



37th WAGGS WORLD
CONFERENCE
UGANDA
2020

WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS
37th WORLD CONFERENCE

**WoCo BIDDING
PROCESS**

DECEMBER 2019



WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS

ORGANISATION OF 38th WAGGGS WORLD CONFERENCE

Bidding process

INTRODUCTION

The World Conference of the World Association of Girl Guides and Girl Scouts (WAGGGS) is the main governing body of WAGGGS, and it takes place every three years. Only Full Members of WAGGGS may offer to host the Conference (please note that where there are Component Associations, all must agree to the bid, and play a full part in hosting the Conference).

The World Conference determines the policy and standards of Girl Guiding/Girl Scouting and sets out the strategy to be followed by the World Board. The World Conference is also a gathering where delegates can share ideas and experiences and increase their understanding of issues affecting Members in other countries. It also gives WAGGGS and its Member Organisations a great opportunity to showcase our work to the outside world.

WORLD CONFERENCE DETAILS

The 38th WAGGGS World Conference will be held in 2023, between May and September. The dates are proposed by the host Member Organisation (MO) and confirmed by the World Board. Between 400 and 500 participants (delegates, observers, guests, World Board and Committee members, volunteers, staff and WAGGGS partners) attend the World Conference, which normally lasts for 5 days.

Generally, WAGGGS staff and World Board members arrive 2 or 3 days in advance of the start of a World Conference, and remain for a day afterwards. Therefore, for the host country, the pre- and post-conference period lasts approximately 8 to 9 days.

BIDDING PROCESS TO HOST THE WORLD CONFERENCE

Full Member Organisations will be invited to express their interest to host the World Conference. The expression of interest and the bidding process is as follows:

- WAGGGS sends out a call for expression of interest to host the World Conference
- MO expresses an interest in writing by filling out the Expression of Interest form
- The expression of interest will include basic country information, including visa restrictions and security, and capacity assessment of the MO to deliver the conference
- WAGGGS arranges a country visit, where the capacity of the MO is assessed, and the venues are inspected
- WAGGGS supports interested MO in preparing their bid to host the World Conference, which will include proposed venue and dates, estimated registration fee and accommodation cost, and risk assessment
- The World Board confirms the bid
- WAGGGS circulates all bids to MOs to allow them an information based voting at the World Conference
- Bidding MO presents their bid to the World Conference
- The World Conference confirms the host MO for the following World Conference with a vote

The World Board reserves the right to withdraw their confirmation for any bidding MO during any stage of the bidding process. The withdrawal can only be based on security concerns or the capacity assessment of the bidding MO.

VENUE REQUIREMENTS

As a charity, we spend our funds carefully. We recommend the Conference venue to be a university campus with lecture halls, a 3* hotel or similar cost effective solution. The Conference venue should have easy access to an international airport, and should adhere to international health and safety standards.

The **Conference venue** needs to meet the following requirements (or have nearby access):

- Plenary room for 400 participants (ideally in banquet (round table) style with space for interpretation booths etc.)
- Office space for WAGGGS Global Team
- Office space for host MO Planning Team
- Meeting space for 10/15 people boardroom style
- 7/8 breakout rooms for workshops (each holding up to 50 participants with banquet set up)
- Space for evening activities (Opening and Closing Ceremony, International night and World Market) – can be the same as plenary room or a different space. These could also be off site.
- Display area space (approx. 100 sqm)
- Space for shop (ideally lockable)
- Space for registration and information desk
- Space for lunch, dinner and coffee breaks for all participants (lunch can be standing; dinner should be sitting)
- Prayer room / reflection room / quiet space (if accommodation facilities are not at the same location)
- Ability to stick materials to conference rooms' walls or a similar solution
- Access for people with a disability

The following equipment is required:

- Projectors and screens
- Sound system with microphones
- Interpretation equipment
- Laptops and printer at registration desk
- Laptops and photocopier / printer in WAGGGS Global Team Office
- Wi-Fi access for all participants in all areas
- Dedicated Wi-Fi access for planning team in all areas

The **accommodation facilities** need to meet the following requirements:

- Accommodation for approximately 400 participants
- Option of single and twin rooms and shared (3 or more people) accommodation. It can be good to offer 3 different price options (budget, mid-price, premium)
- Accommodation does not need to be in the same complex as the Conference venue, but it needs to be within short walking distance
- Access for people with a disability

WAGGGS AND HOST MO PARTNERSHIP

WAGGGS and the host MO will work in partnership to produce the World Conference. The detailed division of responsibilities will be negotiated between WAGGGS and host MO and established within a Memorandum of Understanding.

HOST MO INVESTMENT

The host MO is expected to invest staff and volunteer resources to deliver the Conference. There is no initial expectation that the host MO would need to financially sponsor the Conference, but it is expected to fundraise to minimise the investment of all participants to attend the Conference.

The host MO is required to establish an administrative structure for the purpose of hosting the Conference. Besides the Planning Team of staff and/or volunteers, the Service Team is a vital part of the administrative structure. The World Conference is an ideal opportunity for Guides, Rangers, or members of the Senior Section, to experience the international dimension of Girl Guiding / Girl Scouting.

It is expected that the host MO will cover the costs of travel within the host country and accommodation during the visit of WAGGGS volunteers/staff (maximum 2) to assess the capacity of the host MO and inspect the possible venues during the bidding process.

WAGGGS COMMITMENT TO HOST MO

During the bidding process and the preparation to host the World Conference, WAGGGS will make it a priority to build the capacity of the host MO. This will be done in all areas relevant to hosting an event. As part of the lasting impact, the host MO will have developed the tools, knowledge and capacity to host international events.