



**APPLICATION TO HOST THE
WORLD FEDERATION OF TOURIST GUIDE
ASSOCIATIONS (WFTGA)
CONVENTION 2021**

This application must be completed electronically by legibly filling in all grey sections

It is the responsibility of Bidders to make certain they understand all sections of the bidding document: Bidders must consult with their Convention and Visitor's Bureau/Tourism Office, past convention hosts, previous bidders and the WFTGA Convention Coordinator/s prior to completing the bidding document. If a convention host's organizing team does not include a Professional Convention Organizer (PCO) or Destination Management Company (DMC), they must confer with one regularly to ensure arrangements are completed as specified in the bidding document.

1. We, the undersigned tourist guide association, apply to host the **19TH** World Federation of Tourist Guide Associations Convention in **2021**.

We confirm that:

We are a FULL MEMBER ASSOCIATION of Tourist Guides, paid up to date in our WFTGA membership fees. As such we qualify to bid at the 2019 Convention in Tbilisi, Republic of Georgia, for the WFTGA 2021 International Tourist Guide Convention under one of the following conditions. (Please check one):

- A member of our Local Association, or National or Federal Tourist Guide Association has previously attended at least one WFTGA Convention, and participated in the General Assembly or Delegates' meeting. This person will be involved in the planning of our proposed convention. The name of that member and the most recent Convention year and location attended are :
- Year and location of the last WFTGA Convention/s attended:

 - Name of our Tourist Guide Member who attended the above Convention:

 - Name of our Local Association, or National or Federal Tourist Guide Association (if applicable):

OR

- Our Association is, or has been, a Full Member of WFTGA but was previously unable to attend a WFTGA Convention and General Assembly of Delegates. We now have funds and professional assistance available to attend, bid, and host a WFTGA convention. We understand that waiving the requirement for previous attendance obliges us to pay our WFTGA dues in advance for both 2020 and 2021. Furthermore, and at our own expense, we will facilitate a Workshop between our potential host city and WFTGA representatives.

OR

- Our Association is a new WFTGA Full Member and has never attended a WFTGA Convention or General Assembly of Delegates. To confirm our Association's commitment to WFTGA other than our interest in hosting the 2021 Convention, we accept that our 2018 WFTGA dues need to be paid before our bid can be submitted to the WFTGA's Executive Board (EXBO). Our new Full Member Associations' dues will be paid up *prior to* November 1, 2018, to coincide with the bid submission deadline. In addition, dues for 2019 - 2021 will be paid

upon receipt of the 2019 invoice. Furthermore, and at our own expense, we will facilitate a Workshop between our potential host city and WFTGA representatives.

We agree that if any WFTGA Executive Board Member (EXBO) belongs to a Full WFTGA Member Association in our country, they will not be involved with this application, including any involvement in the presentation or lobbying process. We accept that such involvement will result in the disqualification of our application. (An EXBO member *is* allowed to assist in convention preparations, within reason, once the host city or country has been elected.)

We agree that in making this application, referred to in this document as 'the bid', we will attend the 2019 WFTGA Convention in Tbilisi, Republic of Georgia. WFTGA will notify us of the date and time for our presentation there.

We agree to abide by the timetable as notified by WFTGA for progressing our application, and to any changes made to the timetable as notified to us in writing.

GENERAL INFORMATION

Note: clauses 2-6 form the formal record of your association, contact information, proposed date and your proposed theme for the Convention:

2. Name and full official address of the WFTGA Full Member Tourist Guide Association applicant:

Name of WFTGA Full Member Tourist Guide Association					
Address					
City			State/Province/Region		
Zip/Postal Code			Country		
Telephone			Fax		
Country Code	Area/City Code	Number	Country Code	Area/City Code	Number
Website			@ email		

3. Name of Person(s) responsible for the bid, their position in the association (if any) and their contact details: (One of these persons must be a current member of this association.)

- a.
- b.

