



1. Bid Process

- The deadline for submitting a bid to host the 34th GWI Triennial Conference in 2022 is **31 May 2019**.
- Bids will be accepted only from one of GWI's national federations or associations (NFAs). The Board may independently investigate additional sites.
- Interested NFAs must use the [official conference bid form \(Annex 1\)](#) and send it to info@graduatewomen.org. Additional supporting materials may be submitted.
- When all bids have been received, the GWI Office will prepare an initial comparison for the incoming Board's consideration.
- The incoming GWI Board may arrange for a representative to visit and carefully evaluate proposed sites to determine their suitability for GWI's purposes. Site visits will include meetings with the hostess association, the site convention bureau and any professional conference organizers (PCOs) who might be employed. GWI's representatives will prepare reports on the sites visited and advise the Board on their suitability.
- The GWI Board will make the site selection based on the information provided on the bid form or additional sites investigated independently, any supplementary material provided and site visit reports.
- The final decision will be announced to all bidders no later than 30 September 2020 and will be publicly announced via the GWI Website and social media sites.
- The winning NFA may wish to provide a special presentation for the website.
- Questions about the bid form or process should be addressed to the GWI Office, at info@graduatewomen.org.

2. General Considerations

- The Conference is usually held in July or August and lasts from four to six days, including a weekend.
- Attendance at GWI Conferences ranges from 200 to 300. Proposed conference venues must have adequate accommodation and meeting space for up to 300 persons.
- The host country should have relative political stability and its government should respect basic human rights, such as freedom of speech. Barriers based on race, religion, politics or nationality that would prevent GWI members from participating fully will normally rule out an invitation. Unforeseen and unexpected political changes will not, in most cases, lead to the cancellation of a bid that has already been accepted.
- The NFA leadership and local membership should give their enthusiastic support and have sufficient volunteers to handle the necessary local arrangements. If a new national board takes office after the bid has been accepted, the responsibility of being the hostess NFA still stands.
- Conference participants are well-educated women from 50+ countries.
- A significant number are over 60 years old, so it is important that walking distances be kept to a minimum and that all facilities are easily accessible for members with physical disabilities.
- Most participants pay their own expenses, so it is important to keep all costs as low as possible.

- The programme is intensive, so any local travel should be short and direct.

3. Required Facilities

3.1 Main Conference Hall

Up to 400 participants – needed throughout the Conference

- Tables or desks for 250 voting delegates and alternates
- Delegates should have a clear view of the head table. The tables or desks must be wide enough for country and function signs. Chairs with writing arms may be used, provided there is room for standing signs
- Seating behind the delegates' tables for 100 - 200 observers
- Sufficient space for delegates to move in the aisles and to move between the rows of tables or desks
- A long head table on a platform, with seating for nine (the Board, Executive Director and two procedural advisers), with a floor-length cloth or panel covering the front
- A smaller table and three chairs on the platform for the timekeepers and minuting secretary, with a floor-length cloth or panel covering the front
- Six to eight foldable chairs on the platform behind the head table for additional speakers
- Public address system with 5-6 microphones (one for the lectern, two for the head table and two to three standing microphones for delegates (one per aisle)
- Stoplight timing system for timekeepers to use to flash small red and green lights visible to the lectern and to the presiding officer indicating when time allotted to speakers has lapsed
- One wide central screen or two smaller side screens
- One LCD projector and one laptop computer
- Audio recording system to tape inauguration, business and plenary sessions
- One or two small tables for distribution of documentation inside the meeting room
- Simultaneous interpretation equipment for up to three languages
- Tables and chairs for interpreters

3.2 Parallel Sessions and Seminar Rooms (at least 5)

50 -75 participants – needed throughout the Conference

- Small head table and three chairs
- Theatre style movable seating
- Lectern, with microphone
- Flipchart
- One screen, LCD projector and laptop computer
- Wireless internet connections in all rooms

3.3 Workshop Rooms (at least 5)

35 to 50 participants – needed for two days

- Small head table and three chairs
- Theatre style movable seating
- Lectern, with microphone
- Flipchart
- One screen, LCD projector and laptop computer

- Wireless internet connections all of the rooms

3.4 GWI and LAC Offices

From two days before the Conference through to one day following the Conference

- Two large rooms, ideally lockable, approximately 16 m² or 180 sq ft, near the main conference hall
- Six narrow work tables and twelve chairs
- Broadband internet connection
- Two or three PC computers, with Microsoft Office, and two printers
- Telephone, for local and international calls
- High speed, efficient photocopier capable of recto verso copying and stapling
- Safe for conference funds (or access to a safe elsewhere on site)

3.5 Young Members' Room

40 participants – needed throughout the Conference

- Near the main conference hall
- Tables and chairs
- White board and flip chart

3.6 Board Room

One day prior to the Conference and one day following the Conference

- One room with seating for 12
- Tables and chairs in a rectangular board layout
- Flip chart

