

# EXPRESSIONS OF INTEREST TO HOST IEA MEETINGS AND THE HOSTING PROCESS

## 1. INTRODUCTION

The IEA governing group (GG) has responsibility for ensuring that the General and Mid-term Meetings of the Alliance are managed efficiently. To this end, it seeks from time to time expressions of interest to host an IEA meeting. The General meetings are held every two years (in odd years), traditionally, in June. However due to increased work load there has emerged a need to hold Mid-term meetings in the even-numbered years, but this is decided on need.

It is appreciated there is a significant lead-time required for booking of venues so the GG has adopted a practice of receiving expressions of interest to host a Meeting, at least two years in advance, and consequentially being able to select hosting organisations with sufficient lead time to expedite arrangements. Given Mid-term meetings are not guaranteed to be held expressions of interest will normally be sought at the time of General Meetings (looking forward up to 3-4 years) to enable each hosting organisation and venue to be selected at least two years in advance.

## 2. INITIAL INFORMATION REQUIREMENTS

### 2.1

Below is information as a guide to preparing an expression of interest (EOI). Questions at any stage should be directed to the IEA Secretariat.

- Name and description of hosting organisation(s).
- Organisation's rationale for hosting the meeting.
- Planned dates; to include proposed meeting dates and explaining any flexibility of proposed dates.
- Possible venues; to include information about meeting facilities, i.e. number and size of conference rooms and other hotel facilities and attractions.
- Indicative costs for venue and accommodation bearing in mind that these may change in the period between host selection and the meeting.

## 3. THE PRE-SELECTION PROCESS

3.1 EOIs should be submitted to the GG via the IEA Secretariat. EOIs should be provided electronically and within 6 weeks of the date of the request for the EOI.

3.2 The timetable for submission and selection is generally:

- Date X- Request for EOIs issued

- + 6 weeks- EOIs received
- + 2 weeks- Clarifications requested by GG (if applicable)
- + 2 weeks- Conditional selection of Meeting host
- + 2 weeks- Contract signed

#### 3.2.1 Eligibility to submit EOI

- Only Signatories of one or more Accord or Authorised Members of one or more Agreements are eligible.
- If at all possible, the hosting organisation should not be undergoing consideration for IEA change of status at the time of hosting the Meeting i.e. should not be under consideration for transfer from Provisional to Authorised Member of any agreement or from provisional status to signatory of an Accord.

#### 3.3 Pre-Selection

- Any member of the governing group affiliated with an organisation submitting an EOI will abstain.
- The GG will take into account factors such as:
  - Previous meeting locations in order to achieve a balance of north / south and east / west locations over time.
  - The length of time the organisation has been involved with the IEA.
  - Any special opportunities for the timing enabling the IEA to be positively promoted.
  - Any risk factors likely to limit participation e.g. the level of safety for attendees, any restricted visa requirements.

### 4. DETAILED PROPOSAL AFTER PRE-SELECTION

After the hosting organisation has been selected it must prepare a detailed proposal giving the detail below

#### 4.1 Location and Venue

- Ideally, two possible locations should be identified.
- The financial status of participating organisations should be considered when proposing a location to ensure no organisation is disqualified from attendance by excessive cost.
- If possible, the meeting venue and accommodation should be at the same venue, or at least close by to ensure delegates need not travel via public transport or walk unreasonable distances to the Meetings from their accommodation.
- Venue Requirements

- One large meeting room that can comfortably accommodate 70-100 registrants for a Mid-term Meeting or 100 to 120 for a General Meeting
- Delegate access to free Wi-Fi in the meeting room. (Wi-Fi costs should be included in the registration price).
- One other breakout room. (it is also desirable to be able to split the large meeting room into two).
- Registration area where registrations can easily be completed.
- A small room for use of the secretariat during the workshop period. There needs to be at least one high speed printer available so that registrants and the Secretariat can print items. A photocopier should be available.

#### 4.2 Social Events

Social events are organised by the host organisation but the cost is included in the meeting budget to be covered by the delegate registration fee.

Social events must include:

- One “meet and greet” on the evening prior to the meetings.
- One dinner mid-way through the week.

#### 4.3 Budget

The proposal is to be accompanied by a comprehensive budget to enable a registration fee to be calculated. Cost included are:

- catering
- venue hire
- AV equipment
- taxes
- social event costs
- Wi-Fi access in meeting rooms.

Guest and/or partner registration must be included in the budget. The guest and/or partner registration fee should include attendance at the two social events.

Costs excluded from the registration fee are hotel living accommodation and food outside the normal business day.

#### 4.4 Meeting Support

The level of meeting support personnel is to be specified.

#### 4.5 Risk Management

Financial and environmental risks that could affect the viability of hosting the Meetings should be identified and risk management strategies specified. The financial implications to the IEA if the event is cancelled at short notice because of a Force Majeure such as earthquake, flood or terrorist incident should be described

Issues include:

- Cancellation policy of the venue and any associated fees

- Insurance intended to cover such events.

#### 4.6 Audio Visual

Unless the GG otherwise specifies the following should be provided:

- Microphones placed at tables around the room.
- Multiplug adaptors under each table
- Large screen, Projector, laptop, remote mouse
- Ability to record the proceedings (not always necessary)

#### 4.7 Miscellaneous Information

- Travel/Transportation considerations
- Accommodations (type, cost, and access to meeting venue)
- Reassurance that catering will address a wide range of dietary requirements
- Tourist information

#### 4.4 Final Selection

The GG will confirm the selection as soon as reasonably possible after receipt of the detailed proposal and resolution of any issues between the GG and hosting organisation. Should there be difficulties that the GG decides cannot be resolved the pre-selection may be cancelled by the GG and other EOI considered.

## 5. IMPLEMENTATION

After the hosting organisation has been pre-selected it is expected to work closely with the IEA Secretariat over the host year to plan and execute all aspects of the Meeting including final venue confirmation, programme outline and registration costs.

The IEA GG retains final approval for all costs placed against the meeting budget.

The host country is expected to pay the deposit for the venue and pay for any other upfront costs. An itemised invoice should be sent to the GG, via the Secretariat, for reimbursement of costs.

To ensure the host country is fully supported by the Secretariat and/or a nominated meeting organiser clarification of roles and responsibilities will be discussed with the host organisation.