**EXPRESSION OF INTEREST**

**BID TO HOST THE 16TH WAGGGS WESTERN HEMISPHERE REGIONAL CONFERENCE**

Thank you for your interest in hosting the 16th WAGGGS Western Hemisphere Regional Conference. The ideal profile is a Member Organization that can deliver an engaging and inspiring conference that brings our Region together for one of our most important governance events of the triennium.

**BIDDING PROCESS**

Submit the Expression of Interest Form

Complete the WAGGGS Capacity Assessment Tool to better understand your Member Organization’s strengths and development opportunities as you prepare to bid for and deliver the Regional Conference

Work with the Region to prepare your bid in full

Present bid at the 15th Regional Conference in Grenada demonstrating why your Member Organization would be an ideal host for the next Conference

**EXPRESSION OF INTEREST FORM**

Please complete this Expression of Interest form as fully as possible and return by 25 February 2019. If you need any assistance, please contact Aina Fontanella, Events manager on [WH.ReCo@wagggs.org](mailto:WH.ReCo@wagggs.org) or +44 (0) 2074336437.

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| --- | --- | --- | --- |
| Name of Member Organisation: | |  | |
| Main contact for bidding process: | |  | |
| Phone: |  | Email: |  |

1. **MEMBER ORGANISATION QUESTIONS**

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| * 1. Why do you want to host the Conference? How will your MO benefit from hosting the Conference? |
| * 1. Describe the experience and expertise your MO has with hosting international events such as camps, conferences and trainings. These can be WAGGGS, partner organisation or national events. |
| * 1. Describe the human resources capacity of your MO to host the Conference (number of staff and volunteers who would be involved in planning, ability to hire extra staff to support the planning). |
| * 1. Describe the financial situation of the MO, which confirms you have the capacity to plan and host the Conference (including your accounting and financial reporting systems and controls and the skill of your staff and/or volunteers in budget management). Please also describe the MO’s fundraising ability. |

If you have completed the Capacity Building Assessment in the last year, please provide the results from the assessment on the level of your MO (At Risk, Foundational, Moderate, and Robust) for the following:

If you have not completed the Capacity Building Assessment in the last year, please speak to your Relationship Manager so that you can complete the Assessment Tool to gain an understanding of strengths and development opportunities that your MO can leverage as part of the bidding and hosting process.

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| --- | --- | --- | --- | --- |
|  | At Risk | Foundational | Moderate | Robust |
| Strategy and Planning |  |  |  |  |
| Governance |  |  |  |  |
| Adult leadership practice |  |  |  |  |
| Organisational Management |  |  |  |  |
| Finance |  |  |  |  |
| Resource Mobilisation |  |  |  |  |
| Image & Visibility |  |  |  |  |
| Influence |  |  |  |  |
| Recruitment & Retention |  |  |  |  |

**2. GENERAL COUNTRY QUESTIONS**

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| 2.1 Will you need to obtain any governmental or other permissions to hold the Conference in your country? If so, do you foresee any difficulties obtaining them? |
| 2.2 Describe the level of support you are expecting from your national and/or local government with hosting the Conference. |
| 2.3 Describe the level of support you are expecting from national and/or local tourism body (e.g. Ministry of Tourism, Convention Bureau) with hosting the Conference. This can be monetary or in kind support, or in the form of advice and networking. |
| 2.4 It is imperative for all Conference participants to feel safe before, during and after the event. Please provide information on the security situation in your country, including any travel warnings that are in place. Please advise of any major political events (e.g. elections) or other events (e.g. sporting) that would be taking place in the year of the Conference. |
| 2.5 Describe the process of obtaining visa for participants from MOs, including information on any difficulties that might occur and any support that might be coordinated through government agencies. |

**Submitted by:**

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| --- | --- |
| Signature |  |
| Name |  |
| Position in MO |  |
| Contact phone number |  |
| Email Address |  |
| Date |  |