



World Sailing

The 2020 World Sailing Annual Conference

Information for Bidders

sport / nature / technology

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Welcome to World Sailing

World Sailing (WS) is the world governing body for the sport of Sailing, 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.



Introduction



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 9 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

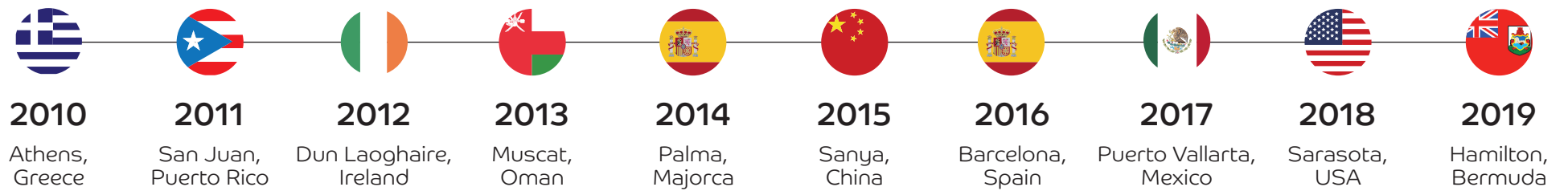


What does hosting the Annual Conference offer you?

- 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



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 Awards event
4. Networking Cocktail reception
5. Excursions
6. Meetings and workshops
7. Delegate lounge & sponsor expo space
8. ORC Annual Meetings

The events take place during a period of approximately 9 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.

World Sailing Awards Event with Cocktail Reception and Dinner

This is typically held on the Tuesday evening and is an Awards Ceremony to celebrate outstanding achievement and contribution to the sport of sailing. Multiple awards are presented including the World Sailor of the Year award. 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 & Delegate lounge/sponsor expo space

A series of meetings will take place over the 9 day period as well as set up and dismantle days. The meetings will vary in size and set up. The Executive Committee will also meet several times during this period. Daily sponsored lunches to take place over a 7-day period as well as sponsor exhibition stands. 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.

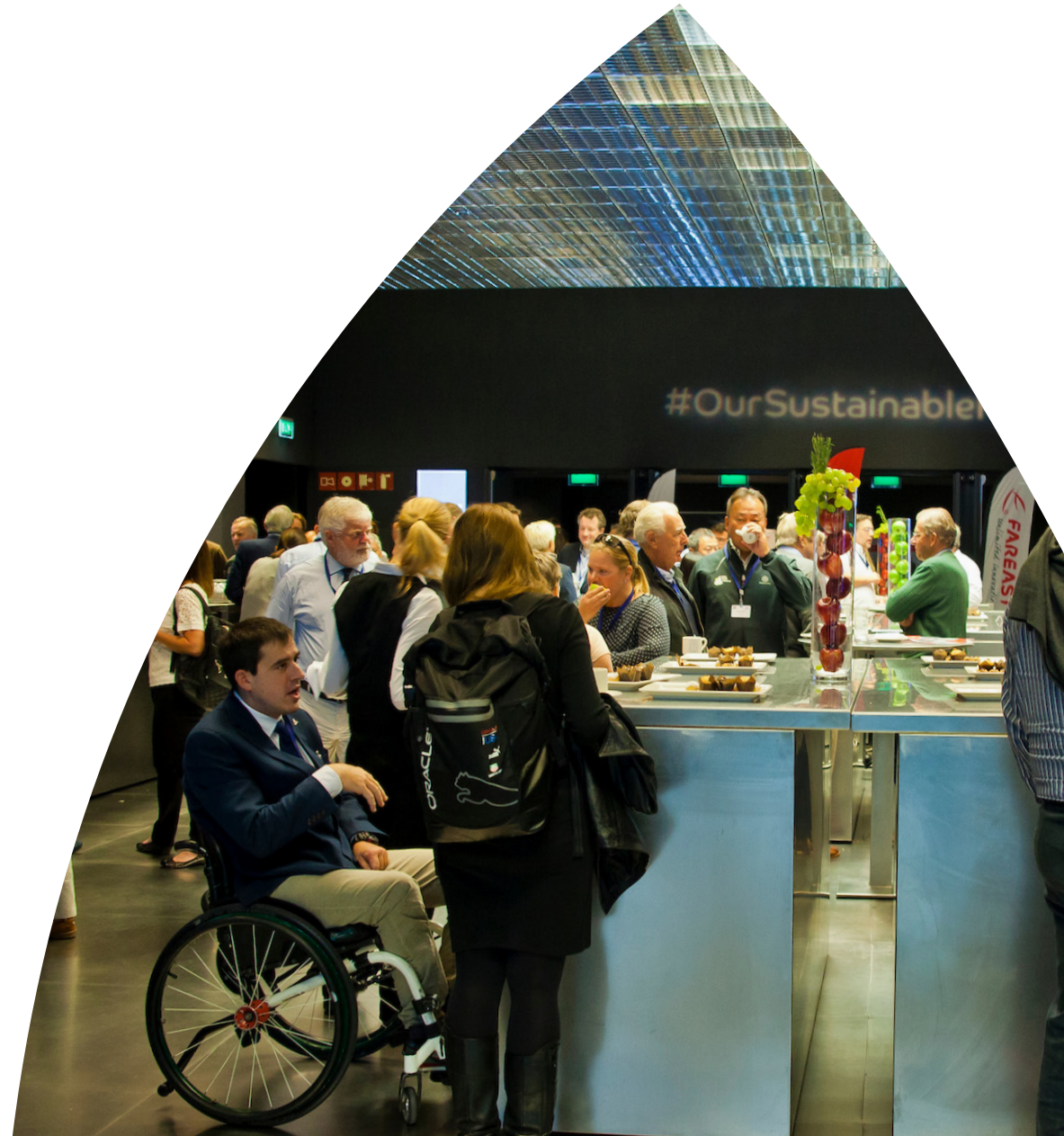
A detailed planning schedule including a timeline must be coordinated between the organizer and World Sailing in order to ship and order materials in advance of World Sailing's staff arrival.

