



World Sailing

# The 2019 World Sailing Annual Conference

Information for Bidders

sport / nature / technology

# Contents

## Introduction

Welcome to World Sailing	3
Our vision	4
Our mission	5
What is the World Sailing Annual Conference?	7
What does hosting the Annual Conference offer you?	8
Past hosts and future hosts	9

## Section one

The makeup of a World Sailing Annual Conference	10
1.1 Overview	11
1.2 Composition of the World Sailing Annual Conference	12

## Section two

Organizer responsibilities	13
2.1 Overview	14
2.2 Financial information	15
2.3 Delegates	15
2.4 Hotel	16
2.5 Transport	17
2.6 Branding	17
2.7 Media	17
2.8 Security	17

## Section three

Detailed logistics and set-up requirements	18
Typical meeting schedule	19

## Section four

Bidding process and timeline	22
4.1 Deadline	23
4.2 Decision	23
4.3 Bid	24
4.4 Contract	25

# Welcome to World Sailing

World Sailing (WS) is the world governing body for the sport of Sailing, officially recognised by the International Olympic Committee (IOC). Founded in Paris in 1907, World Sailing now has 144 Member National Associations.





# Our vision

**World Sailing has a clear and ambitious vision:**

A world in which millions more people fall in love with sailing; inspired by the unique relationship between sport, technology and the forces of nature, we all work to protect the waters of the world.

# Our mission

To make sailing more exciting and accessible for everyone to participate or watch; and use our reach and influence to create a sustainable future for our sport and the waters of the world:

- To create, and regulate, exciting competition events to showcase the natural power of wind-driven water sport;
- To build a strong profile and image for sailing, using our key points of difference to resonate with people and give them a lifetime of sport;
- To create a tangible sustainability programme that maximises the positive effect that the sailing community can have on our environment.





The Annual Conference is the central meeting point where the strategy of sailing is reviewed, discussed and celebrated. This is why the event is so important and we choose to work with strong and committed partners.

# What is the World Sailing Annual Conference?

- The most important gathering of World Sailing's decision makers
- A 7 day meeting of up to 1,000 global participants
- An opportunity to celebrate success
- A platform to plan the future, make important decisions and a forum to share best-practise and to generate new ideas
- An occasion to honour dedicated individuals who are committed to sailing
- A combination of formal meetings, forums, celebrations and tourism activities



# What does hosting the Annual Conference offer you?

- The opportunity to showcase your MNA and your city to the world through traditional, digital and social media
- The possibility to partner with an ambitious leading Olympic sports federation with a unique point of difference
- An event creating local and tourist spend including approximately 1,500 hotel nights, local transport use, spend at restaurants, shopping and tourist activities. Delegates often extend their stay to enjoy the host city and many cases are joined by family and friends
- A platform to develop promotional and sponsorship opportunities
- The chance to bring the most influential people in the sport of sailing to your city





# Past and future hosts



**2010**  
Athens,  
Greece



**2011**  
San Juan,  
Puerto Rico



**2012**  
Dun Laoghaire,  
Ireland



**2013**  
Muscat,  
Oman



**2014**  
Palma,  
Majorca



**2015**  
Sanya,  
China



**2016**  
Barcelona,  
Spain



**2017**  
Puerto Vallarta,  
Mexico



**2018**  
Sarasota,  
USA



Section one

# The makeup of a World Sailing Annual Conference

The decisions made at our Annual Conference are essential to the development of sailing. In order to set the right tone for these meetings, the image of these meetings should be coherent and reflect the excellence that World Sailing strives to attain. This will enable the Annual Conference and World Sailing to move sailing forward in the Olympic Family and around the globe.



## Section one

# The makeup of a World Sailing Annual Conference

## 1.1 Overview

The Annual Conference is made up of a number of events which structure the schedule.

1. AGM
2. World Sailing Forums
3. World Sailing Gala Awards Dinner
4. Networking Cocktail reception
5. Excursions
6. Meetings and workshops
7. ORC Annual Meetings

The events take place during a period of approximately seven days. This period is referred to in the document as the “Annual Conference”. The final programme is subject to change and will be decided upon by World Sailing.

