



**IFACCA**

**International Federation  
of Arts Councils  
and Culture Agencies**

# **GUIDELINES**

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**Applying to host the 10<sup>th</sup>  
World Summit on Arts and Culture**

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## CONTEXT

**The International Federation of Arts Councils and Culture Agencies (IFACCA) seeks expressions of interest to host the 10<sup>th</sup> World Summit on Arts and Culture, to be held in 2026.**

The World Summit on Arts and Culture provides policymakers and other leaders from the sector with an opportunity to discuss key issues that affect public support for the arts and culture. All national arts funding agencies (arts councils and ministries of culture) are invited to participate, and the Summits are open to all those working in the sector with an interest in arts and cultural policy, and programmes that support artistic creativity.

IFACCA acknowledges the broadening diversity of emerging conference models with a changed narrative and approach to presenting and participating in global conferences in a post-pandemic world. The strength of the World Summit continues to be the opportunity for face-to-face engagement, however, IFACCA is open to considering varied delivery models that reflect global challenges including the promotion of a reduced carbon footprint, as aligns with the prospective host's vision.

## BACKGROUND

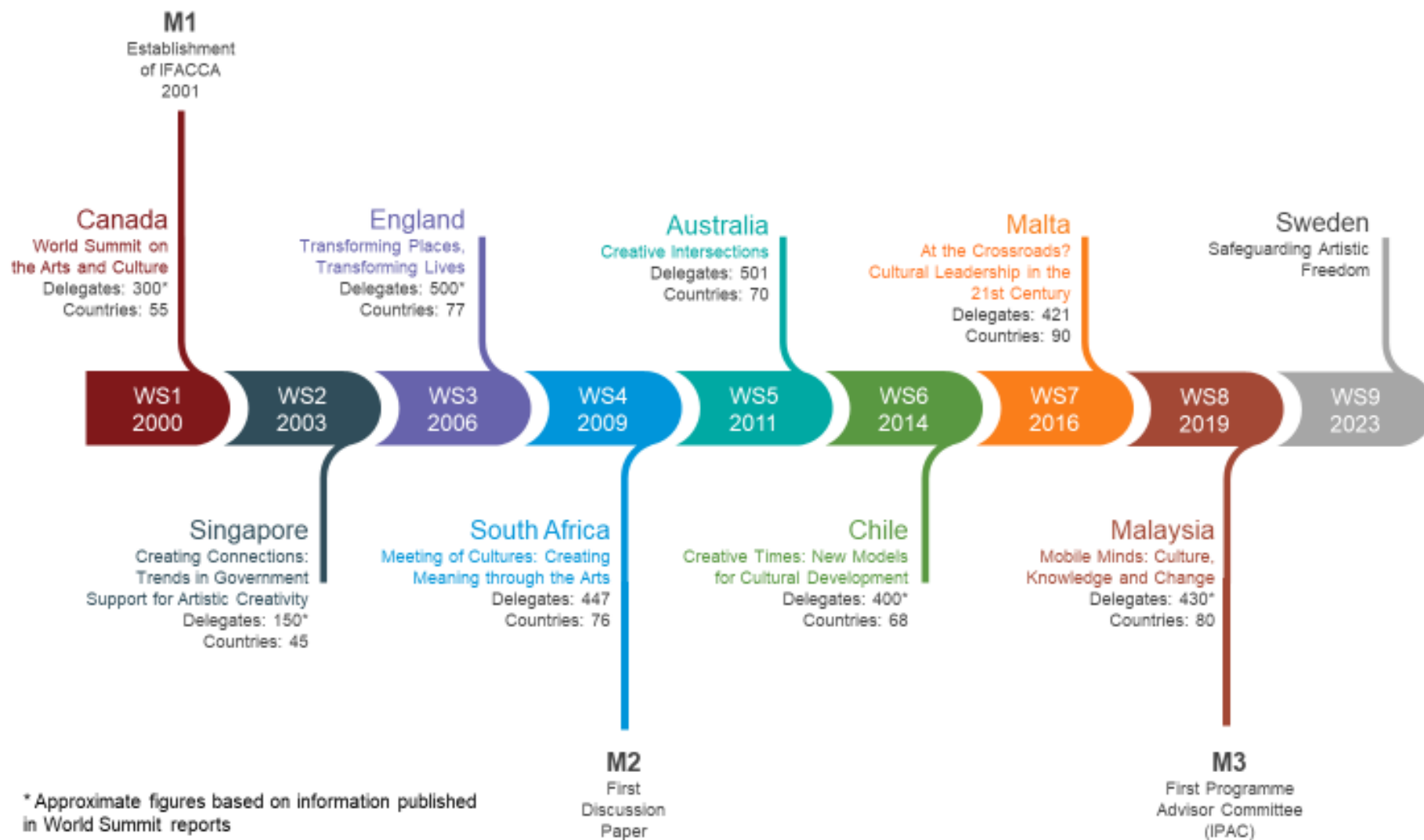
The inaugural World Summit on Arts and Culture took place in December 2000 in Ottawa, Canada, hosted by the Canada Council for the Arts. The first meeting of its kind, the Summit brought together 300 delegates from 50 national arts councils and funding agencies from around the world to engage in international exchange and discuss issues of public support for arts and culture. During the Summit, participating delegates also unanimously supported the creation of an international federation, now the International Federation of Arts Councils and Culture Agencies (IFACCA). Since then, IFACCA has partnered with National Members of the Federation to co-host another seven World Summits, confirming its ability to foster meaningful, effective and lasting international exchange; leverage collective leadership; and strengthen the effectiveness and efficiency of government arts and culture agencies.

