



Local & Regional
Europe

Call for applications

**Host authority for the 2022 CEMR
Thematic Conference on Citizens'
engagement in local public life**

| October 2019

Call for applications to host the 2022 CEMR Thematic Conference on Citizens' engagement in local public life

Introduction

The Council of European Municipalities and Regions (CEMR) is *the* voice of local & regional governments in Europe. Representing 100,000 public authorities, cities and regions federated through 60 national associations from 41 European countries, including the 28 EU member states, its mission is to:

- Influence European legislation on behalf of cities, local & regional governments; and,
- Provide a platform of exchange of experiences & practices for its members and partners.

Every four years, and in between two Congresses, CEMR organises a major Conference, together with its members and partners, on a theme of particular importance and relevance for European local and regional governments in the field of European citizenship with the support of the European Commission (Rights and Values programme).

Applications to host the CEMR Thematic Conference 2022

The CEMR Secretariat General invites European local and/or regional authorities, in cooperation with their national association or CEMR section, to submit applications to host the next edition of the CEMR Thematic Conference of European Municipalities and Regions to be held in 2022.

Cities and regions interested to host the CEMR Conference may send their application in English or French no later than **13 January 2020**, by email to Marta Gattini, Statutory Affairs Officer (marta.gattini@ccre-cemr.org, tel. +32 2 213 86 91) or to the following address:

CEMR Secretariat General
Square de Meeûs 1
BE-1000 Brussels

In order to be accepted, applications must include the following information and documents:

- 1) A **cover letter** from the city/region;
- 2) A **letter of support** from the corresponding national section or association, member of CEMR;
- 3) A **presentation** of the city/region which includes:
 - a. A description of the proposed venue for the Conference, including the location, access, numbers and capacities of meeting rooms, catering facilities, security arrangements, exhibition spaces/areas, etc.;
 - b. A list of proposed hotels with distance from the venue, capacity and indicative star-rating and pricing;
 - c. The connexion to an international airport (either present in the area or accessible by fast train directly), with distance and time, possibilities of transport and indicative international flight or train connections across Europe;
 - d. Proposals or possibilities for external visits and activities, such as technical visits in the area/region, possibilities for accompanying persons' programme;

- e. A brief presentation of the approach used to reduce the event environmental footprint.
- 4) The explicit acceptance of the **terms of reference** enclosed in Annex 1;
- 5) An estimation of the total **budget** for the event and a proposal on the expected income. For ease of calculations, the template used for the last Conference has been attached in Annex 2;
- 6) Any other information and supporting material as deemed necessary or appropriate to support the application.

Procedure

The received applications will be reviewed for compliance with the requirements. The Secretariat General reserves the right to request, on a case-by-case basis, additional information from the candidate cities/regions.

Once the applications are checked, **visits** to the candidates' premises will be organised in order to prepare a **full report** to be submitted to the Secretaries General and Directors of member associations and national sections meeting scheduled in March 2020.

Candidates shall then be invited to formally present their application to the CEMR **Policy Committee** on 6th May 2020 in Innsbruck, Austria where the final decision will be made by **vote**.

Contact

For any additional inquiries please contact Marta Gattini, Statutory Affairs Officer (marta.gattini@ccre-cemr.org , tel. +32 2 213 86 91).



Annex 1. Terms of reference for the organisation of the CEMR Thematic Conference

I. BACKGROUND

A. CEMR & CEMR Thematic Conference

The Council of European Municipalities and Regions (CEMR) is *the* voice of local & regional governments in Europe. Representing 100,000 public authorities, gathered into 60 national associations, from 41 different countries, including the 28 EU member states, its mission is to:

- Influence European legislation on behalf of cities, local & regional governments; and,
- Provide a platform of exchange of experiences & practices for its members and partners.

Every four years, and in between two Conferences, CEMR organises a major Conference, together with its members and partners, on a theme of particular importance and relevance for European local and regional governments.

The Thematic Conference is directly linked to CEMR's support of the Rights and Values programme of the European Commission. The theme proposed for the 2022 Conference is "Citizens' engagement in local public life" and will address questions linked to youth empowerment, social inclusion of vulnerable population, gender equality. The theme will be subject to final approval by the CEMR Policy Committee. The conference is expected to last for three days.

