

REQUEST FOR BIDS
TO HOST 28TH WORLD ENERGY CONGRESS
TO BE HELD IN 2028

This document is for those who intend to submit a bid

Responses to this request for bids are due by
27 June 2025 by 17:00 (UTC+1) to CongressBids@worldenergy.org

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1. PURPOSE OF THIS DOCUMENT

This document provides information for parties interested in hosting World Energy Congress 2028, setting out the key criteria and bidding requirements.

World Energy Congress is a biennial world energy leadership event and the 28th edition in 2028 will follow the 27th World Energy Congress hosted by Riyadh, Saudi Arabia, in 2026.

Bids are welcome from Member Committees of the World Energy Council and organisations representing a city or country, including convention bureaus or other third parties who have the support of a Member Committee. Nothing in this document is intended to create a contractual relationship with any Bidder or can be considered an offer or warranty by the World Energy Council.

2. THE WORLD ENERGY COUNCIL

The World Energy Council is the world's oldest independent and impartial community of energy leaders and practitioners. Through our Humanising Energy vision, we involve more people and communities in accelerating clean and inclusive energy transitions in all world regions.

Formed in 1923, the Council convenes diverse interests from across the full energy ecosystem with over 3,000 member organisations and a presence in nearly 100 countries. Our global network draws from governments, private and state corporations, academia and civil society, as well as current and future energy leaders. We effectively collaborate on impact programmes and inform local, regional and global energy agendas in support of our enduring mission: to promote the sustainable use and supply of energy for the benefit of all people.

3. ABOUT WORLD ENERGY CONGRESS

For over 100 years, World Energy Congress has convened the cooperative power of the world energy community to shape an inclusive and transformational energy leadership agenda.

As the flagship event of the World Energy Council, World Energy Congress has been hosted in cities at the forefront of energy transitions around the world since 1924.

Today, as the only truly global energy event bringing together 18,000 international leaders, CEOs and changemakers alongside 100+ ministers, the Congress enables the highest levels of government-to-government dialogue and unites businesses and communities of all shapes and sizes. It bridges geographies and generations, sectors and societies to make faster, fairer, and more far reaching energy transitions happen.

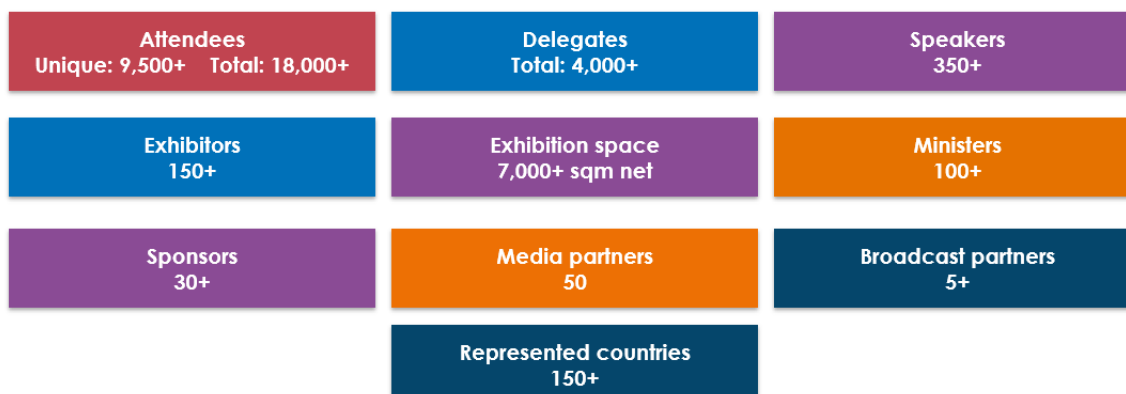
3.1. Congress experience

Taking place over four days, the World Energy Congress experience is centred around a world-class and independent content programme, built on the collective insights of the Council's global community. A blend of formats is curated across open sessions, invitation-only roundtables and partner events, featuring top tier speakers and discussion leaders.

Alongside the content programme is the dynamic World Energy Congress exhibition, which showcases the latest technology, products and solutions from around the world and is designed for B2G (Business to Government), G2G (Government to Government) and B2B (Business to Business) impact.

The Congress experience includes opening and closing ceremonies, social events, off-site activities and bilateral meetings to maximise networking and business opportunities. There are dedicated spaces for Council's Future Energy Leaders and Start Up Energy Transition communities of next generation energy leaders and change makers.

The Congress also hosts the Council’s annual Executive Assembly and governance meetings two days prior to the content programme, which brings together Member Committees from across the globe.



| Programme | Duration | Participation | Details |
|---|----------------------|-------------------|--|
| Main content programme | 4 days | Delegates | <ul style="list-style-type: none"> Content sessions designed and delivered by the Council’s Global Secretariat Mix of main stages and parallel sessions in a range of formats |
| Private programme | 3-4 days | By invitation | <ul style="list-style-type: none"> A series of invitation-only roundtables for Ministers, CEOs, Mayors and others, designed and delivered by Council teams |
| Side events | Throughout the event | By invitation | <ul style="list-style-type: none"> Organised by partners, sponsors and governmental organisations, with oversight from the Council’s programme team |
| Social events | Throughout the event | By invitation | <ul style="list-style-type: none"> Executive Assembly Welcome Reception Evening gala Dinner Future Energy Leaders’ Dinner |
| Exhibition | 4 days | All attendees | <ul style="list-style-type: none"> Large-scale exhibition of sponsors and exhibitors |
| Internal programme: Governance meetings and Executive Assembly | 2 days | Member Committees | <ul style="list-style-type: none"> Standing committee meetings Officers’ Council and Finance Committee Meetings Regional Meetings Executive Assembly Strategic Community Conversation Future Energy Leaders’ meeting |

3.2. Attendees

World Energy Congress has a 100-year legacy of engaging all energy interests and leading and learning with diverse regions. With over 4,000 delegates and 18,000 total attendees (including visitors), the Congress connects the entire energy ecosystem, bringing together all sectors, industries, technologies and geographies.