A support team is required (volunteers) to help with the pack-up and distribution of the delegate's bags, excursions, local information etc. and support the Welcome Desk team where needed. World Sailing staff will run the desk, however, would need volunteers assistance where possible. Additionally, the volunteers could help delegates with way finding through-out the conference and assist with delegate flow into the big meetings (Forums, Council and AGM meetings). 2 volunteers would be ideal on a daily basis during the conference.

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 as well as set up and dismantle time built in. We must have a minimum of 24hr set up time built in and adequate dismantle time, minimum 8 hrs
- 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 canapes)
- Free 100Mb dedicated Wi-Fi for the conference period, split between delegates and live streaming
- 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 100MB 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 to ideally include a separate/outside space for F&B as well as storage space
- 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
- Dedicated event support team to ensure smooth running of the event from the hotel side covering meetings, Food and Beverage (F&B), IT, accommodation, social activities etc.

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 with Required Room Size:

Previously, the Annual Conference is always held during the first full week of November, however, this year the dates run from Saturday 27 October to Sunday, 4 November 2018 with the staff office and board meetings from 24 October onwards.

We will require a minimum of 24-48hr access for set up of the plenary as well as the smaller meetings, delegate lounge & sponsor expo space as well as a minimum of 8hrs dismantle built in.

We will need access to the meeting rooms on a daily basis in the evening to set up for next day and early AM for final set up/testing on the meeting days. If keys are required to access the rooms, we will need a minimum of 3 sets.

We would want any meeting space to be exclusive to World Sailing and no other meetings surrounding our space.



Section three
Detailed logistics and set-up requirements

World Sailing Annual Conference 2017 – Meeting Schedule

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

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

Section three
Detailed logistics and set-up requirements

World Sailing Annual Conference 2017 – Meeting Schedule

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

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

Section three
Detailed logistics and set-up requirements

World Sailing Annual Conference 2017 – Meeting Schedule

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

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

Section three
Detailed logistics and set-up requirements

Delegate lounge and sponsor expo space requirements

A dedicated and inviting space required to host approx. 500 delegates in an air conditioned/cool environment for sponsored lunches/coffee breaks and at least 350m².

The space will need to accommodate an F&B area, lounge furniture/ high top tables as well as a mini stage, screens, AV, etc. to create a comfortable and relaxing place for delegates to have their lunch in, which sponsors will provide. Within this space we would like to house a minimum of 5 sponsor stands (minimum of 2x2.2.5m).

The sponsor lunch and expo areas can either be one combined space or two separate areas if necessary.



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 2020 Annual Conference in November should:

- a Submit their initial bid no later than 1700 (UK time) on 30 June 2018
- b Site visits of the shortlisted cities will be completed by the Head of Conferences & Hospitality and CEO from 1 July until 31 August 2018 where required
- c Executive office will review and compile bids during August for the September 2018 Board meeting
- d The Board will shortlist their recommendations for the 2019 Annual Conference
- e Shortlisted bidders will be invited to present at the November 2018 Annual General Meeting in Sarasota, Florida

Please send your bids to:

Natasha Keene

Head of Conferences & Hospitality

Via email: natasha.keene@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 2018 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 Sarasota, Florida in November 2018 will decide on the venue of the Annual Conference 2020

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) and how you would accommodate each meeting requirement
- 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 support 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 – e.g. 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 2018 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.

Section five

Sustainability

Section five Sustainability

World Sailing has a comprehensive sustainability strategy entitled 'Sustainability Agenda 2030' which sets out our long-term targets in line with the United Nations Sustainable Development Goals.

Underpinning this is our sustainable event management system certified to ISO 20121.

As such, we like to work with our partners to adopt and promote sustainable practices. We therefore have a number of minimum requirements:

- No single use plastic at the event space i.e. straws, water bottles & bags
- Drinking water stations
- Non-PVC branding solutions
- Initiatives detailing how stationary and other unwanted purchased event items can be reused after the conference
- Full recycling programme with weight data recorded and supplied to World Sailing
- Report on the conference utility use
- Report detailing conference direct carbon footprint (not including flights) to be supplied within 1 month to World Sailing and carbon offset by host
- Prior to event, annual carbon footprint for hotel (third party verified) and number of rooms

- Details of fair wage policies for hotel employees
- Details of planned outreach activities with local community to enhance local environment
- Details of hotels sourcing policies and sustainably sourced food options

Preference will be given to venues who have internationally recognised environmental/sustainability management systems such as ISO 14001 or ISO 20121.

Queries?

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

Supporting documents:

- Economic Impact report
- 2018 Annual conference schedule
- Room layout set up
- AV Equipment tracker per room layout



World Sailing

World Sailing,
20 Eastbourne Terrace
London W2 6LG, UK
Tel: + 44 (0)2039 404 888
www.sailing.org

sport / nature / technology

Official Partners



VOLVO