B. Conference organisers

The Conference shall be organised jointly by CEMR, the National Association(s)/section of local and regional governments (member of CEMR in the host country) and the host authority, who shall agree by means of a contract on the distribution of tasks and a budgetary framework of the Conference.

A professional conference organiser based in and selected by the host authority is expected to collaborate in the implementation of some of the tasks, mainly related to logistical arrangements *in situ*.

C. Target audience

Around 600 participants are expected, from among local and regional governments and authorities, experts, European institutions, national governments, academics, and partners from civil society and the private sector.

Among the participants, CEMR will receive 100 free passes for speakers, special guests, European journalists, CEMR staff, etc.).

In agreement with the national section or association of CEMR, at least 20% of the participants should come from the hosting country; the host shall communicate to and mobilise them, together with the association or national section member of CEMR.

D. Objectives and structure of the Thematic Conference

The CEMR Conference has 3 main objectives:

- **Meet** peers and partners
- **Learn** from other's practices and experiences
- **Get inspired** from leaders of local public policy and action

These 3 objectives are reflected in the structure of the Conference, the sessions of which will be structured into:

- **Info sessions & speed-dating** on very specific issues, where networking will be central;
- **Innovative style workshops** to discuss policies, projects and experiences already implemented at local level;
- **Public lectures and policy debates** amplifying the political voice of our mayors and councillors in a broader debate with all our partners (Master Classes, Ted talks...).

E. Languages

English, French, German, Italian and Spanish and the local language(s) are the main Conference languages. Unless otherwise instructed by CEMR, all Conference communication and information materials and tools are to be produced and published in these languages at least. Extra languages will also be made available according to the level of participation from some countries. In total the languages made available in the Conference will be eight (8).

F. Partners & sponsors

The host authority will reach out to a wide range of partners and sponsors to make this event as successful and inclusive as possible. Partners and sponsors will be offered the possibility to organise a side-event in the framework of the Conference or have a stand to present their activities.

The involvement of such sponsors shall be subject to an agreement between CEMR and the host authority on the basis that agreement shall not be withheld unless some important interest of theirs is affected by the sponsorship proposal.

G. CEMR statutory meetings

A **Policy Committee** will be organised in the framework of the Conference, most likely on the first day of the gathering. Its organisation shall be included in the contract. It will be financed entirely by the host authority (meeting room, lunch and coffee breaks, technicians for the interpretation, cabins, headphones, potential travel and per diem for interpreters if they have to travel from outside the city conference). CEMR will pay for the interpreters (6 languages).

II. DISTRIBUTION OF TASKS

A. Host authority

The host authority makes the commitment to take on the practical implementation involved in organising the Conference, and in particular the following tasks:

1. General operations

The host authority will make available a team led by a liaison officer, able to dedicate a significant amount of time from the outset to the organisation of the event. This liaison officer will be backed by an appropriate team, thus enabling constant supervision of the state of preparations for the Conference.

A local professional based organiser in the host authority is expected to collaborate with the organiser, in some of the tasks falling under the host authority's responsibility. Its selection shall be agreed by CEMR and the host authority. The working language will be English and/or French.

2. Press and Communication

The host authority shall ensure representatives from its press and communication service are actively mobilised before, during and after the Conference on all aspects relating to press and communication, including liaising with local, regional and national press, organising press conferences, and if so decided by the Conference organising parties the production of a daily communication tool (example: video/photo recap, interactive newsletter) during the course of the Conference.

All communication work will be subject to review and approval by CEMR's press and communication service.

Work falling under the host authority's responsibility include:

- The production of the **graphic charter** for the Conference (logo, and graphic elements for the presentation brochure, pre-programme, website, online tools, design brief, etc.) upon recommendations and with approval of CEMR, and available in the Conference languages;
- The creation and management of a **website** (with traffic statistics available) with video capacity dedicated to the Conference. This website will be the primary tool for communication, promotion and registration for the event. All documents of the website will be translated at least in the Conference languages. The launch of the website is expected 10 months prior to the Conference at the latest while registration will start at least 8 months before the Conference. CEMR will have full access to the website content management system and be able to add news items, pictures, videos, etc.
- The creation and management of a **mobile version** of the Conference website, where all documents of the website will be translated at least in the Conference languages;
- The creation and management of a user-friendly **online registration system**, which allows regular sharing of registered guests with the CEMR Secretariat as well as with the local organiser;
- The production and sending of **electronic announcements** made in a wide range of languages, at least all the languages of the Conference, to promote the event;

