

WORLD SAILING

Annual Conference 2017/18

Information for bids





WELCOME TO WORLD SAILING

World Sailing (WS) is the world governing body for the sport of Sailing, recognised by the International Olympic Committee (IOC). Founded in Paris in 1907, today it has 144 Member National Associations.

World Sailing's vision is to make this a world in which millions more people fall in love with the natural power of sailing; for people to be inspired by the use of technology to capture these forces of nature and through this, gaining a better affiliation to man's relationship with the waters and oceans.

The Annual Conference is the central meeting point where the strategy of sailing is reviewed, discussed and celebrated. This is why the event is so important and we choose to work with strong and committed partners.

WHAT IS THE WORLD SAILING ANNUAL CONFERENCE?

- The most important annual gathering of World Sailing's decision makers
- A seven day meeting of over 400 global participants
- An opportunity to celebrate success
- A platform to plan the future, make important decisions and a forum to share best-practise and to generate new ideas
- An occasion to honour dedicated individuals who are committed to sailing
- A combination of formal meetings, workshops, celebrations and tourism activities

What does hosting the Annual Conference offer you?

Hosting the World Sailing Annual Conference offers you:

- The opportunity to showcase your MNA and your city to the world through traditional and social media
- The possibility to partner with an ambitious leading international Olympic sports federation with a unique point of difference
- An event creating local and tourist spend including approximately 1,500 hotel nights, local transport use, spend at restaurants, shopping and tourist activities. Delegates often extend their stay to enjoy the host city and many cases are joined by family and friends
- A platform to develop promotional and sponsorship opportunities
- The chance to bring the most influential people in the sport of sailing to your city

Past Hosts Include:

2010 – Athens
2011 – Puerto Rico
2012 – Dun Laoghaire, Ireland
2013 – Muscat, Oman
2014 – Palma, Majorca
2015 – Sanya, China
2016 – Barcelona, Spain

Future Venues:

2017 – Venue to be selected at the World Sailing AGM, November 2016
2018 – Venue to be selected at the World Sailing AGM, November 2016



Section 1

MAKE UP OF A WORLD SAILING ANNUAL CONFERENCE

The decisions made at our Annual Conference are essential to the development of sailing. In order to set the right tone for these meetings, the image of these meetings should be coherent and reflect the excellence that World Sailing strives to attain. This will enable the Annual Conference and World Sailing to move sailing forward in the Olympic Family and around the globe.

The Annual Conference is made up of a number of events which structure the schedule:

1. AGM
2. World Sailing Forum
3. World Sailing Gala Dinner
4. World Sailor of the Year Awards
5. Networking Cocktail reception
6. Excursions

1.1 COMPOSITION OF THE WORLD SAILING ANNUAL CONFERENCE

The following elements make up the World Sailing Annual Conference:

Staff Office - A fully functioning office with all the necessary facilities needs to be available 24/7 for World Sailing staff. See Section 3 for more details.

Welcome Desk - There must be an area dedicated to the Welcome Desk for registering and signing in delegates. See section 4 for more details

World Sailing Forum - A half-day event to which all Member National Authorities and Classes are invited. It provides an opportunity to exchange visions and to be introduced to new ideas. It consists of a plenary session, guest speakers and an area for various entities to be available for one to one discussions.

Welcome Cocktail Reception - This is an opportunity for the Host to welcome the delegates and showcase their city enabling any local or visiting officials to make a speech. See Section 3 for more details.

Excursions - The Host should provide a selection of excursions through a local service or the Tourist Board for the delegates accompanying guests.

Awards Event with Cocktail Reception and VVIP Dinner - This is always held on the Tuesday evening and is an Awards Cocktail for the Rolex World Sailor of the Year. World Sailing sponsors/delivery partners will organise and pay for this event and will choose the location. Delegates have the opportunity to bring their partners to this event and invitations will be given to the Host. See section 3 for more details.

World Sailing Gala Dinner - A new gala dinner to take place on the Saturday evening to further celebrate and showcase achievements within the sport during the

preceding year. Hosts should budget for 500 guests including partners.

Meetings - A series of meetings will take place over the 7 day period. The meetings will vary in size and set up. The Executive Committee will also meet several times during this period. See Section 3 for more details.