The World Summit brings together representatives from national arts councils and ministries of culture, policy makers, researchers, leaders and artists from the arts and culture sector from around the world to address key questions and issues that affect public support for the arts and culture. It stimulates international cooperation and provides a forum in which delegates can engage in discussions, connect with international peers, and share knowledge and expertise. Previous Summits have been extremely successful, attended by key figures in government and the cultural and creative sectors from approximately 80 countries, and have attracted national and international media coverage.

Previous World Summits on Arts and Culture have been held in:

- Ottawa, Canada 2000
- Singapore 2003
- NewcastleGateshead, England 2006
- Johannesburg, South Africa 2009
- Melbourne, Australia 2011
- Santiago, Chile 2014
- Valletta, Malta, 2016
- Kuala Lumpur, Malaysia, 2019

## CHRONOLOGY OF WORLD SUMMITS ON ARTS AND CULTURE AND KEY MILESTONES (M)



## SELECTION PROCESS

The selection of the host for the 10th World Summit will take place in two stages:

1. Expression of Interests (submitted July 2023, shortlist notification September 2023)
2. Final Proposals from shortlist (submitted February 2024, notification March 2024)

## SELECTION CRITERIA

The IFACCA Board will use the following criteria to shortlist expressions of interest (stage one):

- the suitability of the proposed location
- the extent to which the proposed approach reflects the vision and objectives of IFACCA
- the ability of the institution to organise and deliver the event

In addition, final proposals (stage two) will be assessed against:

- the relevance of proposal for global audience
- the institution's ability to deliver an event that will engage IFACCA Members, lead global thought and action for arts and culture in public life, and create opportunities for collaboration and exchange
- the quality of proposed speakers and auxiliary programming
- the proposed budget including the sources of income and whether it meets the requirements outlined in the guidelines
- the institution's proposed management and reporting structures, as well as its ability and commitment to work collaboratively with the IFACCA Board and Secretariat
- evidence of the institution's ongoing ability to deliver the event, particularly should changes to government and/or leadership occur.

