

REQUEST FOR BIDS

TO HOST AND ORGANISE WORLD ENERGY WEEK 2025

Responses to this request for bids are due by **Friday, 30 June 2023 by 17:00 (UTC+1)** to wewbids@worldenergy.org

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PURPOSE OF THIS DOCUMENT

This document provides information for parties interested in hosting World Energy Week in 2025, setting out the key criteria and bidding requirements. Bids are welcome from Member Committees of the World Energy Council and organisations representing a city or country, including convention bureaus who have the support of a Member Committee.

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 energy interests, with over 3,000 member organisations in around 90 countries drawn from governments, private and state corporations, academia, and civil society.

Well-respected and globally recognised as a convenor of impactful discussions, our events and dialogues are underpinned by shared values of impartiality, collaboration and openness. We effectively collaborate on breakthrough 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.

ABOUT WORLD ENERGY WEEK

Convening our communities

World Energy Week celebrates the World Energy Council's remarkable and unique 100-year-old worldwide network, uniting communities from across the whole energy ecosystem as together we enable faster, fairer, and more far-reaching energy transitions. Taking place around the world, it is a powerful platform that connects regional realities and priorities with the global energy agenda and provides a space for diverse communities and regions to showcase their practical, actionable and impactful solutions on the ground and share experiences of building a better future for all.

Content and format

World Energy Week comprises a range of compelling content programmes designed for the Council's different communities, alongside social and networking events together with the Council's governance meetings.

There is significant potential for the host to help shape and further enhance the event by adding an additional day of regionally focused programme content, an exhibition, site visits or side events in collaboration with the Council and local sponsors.

Programme	Duration	Participation	Details
World Energy Council meetings	1.5 days	Members only (no delegate fee)	<ul style="list-style-type: none"> • Officer's Council • Executive Assembly • Strategic Community Conversation • Regional Community Meetings • Future Energy Leaders meeting
Content programme	2-3 days	Open to all	<ul style="list-style-type: none"> • Facilitated dialogues and conversations designed and delivered by the Council's Global Secretariat • Optional regional content programme designed and delivered by the host Member Committee
Private programme	Half day	By invitation only	<ul style="list-style-type: none"> • World Energy Leaders' Dialogue
Social events	3 evenings	Open to all	<ul style="list-style-type: none"> • Welcome reception • Host social event(s) • Social celebration

Event delivery

Under our Humanising Energy vision, the World Energy Council convenes visionary leaders, pioneers, influencers and experts from around the world and delivers immersive, memorable and impactful experiences. Local commitment for all our events is key, alongside legacy, sustainability and impact.

World Energy Week is designed to celebrate the Council's diverse communities, with a rich content programme that features regional input from the host country and showcases the destination and region. The design and delivery of World Energy Week must be aligned with the Council's key principles of quality, impact, inclusiveness and sustainability.

Technology, innovation and production elements such as video production, scribes and a dedicated event app are key and play an important part of the event delivery.

Attendees

World Energy Week brings together around 500 international energy leaders and practitioners from across the energy ecosystem, including Ministers and government officials, C-suite and senior private sector representatives, young leaders, academia and civil society.

It is open to both members and non-members of the Council and the number of participants may vary depending on whether the event is complemented by a regional content programme or exhibition organised by the host. A delegate fee structure may be applied.

Event rotation

Any country can bid to host World Energy Week.

Previous World Energy Week events (formerly also known as the Executive Assembly) were held in:

- 2014: Cartagena, Colombia
- 2015: Addis Ababa, Ethiopia
- 2017: Lisbon, Portugal
- 2018: Milan, Italy
- 2020: London, UK (digital event)
- 2021: Astana, Kazakhstan (hybrid event)

BIDDING PROCESS

Timeline

Action	Timeline
Request for proposals released	Friday, 31 March 2023
Agreement and declaration of agreement released	Wednesday, 5 April 2023
Bids due	Friday, 30 June 2023 by 17:00 (UTC+1)
Global Secretariat reviews bids and conducts site visits (if required)	3 July to 11 August 2023
Qualifying bids published	Week commencing on 14 August 2023
Voting window for Member Committees open	11 to 25 September 2023
Announcement of the winning bidder	Week commencing 25 September 2023

Who can bid?

