



7th WeGO General Assembly Bidding Information

WeGO invites all member cities and other local governments to put forward a bid to host a WeGO General Assembly (GA). The GA allows host cities to showcase their smart city initiatives to international guests and to explore partnership opportunities with other cities and prospective partners and stakeholders for joint initiatives and investments. Host cities also enjoy global exposure at these events by putting themselves on the map as leaders in the smart city community.

WeGO GA

The GA is a triennial event that 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 Mayor's Roundtable, a CIO Forum, the EXCOM Meeting, and the GA itself, along with several exhibitions. A sample schedule is 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		
*Lunch and coffee breaks should be provided.		

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



Guidelines

- Interested candidates should submit a complete bidding package with reference to the “Bidding Package Requirements” (pp. 3-4 of this document) to the WeGO Secretariat.
- The host city of the 7th GA 2026 will be selected by at the 6th WeGO General Assembly (Host city of the year: Seoul, South Korea)
- All candidates are invited to make a ten (10)-minute presentation of their bids at 6th WeGO General Assembly.
- The host city will receive as much support as possible before, during, and after the events from the WeGO Secretariat.
- Expenses for convening the events must be borne by the host city.
*The Secretariat may provide in kind contributions to enrich the program of the event.
- The final dates of the events will be determined in full consideration of the preferred dates of the host city.

Schedule

Date	Details
July 9, 2023	Deadline for Submission of Bidding Packages to the WeGO Secretariat *Cities are to inform the WeGO Secretariat of their willingness to bid in advance to this date.
July, 2023	Bidding Package Review by WeGO Secretariat and EXCOM *Online meetings with the candidate cities may take place to discuss on the submitted Bidding Packages
September, 2023	Presentation of candidate cities at the 6th WeGO General Assembly Selection of 7 th WeGO GA Host City at 6th WeGO General Assembly

Bidding Package Submission Deadline

Bidding packages must be submitted to the WeGO Secretariat (secretariat@we-gov.org) by **July 9, 2023**.

*Cities are to inform the WeGO Secretariat of their willingness to bid in advance to this date.

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Bidding Package Requirements

City and other local governments interested in hosting a WeGO GA or EXCOM Meeting are invited to prepare a bidding package which 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 GA and EXCOM Meeting.

Bidding Proposal

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

- **Introduction**
 - Describe bidding background, objectives, and summary of the candidate local government and its vision.
- **Event**
 - Identify the event(s) that the candidate wishes to host.
 - 7th GA and EXCOM Meeting 2026
- **Dates**
 - Identify the candidate's preferred event dates.
- **Agenda**
 - Describe programs, sessions, and other activities that the candidate can organize, as well as any side events, conferences, and forums which can be held in conjunction with the event.
- **Venue**
 - Describe the conference venue and its amenities.
 - 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.
- **Access**
 - Describe the options for convenient access to the venue, both international and domestic.



- **Accommodation**
 - Provide a list of hotels, including information on amenities, number of rooms, meeting halls, distance, and accessibility from the venue and airport(s).

- **Budget**
 - Provide budget allocation estimates with breakdowns, including 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 and EXCOM Meetings.

- **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.

Inquiries:

Leon Martinez

Program Manager, WeGO Secretariat

leon@we-gov.org, secretariat@we-gov.org | +82 (0)70-4202-9163

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