Uniting global leaders, government, CEOs, civil society, innovators and influencers, the Congress connects and inspires experienced and future energy professionals from around the world as together we enable faster, fairer, and more far-reaching energy transitions. It is open to both members and non-members of the Council.

3.3. Hosting cities

Any region and country can bid to host World Energy Congress. The Congress has been held since 1924 and on a triennial basis since 1968. In 2023, the Congress evolved from a triennial to a biennial cycle.

Host cities include:

- 27th World Energy Congress, Riyadh, 2026
- 26th World Energy Congress, Rotterdam, 2024
- 25th World Energy Congress, St Petersburg, 2022 (cancelled)
- 24th World Energy Congress, Abu Dhabi, 2019
- 23rd World Energy Congress, Istanbul, 2016
- 22nd World Energy Congress, Daegu, 2013
- 21st World Energy Congress, Montreal, 2010
- 20th World Energy Congress, Rome, 2007
- 19th World Energy Congress, Sydney, 2004
- 18th World Energy Congress, Buenos Aires 2001
- 17th World Energy Congress, Houston, 1998
- 16th World Energy Congress, Tokyo, 1995
- 15th World Energy Congress, Madrid, 1992

3.4. Event delivery stakeholders

World Energy Congress operates under a centralised operating model involving a partnership between three key stakeholders: the World Energy Council, Delivery Partner / Professional Conference Organiser (PCO) contracted by the Council and Host (Host country).

4. HOSTING WORLD ENERGY CONGRESS

Hosting this globally-recognised and prestigious world energy leadership event is an opportunity to showcase the host city and country together with its energy transition leadership, actions and impact, putting the host at the forefront of the energy conversation on an international stage. 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 national and international stakeholders, as well as building new business and economic collaborations.

Hosts are active partners of the World Energy Council in the delivery of the Congress, bringing the highest levels of visible political support, ambassadorship and promotion, hosting capabilities, and financial support. Commitment from the national ecosystem and local partners is essential and the delivery of the Congress follows key principles of exceptional quality, impact, inclusivity and sustainability.

The host of World Energy Congress shares the Council's vision to humanise energy and to make faster, fairer and more far reaching energy transitions happen. Hosting a World Energy Congress is to align with the independent and pragmatic voice of the global energy agenda and a truly unique 100-year-old worldwide network. Hosts forge an unparalleled legacy that will continue to shape the next 100 years of world energy.

5. BIDDING PROCESS

5.1. Timeline

| Action | Timeline (UTC+1) |
|---|---|
| Member Committees and third parties receive RFP process timeline and minimum requirements to host Congress | 11 December 2024 |
| Request for proposals released | Week commencing 17 February 2025 |
| Online Q&A session for interested Member Committees and organisations representing a destination | 10 April 2025 from 12:00-13:00 (UTC +1) |
| Bids due | 27 June 2025 by 17:00 (UTC+1) |
| Global Secretariat reviews bids and conducts site visits (if required) | From Monday, 30 June to Friday, 29 August 2025 |
| Qualifying bids published | Week commencing 1 September 2025 |
| Voting window for Member Committees open | From Monday, 22 September to Friday, 26 September 2025 |
| Council Board validates results | From Monday, 29 September to Friday, 3 October 2025 |
| Announcement of the winning bidder and presentation at the Executive Assembly during World Energy Week 2025 | Tuesday, 7 October 2025 |

5.2. Who can bid?

Bids are welcome from Member Committees of the World Energy Council and organisations representing a city, country or third party such as a convention bureau. Eligible bidders can be:

- a) **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.
- b) **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.
- c) **Third parties where there is no Member Committee:** Bidders must ensure that there is a properly established Member Committee according to the Council's Constitution no later than 8 September 2025. For further information on membership, please visit our website [here](#) or contact our team at membership@worldenergy.org.

Further:

- a) 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.
- b) Bidders will be required to substantiate their financial performance and stability through appropriate documentation.
- c) Bidders commit to submitting a signed declaration of agreement to host World Energy Congress.
- d) Only one bid per country is permitted.
- e) Bidders who have presented viable bids will be requested to produce a brief video of no more than 2 minutes preferably in mp4 video format with 1080p resolution for the website.
- f) The Council Board may recommend a preferred bidder to the Member Committees for consideration.
- g) Please refer to Annex II for permitted and prohibited bidding activities.

5.3. Eligibility

Eligible bids are those submitted by eligible Bidders with all required documentation, by the deadline, and which respond in full to all questions in this bid document with responses that meet or exceed the essential bid criteria.

Please see the Appendix 'Bidders checklist' included in the RFP pack to ensure you submit all required documentation.

The Global Secretariat will assess submitted bids for their eligibility and will publish these for review by Member Committees. Ineligible bids will not be presented to the Member Committees for consideration.

We will be pleased to offer early guidance to any Member Committee to clarify the requirements or provide further information. We are running a Q&A session for Member Committees on 10 April 2025 from 12:00-13:00 (UTC +1, London time). The meeting details will be sent in due course. If you have any questions, please contact us at CongressBids@worldenergy.org.

5.4. How your bid will be reviewed

All proposals submitted in response to this RFP will undergo a formal review process to ensure a fair and transparent selection. The review process will be conducted in several stages:

Compliance review: Proposals will first be assessed for compliance with the key requirements and eligibility criteria outlined in this RFP.

Technical evaluation: Eligible proposals will undergo a qualitative assessment based on the information provided. This stage evaluates the bid's quality, creativity and alignment with the Council's mission and vision. Particular attention will be given to innovative approaches and how the bid demonstrates the host's capacity to deliver a world-class event.

Financial evaluation: The financial review will assess the financial proposal, focusing on the overall budget, cost efficiency and financial stability of the bidding organisation.

Bidders are strongly encouraged to submit highly competitive financial contributions and to propose sustainable financial solutions that align with the long-term sustainability of the Council, its mission and its community.