Bids are welcome from Member Committees of the World Energy Council and organisations representing a city or country, including convention bureaus. The following principles apply:

- **Interested 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.
- **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.
- **Third parties where there is no Member Committee:** the bidding entity must ensure that there is a properly established Member Committee according to the Council's Constitution by the time of the opening of the vote. For further information on membership, please contact our team at membership@worldenergy.org

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.

Bidders will be asked to submit a signed declaration of agreement to host World Energy Week.

Eligibility

Eligible bids are those that submit all required documentation within the timeframe required and fully respond to all questions in this bid document with responses that meet the essential bid criteria.

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. Please contact us at wewbids@worldenergy.org

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, members, or other candidates the proposals or bids of other Member Committees.

RESPONSIBILITIES AND COMMITMENTS

Summary of roles and responsibilities

AREA	COUNCIL	HOST
Financing and budget management	Advisory	Lead
Host government engagement and protocol	Advisory	Lead
Programme development and delivery	Lead	Input
Overall project management	Lead	Support
Logistics coordination and delivery	Advisory	Lead
Communications, PR and social media	Lead	Support
Marketing and sales (including sponsorship and exhibition)	Advisory	Lead

Roles and responsibilities

The host country and the Global Secretariat work collaboratively to design and deliver World Energy Week.

The Global Secretariat Office is responsible for the following:

- Delivering the event under the World Energy Council and World Energy Week brands, bringing the Council's unique convening power, connecting prestige and heritage brand recognition

- Design, development and delivery of programme schedule, format and content across the entirety of World Energy Week
- Seeking input from the host country on development of the relevant regional sessions, including speaker suggestions
- Acquisition and management of speakers and contributors, including active participation from World Energy Council leadership
- Invitations and participant management for the World Energy Leaders' Dialogue
- Defines and manages communications, PR and social media strategies
- Provides the promotional copy and marketing material, including flyers, graphics, templates and videos
- Develops and manages the event website and app in line with Council policies
- Overall project management

The host commits to delivering the following essential components:

- Brings the highest level of political support at country / city level
- Finances the entirety of World Energy Week and ensures that adequate financial and human resources are allocated to the preparation, management and successful delivery of the event
- Provision and management of all logistical requirements, including venues, catering, AV, technology and all service providers
- Leads on commercial strategy, including delegate and sponsorship sales and marketing campaigns
- Secures and manages third party suppliers where required across all functional streams – marketing, communications, PR, logistics and operations
- Manages the registration platform, process and delegate fee payments (if applicable)
- Manages protocol, visas, security
- Covers the cost of Council staff travel, accommodation and catering
- Ensures adequate insurances are in place to cover event cancellation, liability and personal damages or injury to the host, delegates and organisers.

DETAILED BID INFORMATION FOR COMPLETION BY ALL BIDDERS

*All questions are compulsory
For further details, please see the World Energy Week 2025 Agreement*

Bidder information

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

If you are a Member Committee, please go directly to the next section. If you are an organisation representing a city or country, please answer the following questions:

1. **Please tell us about your organisation's profile, including vision and management structure, as well as your events experience.**
2. **Please confirm that the national Member Committee supports your bid and that you have included a formal letter of support stating their endorsement.**

Government support and liaison

The host must secure the full support of the host country's Ministry of Energy (required), and if possible the Head of State (President or Prime Minister highly desirable). The required level of support includes:

- Participation of the Minister of Energy at World Energy Week, including at the World Energy Leaders' Dialogue
- Minister co-signs speaker invitations, and Ministry supports with the invitation process
- Support for visa and protocol matters
- Provision of official logo and quotes for marketing and invitation purposes

3. **Please provide a letter from your Minister of Energy and/or Head of State clearly confirming their support and acknowledging their commitment.**

Financial commitments

Hosting a World Energy Week requires financial commitment and management by the host. The event can be commercially successful and undertaken with minimum financial risks provided structure and support from key stakeholders, government and city, venue and partners are in place.

