



IFACCA

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

GUIDELINES

**Applying to host the 9th
World Summit on Arts and Culture**

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BACKGROUND

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.

SELECTION PROCESS

The selection of the host for the 9th World Summit will take place in two stages:

1. Expression of Interests (submitted April 2018, shortlist notification June 2018)
2. Final Proposals from shortlist (submitted September 2018, notification October 2018)

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 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 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
- the institution's ongoing ability to deliver the event, particularly if 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 400 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 2022. However, hosts may propose the time of year best suited to holding the event.
- 7. The target audiences for the Summit include representatives from:

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|------------------------------------|--------------------------------------|
| National and Affiliate Members | Academic and tertiary institutions |
| Arts funding bodies | City and local government |
| Ministries of culture | Cultural and artist networks |
| International agencies | Creative and cultural industries |
| Arts policy makers and researchers | Private foundations |
| Arts administrators | International arts and culture media |

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 administrating the Summit and associated events
 - 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 delegates from Category B registration countries to attend the Summit free of charge (to cover registration, travel 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 an IFACCA representative 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 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\$125,000, 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
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 and marketing
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.

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 15 April 2018.

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. 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 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 member of staff with relevant experience who can be the primary contact for the IFACCA Secretariat on planning, development and delivery of the Summit
- outline how you will ensure positive collaboration with the IFACCA Board and Secretariat.

3. PROPOSED BUDGET

Provide a detailed breakeven budget that meets the requirements outlined in the guidelines. 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 7 September 2018.

TIMETABLE

15 April 2018

Deadline for submitting EOIs

7-8 May 2018

IFACCA Board will discuss EOIs and create a shortlist

1 June 2018

The Secretariat will inform bidding institutions of EOI outcomes

July - August 2018

The Secretariat will assist potential hosts to develop final proposals

7 September 2018

Deadline for submitting final proposals

8-9 October 2018

Final proposals will be considered at the IFACCA Board Meeting in Manchester, England. 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.

1 November 2018

The Secretariat will notify bidding institutions of the decision. A Memorandum of Understanding (MoU) will be developed in consultation with the successful bidder.

By February 2019

MoU complete and signed.

14 March 2019

Host of the 9th World Summit on Arts and Culture announced at 8th World Summit in Kuala Lumpur, Malaysia.