



# 8th 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.		

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**World Smart Sustainable Cities Organization**

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**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 8th General Assembly will be selected by WeGO Members during the 7th WeGO General Assembly which is to be held in November 2026 in São Paulo, Brazil.
- All candidates are invited to make a ten (10)-minute presentation of their bids at the 7th 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
June 5, 2026	<ul style="list-style-type: none"> <li>● Expression of Interest *Cities are to inform the WeGO Secretariat of their willingness to bid in advance.</li> </ul>
July 17, 2026	<ul style="list-style-type: none"> <li>● Deadline for Submission of Bidding Packages to the WeGO Secretariat</li> </ul>
August, 2026	<ul style="list-style-type: none"> <li>● Bidding Package Review by WeGO Secretariat and EXCOM Members *Online meetings with the candidate cities may take place to discuss on the submitted Bidding Packages</li> </ul>
November, 2026	<ul style="list-style-type: none"> <li>● Presentation of candidate cities at the 7th WeGO General Assembly</li> <li>● Selection of the host city for the 8th WeGO General Assembly during the 7th WeGO General Assembly</li> </ul>

\*Timeline subject to change based on the discussion in advance with the interested cities.

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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.
    - 8<sup>th</sup> GA and EXCOM Meeting 2029
- **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.

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- **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.

\*The 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.

*\* 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:**

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