4. Name of City/Town and Country where the Convention is to be hosted:

5. Proposed Date of the Convention: (It is suggested that the completion of post-convention tours are before International Tourist Guide Day, **21 February**). Preferred dates are between early January and mid- February. Alternatively, bids can be made for March/April. If there are circumstances where another date is to be considered, this must be discussed and agreed with the WFTGA Convention Coordinator/s before making this application. Care must be taken to avoid important festivals and religious holidays e.g. Chinese New Year, Ramadan, Easter.

6. Proposed Theme of the Convention: (approval of WFTGA EXBO required once the bid has been won)

Note: Clause 7 gives applicants key information on the Convention timetable to be used in applications.

7. In making this application we understand and accept that the Convention must accommodate the following: (and be costed accordingly)

- **At least one full day** for the **Executive Board Meeting**, prior to the Delegates' Pre-Convention Meeting
- **Delegates' Pre-Convention Meeting** to include **one full day, nine hours (9)** prior to the Convention, plus a further **eleven hours (11)** to take place thereafter and during the Convention (times to be decided by the WFTGA's Executive Board.)

Note: These meetings constitute the WFTGA General Assembly of Delegates. Delegates are the country representatives, authorised in writing by their respective Associations to speak on behalf of their fully paid up Member Association.

- **Convention for all Participants** to include **four and a half (4 ½) days**.
Note: Participants are the Tourist Guides attending the Convention itself.
- **Convention for Accompanying Persons'** to include a Programme while Participants are attending the Convention.
- **Executive Board Members: seven (7) nights** of accommodation (single rooms), to be provided for in the full Delegates and Convention Programmes for **seven (7)** WFTGA Executive Board Members.
- **Additional Person:** In addition, **six (6) nights** of accommodation (single room), to be provided for an additional **one (1) person**, to be determined by the WFTGA Executive Board Members. This person to be provided for in the full Delegates and Convention Programmes.
- **Pre-planning Inspection:** An inspection visit is to be conducted by up to two (2) WFTGA Executive Board Members, OR one (1) WFTGA Executive Board Member and one (1) additional person experienced in Convention and Site inspections. Accommodations (single rooms), transport, and related travel expenses must be included.

BUDGET

Note: Clauses 8 and 9 detail the basis for costing applications that must be followed. Applicants should ensure that they understand these clauses prior to completing the application.

Bidders must present a full budget breakdown and cost of each item for review by the Convention Coordinators of the WFTGA. We recommended an Excel Spreadsheet is used for this. The budget must be realistic, and it must include a contingency amount in case of emergencies or unforeseen additional costs.

8. When preparing applications, applicants must base their bids and budgets on a **minimum of 200 Tourist Guides (175 International and 25 Regional/ local Tourist Guides) attending the Convention**. These are referred to as Participants. In fairness to all applicants, these costs must be estimated for no more, and no less, than 200 Tourist Guide Participants.

Estimated number of participants expected: Tourist Guides from host city/ town:
Tourist Guides from host country:
Tourist Guides from other countries (international):
Accompanying Persons:

TOTAL:

Note: Clause 9A details the WFTGA levy amount to be added to cost.

9. A With the exception of the WFTGA Executive Board, the local organising team and attendees from the local WFTGA Member Association, all other Participants and Accompanying Persons must pay a WFTGA levy. This must be included in the applicants' costs.

The basic levy to be budgeted for 2021 is as follows:

(This final amount is to be paid to the WFTGA Treasurer prior to the closure/conclusion of the Convention)

The amount for WFTGA member Tourist Guide Delegates and Participants: **35 Euros per person**.

The amount for Non-WFTGA member Tourist Guide Participants: **37 Euros per person** (approximately 6% more than members)

The amount for Non-WFTGA members, industry partners and/or representatives, and/or Government Officials: **45 Euros per person** (approximately 30% more than members)

Costs are to be given in the following currencies:

Date of exchange:

Exchange rate:

Bidding country's currency	Euros (EUR)
=	

9. B Delegates' Pre-Convention Meeting:

- **Budget** should be based on a minimum of 25 delegates.
- However, sponsorship and room set-ups should be based on a minimum of 40 delegates due to last minute registration of the actual delegates attending.
- Delegates Pre-convention Meeting Fee should not exceed 300 Euros (double room) and 320 Euros (single room) per person.