- The production of a dynamic **promotional video** of one to two minutes to attract participants to the Conference and to the host city/region, produced in all the Conference languages and at least six months prior to the event;
- The production of the **welcome brochure** handed to the Conference participants upon their arrival at the venue. The brochure is to be available in the languages of the Conference;
- The production of **indoor and outdoor displays and visual aids** (posters, kakemonos, teardrop flags, banners, 3D hashtags, logos' projection and lighting effects for indoor use, photo-call, writing wall, exhibition, etc.) in the Conference languages and in accordance with its visual identity, to be placed inside and at the entrance of the venue, as well as at other strategically and highly visible areas throughout the host city/region;
- The production of **dynamic daily videos** providing a visual montage sequence of the previous day's Conference sessions and highlights, presented every morning at the start of the sessions. CEMR is to own the copyrights of the video coverage;
- The coverage of the event by professional **photographers**. The photographs shall be displayed on monitors and/or panels throughout the venue to recall key moments of the day or to provide illustrative snapshots of the participants, debates and interesting moments. CEMR is to own the copyrights of the photo coverage. All photos will be made available on the same day.
- The setting-up of a **partnership with a PR agency** for the drafting and editing of a series of articles (at least in English) during the Conference.
- The setting-up of a **media partnership** to ensure a wide coverage of the Conference in the press and social media. It will be expected from the media partner to produce a series of articles, at least in English and French, and conduct interviews on the spot.
- Creating a few **three-dimensional objects** (for example a giant 3D cardboard word such as #CEMR, ...) that will prompt participants to take photos and share them on social media.
- Ensuring **graphic recording** to capture key thoughts and ideas visually in real-time.

CEMR is to own copyrights of all communication material produced for the Conference (printed and e-invitations, photos, videos, etc.).

3. Programme

Though CEMR is directly responsible for the coordination of the programme, the organising committee may propose guests and speakers.

The host authority, together with the national association(s) member of CEMR will be responsible for ensuring that the proper national protocol for the opening and closing ceremony of the Conference is observed. This should include the presence of National highest authorities (Head of State or Head of Government, Members of Government, in site Local and Regional leaders...) and an entertainment component. In order to attract more participants, a guest of honour of international stature and known worldwide should be in the opening ceremony. Speaking fees, international travel, hotel, expenses and entrance fees of the guest of honour should be covered by the host authority.

The host authority may also organise technical visits and cultural excursions for Conference participants, including and especially for accompanying persons prior, during and after the Conference. Some may be charged to the participants; others will be paid by the registration fee.

4. Venue

The host authority shall assure high-quality facilities for the Conference, for a period of three days for the event and the logistics team will have access to the venue two days before the Conference. The venue should provide optimal conditions for all working sessions and related meetings, including preparatory and post-meeting arrangements as agreed with CEMR.

The venue will be equipped with well-designed and comfortable spaces for participant interaction inside and outside of formal sessions, including adequate signage, digital displays for clear information with latest updates for participants, on the programme, social events, etc., with professional decoration to create a pleasant atmosphere.

All meeting venues must be accessible to people with reduced mobility or disabilities.

The meeting venue will need to allow for the installation of a display or stands set aside for, among others, CEMR, the host authority and national section or association, CEMR member associations, as well as key partners (European Union, UCLG...) and sponsors if any. See point 11 for more details.

a. Meeting rooms

The meeting rooms will be equipped with projectors, screens, high-quality audio coverage, fast wireless internet access, plugs, etc. Microphones will be made available in sufficient number for the speakers and participants.

A hall for plenary sessions with a capacity of up to 600 participants shall be available. It should be equipped with technical facilities and equipment for multi-language interpretation in a minimum of 8 working languages (to include at least FR, ENG, DE, ES, IT + the local language), which will be agreed by the organising parties.

Further meeting rooms for a minimum of three parallel events shall be available, with technical facilities and equipment for multi-language interpretation in a minimum of six languages (same as above). Please see point 5 for languages requirement.

Sessions may also be organised outside the main venue to promote the work of the authority in agreement with the organising committee and in relation to the sessions (i.e. a Public Library for a session on culture or a sport facility for a session on youth and sport...).