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 RFP Core Team will conduct a comprehensive qualitative and quantitative assessment and present a recommendation to the World Energy Council's Board. The Council Board may recommend a preferred bidder to the Member Committees for their consideration, who will then cast their votes to make a final decision.

Bidders should assume that all information included in their response to the RFP will be made available to the Member Committees (published in a password protected format, accessible to Member Committees only) unless otherwise indicated.

5.5. Publication of qualifying bids and voting

Qualifying bids published on the Council's website will be password protected and only accessible to Member Committees. All Member Committees will be informed via email when the qualifying bids are published and will be provided with the password. Member Committees will have more than a month to review the bids prior to the voting window opening.

Only Member Committees with no arrears (including current year subscription) will have the right to vote. Each Member Committee has one vote and will have two weeks to submit its vote anonymously via the secure and encrypted electronic platform.

5.6. Confidentiality

The candidacy of prospective Bidders and their discussions with the Global Secretariat and its representatives is confidential. The Secretariat will not discuss with any third parties, Member Committees or other candidates the proposals or bids of other Member Committees.

Bidders are free to discuss their proposals as they wish.

6. RESPONSIBILITIES AND COMMITMENTS

6.1. Roles and responsibilities

The Council leads the organisation and delivery of the Congress and is responsible for the oversight of all aspects of the event. The Council has full responsibility for stakeholder management, budget management, programme development, logistics and operations, marketing and communications, commercial performance, and sponsor, exhibitor and delegate sales and management. This ensures a seamless, world-class experience for all participants.

The Host's primary role is to support Congress through collaboration with the Council, provision of financial contributions, management of security and protocol, bringing the highest level of political support, and engaging the support of domestic sponsors, exhibitors and delegates. This partnership enables the host destination to focus on showcasing its unique strengths and achieving maximum global exposure while the Council assumes responsibility for the operational complexities of delivering a successful Congress.

This framework provides a clear division of responsibilities, reducing the risk and delivery burden on the host while guaranteeing a globally recognised and professionally executed event.

6.2. Summary of roles and responsibilities

| AREA | COUNCIL | BIDDER/HOST |
|--|----------|-------------|
| Financing and budget management | Lead | Support |
| Budget control | Lead | Inform |
| Securing Host government support | | Lead |
| Government engagement and protocol | Support | Lead |
| Programme development and delivery | Lead | Support |
| Overall project management | Lead | Support |
| Congress and social events venues | Advisory | Lead |
| Logistics coordination and delivery | Lead | Support |
| Communications, PR and social media | Lead | Support |
| Marketing and sales (including sponsorship and exhibition) | Lead | Support |
| Sustained impact | Lead | Support |
| Security and safety | Advisory | Lead |

6.3. Council responsibilities

- a) As the rights holder and assignor, delivering the event under the World Energy Council and World Energy Congress brands, bringing the Council's unique convening power, connecting prestige and heritage brand recognition
- b) Overall project management and leadership for the event
- c) Budget management and control
- d) Overall responsibility on event operational planning and delivery including logistics
- e) Design, development and delivery of programme schedule, format, thematics and content across the entirety of World Energy Congress, including the Congress theme
- f) Securing input from the Host during the theme and programme development stages, together with gathering relevant input from across the network
- g) Acquisition and management of speakers and contributors, including active participation from World Energy Council leadership
- h) Management of invitations and participants for the World Energy Leaders' Dialogues
- i) Working with the Host Government to develop the procedure for managing heads of state, ministers and other high-level government officials who may attend the Congress
- j) Leads on commercial promotion of the Congress
- k) Development of the sponsorship prospectus and materials
- l) PR and brand management by defining and managing communications, PR and media strategies
- m) Leads on marketing and communications activities that includes the preparation of sales and marketing assets and campaigns
- n) Adequate and appropriate arrangements for all insurances, including event cancellation, liability and personal damages or injury for Congress attendees and Council personnel
- o) Providing support to bring representatives from developing countries to the Congress
- p) Providing all elements required to deliver Future Energy Leaders' activities and other community elements
- q) The Council shall ensure visibility and prominence of the Host's highest-level representative at the Opening and Closing Ceremony
- r) Providing the Host with a post event report within two months of the conclusion of the Congress

6.4. Host responsibilities

6.4.1. Government support

- a) The host shall secure the highest level of political support from the Head of State (President or Prime Minister) and the Ministry of Energy.
- b) The host shall provide, as part of its bid, a signed Memorandum of Understanding (MoU) from its government formalising its support. A template for the MoU will be included in the bid pack and shall include the following commitments:
 - Participation of the Head of State and/or Minister of Energy in the Congress, including the Opening and Closing Ceremonies, Ministerial Roundtable, and key speaking roles within the main programme.

- Co-signature of speaker invitations by the Minister, with the Ministry supporting the invitation process.
- Facilitation of visas and management of government protocol.
- Allocation of dedicated Ministry resources to actively support the promotional campaign in the two-year lead-up to the Congress, including designated marketing contacts within the Ministry.
- Provision of the official government logo for marketing and invitation purposes.

6.4.2. Financial contribution

- c) The host shall pay the Council a minimum Host Fee of £1,000,000 in cash.
- d) The Host Fee shall be paid in two instalments – a) 50% one month from signing the Contract or on/or before 8 December 2025 and b) 50% on/or before 8 June 2026.
- e) The host shall further contribute a minimum of £1,500,000 towards the Congress operating budget, of which at least £500,000 must be in cash. This contribution serves as essential seed funding and reflects the balance of risk in delivering the Congress.
- f) The cash payment towards the budget contribution may be paid in two instalments: a) 50% on/or before 30 October 2026 and b) 50% on/or before 30 March 2027.
- g) The remaining budget contribution (£1,000,000) may be provided in cash, in-kind, or a combination of both. Any in-kind contributions shall be by agreement with the Council and are subject to third party evaluation. The Host shall further provide details of any additional cash contribution to the Congress Operating Budget clearly showing the amount to be paid and schedule of such payments (dates).
- h) Bidders are encouraged to propose a competitive Host Fee and budget contribution, as the Congress serves as a critical source of sustainable funding for the Council's mission.