Note: The costs for Delegates' Accompanying Persons should not be included here.

- **Delegates' Pre-Convention Meeting Fees must include a minimum of:**

- One (1) night accommodation
- One (1) breakfast should be provided for all Delegates during the one full day meeting.
- One (1) working lunch should be provided for all Delegates during the one full day meeting. (not to include Delegates' Accompanying Persons)
- One (1) dinner should be provided for all Delegates during the one full day meeting. (not to include Delegates' Accompanying Persons)
- Two (2) refreshment breaks should be provided for Delegates during the one full day meeting.

Exchange Rate:

Date of Exchange:

Delegates' Meeting	Bidding country's currency	Euros (EUR)
Double Occupancy		EUR
Single Occupancy		EUR

9. C Convention Fees:

Convention Fees must include:

A. Workshops and Lectures

- Include no fewer than 16 hours of workshops and lectures, not including the presentation by the host country.
- No lecture or workshop shall be given on board a coach unless pertinent and approved by the EXBO.

The Executive Board and the organising host committee will make the final decisions on workshops and lectures once the bid has been won. This includes the final length and programme of the Workshops (a minimum of 1½ hours each) will be organised and finalised by the WFTGA EXBO.

All Workshops should include a theme, an introduction, points for discussion and a conclusion. Presenters must have a good command of English to be understood by all participants, since the majority do not speak English as their first language.

- Please present a proposed Workshop outline in the Convention-week Table (See Annex 1)

B. Presentation of the Host Country

This might include a themed dinner and a one-hour presentation on the first day of the Convention. Give a brief description in writing, and to be included on a grid or table.

The presentation of the host country shall also include a tour of the region during the Convention Programme, and this must be included into the cost of the Convention package. The tour of the Convention town/ city should normally be conducted on an afternoon during the main Convention. A tour of the Convention town/ city should also be included for Delegates.

Presentations from the host country should be open to all Participants and Accompanying Persons.

C. Convention Tours

- Tours of the region during the Convention are to be included in the Convention package, and are not to be offered as optional extra tours. They should be conducted by the hosts. WFTGA accredited Trainers may assist in the preparation of the guides for these tours, and evaluation of the tours.
 - Participants should not be charged for any tours offered during the Convention week
 - Applicants should make arrangements with all attractions, museums and sites to ensure that the Participants and Accompanying Persons attending the Convention are offered entrance on a complimentary basis.
 - Give a brief description of all the tours in writing
- Please present a proposed outline in the Convention-week Table (See Annex 1)

D. Convention Host Hotel / Accommodation

- i. Proposed hotel(s) should be Convention style but **4 or 5 star hotels are not a requirement.**
- ii. Hotel(s) should have the required number of break out rooms with wall dividers if necessary to meet the required numbers, a ballroom (or equivalent) for daily plenary sessions. The Ballroom to fit 500 people theatre style, with no pillars, a high ceiling to fit screens, should also accommodate a stage and a podium.
- iii. Should the plenary session not be held in the hotel, it must be within reasonable and easy walking distance from the Convention hotel.
(A website link or photos of the proposed hotel should be included with the bidding document for verification of theatre and ballroom style configurations.)
- iv. General meeting and basic room requirements as per the following (subject to change):
 - a) One (1) Boardroom for seven (7) people for one (1) day for EXBO meeting.
 - b) 1 Hollow Square layout for up to 50 people, including Audio-Visual (AV) equipment for the Delegates Meetings for one (1) full day prior to the Convention and for a total of a minimum of 11 hours during the convention week.
 - c) One (1) plenary session, theatre style for up to 500 people, with podium, stage and AV equipment, in the morning for five (5) days during the week (usually the hotel ballroom).
 - d) For four (4) days, a minimum of 4 - 5 breakout rooms that can hold up to 50 people theatre style.
 - e) A versatile, dedicated private workroom for the convention team and WFTGA to work, with room for office equipment for seven (7) days of the conference. It should be the size of a breakout room or suite.
 - f) One (1) room with locking door, close to the hospitality desk, for display of auction items.
 - g) Foyer Area for coffee breaks, cocktails.
 - h) Ballroom that will accommodate 250-500 people at round tables of 8 or 10 and space for a buffet, if needed, for the opening and closing dinners (if held at the hotel), opening lunch, breakfasts (if breakfast rooms are not large enough).
 - i) Large registration area for check in, and distribution of welcome information and hospitality desk.
 - j) Speaker preparation room, where speakers can prepare presentations.
 - k) Basic AV equipment, including:
 - data projectors for plenary sessions, EXBO Meetings and Delegates Meetings;
 - flipcharts for all breakout rooms;
 - fixed and roaming microphones for Delegates Meetings and plenary sessions;
 - appropriate sound system and audio visual for bidding country presentations
- v. Please provide the names and locations of the hotels being considered.

