

# ORGANISATION OF THE 16TH WAGGGS WESTERN HEMISPHERE REGIONAL CONFERENCE

## BIDDING PROCESS

### 1. INTRODUCTION

The Western Hemisphere Regional Conference of the World Association of Girl Guides and Girl Scouts (WAGGGS) is the main governing body of the WAGGGS Western Hemisphere Region, and it takes place every three years. Only Full Members of WAGGGS may offer to host the Regional Conference. Where there are component associations, all must agree to the bid, and play a full part in hosting the conference.

The Regional Conference brings together Member Organisations to share best practices and knowledge, give input on the global strategy and how it will be activated within the Region, identify needs and opportunities, and elect a Regional Committee that is responsible for oversight of Regional business between Regional Conferences. Apart from being the forum where members from the Region meet to conduct the business of WAGGGS, the Regional 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.

### 2. REGIONAL CONFERENCE DETAILS

The 16<sup>th</sup> WAGGGS Western Hemisphere Regional Conference will be held in 2022, between May and September. The dates are proposed by the host Member Organisation and confirmed by the Regional Committee. Approximately 100 - 120 participants (delegates, observers, guests, World Board and Regional Committee members, volunteers, staff and WAGGGS partners) attend the Western Hemisphere Regional Conference, which normally lasts for 5 days.

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

### 3. BIDDING PROCESS TO HOST THE REGIONAL CONFERENCE

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

- WAGGGS sends out a call for expression of interest to host the Regional Conference
- Member Organisations express 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 Regional Conference, which will include proposed venue and dates, estimated registration fee and accommodation cost, and risk assessment
- The Regional Committee and Head of Region confirm the bid
- WAGGGS circulates all bids to Member Organisations ahead of the Regional Conference
- Bidding Member Organisations present their bids at the Regional Conference
- The Regional Conference confirms the host Member Organisation for the following Regional Conference with a vote

The Regional Committee reserves the right to withdraw their confirmation of any bid during any stage of the bidding process if there are concerns regarding security or the capacity of the bidding Member Organisation.

## 4. VENUE REQUIREMENTS

As WAGGGS is a charity organisation, we are conscious with how we spend our funds. We recommend that the conference venue be cost effective, such as a reasonably priced hotel or conference venue, university campus with lecture halls, or similar location. The conference venue should have easy access to an international airport, and should adhere to international health and safety standards.

The **conference venue** should meet the following requirements:

- Plenary room for 120 participants (ideally with banquet set up, with enough room for professional interpretation and other equipment at the back)
- Office space for WAGGGS Global team (50 sqm)
- Office space for host Member Organisation planning team (can be a joint office space with WAGGGS Global team, if big enough)
- Meeting space for 10 people boardroom style
- 2 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
- Space for Global Hub (approx. 100 sqm)
- Space for exhibition and shop
- Space for registration and information desk
- Space for breakfast, 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, such as posters and event materials, to conference room walls or a similar solution
- Access for people with accessibility or mobility needs

The following equipment is required:

- Projectors and screens
- Sound system with microphones
- Interpretation equipment
- Laptops and printer at registration desk
- Laptops and heavy duty photocopier and 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 120 participants
- Option of single and twin rooms and shared accommodation, ideally at 3 different price options (economy, 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 accessibility or mobility needs

## 5. WAGGGS AND HOST MEMBER ORGANISATION PARTNERSHIP

WAGGGS and the host Member Organisation will work in partnership to produce the Regional Conference. The top line division of responsibilities will be as follows:

WAGGGS	Host MO
<b>Programme</b>	
<ul style="list-style-type: none"> <li>● Defines outcomes of each programme element</li> <li>● Outlines and structures the programme</li> <li>● Oversees all governance content of the conference</li> <li>● Plans and delivers all programme content related to delivery of the value proposition, including Developing and Growing Member Organisations and Acting as a Bridge</li> </ul>	<ul style="list-style-type: none"> <li>● Supports programme content related to Keeper of the flame, including Opening ceremony, Closing Ceremony, International Night, World Market, Morning Energizers, and other national and cultural elements of the programme.</li> <li>● Recommends options for Keynote speaker; once agreed, manages the booking process.</li> </ul>

