

Guidelines for Member Organisations wishing to host the Annual Conference

**Deadline for submitting a proposal to host the 2014 conference:
5 September 2013**

The ILGA-Europe annual conference is Europe's largest annual LGBTI conference for human rights defenders. The conference is constructed around ILGA-Europe's Strategic Plan as well as about political developments in the region.

The conference is organised around our strategic objectives:

Advancing the application of human rights standards and principles without discrimination based on sexual orientation, gender identity and/or gender expression and working for full equality, in particular in relation to:

- Asylum
- Education
- Employment
- Family
- Freedom of assembly and association
- Health
- Homophobic and transphobic violence

Enhancing the capacity of ILGA-Europe (members, board, and staff) to achieve its mission by:

- Strengthening the capacities of LGBTI organisations
- Reflecting diversity of LGBTI communities in ILGA-Europe's work
- Consolidating ILGA-Europe's capacity to advance the rights of trans and intersex people
- Increasing the visibility of ILGA-Europe's work at European level
- Embedding the principle of organisational learning in ILGA-Europe

It is also an event in which we present ourselves to the media as well as to international institutions (such as the European Union and the Council of Europe), member states, funders, as well as other partners. The conference is crucial for advancing a common agenda towards the achievement of human rights of LGBTI people at the European level. It is therefore important that, when the membership comes to choose between possible hosts for the annual conference, it has all the relevant information about the capacities for the local host to make this event a reality.

At the conference itself, prospective hosts will be given the opportunity to present their candidacy. However, as time at the conference is quite limited, it is important that information is before the conference. For this reason, we ask you to provide as much information as you can on the key issues set out below. You can do this by preparing a presentation on paper, or for example by preparing a video in which you present details as set out in these guidelines. In all cases, please make sure that we can post your presentation at our website (www.ilga-europe.org).

Conference Organising Team

It is important that you have a solid team of people (e.g. five or six people) involved in the preparation of the conference, if possible involving other LGBT and LGBTI organisations that can contribute to the conference. Diversity of the organising team in terms of gender, race,

sexual orientation, gender identity and expression and religious belief, is valued by the ILGA-Europe membership. If possible, please present your team.

Fundraising

Fundraising is an important part of organising the conference. This is particularly the case for the scholarships needed to ensure representative participation of the entire European LGBTI movement. But, ILGA-Europe also needs to find some €60,000 to €70,000 each year to meet its co-financing requirement under the contract with the European Commission. The conference provides an opportunity for raising some money towards this objective. Please give an outline of the fundraising programme you plan to undertake, including: approaching foundations, local government and community fundraising/social programme events before and during the conference.

Conference site

Ideally the conference and the accommodation for participants should be in one building, or located closely to each other (hotel or university facilities). Please provide 3-4 options as possible conference venue facilities.

Basic requirements are:

- Conference facilities - Plenary room for 250-300 people, 4-5 workshop rooms for up to 70 people (one of which can be the plenary room); a conference office; an information and documentation room
- In case the price for a venue with sufficient conference facilities and accommodation shows out to be very high, it is possible to consider alternative conference facilities
- Accommodation - roughly up to 90 single rooms and 40 double rooms. There should also be an option to have few rooms in a budget hotel situated within walking distance from the conference venue hotel
- The conference, and the hotel accommodation, should be readily accessible for disabled persons

Please give information on the site you are considering holding the conference in, and the extent to which it would meet these requirements!

Programme / 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 and/or political parties, the City Hall etc. should be considered. Please give information on the speakers who you think you may be able to invite.

Social events

The social events are a very important element of the conference, and depend entirely on the conference host's input. Traditional events include the end of conference party on the Saturday evening, a city tour (often paid for by the local tourist authority or City Hall), and a reception at the local City Hall. One objective of the social events is to have an opportunity for the conference participants to meet with the local LGBT community. Social events also provide an opportunity for fundraising. Disability access 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.

Volunteers

In addition to the organising team, there will be a need around 10 local volunteers to assist at various stages during the conference. Please give an indication of how/where you will find these volunteers.

Should you need any clarification, please contact bjorn@ilga-europe.org or +32 2 609 54 15 at the ILGA-Europe Office.