Offshore Racing Congress (ORC) - In addition to the World Sailing Annual Conference, the ORC host their Annual Conference in the same hotel requiring additional accommodation, meeting rooms and a venue for their Annual Gala Dinner. See Section 3 for more details.



Section 2

ORGANIZER RESPONSIBILITIES

2.1 OVERVIEW

World Sailing will require support leading up to the Annual Conference – liaising with the Tourist Board, streamlined visa application / letters and any other logistical and technical details necessary to the smooth running of the conference.

It is necessary that the contact person is fluent in English.

A detailed planning schedule including a timeline must be coordinated between the organizer and World Sailing in order to shop and order materials in advance of World Sailing's staff arrival.

A support team is required (volunteers) to help with the pack-up and distribution of the delegate's bags, excursions, local information etc. The Welcome Desk needs to be manned continually throughout the week from 0830-1830 in order that any questions by the delegates can be answered. World Sailing staff will supervise and be available for this but need to be assisted by at least two volunteers every day.

The organizer should provide a Welcome Desk, manned by volunteers, at the airport for the first 5 days of the event as delegates will arrive on varying days.

It is important that as soon as World Sailing staff arrives there is liaison with the head of catering, technical manager etc.

Any logo or theme will be decided upon by World Sailing

2.2 FINANCIAL INFORMATION

The organizer is entitled and encouraged to seek financial support from government authorities, tourist boards or commercial sponsors to help meet the cost of hosting the Annual Conference and associated meetings. World Sailing authorization must be obtained for any potential funding partnerships to avoid any conflict with World Sailing sponsors/providers. Approval will not be unreasonably withheld. In addition the host city will benefit for direct and indirect spending associated with hosting the Annual Conference.

Delegates and Observers are responsible for and must pay their own accommodation and meals that are not provided by way of sponsored lunches or Gala dinners.

The specific terms of the partnership are to be negotiated upon, following a successful bid for the Annual Conference. However, World Sailing requires the organizer and their potential sponsors to cover the following costs:

- Costs of organizing and conducting the Annual Conference, the Forum and the Executive Board meetings, meetings and the World Sailing staff office. These costs should include lunch and coffee breaks for the staff and Board.

- Provision of a professional set and stage and AV company, associated equipment and services within the main conference room. Arrangements must be agreed by World Sailing at website least 6 months before the event.
- Provision of lunches on each day (we will seek sponsors for each one, but will need suitable rooms/areas for lunch where a sponsor could showcase equipment, show video content)
- A Welcome Gala cocktail reception in a suitable high profile location to be approved by World Sailing
- 100 room nights at the official hotel for use by World Sailing.

In addition for 2018 World Sailing is interested in accommodating the Yacht Racing Forum (www.yachtracingforum.com) which could run alongside the World Sailing Annual Conference. The Yacht Racing Forum requires:

- One complimentary conference room for up to 400 people for 2 days
- One complimentary conference room for up to 100 people for 1 day
- Complimentary staging, audio-visual equipment (and associated staff)
- Complimentary exhibition area adjacent to the conference rooms capable of hosting up to 30 x 9m2 stands for 2 days
- Catering: morning and afternoon coffee breaks and lunch over 2 days

- Provision of an extra 30 free hotel rooms on a B&B basis for 3 nights per person
- Provision and organisation of a gala dinner for up to 400 guests
- Hosting fee: €30,000

2.3 DELEGATES

The organizer must provide useful information to delegates concerning their stay in the host nation in the form of a welcome pack.

World Sailing will be responsible for delegate registration.

The request for Visa letters will be the responsibility of the organizer to write and follow-up. A streamlined Visa application process should be set up with the Tourist Board.

2.4 HOTEL

The official hotel is the principle venue for the Annual Conference. All World Sailing Executive Board and staff should be accommodated in the official hotel and most of the delegates.

Delegates should have the choice between the official hotel and alternative lower cost hotels within walking distance of the official hotel.

The application to host the Annual Conference and associated meetings should specify the cost of the hotels. The cost of a single room at the official hotel

should not exceed €150 (4 star) and for the alternative hotel €100 unless otherwise agreed between World Sailing and the Host. A hotel with a variety of room rates to accommodate all budgets can be suggested, as can another hotel(s) within reasonable walking distance.