## GENERAL REQUIREMENTS

Proposals must meet the following requirements:

1. Only current National Members of IFACCA may submit a bid. However, National Members may bid in partnership with an Affiliate Member or other national, sub-national and municipal government agency in their country. Please consult the Secretariat in advance if you wish to bid in partnership.
2. The successful National Member (host) will enter into a formal Memorandum of Understanding (MOU) with IFACCA.
3. The Summit will take place over four days and will be attended by approximately 350 delegates.
4. Hosts will assist with the delivery of the IFACCA General Assembly, Executive Leaders' Seminar and other member activities which will be organised to coincide with the Summit.
5. The language of the Summit may be English, French or Spanish. Where none of these are the official language of the host country, English will be used. Materials and live translation of Summit proceedings should be provided in at least two other languages (Spanish and French).
6. The Summit will take place in 2026. However, hosts may propose the time of year best suited to holding the event.
7. The target audiences for the Summit include representatives from:

National and Affiliate Members	Academic and tertiary institutions
Arts funding bodies	City and local government
Ministries of culture (and other ministries with associated portfolios)	Cultural and artist networks
International agencies	Creative and cultural industries
Development agencies	Private foundations
Policy makers and researchers	International arts and culture media
Arts administrators	

## **BUDGETARY REQUIREMENTS**

1. Hosts will be required to underwrite the costs of the event.
2. Additional income may be generated from the following, where agreed with the Secretariat:
  - grants from other government agencies (regional or local/city government)
  - private foundations and sponsorship
  - registration fees.
3. The host's Summit budget must include allocations for costs associated with:
  - managing and administering the Summit and associated events
  - contracting a Professional Conference Organiser (PCO) to oversee all the production and logistics delivery needs
  - venue hire, access requirements, catering, local travel and taxes
  - speakers' travel, accommodation and other programming costs
  - a cultural programme to complement the Summit programme
  - a Gala Dinner for Summit delegates and invited VIPs
  - marketing, communications, design, print and conference pack materials
  - live streaming, photography, video recording and captioning
  - researching and producing a discussion paper on the theme of the Summit, and a follow up report (AUD\$35,000)
  - translating communications materials and providing simultaneous translation during the Summit into at least three languages (English, French and Spanish)
  - the Summit bursary programme, which will enable at least 20 National Member delegates from Category B registration countries to attend the Summit free of charge (to cover registration, travel, visa and accommodation)
  - venue hire and catering for Members' Events including the Executive Leaders' Seminar, General Assembly, Regional Chapter Meetings and Board Meetings
  - one trip (travel, accommodation and local transport) for two IFACCA representatives to conduct site visits during the EOI or planning stages
  - hosting an IFACCA Board Meeting 12 months before the Summit
  - travel, accommodation and local transport for a host institution representative to attend at least one IFACCA Board Meeting during bidding and planning
  - accommodation for up to seven (7) IFACCA staff during the Summit.

4. In addition to the projected expenditure budget (approximately AUD\$1,500,000) the host will be required to pay a hosting fee of AUD\$140,000. This fee contributes to IFACCA's staffing costs to support the delivery of the Summit, and is paid in annual instalments. The timing of payments will be arranged to suit the financial cycles of the host institution.

## **THE ROLE OF THE SECRETARIAT**

The IFACCA Secretariat will play an active role and provide the host with resources and expertise to help ensure a successful event.

The Secretariat will:

1. develop the Summit programme in liaison with an agreed International Programme Advisory Committee, comprised of experts from the host country and IFACCA's global network, in consultation with the host
2. manage the Summit branding and visual identity
3. manage the Summit website, including updates and hosting
4. manage the production of a Summit discussion paper and final report
5. manage the Summit Bursary Programme
6. manage evaluation of the Summit
7. provide project management briefing materials and templates
8. provide advice on international opportunities for fundraising
9. assign a project leader in the Secretariat to oversee development and delivery of the Summit
10. cover travel and staffing costs for IFACCA staff working at the Summit

In addition to the afore mentioned roles and responsibilities, the Secretariat can take on additional tasks as required and within the scope of the financial and human resources available. These can be added onto the MOU and signed by the host and IFACCA.



