



Host City Bidding Information Guideline for the WeGO Executive Committee Meeting 2024

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 2024. 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-go.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 2024.
- 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.

World Smart Sustainable Cities Organization

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

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



Schedule for Selection of Host City

Date	Details
July 9, 2023	Deadline for Submission of Bidding Packages to the WeGO Secretariat
July, 2023	Bidding Package Review by the Executive Committee Meeting
September, 2023	Host City selected by Executive Committee during the 6 th GA

Deadline

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

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Bidding Package Requirements

City and other local governments interested in hosting the WeGO Executive Committee Meeting 2024 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 2024:
 - 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**

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- 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 6th 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.*

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