6.4.3. Location, access and connectivity

The host destination must have a major international airport, strong transport connectivity and easy access to the proposed venue.

6.4.4. Hotel accommodation

The host city must offer at least 1,000 hotel rooms within a 10-minute walking distance of the venue, spread across 3-star, 4-star and 5-star categories. Additional rooms should also be available beyond this radius.

6.4.5. Venue quality, capacity and functionality

The Host must propose and secure a high-quality venue on suitable dates that meets the following minimum space requirements:

- a) **Purpose-built rooms and capacity for the Congress programme:**
 - 1 x plenary room with capacity for 3,000-4,000 participants in theatre-style plus staging
 - 1 x room with capacity for 500 participants in fishbowl style with a central stage
 - 1 x room with capacity for 500 participants in theatre-style plus staging
 - 1 x meeting room with capacity for 250-500 participants in theatre-style plus staging
 - 2 x meeting rooms with capacity for 250 in round tables plus staging
 - 1-2 x meeting rooms with capacity for 150 participants in round tables for community events
 - 1 x meeting room with capacity for 150 participants in round tables for side and partnered events
 - 1 x meeting room with capacity for 50 participants in round tables for side and partnered events

- Smaller rooms such as sponsor rooms and staff offices will be listed in the RFP
- b) **Exhibition space requirements:** A minimum of 20,000 square meters gross of space exclusively dedicated for the exhibition
- c) **Food and beverage space requirements:** Sufficient space and facilities for all catering functions, including a daily hot lunch to an average of 2,000 Congress delegates at a time
- d) **Registration space:** Sufficient space to accommodate all Congress attendees
- e) **Media centre:** A minimum of 350 square metres to accommodate registered media representatives
- f) **VIP lounge:** Sufficient space to accommodate 300 guests in lounge setup
- g) **Executive Assembly:** Sufficient rooms and capacity for the two-day Executive Assembly that takes place two days prior to Congress. The Executive Assembly can take place off site. 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 180 participants in cabaret style plus observer seats
 - 1 x meeting room with capacity for 50 participants in U-shape plus 80 observer seats at the rear, in theatre-style
 - 1 x meeting room for 80 participants in roundtables plus observer seats
 - 5 x for 20-40 participants in U-shape or boardroom plus observer seats
 - Sufficient space to accommodate a buffet lunch and coffee-breaks
 - Smaller rooms such as bilateral meeting rooms and staff offices will be listed in the RFP

6.4.6. Social events

The Host shall procure and organise an Executive Assembly Welcome Reception for up to 500 participants, and an Evening Gala Dinner for a minimum 800 guests including venue, food and beverage, and entertainment (e.g. cultural performance) and ensuring the attendance of key stakeholders. Social events are expected to take place off-site. Propose and help secure options for the Future Energy Leaders' Dinner.

6.4.7. Security arrangements

The Host shall provide, procure and manage adequate security, including personnel and security staff as required for the level of the event, protocol and dignitary management and liaison with local and national authorities at the event and in the city.

6.4.8. Supplier ecosystem

Demonstrate the presence of experienced domestic suppliers, including PCOs, DMCs, AV providers, and caterers, capable of delivering high-quality services for an international congress.

6.4.9. Commercial support

The Host commits to:

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

6.4.10. Other requirements

The Host commits to the following:

- a) Provision and management of government protocol and VIP handling
- b) Provide advisory support and guidance to the Council in navigating licensing, VAT, and any other regulatory requirements necessary for operating in the destination. This includes facilitating introductions to relevant authorities and ensuring clarity on compliance processes, and acting as an agent if required.
- c) Support to delegates and attendees, regardless of their nationality, to obtain visas or other necessary documentation to enter the country
- d) Support the delivery of a high-quality Opening Ceremony including an appropriate cultural performance for the Opening Ceremony and the Congress Welcome Reception that reflects the culture of the country and highlights the energy transition characteristics of the Host destination. Any special requirements for the cultural programme including rigging, audiovisuals, entertainment fees, etc. should be procured by the host
- e) Support for the delivery of the Closing Ceremony
- f) Ensure its highest-level representative is present at the Opening and Closing Ceremony to speak on behalf of the Host
- g) Commitment to inclusivity, diversity, and the UN Sustainable Development Goals
- h) Submission of a validated budget, including 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. Invite up to five guests to the World Energy Leaders' Dialogue invitation-only community roundtables (subject to meeting participant criteria)
- i) Cover the travel and accommodation costs of pre-event site visits if required (including during the bidding stage)
- j) Nominate a person to act as Future Energy Leaders liaison and who will provide logistical and advisory support on Future Energy Leaders participation at the Congress, working closely with the Global Secretariat Office to provide input for Future Energy Leaders involvement
- k) Consider supporting the participation of Future Energy Leaders and Developing Countries delegates to the event with financial or in-kind contributions

6.4.11. Contracts

- a) The Host shall enter into a formal contract with the Council.
- b) The Council will separately appoint suppliers, including a Professional Congress Organiser (PCO).
- c) The contract shall be governed by the laws of England and Wales.

7. ECONOMIC AND STRATEGIC BENEFITS FOR THE HOST

Hosting World Energy Congress offers significant economic and strategic benefits for all stakeholders.

7.1. Host organisation

- a) **Global leadership and convening power:** The host is showcased as a visionary leader in energy with the power to convene leaders and influencers from across the whole energy ecosystem.
- b) **Innovation and impact:** The host is positioned as a champion of global energy system change, committed to enabling faster, fairer and more far-reaching energy transitions.
- c) **Revenue sharing:** 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. This is contingent on domestic sales exceeding a predetermined minimum benchmark and the Congress achieving sufficient net profit. Furthermore, the Council welcomes proposals from the Host to explore innovative approaches or models in this area, ensuring alignment with the overall commercial strategy and objectives.

