



Host City Bidding Information Guideline for the 5th WeGO General Assembly

This guideline explains the process and criteria for the selection of the Host City of the 5th WeGO General Assembly (GA) to be held in 2021. All WeGO member cities and other local governments are invited to put forward a bid to host the GA.

About the GA

The GA is WeGO’s triennial flagship event that allows host cities to showcase their smart city initiatives to international participants and explore collaboration opportunities with other cities and partners for joint initiatives and investments. Host cities also enjoy global exposure through this event by putting themselves on the map as leaders in the smart city community. The GA gathers both members and non-members to shape the key agenda that will help chart WeGO’s direction for the next three years. The event features various smart city sessions and workshops, a Mayors’ Roundtable, a CIO Forum, the Executive Committee (EXCOM) Meeting, and the GA itself, along with several exhibitions.

A sample schedule of the GA is shown below:

Day 1	Day 2	Day 3
EXCOM Meeting	GA	Technical & Cultural Tours
Workshops/Sessions	Workshops/Sessions	
World CIO Forum	Mayors’ Roundtable	
Welcome Dinner	Gala Dinner	Farewell Dinner
Exhibition		
*Lunches and coffee breaks should be provided.		

Guidelines

- Interested candidates should submit a complete bidding package referring to the “Bidding Package Requirements” (pp. 3-4 of this document) to the WeGO Secretariat (secretariat@we-gov.org)

World Smart Sustainable Cities Organization

7F Seoul Global Center, 38 Jongro Jongno-gu, Seoul 03188, Republic of Korea

www.we-gov.org

secretariat@we-gov.org

Tel: +82 (0)2 720 2934~7



**Cities preparing the bidding package are advised to inform the secretariat in advance to the submission so that the Secretariat is aware of the potential candidates, and to provide assistance for preparation of the bidding package.*

- All expenses for convening the events must be borne by the host cities. Financial commitment should be explained in the budget part of the bidding package.
- The Executive Committee will select the host city of the 5th GA.
- All candidates are invited to make a ten-minute presentation (pre-recorded, English) which will be shared with Executive Committee for online voting. The presentation is to be submitted with the bidding package.
- The final dates of the events will be determined in full consideration of the preferred dates of the host cities.
- Host cities will receive as much support as possible before, during, and after the events from the WeGO Secretariat.

Schedule for Selection of Host City

Date	Details
May 31, 2021	Deadline for Submission of Bidding Packages to the WeGO Secretariat
Early June, 2021	Bidding Package Review by the Executive Committee Meeting
Mid-June, 2021	Selection of 5 th GA Host City

Deadline

Bidding packages must be submitted to the WeGO Secretariat (secretariat@we-gov.org) by **May 31, 2021**.



Bidding Package Requirements

City and other local governments interested in hosting the 5th WeGO GA are invited to prepare a bidding package that includes an **official letter of intent**, a **bidding proposal**, and a **pre-recorded bidding presentation**. This document serves as a guide on what information should be included in the bidding package.

Official Letter of Intent

Candidates should attach a letter from the governor, mayor, or equivalent executive authority that shows the candidate's commitment to host the GA.

Bidding Proposal

Please note that candidates should indicate whether their proposal is for an online or offline event. The bidding proposal should not exceed ten (10) pages and should cover the items listed below:

- **Introduction**
 - Describe the bidding background, objectives, and summary of the candidate local government and its vision.
- **Dates**
 - Identify the candidate's preferred GA dates.
- **Agenda**
 - Describe programs, sessions, and other activities that the candidate can organize, as well as any side events, conferences, and forums that can be held in conjunction with the GA.
- **Venue (if offline)**
 - Describe the conference venue and its amenities.
 - For the 5th GA:
 - The venue should include separate areas for the GA, workshops, sessions, and exhibitions. It should accommodate at least four hundred (400) people, while each workshop/session should accommodate at least two hundred (200) people.
- **Venue (if online)**
 - Describe the platforms that will be used to host online GA
 - For the 5th GA:
 - The platform should include multiple platforms for the GA, workshops, and sessions. It should accommodate at least four hundred (400) people, while each workshop/session should accommodate at least two hundred (200) people.
- **Access**
 - Describe the options for convenient access to the venue, both international and domestic.
- **Accommodation**
 - Provide a list of hotels, including information on amenities, the number of rooms, meeting halls, distance, and accessibility from the venue and airport(s).
- **Budget**