Requirements

- 4-star accommodation – quoted price should include breakfast + taxes
- Free Wi-Fi access throughout the hotel, in all offices and meeting rooms, plus technicians on-hand to deal with any IT problems
- A large room to act as the World Sailing office space including full working office equipment
- World Sailing Welcome Desk plus equipment
- A functioning Business Centre available to all delegates on a 24-hour basis
- Registration area at the entryway of the Annual Conference
- A selection of in-hotel restaurants and bars
- A list of recommended restaurants in the vicinity and a price list
- A Gym or Fitness Centre

Please note World Sailing will promote the Conference hotel in the year leading up to the Annual Conference via its website and on all conference communications. This free promotion should form part of your negotiations in order to secure the best rates.

2.5 TRANSPORT

The organizer is to be responsible for:

- Providing transport for World Sailing staff and Executive Board from their point of arrival to the hotel
- For the rest of the delegates and observers, providing transport details and options from point of arrival to hotel (info re public transport)
- World Sailing will transmit a detailed arrival schedule for World Sailing Executive Board and staff
- Providing a shuttle service between hotels and other key venues
- Providing a travel agent to assist with all travel-related issues for delegates, Executive Board and Observers.

2.6 BRANDING

The theme of the Annual Conference week, as well as the overall look and feel concept of the event, including the Annual Conference logo will be determined by World Sailing.

The design of all artwork will be supplied by World Sailing. All additional artwork that might be required by the event organisers must receive World Sailing approval at least 60 days in advance of production.

Branding Requirements: World Sailing will provide branding guidelines including directions for use and artwork. All branding must be implemented including hotel, exhibition room, dinner venues, transport and airport branding.

Costs: The cost of the artwork creation will be borne by World Sailing (unless otherwise negotiated) but the organizer will facilitate production of the branding requirements.

2.7 MEDIA

A media plan will be established and the organiser should appoint a media representative on behalf of the host city.

2.8 SECURITY

In case of visiting VVIPs an outline plan of the security arrangements surrounding their visit will be needed.



Section 3 DETAILED LOGISTICS AND SET-UP REQUIREMENTS

3.1 TYPICAL MEETING SCHEDULE WITH REQUIRED ROOM SIZE

The Annual Conference is always held during the first full week of November. See table opposite

3.2 COMPUTER NETWORK REQUIREMENTS FOR THE CONFERENCE IN THE WORLD SAILING OFFICE

For the World Sailing office we build our own Private Network.

Internet Access

For internet Access we need (in order of preference):

1. high-speed cable or DSL Internet connection connected through a 10/100 RJ45 plug on a Ethernet cable. Provide: access point, Internet Service Provider (ISP) IP address and Passwords (where necessary)

World Sailing brings an Internet-sharing DSL Router, 4-port Switch.

Or

2. ADSL Line Minimum 8 MB Download speed
Provide: access point, ISP passwords etc.

World Sailing brings a Broadband Router connected through a RJ11 plug (on an ADSL filter if needed).

Or

3. 10/100 connection from a local network connected to the internet. To provide at least 75 fixed IP addresses or IP addresses available through Dynamic Host Configuration Protocol (DHCP) Provide: IP range.

World Sailing brings Ethernet Switches, net-

work (Ethernet 10/100 cables) etc.

Printer:

We require 3 printer/copy machines

Minimum speed 75 pages per minute, with sorter/finisher/stapler/hole punch. Connectable to the network in World Sailing office through a 10/100BaseT connection, directly into the network hub. Supply CD-Rom with drivers/software. Setup.

Copier in English Language.