The setting of the meeting rooms will be agreed prior to the Conference, according to the space available on site. Sufficient microphones shall be made available accordingly.

b. Other spaces

The venue will also include:

- A **registration and accreditation point**, which includes space with racks or tables to display a number of different conference documents in different languages;
- An **information point** to assist delegates with any logistical queries;
- **Offices for the Conference secretariat** equipped with computers with high-speed internet access, a high-speed colour photocopier and printers and additional desks to plug in laptops. This office shall be made available two days before the event;
- A **room** for possible **press conferences**;

- An **office for press representatives** equipped with computers with internet access, wireless internet and areas where journalists can plug in their computers;
- A **business working space** including several computers with internet access, an area where people can plug in their own computers, and with printing possibilities;
- A dedicated space with a specific background display (**photo call**) where official photos can take place and where participants can have photos taken; A **photobooth with instant photo printing and sharing** will also be set up;
- A **stand area** with free chairs, tables, electricity plugs, high speed WIFI access, (other supplies to be determined) for a dozen exhibitors, including CEMR. The latter will also be provided with two big TV screens;
- The space and infrastructure necessary to organize a professional exhibition;
- A comfortable, quite space for up to 10 VIP's;
- Catering facilities;
- Any additional space for any service deemed necessary by the Conference organising parties, e.g. an ATM, an emergency medical team, a travel agency, etc.;
- The host authority should ensure the setting-up of an audience interactive tool to stimulate exchanges with participants during the sessions;
- High speed WIFI access should be available to all delegates.

5. Translation and interpretation

a. Translation

English, French, Italian, Spanish, German as well as the local language(s) will be the main Conference languages. All Conference communication and information material, which includes the Conference programme and website, are to be produced and published in these languages at least. According to the level of participation, translation will be provided in at least two (2) additional languages.

The host authority shall ensure that all communication material, including the Conference programme and website, are translated in the local language(s).

b. Interpretation

The host authority shall ensure the provision of high-quality simultaneous interpretation in six languages (FR, ENG, DE, ES, IT, plus the local language(s)). It shall be responsible for recruiting and organising the teams of interpreters according to international standards. If necessary, the interpreter will be recruited outside the host city/host country. The budget will be drafted accordingly and should include travel and per diem for interpreters if necessary. The host authority should also provide logistical and technical support to delegations who would like to bring their own interpreters at their expenses. The host authority will also be in charge of all logistics linked to the interpretation, like the distribution and collection of headsets and units to Conference participants.

The meeting room for plenary sessions will have simultaneous interpretation in a minimum of eight languages, including the Conference languages – see above. Other languages shall be agreed by the Conference organisers, according to the size of the national delegations registering to participate. If more than eight (8) languages are requested, the cost of the extra languages will be borne by the delegation requiring it.

Parallel sessions will have simultaneous interpretation in a minimum of six languages, according to the languages of confirmed speakers and delegations. If more than six (6)

languages are requested, the cost of the extra language will be borne by the delegation requiring it.

The Policy Committee meeting will have simultaneous interpretation provided in a minimum of six languages, including English, French, German, Italian and Spanish and the local language(s). If there are more than six languages requested, the cost of the extra language will be borne by the delegation who requests it.

6. Human resources

The host authority will be responsible, in addition to providing the teams of interpreters, for all local resources necessary for the organisation, preparation, smooth running and finalisation of the Conference including:

- A welcome team at the nearby airports and stations to guide delegates to the transfer service and provide other local useful information on the host authority;
- A multilingual registration and information team available for the duration of the event to assist delegates with registration and practical questions and to check the payment status of participants upon their arrival at the Conference site;
- A team of technicians in charge of setting up all conference and meeting halls according to the agenda, including signage, nameplates, documents, publications and supporting audio/video presentation facilities;
- A team ensuring professional photo and video coverage (see point 2).