The host is fully responsible for meeting the event costs and is encouraged to finance the event through delegate fees, sponsorship, exhibition sales and grants:

- **Delegate fees** – given the high-quality content, brand and calibre of participation, we encourage the World Energy Week content programme to be positioned as a fee-paying event, with appropriate discounts for Council Members. World Energy Council members have not been charged for this event in the past, and a significant discount or incentive should be offered to them. Further discounts / preferential rates for low-income countries within the Council's membership (as defined by the World Bank) should be considered in the delegate fee structure. The overall fee structure may vary depending on funding received and location of the event.
- **Sponsorship** – there are excellent opportunities to generate sponsorship revenue across World Energy Week. These include headline sponsors, sponsors of particular community or programme elements (such as Future Energy Leaders or the World Energy Leaders' Dialogue), sponsors of the social and networking spaces, and event deliverables sponsors (such as registration, lanyards and the app). Sponsor benefits typically include pre-event and on-site branding and profiling, exhibition space, complimentary places and an active role for the sponsor CEO. Sponsor branding is not permitted inside the physical content programme spaces. The Council will support the host in

developing their sponsorship proposition and package details. The host agrees to pay the Council 10% commission on cash sponsor revenues.

- **Grants** – we recommend that the host explores options to secure grants and subventions for the event. The host is solely responsible for applying for and securing any grants and subventions, and shall ensure that all terms and conditions of any such funding are complied with. The host is required to keep the Council informed of any such funding secured.
- **Exhibition** – a venue with space for a small / medium exhibition is recommended from both a commercial success and participant experience perspective. Exhibition space can be included in sponsorship packages or sold as standalone exhibitor packages.
- **Side events** – in consultation with the Council, other organisations can hold side or social events alongside World Energy Week.

❖ *You will find an indicative sample budget template in the Annex I: Sample budget template.*

4. Please provide a draft budget that includes your costs, revenues and break-even points.
5. What is your proposed registration fee for Council members (in USD)?
6. What is your proposed registration fees for non-Council members (in USD)?
7. Please tell us about any support you have received from other stakeholders.
8. Are you expecting to receive any grants? If so, please outline.

Event dates

World Energy Week includes up to four days of content programme and may include an optional regional content programme or existing energy event delivered by the host Member Committee.

The event typically takes place in October. Dates in late September or November may also be considered. Major religious and cultural holidays and competing events must be taken into account.

9. What are your proposed dates for World Energy Week 2025?
10. Please confirm that you have taken into account major religious and cultural holidays and competing industry events.
11. Are you proposing that other events be hosted under the umbrella of World Energy Week that can leverage overall attendance and visibility? If yes, please provide further details.

Destination

Destination information

The World Energy Week host must share the Council’s vision to humanise energy and forge new ways forward on energy transition. The destination should have an energy transition story to tell and be able to demonstrate energy leadership and a commitment to the Council’s vision, mission and global energy community by showcasing stories of change which inspire people and communities. It should also be an attractive destination in its own right as an additional selling point for the event.

12. Please tell us how you are working towards humanising energy in your city / country and how hosting a World Energy Week will enable your city / country to take energy transitions forward in a faster, fairer and more far-reaching way.

13. Please outline the attractive attributes of your destination from a travel and tourism point of view.

Accommodation

The host is responsible for ensuring an adequate range and number of hotel rooms available close to the event venue to accommodate participants, including block bookings and discount codes at a variety of price points. A minimum number of 250 hotel rooms should be available within 15 minutes walking distance across 3, 4 and 5-star facilities. Additional rooms should be available and can be beyond the 10-15 minutes walking distance.

14. Please outline the number of 3, 4, and 5-star hotel rooms and their respective distance from your venue, and the average price point for these rooms in USD at the time of bid submission.

15. How many hotels are within 15 minutes' walk of the venue?

16. How many hotel rooms are within 15 minutes taxi of the venue?

Venue selection

The capacity of the venue, quality, location, access, proximity to hotels and airport is crucial to the success of the event. Your venue should ideally be no more than 15 minutes' walk from delegate hotels.