Hotel name(s):	Locations:
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- vi. Hotels must be centrally located with access to services including Wi-Fi, and walking distance to public transportation, shops, restaurants, etc.
- vii. **Alternative accommodation must be suggested for participants who do not wish to stay in the main Convention hotel.**

E. Transfers

- Transfers to and from all activities, events and venues during the Convention must be provided free of charge.
- Minimum of Meet and Greet service should be provided at the airports by volunteers/ local tourist guides, to assist Delegates and Participants upon arrival. Further assistance must be provided at the hotel, with a Convention Registration Desk and Hospitality Desk staffed by colleagues from the host association.
- Delegates and EXBO must have separate transfers to evening functions and for any off-property events in the afternoons during the days that Delegates' Meetings take place.

F. Convention Documents

1. All participants, including Accompanying Persons, must be provided with a printed Convention Programme, with practical information, times, meeting room locations, etc.
2. The Convention programme book, depending on budget, is recommended to be approximately 10 to 20 pages (two sided), colour, and to include all relevant Convention, Hotel and Host city information. It is recommended that advertising be secured to cover the costs of this book.
3. A collection of Convention materials in USB format (including copies of the Convention programme, photos, as well as copies of all lectures and workshops) is required for distribution to participants on the last day of the Convention. This would be in exchange for completed evaluation forms (see iv.) and certificate of attendance.
4. A hardcopy of participants' list should be available by second day of the Convention. The list should include each participant's city and country, name of their association, email address, and social media contacts.
5. All Participants must be provided with a printed Certificate of Attendance, signed by the President of the WFTGA and by the host association's President. This requirement is to enable participants to prove they have participated in the educational portions of the convention. This is to be issued on the last day of the Convention after the closing ceremony.
6. Delegates must receive a receipt for Convention registration plus a separate receipt for Delegate registration.
7. A full list of participating WFTGA Members and their Delegate's name and Association email must be provided on the final day of the Convention.
8. While Participants are in Convention sessions, Accompanying Persons must be provided with a programme for their activities during the week. The Accompanying Persons Programme begins on the first day of the Convention. Accompanying Persons are on their own during the Delegates Meetings.
9. The final Convention financial statement needs to be completed and sent to WFTGA's EXBO no later than three months after the end of the convention.

G. Meals

Budget and cost of meals should be based on the following for all attending during the Convention period:

➤ **Breakfast:**

Included for those staying in the Host hotel **on a Bed and Breakfast basis**

➤ **Lunches:**

A minimum of **three (3)** lunches to be provided, preferably with seating included, for the first and last day of the Convention and the third day to be decided by the organiser. The area around the hotel should have sufficient options for lunches not included in the programme. (Please include this is on the grid provided)

Budget for Opening Lunch:

- One hundred and seventy five (175) International Participants
- Seven (7) EXBO members
- One (1) International Speaker
- Ten (10) members of the Host organising committee
- Seven (7) special Guest Speakers (local), Ministers, Officials, local Press.