7.2. Host destination

- a) **Industry spotlight:** The host destination is positioned as a hub for the energy industry, attracting future investment and partnerships.
- b) **Economic impact:** Direct and indirect economic impact through significant local spending on hotels and hospitality, transport services, tourism, leisure, entertainment services and local businesses, plus revenue generated by the venue and all event suppliers directly or indirectly involved in the event delivery through the supply chain effect.
- c) **Global visibility:** Extensive media and marketing coverage raises the destination's profile and reputation on the global stage as an attractive business destination with world-class convening and hosting capabilities.
- d) **Legacy:** The Congress facilitates cross-border exchange of learnings, ideas and best practices, leaving behind a strengthened local and global energy community.
- e) **Return on Investment (ROI) at a glance**
 - **Short-term ROI:** Direct financial benefits through tourism, service contracts, and infrastructure use.
 - **Mid-term ROI:** Strengthened international partnerships, trade agreements, and investment inflows in the industry sector.
 - **Long-term ROI:** Elevated status as a global energy leader and an attractive destination for future congresses, conferences, investment, and innovation.

8. BID QUESTIONS FOR COMPLETION BY ALL BIDDERS

All questions are compulsory

For further details, please see the World Energy Congress 2028 contract

Bidder information

Bids to host World Energy Congress must be received from a Member Committee of the World Energy Council, or from an organisation representing a city or country, including convention bureaus.

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|---|
| <p>1. Please provide an overview of your organisation’s profile, including vision and organisational structure, and experience in hosting large-scale international events.</p> |
| <p>2. If you are not a Member Committee, please confirm that the Member Committee in your destination supports your bid and that you have included a formal letter of support stating their endorsement. If you no Member Committee exists in your country, please confirm your commitment to establish one and provide a timeline for it to be operational no later than 8th September 2025.</p> |

Event dates

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

Religious and national holidays are generally avoided as are international or regional events that might compete.

There are four Congress days and two preceding days of Executive Assembly, in addition to build and breakdown days. The Congress may take place Monday to Thursday (preferred) or Tuesday to Friday.

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| <p>3. What are your proposed first preference dates for which you have secured your proposed venue?</p> |
| <p>4. What are your proposed second preference dates for which you have secured your proposed venue?</p> |
| <p>5. Please confirm that your proposed dates do not clash with major religious and cultural holidays, major United Nations and intergovernmental meetings, or competing global/regional energy related events.</p> |
| <p>6. Please indicate the minimum number of build and breakdown days required for the event.</p> |

Government support and liaison

The Bidder commits to securing the highest level of political support from the Ministry of Energy (compulsory) and Head of State (strongly recommended). As part of its bid, the Bidder shall provide a signed Memorandum of Understanding (template included in the bid pack) with its government that formalises its support, including:

- Participation of the Head of State and / or Minister of Energy at the Congress, including at the Opening and Closing Ceremonies, World Energy Leaders’ Dialogue: Ministerial, 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

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| 7. Please confirm that your bid includes a signed Memorandum of Understanding from your country's Energy Minister (or a higher-ranking official), clearly stating their support and commitment. The Memorandum of Understanding template can be found in the RFP pack. |
| 8. Please provide evidence of any additional government support you have secured such as endorsements or commitments from state or city level authorities. |

Destination information

The Bidder, as World Energy Congress Host, must share the Council's vision to humanise energy and forge new ways forward on inclusive energy transitions. Bidders are encouraged to share the destination's energy transition story and demonstrate energy leadership and their commitment to the Council's vision, mission and global energy community in their bid. Destination qualities may also be of interest to the member community.

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| 9. Please explain how your city or country is working to humanise energy and how hosting World Energy Congress will help accelerate energy transitions in a faster, fairer, and more inclusive manner in your city/country. |
| 10. Please describe the key attributes of your destination from a travel and tourism perspective. |

Venue selection

The Bidder is responsible for guaranteeing the availability and quality of the proposed venue as part of its bid. The location of the Congress venue should be easily accessible from a major international airport. The venue's capacity, quality, location, accessibility, and proximity to hotels and the airport are essential for the event's success.

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|--|
| 11. Please confirm how your proposed venue meets the quality, location, access and proximity to the airport requirements. |
| 12. Please detail the tenancy cost of the proposed venue in GBP as outlined in the below section on 'Venue requirements' to include build and breakdown, and detailing if there are any agreed inclusions to the tenancy such as audiovisual equipment, catering, etc. |
| 13. Please share details about your proposed venue's experience in hosting large and high-quality international events such as World Energy Congress. |
| 14. Please provide information on the accessibility of the city and the venue. How far is the main airport from the venue? How are most delegates expected to reach the city? |
| 15. How many airlines/cities have direct flights to/ from the closest major airport? |

Venue requirements

Bidders should propose a venue with adequate facilities that ensures optimal participant experience and financial viability.

The Congress programme is a large, multi-track event that requires several rooms operating simultaneously to accommodate different formats. The proposed venue must offer flexibility to support different room types and configurations. At a minimum, the venue should be able to accommodate the following:

Space requirements per event day. The host must factor in set-up and dismantling days, these are not included below. Includes the Executive Assembly held two days prior to Congress (on Saturday and Sunday).

| PROGRAMME | | PRE-CONGRESS | | CONGRESS | | | |
|---|---|--------------|-----|----------|-----|-----|-----|
| | | SAT | SUN | MON | TUE | WED | THU |
| Internal programme (2 days prior to Congress) | | | | | | | |
| Standing Committee Meetings | <ul style="list-style-type: none"> 1 x meeting room with capacity for 50 participants in U-shape plus 80 observer seats at the rear, in theatre-style | X | | | | | |
| Regional Meetings | <ul style="list-style-type: none"> 1 x room for 80 pax in round tables 1 x room for 30 pax in U-shape 1 x room for 30 pax in U-shape 1 x room for 25 pax in U-shape 1 x room for 20 pax in boardroom or U-shape 1 x room for 10 pax in boardroom or U-shape | X | | | | | |
| Strategy Community Conversation | <ul style="list-style-type: none"> 1 x meeting room with capacity for 180 participants in cabaret style plus observer seats | | X | | | | |
| Officers Council Meeting (including breakfast) | <ul style="list-style-type: none"> 1 x room for 22 pax in boardroom style | X | X | | | | |
| Executive Assembly | <ul style="list-style-type: none"> 1 x meeting room with capacity for 300-400 participants (200 participants in classroom style and 100-200 in theatre style) plus stage Head table: 20 participants on stage with executive chairs | | X | | | | |
| Main content programme | | | | | | | |
| Main plenary room | <ul style="list-style-type: none"> 1 x plenary room with capacity for minimum 3,000-4,000 participants in theatre-style plus stage | | | X | X | X | X |