17. Please tell us about your proposed venue and its experience of hosting high-quality international events such as World Energy Week.

18. 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?

19. How many airlines/cities have direct flights to/ from the closest major airport?

Venue requirements

Hosts should have a venue with adequate facilities that ensure optimum participant experience and financial viability.

Capacity and room layout

Your prospective venue requires flexibility for different types of rooms and set-ups to accommodate different formats. Your venue should accommodate at a minimum:

Programme	Description	Event days (*1)			
		Day 1	Day 2	Day 3	Day 4
A. World Energy Council meetings (1.5 days)					
Regional Meetings and Future Energy Leaders' Meeting	1 x room for 60-80 pax in round tables 1 x room for 30 pax in boardroom or U-shape 1 x room for 30 pax in boardroom or U-shape 1 x room for 25 pax in boardroom or 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 (half-day)			
Officers Council Meeting (including breakfast)	1 x room for 22 pax in boardroom style		X (half-day)		
Strategy Community Conversation	1 x room with capacity for 150-180 pax in round tables with stage		X		
Executive Assembly	1 x room with capacity for 180 pax in classroom style and 80 observer seats at the back in theatre-style with stage Head table: 20 participants on stage with executive chairs		X		
B. Content programme (2 days)					
Content sessions (global and regional)	1 x room with capacity for 500 pax in theatre-style with stage 2 x break-out rooms with capacity for 250 pax in round tables with stage			X	X
C. Invitation-only programme					
World Energy Leaders' Dialogue	1 x room for 60-80 pax in round tables with stage » for sessions 1 x room for 60-80 pax in round tables » for private lunch			X	
D. Social programme					
Reception	Reception for all attendees		X		
Future Energy Leaders' Dinner (private dinner)	Dinner for around 80 Future Energy Leaders		X		
Host social event	Social event. Host to determine the type of event (reception/dinner/other)			X	
World Energy Social	Social event: Community celebration. Note: Can be organised together with the Global FEL.				X

Other room requirements	Description	Event days (*1)			
		Day 1	Day 2	Day 3	Day 4
E. Common areas					
Registration area	1 x registration area (with sufficient space to handle registration, as well as inquiries and welcome desk)	X	X	X	X
Coffee-breaks	Space for Coffee-breaks/ Coffee-stations throughout the event	X	X	X	X
Delegate lunch	1 x room/suffice space to serve lunch to all delegates (can be buffet)		X	X	X
F. Exhibition and sponsors					
Exhibition space	The host may organise an exhibition alongside the event programme		(X)	(X)	(X)
Sponsors	Rooms for sponsors (recommended)		(X)	(X)	(X)
G. Support rooms					
Speakers' briefing room	1 x room to be used as Speakers' Briefing Room			X	X
H. Staff offices					
Staff room	1 x large meeting room for the Council Global Secretariat staff with capacity for 40 pax in boardroom islands or "U" shape (*2)	X	X	X	X
Private offices	3 x rooms for private Executive offices (Chair, Co-Chair and Secretary General) with a lounge setup (sofa set)	X	X	X	X
Bilateral meetings rooms	2 x meeting rooms for bilateral meetings with capacity for 8 pax in boardroom style 1 x meeting room for bilateral meetings with capacity for 10 pax in lounge style (VIP room)		X	X	X

(*1) Does not include set-up nor dismantling dates, only event days. The host must factor in set-up and dismantling days.

(*2) Room for staff and private Executive offices to be available and equipped a minimum of 48 hours prior to the start of the World Energy Week registration.

❖ **You will find an indicative schedule in the Annex II - Sample schedule.**

Precise room configurations will be advised to the host through regular project meetings and finalised no later than 3 months in advance of the event.

20. Please confirm the proposed venue capacity and how it meets the above minimum requirements. We encourage you to supplement this information by providing venue plans, pictures and capacity charts.