- Provide budget allocation estimates with breakdowns, including the source of each item (city/state/national budget, corporate/institutional sponsorships, grants, loans, etc.)
- Provide a fundraising strategy and plan, if applicable.

*Budget should be appropriate for the size of the GA.

- **Sponsorships**

- Provide information on the quantity and type of sponsorships that the host city can offer to VIPs, speakers, and guests, including hotel accommodations and flights.

- **Tours**

- Provide a list of potential technical and cultural tour sites that will be relevant to the event.

- **Catering and Entertainment**

- Describe the catering and entertainment options for all lunches and dinners, along with potential restaurants.

- **Safety**

- Describe the candidate's safety plan for the security of the venue and all participants during the event.

- **Visa and Travel Support**

- Describe the candidate's capacity to provide support for visas and other travel-related matters for international travelers.

Bidding Presentation

- **Audio-visual presentation of bidding document**

- Record a ten-minute (maximum) presentation in English summarizing the content of the above bidding document, including any other information to support your proposal

Inquiries:

William Scheffers

Program Officer, WeGO Secretariat

william@we-gov.org, secretariat@we-gov.org | +82 70-4202-9153

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Host City Bidding Information Guideline for the WeGO Executive Committee Meeting 2022

This guideline explains the process and criteria for the selection of the Host City of the WeGO Executive Committee (EXCOM) Meeting to be held in 2022. All WeGO member cities and other local governments are invited to put forward a bid to host the EXCOM Meeting.

About the EXCOM

The WeGO Executive Committee Meeting is a three-day event. The first two days consist of the main WeGO Executive Committee Meeting, where important organizational matters are decided and voted on, followed by several workshops, sessions, covering diverse smart sustainable urban development topics from expert speakers and WeGO members. The last day is reserved for cultural and technical tours of the host city.

A sample schedule of the EXCOM Meeting is shown below:

Day 1	Day 2	Day 3
EXCOM Meeting	Workshops/Sessions	Technical & Cultural Tours
Welcome Dinner	Gala Dinner	Farewell Banquet Dinner
*Lunches and Coffee Breaks need to be provided *Meeting Room(s) required for 80 people		

Guidelines

- Interested candidates should submit a complete bidding package referring to the “Bidding Package Requirements” (pp. 3-4 of this document) to the WeGO Secretariat (secretariat@we-gov.org)
**Cities preparing the bidding package are advised to inform the secretariat in advance to the submission so that the Secretariat is aware of the potential candidates, and to provide assistance for preparation of the bidding package.*
- All expenses for convening the events must be borne by the host cities. Financial commitment should be explained in the budget part of the bidding package.
- The Executive Committee will select the host city of the WeGO Executive Committee Meeting 2022.
- The final dates of the events will be determined in full consideration of the preferred dates of the host cities.
- Host cities will receive as much support as possible before, during, and after the events from the WeGO Secretariat.

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Schedule for Selection of Host City

Date	Details
July 11, 2021	Deadline for Submission of Bidding Packages to the WeGO Secretariat
July - August, 2021	Bidding Package Review by the Executive Committee Meeting
September/October, 2021	Host City selected by Executive Committee during the 5 th GA

Deadline

Bidding packages must be submitted to the WeGO Secretariat (secretariat@we-gov.org) by **July 11, 2021**.

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Bidding Package Requirements

City and other local governments interested in hosting the WeGO Executive Committee Meeting 2022 are invited to prepare a bidding package that includes an **official letter of intent** and a **bidding proposal**. This document serves as a guide on what information should be included in the bidding package.