The branding of the event will be agreed upon between World Sailing and the host. See section 3 for more details.



## Section one

### The makeup of a World Sailing Annual Conference

#### 1.2 Composition of the World Sailing Annual Conference

The following elements make up the World Sailing Annual Conference:

##### Staff Office

A fully functioning office with all the necessary facilities needs to be available 24/7 for World Sailing staff. See Section 3 for more details.

##### Welcome Desk

There must be an area dedicated to the Welcome Desk for registering and signing in delegates. See section 4 for more details.

##### World Sailing Forums

Half-day events to which all Member National Authorities and Classes are invited. It provides an opportunity to exchange visions and to be introduced to new ideas. It consists of a plenary session, guest speakers and an area for various entities to be available for one to one discussions.

##### Welcome Cocktail Reception

This is an opportunity for the Host to welcome the delegates and showcase their city enabling any local or visiting officials to make a speech. See Section 3 for more details.

##### Excursions

The Host should provide a selection of excursions through a local service or the Tourist Board for the delegates accompanying guests.

##### Awards Event with Cocktail Reception and Gala Dinner

This is always held on the Tuesday evening and is an Awards Cocktail for the World Sailor of the Year. World Sailing will organise this event and will choose the location. Delegates have the opportunity to bring their partners to this event and invitations will be given to the Host. See section 3 for more details.

##### Meetings

A series of meetings will take place over the 7 day period. The meetings will vary in size and set up. The Executive Committee will also meet several times during this period. See Section 3 for more details.

##### Offshore Racing Congress (ORC)

In addition to the World Sailing Annual Conference, the ORC host their Annual Conference in the same hotel requiring additional accommodation, meeting rooms and a venue for their Annual Gala Dinner. See Section 3 for more details.

Section two

# Organizer responsibilities

## Section two Organizer responsibilities

### 2.1 Overview

World Sailing will require support leading up to the Annual Conference – liaising with the Tourist Board, streamlined visa application / letters and any other logistical and technical details necessary to the smooth running of the conference.

It is necessary that the contact person is fluent in English.