Logistics

In addition to the venue space, the following services are required:

Audio-visual, photography and simultaneous interpretation

- Audio-visual equipment and on-site support for all parts of World Energy Week, including:
 - Sound equipment: speakers, mixer and microphones (lapel, roving, conference and lectern microphones)
 - Projection equipment: projectors, screens, interfaces and laptops
 - Speaker comfort monitors on stage
 - Lighting
 - Dedicated audio-visual technicians for each room
- Dual projection, switcher and a stage are required for sessions with more than 100 participants
- Audio and video conferencing equipment, including platform and on-site support to connect attendees joining the Executive Assembly plenary and the Officers Council meeting online (camera, microphone and audio both ways)
- Video recording equipment, including cameras, tripods and camera operators for a number of content sessions
- Audio or video recording is required for the Executive Assembly plenary
- Wireless presentation clicker for the Executive Assembly and Strategic Community Conversation
- Social events may also require audio-visual equipment, stage/ platform and on-site AV support
- Simultaneous interpretation in English and French for the Executive Assembly
- Professional photographer to cover the full event, including Council meetings and social programme

21. Please confirm you will meet the above requirements and quality standards for these services.

Information technology (IT)

- Secure high-speed WIFI connectivity is required throughout the conference space, free for all attendees
- The host must ensure capacity and connectivity for the use of live streaming and other technology such as the event app
- High-speed internet access for registration area
- The Staff office must be equipped with one printer/photocopier and paper

22. Please confirm you will meet these IT requirements.

Staging, branding and signage

- Staging, backdrops and decor for all content programmes, invitation-only programme and Council meetings with more than 100 participants
- Signage and event branding at the venue and off-site locations. Digital signage is preferred
- The World Energy Week logo is designed and supplied by the Council together with any accompanying brand guidelines. All World Energy Week event materials, signage, backdrops, badges, promotional content and online platforms shall comply with the Council's Brand Guidelines and are subject to the Council's approval.

23. Please confirm you will meet these staging and branding requirements.

Other production elements

- Other elements such as technology, video production and graphic facilitator are key to deliver engaging and impactful formats. The host is required to cover the cost of the following:
 - A dedicated event app
 - Graphic facilitator (scribe)
 - Video production, including the event promotional video, intro videos to play before sessions, videos to play during breaks
 - Other standard event technology as required
- The Council encourages the event host to consider any other solutions or features that can increase audience engagement and impact.

24. Please confirm you have the capabilities to deliver an engaging and impactful event experience as outlined above.

Social events

Social events that include a local flavour are a key element of the event experience to bring together the community and showcase the destination. They are also excellent sponsorship opportunities.

World Energy Week must include the following social gatherings:

- Future Energy Leaders' Dinner for the FEL community on day 2. Expected numbers: 60-80 pax.
- Evening Reception for all attendees on day 2. Expected numbers: 500 pax.
- Evening social event on day 3. Type of event to be determined by the host, for example reception, dinner, party, other.
- World Energy Social open to all attendees on day 4. Informal community event that celebrates the Council's community spirit. May include games and other interactive/ engaging activities. May be organised together with the FEL community. Expected numbers: 300 pax (60% of all attendees).

Social events are expected to take place off-site. Depending on distance, the host may need to organise transportation.

An accompanying person's programme and pre or post-event tours may be organised and can be chargeable.

25. Please tell us about potential venues for the social events and whether transport is required.

26. Please tell us about your plans for the host-led day 3 social event, including event type, style, entertainment and any potential supporters.

Catering

Adequate food and beverage space and facilities are vital to ensure a smooth and enjoyable experience for participants, particularly in short spaces of time. The host needs to deliver:

- Coffee-breaks and lunch for all delegates throughout the event programme. Expected numbers: 500 pax. Number expected to reduce to 80% on the last day of the event.
- Breakfast and coffee-station for the Officers Council Meeting on day 2. Expected numbers: 22 pax.
- World Energy Leaders' Dialogue private lunch for on day 3. Set-up: Private room, round tables. Expected numbers: 60-80 pax
- Catering for all social events. This includes one reception and one dinner on day 2, and two more social events on day 3 and 4. Number expected to drop to 80% on the last day of the event.