Official Letter of Intent

Candidates should attach a letter from the governor, mayor, or equivalent executive authority that shows the candidate's commitment to host the EXCOM Meeting.

Bidding Proposal*

The bidding proposal should not exceed ten (10) pages and should cover the items listed below:

- **Introduction**
 - Describe the bidding background, objectives, and summary of the candidate local government and its vision.
- **Dates**
 - Identify the candidate's preferred GA dates.
- **Agenda**
 - Describe programs, sessions, and other activities that the candidate can organize, as well as any side events, conferences, and forums that can be held in conjunction with the GA.
- **Venue**
 - Describe the conference venue and its amenities.
 - For the EXCOM Meeting 2022:
 - The venue should include separate areas for the EXCOM Meeting, workshops, sessions, and exhibitions. It should accommodate at least 80 people.
- **Access**
 - Describe the options for convenient access to the venue, both international and domestic.
- **Accommodation**
 - Provide a list of hotels, including information on amenities, the number of rooms, meeting halls, distance, and accessibility from the venue and airport(s).
- **Budget**
 - Provide budget allocation estimates with breakdowns, including the source of each item (city/state/national budget, corporate/institutional sponsorships, grants, loans, etc.)
 - Provide a fundraising strategy and plan, if applicable.

*Budget should be appropriate for the size of the EXCOM Meeting.
- **Sponsorships**
 - Provide information on the quantity and type of sponsorships that the host city can offer to VIPs, speakers, and guests, including hotel accommodations and flights.
- **Tours**



- Provide a list of potential technical and cultural tour sites that will be relevant to the event.
- **Catering and Entertainment**
 - Describe the catering and entertainment options for all lunches and dinners, along with potential restaurants.
- **Safety**
 - Describe the candidate's safety plan for the security of the venue and all participants during the event.
- **Visa and Travel Support**
 - Describe the candidate's capacity to provide support for visas and other travel-related matters for international travelers.

Bidding Presentation

- **The bidding city will be required to make a presentation of its proposal during the 5th General Assembly**
 - Ten-minute (maximum) presentation in English summarizing the content of the above bidding document, including any other information to support your proposal

** In case of Force Majeure Event, the selected Host City and the WeGO Secretariat can renegotiate the content of the bidding package submitted to this call for bids.*

Inquiries:

William Scheffers

Program Officer, WeGO Secretariat

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Host City Bidding Information Guideline for the 6th WeGO General Assembly (2023)

This guideline explains the process and criteria for the selection of the Host City of the 6th WeGO General Assembly (GA) to be held in 2021. All WeGO member cities and other local governments are invited to put forward a bid to host the GA.

About the GA

The GA is WeGO’s triennial flagship event that allows host cities to showcase their smart city initiatives to international participants and explore collaboration opportunities with other cities and partners for joint initiatives and investments. Host cities also enjoy global exposure through this event by putting themselves on the map as leaders in the smart city community. The GA gathers both members and non-members to shape the key agenda that will help chart WeGO’s direction for the next three years. The event features various smart city sessions and workshops, a Mayors’ Roundtable, a CIO Forum, the Executive Committee (EXCOM) Meeting, and the GA itself, along with several exhibitions.

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*Lunches and coffee breaks should be provided.		

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- All expenses for convening the events must be borne by the host cities. Financial commitment should be explained in the budget part of the bidding package.
- The Executive Committee will select the host city of the 6th GA.
- The final dates of the events will be determined in full consideration of the preferred dates of the host cities.
- Host cities will receive as much support as possible before, during, and after the events from the WeGO Secretariat.

Schedule for Selection of Host City

Date	Details
July 11, 2021	Deadline for Submission of Bidding Packages to the WeGO Secretariat
July - August, 2021	Bidding Package Review by the Executive Committee Meeting
September/October, 2021	Selected by Executive Committee during the 5 th GA

Deadline

Bidding packages must be submitted to the WeGO Secretariat (secretariat@we-gov.org) by **July 11, 2021**.



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