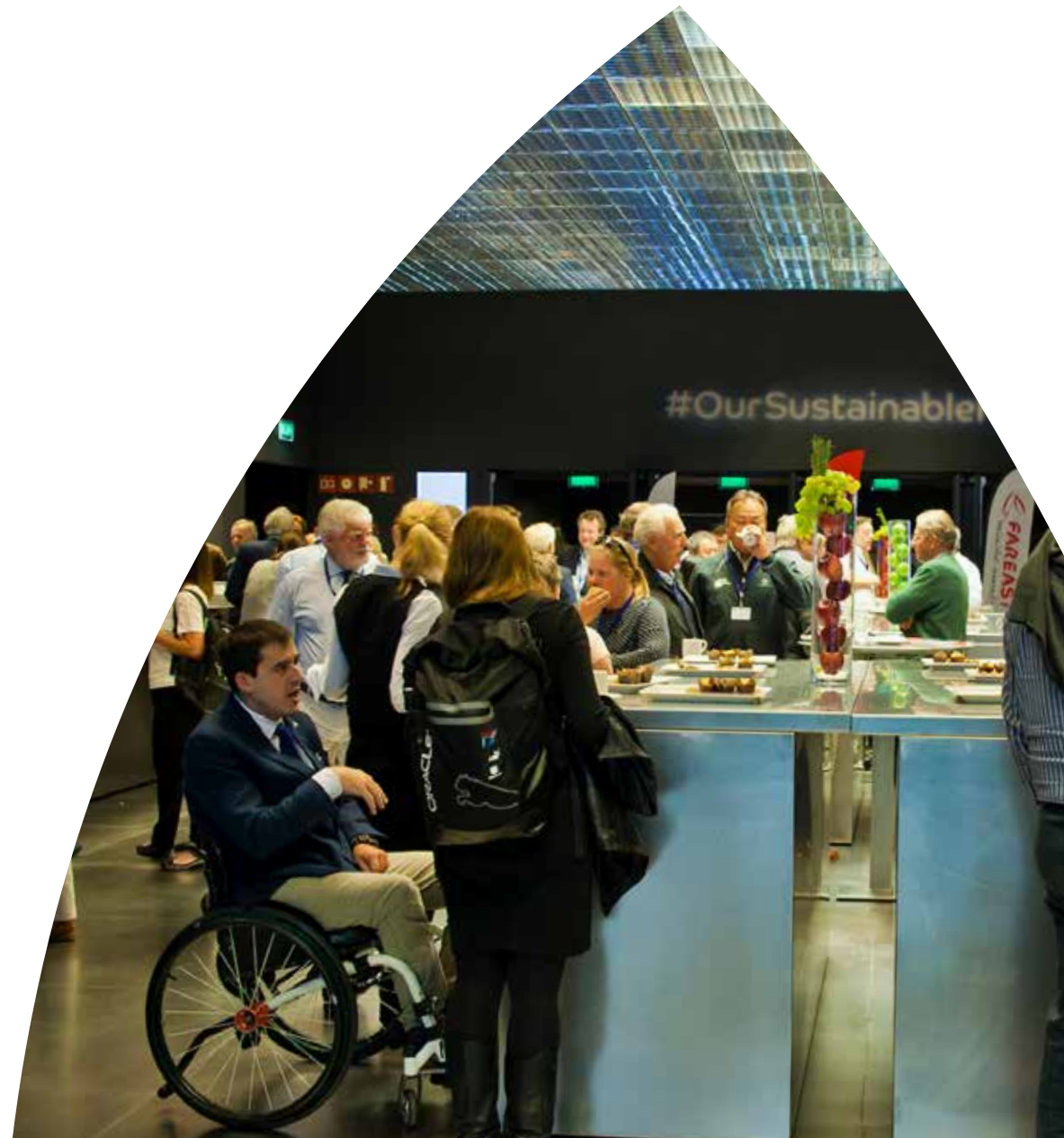
A detailed planning schedule including a timeline must be coordinated between the organizer and World Sailing in order to shop and order materials in advance of World Sailing's staff arrival.

A support team is required (volunteers) to help with the pack-up and distribution of the delegate's bags, excursions, local information etc. The Welcome Desk needs to be manned continually throughout the week from 0830-1830 in order that any questions can be answered by the delegates. World Sailing staff will supervise and be available for this but need to be assisted by at least two volunteers every day.

The organizer should provide a Welcome Desk, manned by volunteers, at the airport.

It is important that as soon as World Sailing staff arrives there is liaison with the head of catering, technical manager etc.

Any logo or theme will be decided upon by World Sailing in consultation with the organizer.



## 2.2 Financial Information

The organizer is entitled and encouraged to seek financial support from government authorities, tourist boards or commercial sponsors to help meet the cost of hosting the Annual Conference and associated meetings. World Sailing authorization must be obtained for any potential funding partnerships to avoid any conflict with World Sailing sponsors. Approval will not be unreasonably withheld. In addition the host city will benefit for direct and indirect spending associated with hosting the Annual Conference.

Delegates and Observers are responsible for and must pay their own accommodation and meals that are not provided by way of sponsored lunches or Gala dinners.

World Sailing requires the organizer and their potential sponsors to cover the following costs:

- A sanction fee of €250,000
- Free hire of Meeting Rooms throughout the conference
- Free hire of the Staff Office for 2 days before the conference and then throughout
- A free upgrade of 3 standard rooms to suites
- A Welcome reception (drinks and canapés)
- Free 100Mb dedicated Wi-Fi for the conference period
- 1:40 ratio for complimentary accommodation

## 2.3 Delegates

The organizer must provide useful information to delegates concerning their stay in the host nation.

World Sailing will be responsible for registration.

The request for Visa letters will be the responsibility of the organizer to write and follow-up on these. A streamlined Visa application process should be set up with the Tourist Board.

## 2.4 Hotel

The official hotel is the principle venue for the Annual Conference. All World Sailing Executive Board and staff should be accommodated in the official hotel and most of the delegates.

Delegates should have the choice between the official hotel and alternative lower cost hotels within walking distance of the official hotel.