Total: Budget 200 meals for Lunches

➤ **Dinners:**

A minimum of **three (3)** dinners to be provided with seating included. The Opening Evening Dinner, Final Gala Evening and one other dinner (to be chosen by Host country). (Please include this is on the grid provided)

Budget for Opening Evening Dinner:

- One hundred and seventy five (175) International Participants
- Seven (7) EXBO members
- One (1) International Speaker
- Two (2) Key Note Speakers
- Six (6) members of the Host organising committee
- Five (5) special guests (usually the sponsors)
- Four (4) others, to be decided by organizing committee

Total: Budget 200 meals for Opening Evening

➤ **Budget for Second Dinner:** (This is usually themed introducing local flavour)

- One hundred and seventy five (175) International Participants
- Seven (7) EXBO members
- One (1) International Speaker

- Two (2) Key Note Speakers
- Six (6) members of the Host organising committee
- Five (5) special guests
- Four (4) regional Tourist guides

Total: Budget 200 meals for Second Dinner

- **Budget for the Final Gala Dinner:** (A separate cost should be done for local guides, as many will want to join in the festivities)
- *One hundred and seventy five (175) International Participants*
 - Seven (7) EXBO members
 - One (1) International Speaker
 - Two (2) Key Note Speakers
 - Six (6) members of the Host organising committee
 - Five (5) special guests (local), Ministers, Officials, local Press
 - Four (4) regional Tourist guides
 - Twenty (20) Regional tourist guides and their partners

Total: Budget 220 meals for Final Gala Dinner

H. Additional Meals:

Seven (7) Executive Board Members

- A welcome Dinner should be provided for Seven (7) EXBO members on the evening prior to the EXBO meeting and to include the organising committee.
- Breakfast to be included in each day of the Convention, including the additional EXBO meeting days.
- A working lunch in the EXBO meeting room to be provided during the EXBO meeting days.
- An informal Dinner should be provided on the evening of the EXBO meeting days and to be provided for eight (8) persons. (to include a guest) These dinners do not need to be elaborate and can be informal and casual.

Proposed Convention Fee Table:

Convention Fees		Bidding country's currency	Euros (EUR)	Pounds Sterling (GBP)	US Dollars (USD)
Member Participant	Double Occupancy		EUR	GBP	USD
	Single Occupancy		EUR	GBP	USD
Non-Member Participant	Double Occupancy		EUR	GBP	USD
	Single Occupancy		EUR	GBP	USD
Accompanying Person	Double Occupancy		EUR	GBP	USD
	Occupancy only				

Budget for Convention's Onsite Business Requirements:

(Based on 200 Participants)

- Secretarial assistance dedicated only to the WFTGA EXBO to be provided and must be fluent in written and spoken English. Assistant(s) can be one or more volunteer(s) of the host association with full computer knowledge, able to take notes during meetings, proficient with MS Word, internet, copy machines and printers.
- A workroom (secretariat) in a location away from participants, for use by the host committee and EXBO only. The room shall have a computer, high speed photocopying services, printers and paper, meeting table, unlimited Internet access, extra laptop, electrical plug converters. The room should be available 24 hours a day beginning on the date of the EXBO Meeting through to the final day of the Convention. It can be a separate private suite.
- The Delegates Meetings will require table mounted microphones.
- Bidders must provide verification that they have researched liability and convention cancellation insurance. Proof of coverage with these insurances will be required once the bid has been won.
- Office equipment made available to EXBO and the Host committee shall include:
 1. At least one computer with USB and internet access
 2. Internet access for use by EXBO
 3. A printer
 4. A high speed photo copier
 5. A workstation for EXBO, including basic office supplies

- vi. All Participants and EXBO shall be provided with a Convention bag.
- vii. Name badges shall be provided for everyone attending, including speakers. EXBO, Area Representatives, Speakers and Hosts to be identified by their badges. (It is suggested to look at different coloured lanyards and/or badges)
- viii. AV requirements for workshops shall include:
 - a flipchart in each room
 - one projector

An amount shall be budgeted for AV needs that can only be confirmed once the Convention preparations begin.
- ix. A programme book for all attendees shall be provided.
- x. Photocopies and phone calls for the preparation of a bid should as best possible be sponsored or budgeted. A local mobile phone with local SIM card and credit shall be provided for exclusive EXBO use.