| PROGRAMME | | PRE- CONGRESS | | CONGRESS | | | |
|---|--|------------------|-----|----------|-----|-----|-----|
| | | SAT | SUN | MON | TUE | WED | THU |
| Multi-track rooms (simultaneously) | <ul style="list-style-type: none"> • 1 x room with capacity for 500 participants in fishbowl style with a central stage • 1 x meeting room with capacity for 500 participants in theatre-style plus stage • 1 x room with capacity for 250-500 participants in theatre- style plus stage • 2 x meeting rooms with capacity for 250 participants in round tables plus stage | | | X | X | X | X |
| Private programme | | | | | | | |
| Community roundtables | <ul style="list-style-type: none"> • 1-2 x meeting rooms with capacity for 150 participants in round tables | | | (X) | X | X | X |
| Side events | | | | | | | |
| Side and partnered events | <ul style="list-style-type: none"> • 1 x meeting room with capacity for 150 participants in round tables • 1 x meeting room with capacity for 50 participants in round tables | | | X | X | X | X |
| Social programme | | | | | | | |
| | <ul style="list-style-type: none"> • Executive Assembly Welcome Reception for Member Committees only, around 500 participants | | (X) | | | | |
| | <ul style="list-style-type: none"> • Evening Gala Dinner for 800 participants | | | | (X) | | |
| | <ul style="list-style-type: none"> • Future Energy Leaders' Dinner (private dinner): Dinner for around 80 Future Energy Leaders | | | | | (X) | |
| Catering functions | | | | | | | |
| | <ul style="list-style-type: none"> • Sufficient space and facilities for all catering functions, including a daily hot lunch to an average of 2,000 Congress delegates at a time | X | X | X | X | X | X |
| Other space requirements | | | | | | | |
| Exhibition space | <ul style="list-style-type: none"> • A minimum of 20,000 square meters of gross space exclusively dedicated for the exhibition | | | X | X | X | X |
| Registration area | <ul style="list-style-type: none"> • Sufficient space to accommodate all Congress attendees | X | X | X | X | X | X |
| Media centre | <ul style="list-style-type: none"> • A minimum of 350 square metres to accommodate registered media representatives | | | X | X | X | X |

| PROGRAMME | | PRE- CONGRESS | | CONGRESS | | | |
|--------------------------|---|------------------|-----|----------|-----|-----|-----|
| | | SAT | SUN | MON | TUE | WED | THU |
| VIP room | • Sufficient space to accommodate 300 guests in lounge setup | | | X | X | X | X |
| Smaller rooms | | | | | | | |
| Support rooms | 10 x rooms and lounges (bilateral meeting rooms, VIP rooms, speaker briefing rooms) with capacity between 12 and 50 pax | X | X | X | X | X | X |
| Staff rooms | 1 x large meeting room for the Council Global Secretariat staff with capacity for 40 pax in boardroom islands or "U" shape (*1) | X | X | X | X | X | X |
| Staff room | Other organiser rooms | X | X | X | X | X | X |
| Executive Offices | • 3 x rooms for private Executive offices (Chair, Co-Chair and Secretary General) with a lounge setup (sofa set) and one desk (*1) | X | X | X | X | X | X |
| Other spaces | • Multiple sponsor, minister, and side event rooms, allocated on demand and according to the sponsor package, side event schedule, and protocol | | | X | X | X | X |

(*1) Room for staff and private Executive offices to be available and equipped a minimum of 72 hours prior to the start of the World Energy Congress registration.

16. Please confirm the capacity of the proposed venue and how it meets the minimum requirements outlined above. Please provide venue floorplans, capacity charts and pictures.

Audiovisuals and IT

World Energy Congress is a world-class event that requires top-tier production including audiovisuals, multimedia, technology, setup solutions, décor and staging.

The Bidder must ensure that the venue can support secure high-speed WIFI connectivity of a minimum of 1500 Mbps to facilitate live streaming and other technology such as event apps.

The Bidder must also ensure there is enough space inside the session rooms for simultaneous interpretation booths. Simultaneous interpretation is required in all UN official languages for plenary sessions as well as the opening and closing ceremonies held in the main plenary room.

17. Please confirm that the proposed venue meets the requirements and quality standards outlined above for these services.

18. Are there any services linked to the venue that cannot be outsourced? Eg. Audiovisuals, IT, food & beverage

Accommodation

Hosts must confirm the availability of an adequate range and number of hotel rooms near the event venue to accommodate participants at various price points. A minimum number of 1,000 hotel rooms should be available within 15 minutes walking distance across 3, 4 and 5-star facilities. Additional rooms may be located beyond the 15-minute walking distance.

19. Please outline the number of 3-star, 4-star, and 5-star hotel rooms available, their respective distances from the proposed venue, and the average price points for these rooms in USD at the time of bid submission.

20. How many hotels and total rooms are located within 15 minutes walking distance from the venue?

21. How many hotels and total rooms are within 15-minute public transport commute from the venue?

Social events

Social events with a local flavour are a key component of the World Energy Congress experience. These events showcase the destination, foster community engagement, and provide networking opportunities.

The Bidder shall host the following social events covering venue, food and beverage, and entertainment (e.g. cultural performances) while ensuring the attendance of key dignitaries:

- 1 x Executive Assembly Welcome Reception. Attendees: All Member delegates c500pax.
- 1 x Evening Gala. Attendees: 800 invited guests.

