

ORGANISATION OF THE 39TH WAGGGS WORLD CONFERENCE

BIDDING PROCESS

November 2022



**DREAM, ACT, LEAD:
THE FUTURE IS OURS**

38th WAGGGS World Conference



**WORLD ASSOCIATION
OF GIRL GUIDES
AND GIRL SCOUTS**



INTRODUCTION

The World Conference of the World Association of Girl Guides and Girl Scouts (WAGGGS) is the main governing body of WAGGGS, and it takes place every three years. Only Full Members of WAGGGS may offer to host the World Conference (please note that where there are component associations, all must agree to the bid, and play a full part in hosting the conference).

The World Conference determines the policy and standards of Girl Guiding/Girl Scouting and sets out the strategy to be followed by the World Board. The World Conference is also a gathering where delegates can share ideas and experiences and increase their understanding of issues affecting members in other countries. It also gives WAGGGS and its Member Organisations a great opportunity to showcase our work to the outside world.

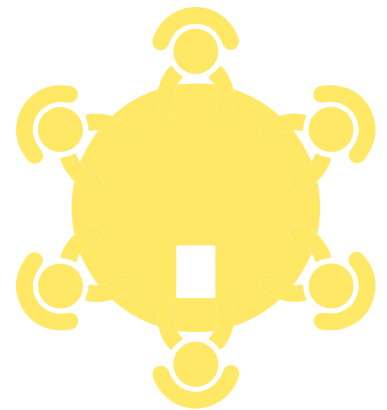


WORLD CONFERENCE DETAILS

The 39th WAGGGS World Conference will be held in 2026, between May and September. The dates are proposed by the host Member Organisation (MO) and confirmed by the World Board. Between 400 and 500 participants (Head Delegates, Delegates, Observers, Guests, World Board and Committee Members, Volunteers, Staff and WAGGGS Partners) attend the World Conference, which normally lasts for 5 days.

As per Motion 13 passed during the 37th World Conference in 2021, previous to the World Conference, there will be a Young Women's pre-event for young women to connect, network and prepare for the main event to meaningfully participate in all processes of the World Conference, to ensure they are fully included and have a prominent space during plenary sessions of the World Conference.

Generally, there is an orientation session the day before the conference starts which requires a plenary space for all participants and interpretation equipment. WAGGGS staff and World Board members usually arrive 2 or 3 days in advance of the start of the World Conference, and remain for a day afterwards. Therefore, for the host country, the pre- and post-conference period lasts approximately 8 to 9 days.





BIDDING PROCESS TO HOST THE WORLD CONFERENCE

Full Member Organisations will be invited to express their interest to host the World Conference. The expression of interest and the bidding process is as follows:

- WAGGGS sends out a call for expression of interest to host the World Conference
- MO expresses an interest in writing by filling out the Expression of Interest form
- The expression of interest will include basic country information, including visa restrictions and security, and capacity assessment of the MO to deliver the conference
- WAGGGS arranges an online meeting , where the capacity of the MO is assessed, and the venues are inspected
- WAGGGS supports interested MO in preparing their bid to host the World Conference, which will include proposed venue and dates, estimated registration fee and accommodation cost, and a risk assessment
- The World Board confirms the bid
- WAGGGS circulates all bids to MOs to allow them an information-based voting at the World Conference
- Bidding MO presents their bid at the World Conference
- The World Conference confirms the host MO for the following World Conference with a vote

The World Board reserves the right to withdraw their confirmation for any bidding MO during any stage of the bidding process. The withdrawal can only be based on security concerns or the capacity assessment of the bidding MO.



VENUE REQUIREMENTS



As WAGGGS is a charity organisation, we are conscious with how we spend our funds. We recommend the conference venue to be university campus with lecture halls, a 3* hotel or similar cost-effective solution. The conference venue should have easy access to an international airport and should adhere to international health and safety standards.



The conference venue for needs to meet the following requirements:

- Plenary room for 400 participants (ideally with banquet set up with enough room for interpretation and other equipment at the back) with tables for laptops
- Office space for WAGGGS Global team
- Office space for host MO planning team
- Meeting space for 10/15 people boardroom style
- 7/8 breakout rooms for workshops (each holding up to 50 participants with banquet set up)
- Space for evening activities (Opening and Closing Ceremony, International night and World Market) – can be the same as plenary room or a different space
- Space for Global Hub (approx. 100 sqm)
- Space for exhibition and shop
- Space for registration and information desk
- Space for lunch, dinner and coffee breaks for all participants (lunch can be standing; dinner should be sitting)
- Prayer room / reflection room / quiet space (if accommodation facilities are not at the same location)
- Ability to stick materials to conference rooms' walls or a similar solution
- Access for people with a disability

The following equipment is required:

- Projectors and screens
- Sound system with microphones
- Interpretation equipment
- Laptops and printer at registration desk
- Laptops and heavy duty photocopier and printer in WAGGGS Global team office
- Wi-Fi access for all participants in all areas
- Dedicated Wi-Fi access for planning team in all areas

The accommodation facilities need to meet the following requirements:

- Accommodation for approximately 400 participants
- Option of single and twin rooms and shared accommodation in 3 different price options (budget, mid-price, premium)
- Accommodation does not need to be in the same complex as the conference venue, but it needs to be within short walking distance
- Access for people with a disability





WAGGGS AND HOST MO PARTNERSHIP

WAGGGS and host MO will work in partnership to produce the World Conference.

The detailed division of responsibilities will be negotiated between WAGGGS and host MO with a Memorandum of Understanding.



HOST MO INVESTMENT

Host MO is expected to invest staff and volunteer resources to ensure production of the Conference. There is no initial expectation that the host MO would need to financially sponsor the Conference, but it is expected to fundraise to minimise the investment of all participants to attend the Conference.

The host MO is required to establish an administrative structure for the purpose of hosting the Conference. Besides the planning team of staff and/or volunteers, the Service Team is a vital part of the administrative structure. The World Conference is an ideal opportunity for Guides, Rangers, or members of the Senior Section to experience the international dimension of Girl Guiding / Girl Scouting.



WAGGGS COMMITMENT TO HOST MO

During the bidding process and the preparation to host the World Conference, WAGGGS will make it a priority to build the capacity of host MO. This will be done in all areas relevant to hosting an event. As part of the lasting impact, the host MO will have developed the tools, knowledge and capacity to host international events.





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