Promotion and Publicity Budget:

(Based on 200 Participants)

- vi. A minimum of six (6) reminders, to include registration forms, shall be prepared and sent out. Most will be done electronically, however postage should be budgeted for those who still do not receive documents electronically, as well as a budget for long distance phone calls.
- vii. A website, or a portion of the existing host member's website, shall be included for online registration and information, with regular updates provided.
- viii. A photographer and/or video camera operator shall be included in the budgeted, to provide a record for the host association and the WFTGA. Photographs, USBs and videos can be made available for purchase by Delegates and Participants.

Sponsorship:

- Bidders should acquire potential sponsorship prior to making their bids.
- Every section of the Convention should be broken down, placing value to each item, to allow the maximum amount of sponsorship.
- Convention and Visitors Bureaux, Destination Management Companies, motor coach transportation companies, attractions, museums, etc., should all be approached for sponsorship in cash or kind.
- The WFTGA Convention Coordinator/s will provide information on how to break it down and how to approach sponsors.
- It is often better to approach many small sponsors than one large one.
- It is better to get sponsorship from the private sector before approaching government bodies. Bidders must show evidence that they have made other attempts before approaching government institutions.

Pre-Convention and Post-Convention Tours:

As this is one of the most important deciding factors for participants to attend the WFTGA Convention, it must be carefully thought out. Tours should be guided by volunteer Tourist Guides / colleagues.

1. Pre-Convention tours shall be completed by the end of the pre-convention Delegates meeting. EXBO and Delegates cannot attend the Pre-Convention tours, except if hosts provide separate Pre-Convention Delegate Tours. ***We encourage hosts to provide separate cost efficient tours for Delegates.*
2. Only one or two Pre-convention tour options should be made available to facilitate maximum participation.
3. To ensure maximum participation, Pre-Convention and Post-Convention Tours should have some sponsorship included, such as entrance fees to attractions, etc. We ask that colleagues in each region visited during the tour host and sponsor a small event.
4. Cost of Pre-Convention and Post-Convention Tours should be based on a minimum of one coach for each, in twin/ double and/ or triple room occupancy (45 passengers). Full tour descriptions must also be included.
5. Proposed prices for tours shall be included in the bid documents.

ASSOCIATION INFORMATION

Required Information:

Note: Clauses 10 to 13 must be completed to give further information about your Association.

10. Association Information

- Our Association is a National Association. YES / NO
If not, please explain:
- Number of members in your association:
- Our association has been a fully paid-up member of the WFTGA since:
- Résumé of the history of Association and its activities. Include a copy of constitution, official registration as proof your association is a not-for-profit tourist guide association. (Please provide on a separate sheet, if needed.)
- Is your Association regulated by city, country, or is it non-regulated? If it is regulated, by what authority?

11. We wish to host the next World Federation of Tourist Guide Associations Convention for the following reasons:

12. Our Association has hosted the following WFTGA and/ or tourism related conventions before.

Please give brief description:

13. Our association has applied to host the WFTGA Convention before. Yes/No Please select

If yes, where and when was the bid made:

If successful when was the Convention held:

14. WFTGA Training

It is highly recommended that bidding associations and/or convention hosts consider tourist guide training sessions conducted by WFTGA Trainers to upgrade the guiding skills of tourist guides who will conduct convention tours. Contact the WFTGA Training Committee for information at least one year before convention.

WFTGA Training Division Meeting:

This meeting will take place during the Convention and arrangements and cost estimates are to be made by the Convention Host. The following costs will be covered by the WFTGA Training Division and should not be costed into the bidding document budget (however logistical arrangements to be accommodated by the host, such as the meeting room).

- Access to a Meeting room for trainers on day requested by WFTGA Training Coordinator, to be provided.
- Lunch and coffee breaks during the meeting as specified by Training Coordinator
- Meeting table set aside for trainers at breakfast
- Any other administrative, meeting requirements as requested by the Head of Training.

Note: Clause 15 is your declaration that you have completed the application requirements of the document. Clause 16 covers the timetable that you accept, together with other necessary conditions and procedures for applicants.