## **EXPRESSIONS OF INTEREST (STAGE ONE)**

Expressions of interest (EOIs) may be submitted in English, Spanish or French and must not exceed three pages.

EOIs should use the following structure:

**1. PROPOSED LOCATION AND TIMING**

Explain the reasons for selecting the proposed location and time (this may include climate, international transport links, infrastructure, venues, accessibility, accommodation and/or cultural attractions). Where possible, please provide links to relevant information.

**2. PROPOSED APPROACH**

Briefly outline your institution's vision and objectives in relation to the Summit and provide an overview of how it will manage the planning and delivery of the event.

**3. EXPERIENCE HOSTING SIMILAR EVENTS**

Provide concise details of similar events that your institution has delivered in the past, including the nature of the event, the number of attendees and any significant outcomes. Where possible, please provide links to relevant websites and/or coverage.

**4. ANTICIPATED OUTCOMES**

Briefly outline the outcomes that you anticipate for delegates, your institution and the wider arts and culture community (within your country, regionally and internationally).

**5. AGREEMENT TO REQUIREMENTS**

Please confirm that your institution agrees in principle to the general and budgetary requirements outlined in the guidelines.

**The deadline for submitting expressions of interest is 31 July 2023.**

## **FINAL PROPOSALS (STAGE TWO)**

Shortlisted institutions will be invited to submit a final proposal (in English), which will elaborate on the information provided in the EOI.

The proposal should use the following structure:

### **1. PROPOSED LOCATION AND TIME**

Confirm your proposed location and time. Provide more detail about the venues and infrastructure that will be used for the Summit and associated events.

### **2. THE RELEVANCE OF PROPOSAL FOR A GLOBAL AUDIENCE**

Confirm your approach to developing the proposed Summit theme, acknowledging its importance to the host country and global relevance to delegates from diverse geographies and contexts.

### **3. PROPOSED APPROACH**

Confirm your proposed approach and provide more detail on how your institution will achieve its vision and objectives in relation to the Summit, both conceptually and practically.

In this section, you should:

- describe how the Summit will lead global thought and action for arts and culture in public life
- suggest the types of high profile speakers and possible formats and activities that reflect your vision
- outline how you will engage with a diversity of speakers, delegates and audiences
- propose cultural programming and auxiliary events
- detail your proposed management and reporting structures, including any contingency plans should your institution undergo significant change
- identify a senior member of staff with relevant experience who can be the primary contact for the IFACCA Secretariat on planning, development and delivery of the Summit
- provide an Organisational chart that identifies the key delivery staff, including the engagement of a Professional Conference Organiser (PCO)
- outline how you will ensure positive collaboration with the IFACCA Board and Secretariat.

#### 4. PROPOSED BUDGET

Provide a detailed breakeven budget that meets the requirements outlined in the guidelines and includes details on the sources of the income. Please include an explanation of how the costs of the Summit will be met and any proposed sources of additional financial support (a budget template is available on request).

**The deadline for submitting final proposals is 5 February 2024**

#### TIMETABLE

<b>31 July 2023</b>	<b>Deadline for submitting EOIs</b>
August 2023	IFACCA Board will discuss EOIs and create a shortlist
September 2023	The Secretariat will inform bidding institutions of EOI outcomes
September - October 2023	The Secretariat will assist potential hosts to develop final proposals
<b>5 February 2024</b>	<b>Deadline for submitting final proposals</b>
February 2024	Final proposals will be considered at the IFACCA Board Meeting. Institutions will be invited to present their proposals and discuss their plans with the Board, either in person or via videoconference. Unless the Board requires further information, it will make its final decision.
30 March 2024	The Secretariat will notify bidding institutions of the decision. A Memorandum of Understanding (MoU) will be developed in consultation with the successful bidder.
By 1 May 2024	MoU complete and signed.
2026 (spring or autumn)	10 <sup>th</sup> World Summit on Arts and Culture