Social events are expected to take place off-site. Additionally, the Host is requested to propose and assist the Council in securing suitable options for the Future Energy Leaders' Dinner

22. Please share your proposals for these social events, including potential venues, cultural elements and any unique offerings to enhance the event experience.

Opening and Closing Ceremonies

The Host supports the Council in the delivery of the Opening and Closing Ceremonies of the Congress, each lasting approximately 90 minutes. At the Congress Opening Ceremony, the Host provides an appropriate cultural performance that celebrates the culture of the country and highlights the energy transition characteristics of the Host destination. The Host commits to ensuring that its highest-level representative shall be present at the Opening and Closing Ceremony to speak on behalf of the Host.

23. Please confirm that the Host’s highest-level representative will be present at the Opening and Closing Ceremonies.

24. Please provide your proposal for the Opening Ceremony.

Security and safety

The Host is responsible for implementing adequate security provisions to ensure the safety of all attendees, including personnel and security staff, in line with the event's scale, protocol requirements, and dignitary management. This includes liaison with local and national authorities at the event and in the city. The Host must also ensure appropriate safety and emergency arrangements including security, first aid and access to the emergency services. Additionally, the Host is required to present a detailed security plan for the Congress to the Council’s Board for approval.

25. Please confirm your understanding of these requirements and provide details of your experience in planning and managing security for high-level events such as World Energy Congress.

Marketing and promotion in the host country

The Council leads marketing, communications, and sales efforts, with support from both the Host and the PCO. The Council promotes World Energy Congress to its global network, including Member Committees, government, energy and energy plus industries, and associations via email, the Council website, media, social media and other channels.

The Host supports the Council by promoting the event and assisting in securing sponsors and exhibitors from the host country.

26. Please outline how you plan to support the Council with securing sponsors and exhibitors from the host country.

27. Please provide details of support already secured from national industry and government stakeholders to bring the Congress to the city and country.

28. Please provide references and event statistics of any major events hosted in the city/destination.

Openness and equity

Inclusivity

The Council operates under the Law of Universality ensuring that any Member Committee may send participants to World Energy Congress regardless of its location.

The Bidder commits to ensuring that as Host, all participants can attend its events in a welcoming and non-discriminatory environment, regardless of nationality, political persuasion, gender, sexual orientation, religion or ethnicity. Access to the World Energy Congress venue and social events must also be guaranteed to differently abled delegates.

29. Please confirm you will ensure a welcoming and non-discriminatory environment for all attendees of the Executive Assembly and the Congress, with no exceptions.

Visas

The Bidder commits to enlist the support of its national government to assist all participants, regardless of nationality, to obtain visas or other necessary documentation to enter the country without undue hardship and that the Host will provide delegates and speakers with invitation letters to participants to help them obtain their visas. The Council will provide a sample invitation letter upon request.

30. How many countries will be able to visit your country without applying for a visa or be eligible for a visa waiver? Do you have this commitment from your government?

31. Please confirm there are no banned nationalities.

Diversity

Developing Countries Scheme

World Energy Congress is a truly global convening and ensuring a worldwide representation of regions, countries and sectors is integral to its success.

To enable the participation of qualifying attendees from developing countries, especially Member Committee Chairs and Secretaries as well as Ministers, the Council provides the following financial support: Total value of the support valued at 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.

The Bidder is invited to contribute to the Developing Countries Scheme in cash or in-kind, and the Council welcomes your proposals for additional initiatives.

32. Do you plan to contribute to the Developing Countries scheme? If so, please explain how.

33. What other initiative(s) are you proposing to ensure worldwide representation and inclusiveness at the event?

Future Energy Leaders' Scheme

Future Energy Leaders are a global impact community of exceptional young professionals.

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 your proposals for other initiatives.

34. Do you plan to contribute to the Future Energy Leaders' scheme? If so, please explain how.

35. Are you proposing any other initiative involving youth?

City and country convention bureaus

City and country convention bureaus can be a helpful source of financial support and advice. It is advisable for Member Committees to carefully review and assess the different cities and venues in their country and to liaise with convention bureaus, as there may be opportunities to negotiate favourable terms, secure local support (including promotional support and local exposure), financial support or partnerships.

36. Did you secure any support from your city or convention bureau to host World Energy Congress? What is the nature and value of this support?

Financial commitments

The Congress is the Council's flagship event. It plays a crucial role in advancing the Council's mission and is an important revenue source for the Council. Bidders are encouraged to present their best offers to support sustained funding of the Council. Strong financial contributions are recommended, and we also encourage Bidders to be creative and suggest options that contribute to sustaining the Council, its mission and its community.

The Bidder is required to pay the Council a minimum Host Fee of £1,000,000 and a minimum Contribution towards the Congress Operating Budget of £1,500,000.

Bidders are asked to outline their best offer towards the Host Fee and agree to pay it to the Council in cleared funds as per the below schedule:

- 50% one month from signing the Contract or on/or before 8 December 2025 and
- 50% on/or before 8 June 2026

The Bidder shall make a contribution towards the Congress Operating Budget with the minimum value set at £ 1,500,000, of which at least £ 500,000 must be in cash. Bidders are encouraged to improve on this minimum contribution and indicate the value of any additional financial contribution in their proposal.

The cash payment towards the budget contribution may be paid in two instalments:

- 50% on/or before 30 October 2026 and
- 50% on/or before 30 March 2027

The remaining budget contribution (£1,000,000) may be provided in cash, in-kind, or a combination of both.

Any in-kind contributions (whether the remaining minimum contribution of £ 1,000,000 or any additional improvements) may be proposed and should be quantified.

The value of the in-kind contributions will be verified by a third-party, such as the Council’s appointed Professional Congress Organiser, and confirmed to be in line with current market conditions. The acceptability of in-kind contributions is at the discretion of the Council.