- Refreshments in the executive offices, staff office, speaker prep room and bilateral meeting rooms.
- Water available throughout and in all sessions for delegates and speakers.
- Options for a range of special dietary needs.
- Quantities to be managed to avoid food waste.
- Preference for local food and suppliers and sustainable F&B options.
- No single use plastic bottles.

27. Please confirm you will meet these catering requirements and quality standards.

Registration

The host is responsible for managing registration from start to end, from processing registration and payments (if applicable) to on-site check-in, and providing pre and post-event registration reports.

The host must work with the Council to select the registration platform and develop the online registration form. It must be compliant with data protection provisions in force in the host country and the UK and open for registration no later than 9 months prior to the event.

29. Please confirm that you have the capabilities to manage the registration process, including on-site operations and badging, with adequate process, platform and support.

Security and safety

The host must implement adequate security provisions to ensure the safety of all delegates with additional consideration to the presence of government-level participants, and provide an event security plan at the request of the Council Officers. The host should also ensure appropriate safety and emergency arrangements, including a nearby medical centre or hospital, on call doctor, and trained first aid staff.

30. Please confirm that security arrangements at the venue are reflected in your budget.

Marketing and promotion

The host and the Council are together responsible for the event promotional campaign and overseeing and coordinating media presence, with the support of the Council's PR agency. They will work together to develop an exciting and effective marketing and communications plan.

The Council will promote World Energy Week to its global network, including members, government, energy and energy plus industries, and associations via email, the Council website, media, social media and other channels. It will support PR and media coverage where possible.

The host leads on commercial strategy, including delegate and sponsorship sales campaigns. The host is required to advertise and promote the event to Council members and communities, national and international industry contacts, media and potential sponsors.

31. Please outline the main components of your proposed marketing strategy to ensure visibility and success of the event.

Openness

Inclusivity

The Council operates under the Law of Universality. Any Member Committee is entitled to send participants to any World Energy Week wherever it is held.

The host commits to ensuring that all participants can attend its events in a welcoming and non-discriminatory environment, regardless of nationality, political persuasion, gender, sexual orientation, religion or ethnicity. The host must also guarantee that differently abled delegates have access to the World Energy Week venue and social events.

32. Please confirm you will be able to ensure everyone is welcome to the event, with no exception regardless of nationality, religion, ethnicity, sexual orientation etc.

Visa

The host 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.

33. 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?

34. Please confirm there are no banned nationalities.

Insurance

The host shall ensure that adequate insurances are in place to cover event cancellation, liability and personal damages or injury to the host, delegates and organisers.

23. Please confirm that the cost of insurance is reflected in your budget.

Convention or city bureaus

Convention or city 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.

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

Legacy and impact

The Council is united in its mission to achieve sustainable energy for the benefit of all and encourages the host and its suppliers to hold sustainable events and create a lasting impact.

Together with the Council, the event host and destination should plan, organise and deliver World Energy Week aligned with the United Nations Sustainable Development Goals (SDGs). For further information, please see **Annex III – UN Sustainable Development Goals**.

The Council has been implementing ‘no plastic and no paper’ measures at its events, reducing food waste, reducing consumption of meat on menus, sourcing of local food, engaging the local community and showcasing local projects of interest for our community.

We encourage the event host to come up with a programme, measures or a single activity that supports the Council’s mission of sustainable energy for the benefit of all people and its vision to humanise energy. We advise bidders to get in touch with the venue, convention bureau city council to develop an impactful plan/ activity.

Measures should go beyond waste and consumables at the venue and may include projects on energy transparency, energy literacy, energy efficiency initiatives, access, etc.

