Guidelines for member organisations wishing to host the 25th ILGA-Europe Annual Conference (October 2021)

Deadline for submission: 10 September 2019 to beryl@ilga-europe.org

The Annual Conference is the single biggest event in ILGA-Europe's calendar and Europe’s largest annual LGBTI conference. The conference is assembled by focusing on ILGA-Europe's Strategic Framework 2019-2023 which provides direction for the annual work plans and funding proposals of the organisation. Visit our website to learn more about our work: http://ilga-europe.org/

The conference is a place where the European and Central Asian LGBTI movement and its allies share experiences, develop new strategies and develop a political agenda and work programme for ILGA-Europe. It is also an event in which we present ourselves to the media as well as to the politicians, European institutions, funders and other supporters. The conference's success is crucial for advancing the human rights of LGBTI people at the European and Central Asian levels, to our relationships with the European Institutions and other allies.

Every year members select the venue for the Annual Conference taking place two years later. This year in Prague members will thus select the destination of the 2021 conference. At the conference itself prospective hosts will be given the opportunity to present their candidacy. Ahead of this, prospective host candidates are required to submit a conference bid, which will inform ILGA-Europe members on what potential hosts have to offer.

The conference will likely take place the last weekend of October 2021.

Who can bid?
ILGA-Europe Annual Conferences can be hosted by one or more than one ILGA-Europe member organisations together. Organisations are encouraged to partner with each other, as it is believed that alliances can contribute to the success of the event. Our experience also teaches that working in alliance contribute to more sustainable impact on the community, movement and politics.

Due to funding restrictions, ILGA-Europe Annual Conferences can only be organised in EU Member States. Due to the legal uncertainties around the development of EU law in context of the current Brexit process, bids from the United Kingdom cannot be accepted in 2021.

With its Annual Conferences, ILGA-Europe wants to make impact that is most relevant for LGBTI communities and movements and therefor prioritises to work with members. ILGA-Europe does not respond to enquiries from tourism agencies or commercial entities to host the conference alone. However, tourism agencies and/or commercial agencies can be part of bids lead by member organisations and work with them to make the conference a success. Communication must occur through member organisations directly.
What should a conference bid include?
Time at the conference to select a host venue is quite limited. It is important that all information is available in advance. We acknowledge that at this stage of the process, you may not be able to provide concrete details on every item. An ideal conference bid is around 3 to 4 pages long.

Political context
By organising the Annual Conference, ILGA-Europe and its members hope to contribute to creating change with the host country. It is important to provide a short overview of the political situation in your country and explain how the conference could contribute to changing the situation for LGBTI people.

Conference organising team
ILGA-Europe members hope that hosting the Annual Conference will help strengthen the local LGBTI movement. Successful conference bids have often been put forward by a collaborative effort between collective of multiple ILGA-Europe member organisations. If possible there is a hosting committee involving different LGBTI organisations (and potentially other allies) that can contribute to the conference. Typical tasks of the local hosts include the identification of service providers, developing the conference social programme, mobilising local volunteers and supporting ILGA-Europe with different kinds of practical tasks. There should be a good representation of diverse people in the local organising team. It is important that you have a solid core-team of people (e.g. 5-6 people) involved in the preparation of the conference. Around the conference itself, we will need assistance of a further 15-20 volunteers to assist with practical tasks. Please give a description of how you envisage the organising team to function.

Fundraising
ILGA-Europe Annual Conferences are large undertakings and in past years have grown significantly in number of participants. This increases the burden of fundraising and this is a task that is shared between local host organisations and ILGA-Europe. We rely in particular on local organisations to work with local authorities, funders and companies to bring in resources to realise the conference, organise fundraising actions/parties, etc. The approximate amount of funding that needs to be raised externally varies between €100 and €150K (which is about one third of the total costs). In countries where no obvious local source for funding is available, ILGA-Europe can work with member organisations to identify alternative resources. Bids to host the Annual Conference need to provide a clear fundraising plan.

Conference venue
Ideally the conference and the accommodation for participants should be in one building (conference hotel or university facilities). Please provide 3-4 options as possible conference venue facilities. Basic requirements are:

- Conference facilities: Plenary room for 500-600 people (incl. ability to accommodate translation booths); 7-8 workshop rooms for up to 60 people (one of which can be the plenary room); a catering area (incl. seating capacity for minimum 200 people); a networking area.
- Accommodation: Roughly up to 150 single rooms and 80 double rooms. Ideally there should also be an option to have few rooms in a budget hotel situated within walking distance from the conference venue hotel.
- All areas of the conference venue should be readily accessible for wheelchair users.
- Please give information on the venues you are considering holding the conference in and the extent to which it would meet these requirements.

**Programme and speakers**

It is important to have high profile speakers, both for the opening ceremony, and for the plenaries and panel sessions. Representatives of the government, political parties, the City Hall etc. could be considered. Please give information on the speakers who you think you may be able to invite. Please note that the Annual Conference programme is developed and carried out by ILGA-Europe and that decisions for invitations are made by the organisation.

**Social events**

The social events are a very important element of the Annual Conference and depend on the conference host's input. Traditional events include the closing dinner and party on the Saturday evening, a city tour (often paid for by the local tourist authority or City Hall), and a reception (with dinner) at the local City Hall. One objective of the social events is to have an opportunity for conference participants to meet with the local LGBT community. Social events also provide an opportunity for fundraising. Accessibility should also be remembered for social events. Please give an indication of the types of social event which you plan to organise and whether you expect local government and tourist authority support.

**What are the milestones for conference organising?**

**10 September 2019**  Deadline for submitting a bid

**25-26 October 2019**  Presentation to members during AGM plenary
                     Vote by members in AGM plenary

**Winter 2019**  ILGA-Europe clarify requirements for conference hotel and opening/closing reception venues
                     Local host short-lists possible venues

**May/June 2020**  First planning trip by ILGA-Europe conference team
                     Visit of short listed venues
                     Meetings for fundraising purposes

**Autumn 2020**  Negotiation and decision on conference hotel and opening/closing reception venues
                     Local host provides input on conference theme based on national/local context
                     Ongoing fundraising efforts

**Feb/March 2021**  Conference theme approved
                     Invitation to VIPs at local/national level
                     Main suppliers identified (catering, AV equipment rental, interpretation)
Spring 2021  Local host provides input for programme development
        Invitation to speakers at local/national level (local political panel)
        Ongoing fundraising efforts

June 2021  Second planning trip by ILGA-Europe conference team
        Meeting with conference hotel, opening/closing reception venues and
        main suppliers (AV equipment, interpretation)

Summer 2021  Additional suppliers identified (local transport, security, furniture rental,
        printing, office supply)
        Mobilisation of volunteers
        Visa letters for participants
        Local host provides input for conference website and conference mailings

September 2021  Third planning trip by ILGA-Europe conference team
        Meeting with volunteers
        Social programme finalised
        Local host provides input for conference mobile app

Should you need any clarification, please contact beryl@ilga-europe.org or +32 2 609 56 51 at
the ILGA-Europe Office.