7. Services to participants

The host authority will take special care to ensure that the Conference in all respects, and in particular the logistics, satisfactorily meets the criteria of sustainable development and eco-friendly practices (catering, mobility, accessibility, accommodations, etc.).

a. Registration procedures

The host authority will set up a registration system for the Conference and for booking a hotel on a website created for the Conference. It will also be responsible for collecting the fees. It will provide technical support to the participants during each and every phase of the Conference (before/during/after the event).

b. Catering

The host authority shall ensure the following meals and functions:

- **Lunches** over three days: first day light lunch for participants of the CEMR Policy Committee (around 175 people) and special guests; second day lunches for all Conference participants; light lunch on the third day for all participants;
- Coffee breaks (first morning for participants of the CEMR Policy Committee and special guests; for Conference participants on the second and third days, mornings and afternoons)
- **All day running coffee** service during the Conference
- An evening reception on day 1 (after the Policy Committee);
- A gala dinner on day 2.

c. Transport

The host authority will provide and manage necessary transport arrangements, including:

- Transfers from the nearby airports and train stations at arrival and departure;
- Daily shuttles to and from hotels and venues if necessary; or (preferably) free access to public transportation for the duration of the Conference;
- A pool of chauffeur-driven cars for use by VIPs, including one car for CEMR Secretary General and President.

d. Accommodation

The host authority will facilitate and negotiate special prices and arrangements to Conference participants in a wide range of hotels (3 to 5 stars) at a reasonable distance of the event venue. The online registration will include a specific link for participants to book their accommodation accordingly. The organiser will provide CEMR with the updated list of participants' hotel bookings as often as necessary.

e. Delegate packs

The host authority will ensure the preparation and distribution of delegate packs for all Conference participants to receive at the venue upon registration. All material will be produced in accordance with the Conference visual identity and languages. These will include:

- A brochure (in ENG, FR, DE, ES, IT, + local language(s) that includes the programme, the list of sessions and a Conference evaluation form;
- Information on study visits, cultural excursions and social programme;
- Information on airport/station transfers and on daily shuttles or public transport available;
- Local welcome pack (e.g. city information, map, practical guide, agenda of events, information on local public transport, sights etc.);
- A souvenir gift from the host authority and/or sponsors given as a tradition (that can be easily taken back on a plane);
- A pen and paper or notepad;
- A lanyard with the access badge
- A free travel pass/local transportation tickets for the duration of the Conference, if available.

Any other add-ons will need to be validated by CEMR.

f. Security and emergency

The host authority will ensure the necessary security, medical and emergencies services during the entire Conference.

8. Shipping of materials

The host authority will ensure the shipping of CEMR and partners' materials within a suitable period of time.

9. Follow-up

After the Conference, the host authority shall ensure all follow-up activities in close cooperation with CEMR. These consist of packing up and sending any remaining materials, putting together a compilation of all the videos, photos and recordings or assembling a review of articles from the national press.

10. CEMR statutory meetings

A Policy Committee will be organised within the framework of the Conference, most likely in the morning of day one.

The Policy Committee meeting shall have simultaneous interpretation provided in a minimum of six languages, including English, French, Italian, German and Spanish and the local language(s). If more than six languages are requested, the cost of the extra language will be borne by the delegation who requests them. Meals arranged are specified above.

For more information, please refer to *Annex 3. Terms of reference for the organisation of a meeting of the CEMR Policy Committee*.

11. Stands

An area for exhibition stands (with necessary decoration and equipment) will be set up at the event venue. Several stands will need to be set aside to present the activities of CEMR and those of its partners (CEMR member associations; the host authority(ies); European Commission, etc.).

Other stands may be used by the host authority to maximise its resources.

These stands, composed of tables, chairs and various supports for publications, are free of charge for CEMR and its member associations and key partners, up to 20, with request beyond 20 to be negotiated case-by-case between CEMR and the host authority.

B. National section or association member of CEMR

The national association/section of the Conference host country will be closely associated to the organisation of the event. Specifically, it will be involved in:

1. **Promotion of the Conference** nationally and with the association's partners and peers in all their events to start at least one year before the event,
2. **Preliminary arrangements and follow-up with the host authority**, including securing the main venue of the Conference;
3. **Finances**, including secure sponsorships (local, national or European), partners and any kind of support for the Conference;
4. **Programme**, including proposing speakers and sessions, to be discussed with CEMR and the Host Authorities;
5. **Overseeing the logistical organisation of the event**;
6. **Press and communications**, including securing a wide media coverage of the event at national level.
7. **Any additional task agreed with CEMR and the host authority.**

C. Council of European Municipalities and Regions

CEMR's main responsibility is the general oversight of the Conference preparations. In this capacity, CEMR shall ensure the following:

1. Programme

The themes and the programme of the Conference are defined by CEMR, in close cooperation with the host authority and the national section or association. CEMR will ensure an adequate follow-up of the preparation of the topics and agenda of the working sessions and will maintain contact with the session leaders, speakers and rapporteurs.