The Bidder shall further provide details of any additional cash contribution to the Congress Operating Budget clearly showing the amount to be paid and schedule of such payments (dates)

Bidders are strongly encouraged to offer further incentives for consideration in their proposal.

| |
|---|
| 37. Please confirm your proposed Host Fee (minimum £1,000,000). |
| 38. Please confirm the value of the Host Budget Contribution to the Congress Operating Budget (minimum £1,500,000) of which at least £500,000 is in cash. |
| 39. Please specify the value of in-kind services. |
| 40. Please provide details of your proposed cash contribution clearly showing the amount to be paid and schedule of such payments (dates). The cash payments towards the Host fees and the budget contribution shall not exceed beyond the schedule outlined above. The schedule mentioned is considered as the minimum requirement. Our evaluation will consider both the overall value of the contribution and the proposed timing for the payments. |
| 41. Please further outline what services/products you are proposing to provide in-kind and provide proof of that value along with the delivery timelines. |
| 42. Please confirm you have submitted copies of your audited accounts for the past two financial years in English to prove the financial stability of your organisation. |

9. CONCLUSION

We welcome all proposals and feedback from Member Committees and organisations representing cities and countries, including convention bureaus, throughout the process of identifying a host for World Energy Congress 2028 and look forward to working closely with all Bidders.

ANNEX I: SAMPLE SCHEDULE*

| | Saturday | Sunday | Monday | | | Tuesday | | | Wednesday | | | Thursday | | |
|-----------|---------------------|---------------------|------------------------|---------------------------------|------------------|------------------------|---------------------------------|------------|------------------------|---------------------------------|------------------|------------------------|---------------------------------|------------|
| Morning | GOVERNANCE MEETINGS | GOVERNANCE MEETINGS | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION |
| | | | Networking break | | | Networking break | | | Networking break | | | Networking break | | |
| | | | MAIN CONTENT PROGRAMME | | | MAIN CONTENT PROGRAMME | | | MAIN CONTENT PROGRAMME | | | MAIN CONTENT PROGRAMME | | |
| | Networking lunch | | Networking lunch | | Networking lunch | | Networking lunch | | Networking lunch | | Networking lunch | | Networking lunch | |
| Afternoon | GOVERNANCE MEETINGS | EXECUTIVE ASSEMBLY | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION | MAIN CONTENT PROGRAMME | PRIVATE PROGRAMME & SIDE EVENTS | EXHIBITION |
| | | | Networking break | | | Networking break | | | Networking break | | | Networking break | | |
| | | | OPENING CEREMONY | | | MAIN CONTENT PROGRAMME | | | MAIN CONTENT PROGRAMME | | | MAIN CONTENT PROGRAMME | | |
| | | | | | | | | | | | | | | |
| Evening | | SOCIAL PROGRAMME | SOCIAL PROGRAMME | | | SOCIAL PROGRAMME | | | SOCIAL PROGRAMME | | | | | |

- MAIN CONTENT PROGRAMME
- INTERNAL PROGRAMME
- PRIVATE PROGRAMME & SIDE EVENTS
- SOCIAL PROGRAMME

**Example of a World Energy Congress schedule to illustrate the potential structure of the week*

ANNEX II: PERMITTED AND PROHIBITED BIDDING ACTIVITIES

All bidders must review and adhere to these guidelines to ensure a fair and transparent bidding process that upholds the integrity of the event and the trust of World Energy Council Member Committees and stakeholders.

Principles

Transparency: Bidders are encouraged to provide accurate and comprehensive information about their bids to Member Committees, highlighting the benefits of their bid in an honest and transparent manner.

Open communication: Bidders can engage in open communication with Member Committees and the Global Secretariat to address questions and provide clarifications related to their proposals.

Networking: Bidders are permitted to participate in networking sessions or events where they can interact with Member Committees to promote their bids.

Forbidden activities

Bribery, corruption and coercion

- Bidders must not offer, provide, or promise any form of inducement, favour, bribe, kickback, or improper advantages to Member Committees in exchange for their votes. This includes both financial and non-financial inducements.
- Bidders shall not seek to influence the Secretariat staff in the proper execution of their duties. The Secretariat staff have an obligation to diligently, truthfully, and accurately fulfil their responsibilities in evaluating and appraising the feasibility of bids.
- Every entity shall be required to comply with national and international legal requirements pertaining to ethical conduct, including the 2010 United Kingdom Bribery Act and the Convention on Combating Bribery of Foreign Public Officials. These statutes establish enforceable benchmarks for deeming bribery and corruption as criminal activities.
- Bidders are prohibited from exerting undue influence, pressure, or coercion on Member Committees or Council team to secure their votes. Member Committees must have the freedom to make their decisions independently.
- Bidders shall not engage in any action or behaviour intended to induce or influence the voting decisions of Member Committees in a manner that deviates from their inherent judgment and preferences.
- Bidders shall not participate in any actions, communications, or conduct intended to improperly sway or manipulate the Board Members in order to gain favour for their bids.

Misrepresentation

Bidders must refrain from making false or misleading statements about their proposals, their competitors, or the event itself. All information provided should be accurate and verifiable.

Personal gifts and favours

Bidders should not provide Member Committees, Secretariat staff or Council Board with personal gifts, favours, or other benefits that could be perceived as an attempt to influence their decisions.

Confidential information abuse

Bidders should not misuse or exploit any confidential information obtained from Member Committees for gaining an unfair advantage.

Unfair competitive practices

Bidders should compete fairly and ethically, avoiding any tactics that undermine the integrity of the bidding process or harm the reputation of competitors.

Exploiting relationships

Bidders should not exploit personal or professional relationships with Member Committees or Council team to gain an unfair advantage. All interactions should be based on merit and the quality of the proposal.

Roles

Bidder: Member Committee of the World Energy Council or any other organisation representing a city or country, who submits a bid to host World Energy Congress.

World Energy Council Global Secretariat: Responsible for running an independent Request for Proposals' process and for reviewing each bid against set requirements and parameters. Evaluates, outlining the strengths of each bid and by attributing a final score.

World Energy Council's Board: Approves viable bids and may make a recommendation to Member Committees based on the evaluation.

Voter: Member Committee in good standing who will be permitted to cast its vote using a secure online voting platform. Voters select the Congress host.

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