25. What concrete sustainability measures do you plan to put in place at the event?

26. What legacy project and outcomes do you plan on generating?

Annex I – Sample schedule

Day 1	
7.30	
8.00	
8.30	
9.00	
9.30	
10.00	
10.30	
11.00	
11.30	
12.00	
12.30	
13.00	
13.30	
14.00	Regional Meetings 14.00 - 16.00
14.30	Africa Meeting Asia Meeting Europe Meeting Latin America and the Caribbean Meeting Middle East and Gulf States Meeting North America Meeting
15.00	
15.30	
16.00	Coffee-break 16.00 - 16.30
16.30	
17.00	Future Energy Leaders' Meeting 16.30 - 18.00
17.30	
18.00	
18.30	
19.00	
19.30	
20.00	
20.30	
21.00	

Day 2	
7.30	
8.00	Officers Council Meeting including breakfast (private meeting) 07:30 - 09:30
8.30	
9.00	
9.30	Welcome coffee 09:30 - 10:00
10.00	
10.30	
11.00	Strategic Community Conversation (including Coffee-break) 10:00 - 13:00
11.30	
12.00	
12.30	
13.00	
13.30	Lunch 13:00 - 14:30
14.00	
14.30	
15.00	
15.30	Executive Assembly (including Coffee-station or Coffee-break) 14:30 - 17:30
16.00	
16.30	
17.00	
17.30	<i>Travel time</i>
18.00	
18.30	Reception 18:00 - 20:00
19.00	
19.30	
20.00	<i>Travel time</i>
20.30	
21.00	Future Energy Leaders' dinner (private dinner) 20:15-21:30

Day 3	
7.30	
8.00	
8.30	
9.00	
9.30	
10.00	Content programme (including Coffee-break) 09:00 - 12:30
10.30	
11.00	
11.30	
12.00	
12.30	
13.00	Lunch 12:30 - 14:00
13.30	
14.00	
14.30	Content programme (including Coffee-break) 14:00 - 17:30
15.00	
15.30	
16.00	
16.30	
17.00	
17.30	
18.00	
18.30	<i>Travel time</i>
19.00	
19.30	
20.00	Host social event 19:00 - 21:00
20.30	
21.00	<i>Travel time</i>

Day 4	
7.30	
8.00	
8.30	
9.00	
9.30	
10.00	Content programme (including Coffee-break) 09:00 - 12:30
10.30	
11.00	
11.30	
12.00	
12.30	
13.00	Lunch 12:30 - 14:00
13.30	
14.00	
14.30	Content programme (including Coffee-break) 14:00 - 17:30
15.00	
15.30	
16.00	
16.30	
17.00	
17.30	
18.00	
18.30	<i>Travel time</i>
19.00	
19.30	
20.00	World Energy Social 19:00 - 21:30
20.30	
21.00	<i>Travel time</i>

Annex II – Sample budget template

	Revenue	Amount USD
REV	Grants and subventions	
REV	Exhibition	
REV	Sponsorship	
REV	Delegate Fees	
REV	Advertising	
REV	Other Revenue	
Total Revenue		
	Costs	
ADMN	Travel	
ADMN	Accommodation	
ADMN	Project Management /PCO	
ADMN	Transportation	
ADMN	Insurance	
Admin Costs Sub-total		
OPS	Venue Tenancy & Rentals	
OPS	Power & Utilities	
OPS	Security	
OPS	Catering	
OPS	A/V, staging, etc	
OPS	Video Production	
OPS	Furniture	
OPS	Translation, Interpreters, Scribes	
OPS	Equipment Hire	
OPS	Signage & Banners	
OPS	Temp Staff	
OPS	Event Insurance	
OPS	Registration Platform, Equipment & Services	
OPS	Badge Stock	
OPS	Lanyards	
OPS	Registration area Build	
OPS	Venue Cleaning	
OPS	Build & Construction	
OPS	Social Events - Welcome receptions	
OPS	Entertainment	
OPS	Others	
Ops Costs Sub-total		
MKTG	Website	
MKTG	Mobile App	
MKTG	Artwork/Design	
MKTG	Brochures, Flyers	
MKTG	Digital Marketing	
MKTG	PR	
MKTG	Photography	
MKTG	Live Streaming	
MKTG	Advertising Costs	
Marketing Costs Sub-total		-
Total Costs		

Annex III – UN Sustainable Development Goals



Source: <https://www.un.org/en/sustainable-development-goals>