DECLARATION

15. Declaration:

The bidding Association MUST provide written documentation that they consulted with their Convention and Visitors Bureau/ Tourism Office, WFTGA Convention Coordinator and past convention hosts. The host must submit written documentation that their organising team includes a Professional Convention Planner, Destination Management Company, or other professional who organises international conventions and meetings, or confers with one regularly. Documentation must include name of official(s) and meeting professional(s) and contact information for all:

We wish to declare that our Association has fulfilled all the minimum requirements to apply to host the next World Federation of Tourist Guide Associations Convention in our country, and included the necessary documents detailed above, as required by the WFTGA, and we also include:

Letters of Support and/or Sponsorship from:

- The National Tourism Organisation
- The Regional Tourism Organisation
- The City or Town Tourism Organisation
- The National Carrier and other carriers and international carriers (for discounted airfares)
- The Local or National Tourist Guide Association(s)

We wish to declare that we have also included:

- Application Form/ Bidding Document
- Supporting documents
- Proposed Grid and Convention Plan
- Detailed information on the organising committee
- Entry requirements: visa and special requirements for all nationalities
- Excel spread sheet of budget, costs

We confirm that we have an efficient Convention team to organise the event.

- (Provide description, including assistance as a sponsorship in kind from Destination Management Companies, travel agencies, companies hiring tourist guides, Convention and Visitors Bureaux, etc.)

We confirm that we have approached potential sponsors for cash sponsorship/sponsorship in kind

- (Please provide letters of support)

Prior to completing the application, our association has communicated with the WFTGA Convention Coordinator/s, to ensure that all queries have been answered. We fully understand the requirements of the bid and application. We understand the requirements of hosting a WFTGA Convention.

Name(s) of WFTGA Convention Coordinator(s) consulted:

Date(s) when WFTGA Convention Coordinator(s) was/were contacted:

TIMELINE

16. Timeline and other Criteria:

Intention to Bid: Interested applicants must communicate their **Intention to Bid** (in writing) to the WFTGA Executive Board no later than **August 1, 2018** (midnight GMT). This can be sent by email.

It is the responsibility of the applicant (bidder) to ensure that the Intention to Bid has been received by EXBO by the due date.

The **Intent to Bid** lets the EXBO know that your association would like to bid for the Convention and should be in a letter format, with all relevant contact information of the Association.

Application: The above documentation listed under items 10 - 14 must be reviewed and provided with this application no later than **September 1, 2018** (midnight GMT) having previously communicated in writing to the EXBO the intent to bid for the WFTGA Convention.

It is the responsibility of the applicant (bidder) to ensure that the Application has been received by EXBO by the due date.

Full & Final Bid Document: Once the above **Intention to Bid** and **Application** have been accepted by EXBO as having been correctly submitted, the applicant country will have until **November 1, 2018** (midnight GMT) to provide:

- a) A full proposal/ Bid Document with full details of the convention week programme for Participants, Delegates and Accompanying Persons.
- b) The grid with a proposed plan for the convention week, including Delegates Meetings and Accompanying Person Programme.
- c) A grid for EXBO members' requirements.
- d) An estimated budget plan for the entire Convention, ensuring that all requirements are met and included in the budget. The budget must be presented on an Excel spread sheet.
- e) Description and approximate cost of Pre-Convention and Post-Convention tours, which are an optional extra for all Participants and Delegates.
- f) Description/outline of host countries presentation to Participants.

It is the responsibility of the applicant (bidder) to contact the WFTGA EXBO if they require any clarification before the full proposals are due. In order to ensure that all information above is correctly provided, the applicant (bidder) is advised to liaise with the WFTGA EXBO Convention Coordinator/s before submitting the

final bid document on or before November 1, 2018. Bidders should note that late or incorrectly completed bid documents will be rejected.

It is the responsibility of the applicant (bidder) to ensure that the full and final bid document has been received by EXBO by the due date.

Bidders must communicate no later than **November 30, 2018** to the current 2019 Convention host committee and the WFTGA Convention Coordinator/s, what their AV requirements are for their presentation(s) at the 2019 Convention.