CEMR is particularly responsible for inviting speakers, session chairs and moderators, special guests, EU affairs journalists. The host authority and the national associations or sections may also propose speakers and special guests. Please see financial responsibilities in the next section.

CEMR shall also define and prepare the outcome of the Conference.

2. Promotion of the Conference

CEMR will work with its members to ensure a very wide promotion of the Conference through its network of associations and partners at European and international level.

3. Organisation of the Conference

In addition to the general supervision of the state of preparation and proceedings throughout the Conference, CEMR shall take on responsibility for:

- Approval of the final list of participants;
- Amendments and finalisation of documents;
- Supervising all communications activities, including the production of the daily video;
- Protocol, in accordance with the etiquette of the host country,
- Liaison with the specialised European affairs press,
- Supervising the organisation of the Statutory meeting.

4. Follow-up

After the Conference, CEMR takes on responsibility for:

- Thank you letters to the guests;
- Certificates of participation to the Event;
- Press releases for European and international distribution;
- Dissemination of the Conference outcome.

III. FINANCIAL ARRANGEMENTS

A. Expenses

The host authority and CEMR will define a general budgetary framework for the Conference, which will be part of the contract signed between them. They shall also agree on the specific arrangements related to cash flows.

As candidate to host the CEMR Conference, the city or region agrees to bear, alone or with local partners, all costs of the event, as well as the financial risks.

In this context, a provision of 100 000 Euros is foreseen for direct costs borne by CEMR – including communication material produced in Brussels, staff visits during the preparation of the Conference, CEMR staff time among others – and which shall be granted to CEMR as follows: 25% at the signature of the contract, 25% a year before the event, 25% a month before the event and the remaining 25 % one month after the event.

The host authority will cover on the Conference budget:

- the travel, accommodation and meal costs of all **speakers and special guests** identified by the organising committee.
- The fees, travel, meals and accommodation costs of the **key note speaker**
- The travel, accommodation and meal costs for five **(5) European journalists** based in Brussels. They shall have access to all activities free of charge.

B. Income

Registration fees usually account for at least 50% of the expected income. They shall be set jointly by CEMR and the host authority, taking into account that it is important to have a wide participation of CEMR members from all over Europe, and that they must be aligned with the fees of previous Conferences.

The CEMR Secretariat shall receive 100 free registrations for the Conference speakers, for EU affairs journalists, special guests and CEMR staff; 25 free passes shall be for the host authority and the national section or association. At least 20% of the total number of participants shall come from the country hosting the Conference.

Fees will be collected through the online registration system, and may be paid by credit card or bank transfer.

The host authority can seek external financial support, both public and private, as well as partners in order to guarantee a successful and sustainable event. The involvement of such sponsors shall be subject to an agreement between all organising parties, on the basis that agreement shall not be withheld unless some important interest of theirs is affected by the sponsorship proposal.

Partners and sponsors will be guaranteed visibility in the communication material produced for the Conference, and at the Conference venue.

Whenever possible, CEMR projects will be involved in the Conference. They will bring participants and experts paid directly by the projects, up to the financial capacities of the projects.



Agreement with the Terms of reference for the organisation of the 2022 CEMR Thematic Conference

I,, representing the city/region of
....., candidate to host the 2022 Thematic
Conference of the Council of European Municipalities and Regions,
hereby certify that I have read and agree with the Terms of reference for
the organisation of said Conference.

Date:

Signature

Annex 2. Template CEMR Thematic Conference Budget

For ease of estimation of expected expenses and income, a budget template is enclosed in Annex 2.



Annex 3. Terms of reference for the organisation of a meeting of the CEMR Policy Committee

The meeting of the Policy Committee of CEMR is held usually over two half days (afternoon of first day and morning of the second day). On occasion it is instead over one full day, or one full day and one-half day.

The local organisers (national association, town, region) agree to supply CEMR with the various elements listed below for the meeting of the Policy Committee.

Elected representatives of the hosting authority and/or the President of the CEMR member association are expected to welcome the participants at the beginning of the meeting. The local organisers are invited to liaise with CEMR Secretariat about this.