3.7 Committee Rooms

One or two days prior to the Conference

- At least two rooms, each with seating for 10
- Tables and chairs in a rectangular board layout
- Flip chart

3.8 Payments Space

Throughout the conference

- A small room or a partitioned corner of a large room
- Small table and three chairs
- Four or five extra chairs for members who are waiting

3.9 Ballot Space

Needed the first two days of the conference

- May be a separate room or partitioned corner of a large room; if a partitioned corner is used, a small, private room will be needed for the counting of ballots
- Must have separate entry and exit points, so that those balloting can enter by one door and leave by the other
- Small table and three chairs for checking credentials
- Two voting tables, spaced far enough from each other to provide privacy

- Small table or stand for a ballot box
- Two bulletin boards for posting candidate information and election results

3.10 Other Facilities

- An area with tables near the main conference to be used for the sale of small items, preferably a space that can be locked at night or with a lockable space nearby
- A conveniently placed area equipped with numerous tables for the distribution of registration kits, credentials, local and sightseeing information and other documents
- One or two large rooms or spacious lobbies where members can relax and talk informally
- Information stand for conference information
- Tourist information stand where a travel agent or volunteers can be available to assist members with travel arrangements, flight confirmations and local tours
- Onsite or nearby banking facilities where members can change money and cash cheques before and after sessions and during the lunch breaks
- Onsite or nearby cybercafé where members can access e-mail, if necessary, on a user fee basis, plus wireless access in the main building

4. Catering Requirements

- Mid-morning and mid-afternoon breaks offering coffee, tea and water - coffee stations must be close to the main meeting hall and sufficient in number to serve all participants within a thirty minute break
- Cookies, cakes or pastries with the coffee breaks (optional and subject to budget)
- On-site or nearby lunch facilities able to accommodate all participants with a 60 minute period – lunch may be included as part of the registration fee package
- Gala dinner, usually on the last evening; often in a separate venue of historical or cultural interest – may be included as part of the registration fee package
- Drinking water for the head table and timekeepers' table

5. Accommodation

- Sufficient accommodation for up to 300 on-site, within walking distance or easily accessible by public transportation
- At least half of the accommodation should be in the middle to lower price range, preferably under 140 US dollars (140 Swiss francs (2019)) per night for bed and breakfast.
- The majority of participants prefer single rooms; but double rooms must also be provided.

6. Social Events, Tours and Optional Activities

- **Opening reception:** Conferences provide, unless decided otherwise, for a reception or drink before or following the opening ceremony.
- **Gala dinner:** The conference traditionally ends with a formal dinner, either at the conference venue or in a special setting, such as a historical building or special cultural site.
- **National Evening:** The hostess association may organize a special evening featuring their national culture and cuisine. This is not part of the core budget; its costs must be covered either by sponsorship or a separate fee charged to participants.
- **Half-day tours:** Conferences, unless decided otherwise, include half-day tours during the week offering members an opportunity to experience local art, music, history, medicine, nature, scientific developments, judicial systems, schools, university education, social welfare programmes, industry. These outings sometimes include home hospitality – an afternoon tea or evening meal in the homes of local members.
- **Pre- and post-conference tours:** A choice of sightseeing trips are offered, unless decided otherwise, before and after the Conference. They may include one-day tours in the host city and/or the immediate vicinity or three to four longer tours of three to five days exploring other parts of the country. Normally the planning, advertizing and selling of tickets is carried out by a local travel agent.
- **Accompanying persons' programme:** Most conferences offer a parallel programme for spouses, children and other accompanying persons with special tours and activities.
- **Child Care:** To facilitate participation by younger members, it is desirable for child care arrangements to be available onsite.

7. Checklist for Site Suitability

- _____ No racial, nationality, religious or political barriers
- _____ Political stability
- _____ Freedom of speech
- _____ Availability of dates checked and approved by hotels, convention bureau, universities
- _____ Availability of sponsorships or other monetary support
- _____ Primary venue hotel or other facility selected
- _____ Adequate accommodation
- _____ Full range of accommodation rates
- _____ Adequate auditorium space with seating for up to 400 persons
- _____ Adequate number of meeting rooms for opening ceremony, general sessions and rooms for workshops and seminars
- _____ Adequate seating capacity for meals
- _____ Charges for meeting rooms
- _____ Area for registration
- _____ Information desk with tourist and travel information
- _____ Area for balloting
- _____ Staff and LAC access to e-mail, fax and photocopying facilities
- _____ Accessible banking facilities
- _____ Nearby post office
- _____ Area for IFUW Shop
- _____ Adequate toilet facilities
- _____ Rooms for IFUW Board, LAC and staff
- _____ Air-conditioning or heating, depending on climate
- _____ Rooms reservations to be handled by local convention bureau, hotel or university
- _____ Access to medical facilities
- _____ Assistance available from convention bureau or other city agency
- _____ Public access to e-mail, fax and photocopying machines
- _____ Area for exhibits
- _____ Areas for informal discussion