The application to host the Annual Conference and associated meetings should specify the cost of the hotels. The cost of a single room (bed & breakfast) at the official hotel should not exceed €175 (4 star) and for the alternative hotel €125 unless otherwise agreed between World Sailing and the Host. A hotel with a variety of room rates to accommodate all budgets can be suggested, as can another hotel/s within reasonable walking distance.

## Requirements

- 4-star accommodation – quoted price should include breakfast + taxes
- Free Wi-Fi access throughout the hotel, in all offices and meeting rooms, plus technicians on-hand to deal with any IT problems
- A large room to act as the World Sailing office space including full working office equipment
- World Sailing Welcome Desk plus equipment
- A functioning Business Centre available to all delegates on a 24 hour basis
- Registration area at the entryway of the Annual Conference
- A selection of in-hotel restaurants and bars
- A list of recommended restaurants in the vicinity and a price list

*Please note: World Sailing will promote the Conference hotel in the year leading up to the Annual Conference via its website and on all conference communications. This free promotion should form part of your negotiations in order to secure the best rates.*





## 2.5 Transport

The organizer is to be responsible for:

- For the rest of the delegates / observers, providing transport details and options from point of arrival to hotel (info re public transport)
- World Sailing will transmit a detailed arrival schedule for World Sailing Board and staff
- Providing a shuttle service between hotels and other venues if necessary
- Providing a travel agent to assist with all travel-related issues for delegates, Board and Observers

## 2.6 Branding

The theme of the Annual Conference week, as well as the overall look and feel concept of the event, including the Annual Conference brand identity will be determined by World Sailing.

The design of all artwork will be supplied by World Sailing. All additional artwork that might be required by the event organisers must receive World Sailing approval before production.

## Branding Requirements

World Sailing will provide branding including directions for use and artwork. All branding must be implemented including hotel, exhibition room, dinner venues, transport and airport branding.

### Costs

The cost of the artwork creation will be borne by World Sailing (unless otherwise negotiated) but the organizer will make a reasonable effort to facilitate production of the branding requirements.

## 2.7 Media

A media plan will be established.

## 2.8 Security

In case of visiting VVIPs an outline plan of the security arrangements surrounding their visit will be needed.

Section three

# Detailed logistics and set-up requirements



**Section three**  
Detailed logistics and set-up requirements

**Typical meeting schedule**

The Annual Conference is always held during the first full week of November.

Date	Timings	Meeting	Room size
Friday 3 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
Saturday 4 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	15:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m <sup>2</sup>
	09:30 – 18:00	ORC Classes Management Committee (Closed to observers)	80m <sup>2</sup>
	09:30 – 18:00	Board Meeting (closed to observers)	80m <sup>2</sup>
	09:30 - 18:00	Racing Rules Committee Working Party (closed to observers)	40m <sup>2</sup>
	09:30 – 13:30	Coaches Commission (closed to observers)	40m <sup>2</sup>
	09:30 – 13:30	Medical Commission (closed to observers)	40m <sup>2</sup>
	09:30 – 13:30	International Regulations Commission	40m <sup>2</sup>
	14:30 – 18:00	Athletes' Commission	40m <sup>2</sup>
	14:30 – 18:00	ERS Working Party (closed to observers)	40m <sup>2</sup>

Date	Timings	Meeting	Room size
Sunday 5 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m <sup>2</sup>
	09:00 – 13:30	ORC Classes and Events Committee	120m <sup>2</sup>
	14:30 – 18:00	ORC Promotion and Development Committee	80m <sup>2</sup>
	08:00 – 18:00	Set up of Forum	330m <sup>2</sup>
	09:00 – 13:30	International Judges Sub-Committee	80m <sup>2</sup>
	09:00 – 13:30	International Measurers Sub-Committee	40m <sup>2</sup>
	09:30 – 18:00	Youth Events Sub-Committee	180m <sup>2</sup>
	09:30 – 18:00	Para World Sailing Committee	120m <sup>2</sup>
	09:30 – 18:00	World Sailing Classes Committee	300m <sup>2</sup>
	14:00 – 19:00	Race Management Sub-Committee	120m <sup>2</sup>
	14:30 – 18:00	Committee Working Room/Meeting Room	40m <sup>2</sup>
	18:30 – 19:00	Opening of the World Sailing Annual Conference	330m <sup>2</sup>