Venue

A meeting venue (if possible prestigious) with a meeting hall able to hold 175 people, in a "classroom" setting (not an amphitheatre), with work tables available for the members of the Policy Committee. Please note, that the Policy Committee has 175 members, who might all be present for important meetings, such as elections or particular decisions.

The venue should be accessible to members of the Secretariat General from the eve of the meeting, and over the day(s) of the meeting.

The venue is to be equipped with a screen visible to all participants and data beamer connected to a laptop, capable of slide presentation as well as full video presentation with sound. Ideally, Wi-Fi should be provided to the participants.

The meeting hall is to be equipped with a sound system for speaking and interpretation. The Presidency desk should be equipped with individual microphones. Participants' desk should ideally be equipped with individual microphones, but these could be shared among two or three participants. One or two additional roaming microphones should be available.

The venue should include, an office for the Secretariat General. The office should be equipped with a telephone, computer(s) with internet connection, printer and a suitable photocopier.

Drinking water should be provided at the Presidency table and, if present, at the speakers' table or pulpit.

Other available facilities should include:

- Desks outside the meeting room for registration and documents;
- Space for roll-ups and printed communication materials;
- Cloakroom for garments and suitcases;

Interpretation

Following the decision of the Policy Committee regarding the organisation of the Statutory meetings on 18 January 2018, Policy Committee meetings are interpreted simultaneously in six languages: English, French, German, Italian, Spanish and, if necessary, the local language (used as a pilot-language). The interpretation arrangements are the responsibility of the local organisers. CEMR will cover the costs of the interpreters, while the cabins, audio transmission systems, technicians and headsets will be provided by the local organisers.

According to technical possibilities, the local organisers will also provide cabins and logistics for member associations that request an additional language. In this case, the interpreters' fees are at the cost of the requesting delegation, usually Turkish and Greek.

Logistics

The local organisers will indicate the exact venue of the meeting at least six months prior to the meeting. The description should include details on how to access the venue, including the exact address, description of means of local transport, protocol or security arrangements if any, as well as any relevant supplementary information.

Similar details are to be provided about the venues of the social programme, dinners times and locations of transfers, if any.

A list of suitable hotels with sufficient capacity and good connection to the venue should be provided. Reservations can be entrusted to an agency. Reservations and payments are made directly by the delegates or their national associations.

Social programme

The programme offered to the participants should include:

- coffee breaks: usually one coffee break in the afternoon of the first day and one coffee break in the morning of the second day;
- light lunch / buffet on the first day;
- an official reception / gala dinner at the end of the first day;
- a light lunch / buffet on the second day;

Proposals or arrangements for study visits or tourist visits for the weekend prior to the meeting, or following the meeting, could also be made but not mandatory.

Miscellaneous provisions

Work documents. Approximately 10 days before the meeting the organisers will receive the documents for printing or photocopying. Participants will be invited to bring their own documents, but additional printed copies are to be made available by the organisers in numbers agreed with the Secretariat General. Usually these include working documents (30–40 copies in English, 20–30 copies in French) as well as other documents. The organisers will be responsible for transmitting the working documents to the interpreters.

Vehicles. If required, one vehicle may be requested for the President, where needed.

Additional equipment. Upon request by the Secretariat General, the local organisers will provide additional equipment as necessary for the meeting, such as ballot boxes and ballot papers, etc.

Dispatch of documents and materials

Documents or materials will be sent by the Secretariat General by post or courier service to the venue. The organisers will provide the following

- Postal mailing address
- Contact person to receive the delivery.
- Office hours of the contact person to receive the delivery from the courier service.
- Mobile phone number of the contact person to receive the delivery.

After the meeting, the organisers will send the materials back to the Secretariat General to the following address:

Pierre Vander Auwera
Council of European Municipalities and Regions
Square de Meeûs 1, 5th floor
1000 Brussels
BELGIUM

Tel.: +32 2 511 74 77

Contact persons

The local organisers should nominate a contact person who will be the main point of contact for the CEMR Secretariat General. The e-mail address and mobile phone number are to be provided.

The local organisers will also provide other contact details (e-mail address and mobile phone number) for all persons who will be responsible for the organisation and logistics, and whom the Secretariat General might need to contact during the meeting, such as meeting hall manager, computer and network technicians, audio technician, bus or car drivers, managing interpreter, etc.



Contact

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About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together these associations represent some 100 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.

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