FURTHER PROCEDURES AND CONDITIONS

1. Applicants must provide each country Delegate with a written copy of the full bid. The proposal must include price of convention and full details of what is included in the proposal.
2. Only once proposals, budgets and bids are approved by EXBO as correctly completed and received on time, EXBO will inform WFTGA member countries. Bidding countries may then provide information by email to members, place the bid on their own website and arrange a hyperlink to the WFTGA website.
3. Applicant countries must be ready to answer any question pertaining to their bid and may be required to show written proof of their responses.
4. Applicant countries must appoint a member of their Association to present the bid at the 2019 Convention. The Convention presentation must be made in person at the 2019 Convention.
5. Applicants must provide visual documentation about the location of the convention, possibilities of pre- and post-convention tours, including proposed venues and hotels that may be used.
6. Should one of the applicant countries be that of an EXBO member, **that EXBO member cannot** participate in the application, including the bid presentation, and cannot be involved with their own country's bid at the 2019 convention. They will not be allowed to lobby in any way for their country's bid. If there is an infringement under this clause, the applicant will be disqualified from bidding.
7. Lobbying at the 2019 Convention must be conducted respectfully towards all Participants. Applicant countries' Delegates and Participants may not **'buy'** votes, intimidate Delegates nor make deals of any kind for votes. Applicants may not coerce delegates to vote for any country. Applicants will be disqualified if they, or Delegates or Participants from the applicant country, discredit or disparage any other application, applicant country, colleague, member or person.
8. Bids should be voted for on merit and best presentation only.
9. Gifts or promotional items given to Delegates and Participants by applicant countries may not exceed the amount of 20 Euros per person.
10. WFTGA Executive Board Members have no vote.
11. During the presentation of the bid at the Delegates Meeting of the 2019 Convention, applicant countries will be allowed no more than two (2) Delegates and two (2) Participants from their country or association to present or assist with the bid.
12. Applicants will be allowed a maximum of 20 minutes for the presentation of their bids.
13. If successful, this application to host the next World Federation of Tourist Guide Associations (WFTGA) Convention (together with the Letter of Invitation and the Standard Conditions of Contract and Special Conditions, if any) shall constitute by the successful bidding association an undertaking to the WFTGA, to host the 2021 Convention in accordance with this application.
14. Any applicant country that demonstrates **any type** of disrespect, including any infringement of the provisions of these further procedures and conditions contained in numbers 1 - 14, will be disqualified from bidding.
15. Applicants agree:
 - a. The award to host the 2021 Convention will be decided by a simple majority vote of 2019 General Assembly of Delegates.
 - b. EXBO is entitled to further negotiate with the awarded organisation, including additional conditions and provisions of the contract.
 - c. EXBO retains the right to cancel this agreement and relocate the Convention at any time if the successful bidder fails to meet their obligations as presented in this document or proposed in their presentation to the General Assembly of Delegates.

We, the applicants, agree to provide the WFTGA with any further information that the WFTGA may require promptly.

Signatures:

Note: The signatures must be those of the officers of the association who are authorised to make this application on behalf of the applicant association.

In applying to host the WFTGA 2019 Convention we confirm that our association has understood this document, and that we accept the contents in full.

This Page is For WFTGA Secretariat Use Only

Application Number: _____

Date Received: _____

Received by: fax post e-mail

- Application Form
 Supporting documents, if any
 Proposal
 Grids
 Organising Committee

The Application Form is in order and the Applicant has fulfilled the basic requirements to qualify for the convention on the date required.

The bidding document must be sent to and signed by at least two (2) current WFTGA EXBO Members.

Names of Receiving WFTGA Executive Board Members:

Name of WFTGA President:

Name of WFTGA Secretary or other EXBO appointed Officer

Signature of WFTGA President

Signature of WFTGA Secretary or other EXBO appointed Officer

Date

Date

Name/s of WFTGA Convention Coordinator/s

Signature/s of WFTGA Convention Co-ordinator/s

Date

*WFTGA is legally registered in Austria and is under the jurisdiction of Austrian law
info@wftga.org*

*Registration Doc: NR ZVR 679385413
WFTGA c/o Wirtschafts Kammer Wien, 1010
Vienna, Austria*