Section three  
Detailed logistics and set-up requirements

Date	Timings	Meeting	Room size
Monday 6 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m <sup>2</sup>
	09:00 – 13:30	ORC Measurement Committee	80m <sup>2</sup>
	14:30 – 18:30	ORC Rating Officers Committee	80m <sup>2</sup>
	09:30 – 12:30	Committee Working Room	40m <sup>2</sup>
	09:30 – 13:30	Olympic Classes Sub-Committee	
	14:30 – 18:00	Regional Games Sub-committee	180m <sup>2</sup>
	09:30 – 13:30	Match Racing Committee	80m <sup>2</sup>
	14:00 – 18:30	International Umpires Sub-Committee	40m <sup>2</sup>
	09:30 – 18:00	Equipment Rules Sub-Committee	80m <sup>2</sup>
	14:30 – 18:00	Forum 1	330m <sup>2</sup>

Date	Timings	Meeting	Room size
Tuesday 7 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m <sup>2</sup>
	09:30 – 13:30	ORC Race Management Committee	80m <sup>2</sup>
	09:30 – 18:30	ORC Management Committee (closed to observers)	80m <sup>2</sup>
	09:30 – 18:30	Committee Working Room / Meeting Room*	30m <sup>2</sup>
	09:30 – 18:00	Constitution Committee (Meeting 1)	80m <sup>2</sup>
	09:30 – 18:00	Race Officials Committee	180m <sup>2</sup>
	09:30 – 18:00	Special Regulations Sub-Committee	120m <sup>2</sup>
	14:30 – 17:30	Forum 2	330m <sup>2</sup>
	15:00 – 17:00	Women's Forum	180m <sup>2</sup>

Section three  
Detailed logistics and set-up requirements

Date	Timings	Meeting	Room size
Wednesday 8 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m <sup>2</sup>
	10:00 – 11:00	ORC Congress (Closed)	180m <sup>2</sup>
	11:30 – 18:30	ORC Congress (AGM)	180m <sup>2</sup>
	09:30 – 13:30	Audit Committee (closed to observers)	40m <sup>2</sup>
	09:30 – 18:00	Equipment Committee	180m <sup>2</sup>
	09:30 – 18:00	Racing Rules Committee	330m <sup>2</sup>
	09:30 – 16:30	Development and Regions Committee	180m <sup>2</sup>
	09:30 – 16:00	Forum 3	330m <sup>2</sup>
	14:30 – 1300	Committee Working Room / Meeting Room*	40m <sup>2</sup>
	14:30 – 18:00	Forum 1	330m <sup>2</sup>

Date	Timings	Meeting	Room size
Thursday 9 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Registration and Delegates Lounge	
	09:30 – 18:00	Committee Working Room / Meeting Room*	40m <sup>2</sup>
	09:30 – 18:00	Events Committee	330m <sup>2</sup>
	09:30 – 18:00	Oceanic and Offshore Committee	180m <sup>2</sup>
	09:30 – 13:30	Constitution Committee (Meeting 2)	80m <sup>2</sup>
Friday 10 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Registration and Delegates Lounge	
	09:30 – 11:30	Board Meeting (closed to observers)	80m <sup>2</sup>
	13:00 – 18:00	Council	330m <sup>2</sup>
Saturday 11 November	08:00 – 20:00	Staff Office	120m <sup>2</sup>
	09:00 – 18:00	Council	330m <sup>2</sup>
Sunday 12 November	10:00 – 13:00	AGM	330m <sup>2</sup>
	08:00 – 20:00	Staff Office	120m <sup>2</sup>

Section four

# Bidding process and timeline



## Section four

### Bidding process and timeline

#### 4.1 Deadline

Any Host City wishing to apply to host and organize the 2019 Annual Conference in November should:

- a Submit their initial bid no later than 1700 (UK time) on 14 August 2017
- b Executive office will review and compile bids during August for the September 2017 Board meeting
- c The Board will shortlist their recommendations for the 2019 Annual Conference
- d Site visits of the shortlisted cities will be completed by the Business Operations Director during September 2017
- e Shortlisted bidders will be invited to present at the November 2017 Annual General Meeting in Puerto Vallarta, Mexico

Please send your bids to:

**Helen Fry**

Business Operations Director

Via email: [helen.fry@sailing.org](mailto:helen.fry@sailing.org)

Or by post: World Sailing, 20 Eastbourne Terrace  
Paddington, London, W2 6LG, UK

*Note: An event contract (pre-award) must be signed between World Sailing and the Host after a site visit has been undertaken.*

#### 4.2 Decision

- a Shortlisted cities can host a lunch during the 2017 Annual Conference in order to showcase their venue.
- b Shortlisted cities will be allowed to make a 10 minute presentation to the General Assembly
- c A vote by the delegates of the Annual General Meeting in Puerto Vallarta, Mexico in November 2017 will decide on the venue of the Annual Conference 2019.

### 4.3 Bid

A digital version of your bid can be sent in either Word, PDF format or as a PowerPoint presentation to World Sailing and should include:

- a** Why you think World Sailing should consider your location for the Annual Conference – city, country and region information.
- b** Financial information
  - Confirmation of full payment of the €250,000 sanction fee and the VIK items and information / guarantees on how these VIK items will be obtained for the Annual Conference.
- c** Information on the Official Hotel / accommodation costs / Exhibition Centre
  - Cost of the accommodation for the delegates
  - Arrangement for the refreshment breaks
  - Arrangements for hot / cold buffet breakfast for the staff in the staff office
  - Arrangements for hot / cold buffet lunch for the staff in the staff office
  - Arrangements for hot / cold lunch for the Board
  - The setup of the internet services based on Appendix 2
  - Information about Technical assistance from the hotel
- d** World Sailing Staff Office Requirements
  - Provision of 3 heavy duty combined photocopiers/printers for the duration of the conference with 24/7 technical back-up
  - Paper requirements
- e** Information on 2 / 3 alternative hotels with lower cost accommodation.
- f** Distance from the official hotel to alternative accommodation (as detailed in (b) above).
- g** Number of meeting rooms in the official hotel (please provide a meeting room plan with the sizes of the meeting rooms).
- h** Travel and equipment transportation information
  - An outline plan of the streamlined visa application process
  - Local connections and information (airplane, train, ferry, road, taxi, bus)
  - Approximate cost of economy travel to the host city from the following main airport hubs around the world:
    - i. London Heathrow, GBR
    - ii. Schiphol, NED
    - iii. Dubai, UAE
    - iv. Hong Kong, HKG
    - v. Los Angeles, USA



## Section four

### Bidding process and timeline

- How many direct flights from major hubs are connected to the City?
  - Distance to the official hotel from the nearest main airport
  - Detailed logistic information regarding organised transport from the nearest airport to the official hotel.
  - Meet and greet service at the airport for the President of Honour and the President of World Sailing
- i** What volunteer services are you proposing?
- To help run the Welcome Desk and provide local information to delegates / observers
  - To hand out delegate bags and other material
  - To provide information on the city and tour excursions
- j** What is the professional event staff and host / sponsor contribution?
- Provision of conference materials – eg delegate bags, co-branding, advertisements
  - Hosting of a welcome cocktail party for delegates
- k** The bid should include photographs to allow the Board members have a better understanding of the official hotel, city and local conditions.
- l** Your plans to host a lunch at the Annual Conference 2017 to showcase your venue to delegates / observers including transport if necessary.

#### 4.4 Contract

A draft contract will be provided to you on request, once you indicate your intention to bid. In order to be shortlisted, this contract needs to be pre-signed and returned undated. For the avoidance of doubt, World Sailing is not entering into any contractual relations with you until it has returned the contract signed and dated on its behalf to you.

## Queries?

Do not hesitate to contact us if you have any queries concerning the bid process or commitments.



World Sailing

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