for compliance with the key requirements and eligibility criteria outlined in the RFP
- Technical evaluation: Eligible proposals will undergo a qualitative assessment – bid quality, creativity, innovation and alignment with the Council's mission and vision
- Financial evaluation: The financial review will assess the financial proposal, focusing on the overall budget, cost efficiency and financial stability of the bidding organisation
- Interviews and site visits: Interviews and site visits may be conducted to assess the proposal and the suitability of the proposed venues and event infrastructure
- Recommendation: The reviewing team will then present a recommendation to the World Energy Council's Board

- The Council Board may recommend a preferred bidder to Member Committees for their consideration. Member Committees will then cast their votes to make a final decision

**19. Who covers the travel and accommodation costs associated with the site visit during the Request for Proposals process?**

The bidder is responsible for covering the travel and accommodation costs associated with any pre-event site visits during the bidding stage.

**Diversity**

**20. What is the Developing Countries Scheme and who can apply?**

To enable the participation of qualifying attendees from developing countries, especially Member Committee Chairs and Secretaries, as well as Ministers, the Council provides 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.

Bidders are invited to contribute to the Developing Countries Scheme in cash or in-kind, and the Council welcomes proposals for additional initiatives.

**21. What is the Future Energy Leaders' Scheme?**

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 heavily discounted registration fees, complimentary or discounted accommodation and flights 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 proposals for other initiatives.

**Contact us**

If you have any further questions, please don't hesitate to contact us at [CongressBids@worldenergy.org](mailto:CongressBids@worldenergy.org)

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