<ul style="list-style-type: none"> <li>● Manages all Conference documents</li> <li>● Confirms final programme, including speakers</li> </ul>	
<b>Logistics</b>	
<ul style="list-style-type: none"> <li>● Confirms the venue of the conference based on host Member Organisation recommendation</li> <li>● Books travel/accommodation for WAGGGS Global team</li> <li>● Manages the grant process</li> <li>● Manages procedural processes, including voting</li> <li>● Supports host Member Organisation in all logistical aspects of the Conference</li> <li>● Coordinates international freight</li> </ul>	<p>Holds accountability for in country Conference logistics, including group booking of:</p> <ul style="list-style-type: none"> <li>● Accommodation</li> <li>● Conference facilities</li> <li>● Catering</li> <li>● AV equipment</li> <li>● Interpretation equipment</li> <li>● Voting equipment, if needed (to be discussed with WAGGGS)</li> <li>● Ground transport</li> <li>● Airport meet and greet</li> <li>● Provides registration and information desk at the conference</li> <li>● Arranges pre and post-event tours (including guiding/scouting options)</li> <li>● Arranges free time activities (including guiding/scouting options)</li> <li>● Supports visa process for participants</li> <li>● Arranges all side events if needed</li> <li>● Coordinates in-country customs of freight</li> </ul>
<b>Registration</b>	
<ul style="list-style-type: none"> <li>● Manages registration process and on-site registrations</li> </ul>	<ul style="list-style-type: none"> <li>● Suggests deadlines for registration process</li> <li>● Supports on-site registration</li> </ul>
<b>Fundraising</b>	
<ul style="list-style-type: none"> <li>● Manages international fundraising (Corporate partners, individual givers)</li> </ul>	<ul style="list-style-type: none"> <li>● Manages local fundraising (Corporate partners, individual givers)</li> </ul>
<b>Budget</b>	
<ul style="list-style-type: none"> <li>● Is accountable for WAGGGS budget</li> <li>● Develops and confirms the Joint Conference budget</li> <li>● Confirms the registration fee</li> </ul>	<ul style="list-style-type: none"> <li>● Supports development and is accountable for Joint Conference budget</li> <li>● Is accountable for host Member Organisation budget</li> <li>● Suggests the registration fee amount</li> </ul>
<b>Planning team(s) and on-site support</b>	
<p>Appoints and manages:</p> <ul style="list-style-type: none"> <li>● Conference Chair and Vice Chairs</li> <li>● Conference Project Manager</li> <li>● Conference Procedural Team</li> <li>● World Board and Regional Committee members</li> <li>● Staff</li> <li>● Volunteer interpretation team (if required)</li> <li>● International volunteers for Service Team (if required)</li> </ul>	<p>Appoints and manages:</p> <ul style="list-style-type: none"> <li>● Host MO planning team</li> <li>● Conference AV/IT expert</li> <li>● Photographer and videographer</li> <li>● Service team (local volunteers, plus WAGGGS selected international volunteers)</li> <li>● Contracted interpretation team (if required)</li> </ul>
<b>Insurance, liability and legal matter</b>	
<ul style="list-style-type: none"> <li>● Holds insurance of all members of WAGGGS Global team traveling under WAGGGS direction</li> <li>● Ensures that international and national legal requirements are upheld</li> </ul>	<ul style="list-style-type: none"> <li>● Holds public liability insurance</li> <li>● Holds other insurances if needed (cancellation etc) – participants will have their own travel insurance</li> <li>● Holds full event liability</li> <li>● Ensures that international and national legal requirements are upheld</li> </ul>

The detailed division of responsibilities will be negotiated between WAGGGS and host MO with a Memorandum of Understanding.

## **6. WHAT SHOULD BE INCLUDED IN THE JOINT CONFERENCE BUDGET**

Host Member Organisation and WAGGGS will jointly develop the conference budget, for which the main income will be registration fees. The following costs should be accounted for when developing the budget:

- Cost of 6 regional Committee members joining the conference (travel, visa, accommodation, meals)
- Cost of WAGGGS staff and volunteers joining the conference (travel, visa, accommodation, meals) – the number of staff and volunteers will be agreed based on Conference needs
- Cost of WAGGGS Global team visiting the host MO in the bidding process and in the preparation for the conference (in total 2 people visiting 2 times)
- Cost of host Member Organisation staff, volunteers and service team joining the conference (travel, visa, accommodation, meals) – the number of staff and volunteers will be negotiated between host MO and WAGGGS
- All venue related costs (coffee breaks, lunches and dinners, conference room rentals, AV and IT equipment, interpretation equipment, office equipment)
- Airport meet and greet, airport transfer and any potential transport during the event for the purpose of the event (e.g. a dinner at a different location)
- Materials needed to deliver the conference
- Costs related to registration and use of the conference app
- Translation and interpretation costs
- Voting equipment costs
- Giveaways and promotional material for the conference (welcome bags, name tags, signage, banners etc.)
- Merchandise
- Freight
- All VIP guests and speakers' related costs
- Public liability insurance
- Cancellation insurance
- Contingency

Participants will book their own accommodation and register for the Conference themselves, therefore this should not be included in the joint conference budget.

The final costs to be included in the joint conference budget will be agreed with the host Member Organisation. The above list is for reference and orientation only.

## **7. HOST MEMBER ORGANISATION INVESTMENT**

Host Member Organisation is expected to invest staff and volunteer resources to ensure production of the Conference. There is no initial expectation that the host Member Organisation 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 Member Organisation is required to establish an administrative structure for the purpose of hosting the conference. In addition to the Planning Team of staff and/or volunteers, the Service team is a vital part of the administrative structure. The Regional 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 Member Organisation 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 Member Organisation and inspect the possible venues during the bidding process.

## **8. WAGGGS COMMITMENT TO HOST MEMBER ORGANISATION**

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