WORLD SAILING ANNUAL CONFERENCE 2016 – MEETING SCHEDULE

DATE	TIMINGS	MEETING	ROOM SIZE
Friday 4 November 2016	08:00 – 20:00	Staff Office	120m2
Saturday 5 November 2016	08:00 – 20:00	Staff Office	120m2
	15:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m2
	09:30 – 18:00	ORC Classes Management Committee (Closed to observers)	80m2
	09:30 – 18:00	Executive Committee (closed to observers)	80m2
	09:30 – 18:00	Racing Rules Committee Working Party (closed to observers)	30m2
	09:30 – 13:30	Medical Commission (closed to observers)	40m2
	09:30 – 13:30	International Regulations Commission	40m2
	14:30 – 18:00	Class Rules Sub-committee	80m2
	09:30 – 13:30	Coaches Commission (closed to observers)	40m2
Sunday 6 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m2
	09:00 – 13:30	ORC Classes and Events Committee	120m2
	14:30 – 18:00	ORC Promotion and Development Committee	80m2
	09:30 – 18:00	Committee Working Room / Meeting Room	30m2
	09:00 – 13:30	International Measurers Sub-Committee	30m2
	09:30 – 18:00	Para World Sailing Committee	30m2
	09:30 – 18:00	World Sailing Classes Committee	300m2
	09:30 – 13:30	Executive Committee (closed to observers)	80m2
	09:00 – 13:30	International Judges Sub-Committee	40m2
	14:00 – 19:00	Race Management Sub-Committee	120m2
	09:30 – 18:00	Youth World Championship Sub-Committee	180m2
Monday 7 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m2
	09:00 – 13:30	ORC Measurement Committee	80m2
	14:30 – 18:30	ORC Rating Officers Committee	80m2
	07:30 – 09:00	Executive Committee and Committee Chairmen's Meeting (closed to observers)	80m2
	09:30 – 12:30	Committee Working Room	80m2
	09:30 – 13:30	Olympic Classes Sub-Committee	120m2
	09:30 – 16:30	Development and Youth Committee (closed to observers from 09:30 – 11:30)	180m2
	09:30 – 13:30	Match Racing Committee	80m2
	14:00 – 18:30	International Umpires Sub-Committee	30m2
	14:30 – 18:00	Windsurfing and Kiteboarding Committee	80m2
	14:30 – 18:00	ERS Working Party (closed to observers)	30m2
	16:00 – 18:00	Women's Forum	300m2
Tuesday 8 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m2
	09:30 – 13:30	ORC Race Management Committee	80m2
	09:30 – 18:30	ORC Management Committee (closed to observers)	80m2
	09:30 – 13:30	World Youth Sailing Trust (closed to observers)	30m2
	09:30 – 18:00	Constitution Committee (Meeting 1)	80m2
	09:30 – 18:00	Race Officials Committee	180m2
	09:30 – 18:00	Special Regulations Sub-Committee	120m2
	14:30 – 16:30	Committee Working Room / Meeting Room*	30m2

	09:30 – 13:30	Equipment Control Sub-Committee	180m2
	14.30 – 17:00	MNA Secretary Generals' Forum (closed to observers)	180m2
Wednesday 9 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Registration and Delegates Lounge	
	08:00 – 20:00	ORC Secretary's Office	80m2
	10:00 – 11:00	ORC Congress (Closed)	180m2
	11:30 – 18:30	ORC Congress (AGM)	180m2
	09:30 – 13:30	Audit Committee (closed to observers)	30m2
	09:30 – 18:00	Equipment Committee	180m2
	09:30 – 18:00	Racing Rules Committee	330m2
	09:30 – 16:30	Regional Games Committee	180m2
	09:30 – 16:00	MNA Forum	300m2
	14:30 – 18:00	Committee Working Room / Meeting Room*	30m2
Thursday 10 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Registration and Delegates Lounge	
	09:30 – 13:30	Constitution Committee (Meeting 2)	80m2
	09:30 – 18:00	Events Committee	330m2
	09:30 – 18:00	Oceanic and Offshore Committee	180m2
	14:30 – 18:00	Committee Working Room / Meeting Room*	30m2
Friday 11 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Registration and Delegates Lounge	
	09:30 – 11:30	Executive Committee (closed to observers)	80m2
	13:00 – 18:00	Council	330m2
Saturday 12 November 2016	08:00 – 20:00	Staff Office	120m2
	09:00 – 18:00	Council	330m2
Sunday 13 November 2016	10:00 – 13:00	AGM	330m2
	08:00 – 20:00	Staff Office – on contract	120m2



Section 4

BIDDING PROCESS & TIMELINE

4.1 DEADLINE AND SUBMISSION

Any Host City interested in applying to host and organize the 2017 or 2018 Annual Conference in November should:

- (a) Deliver their initial bid no later than 1 August 2016
- (b) Management will review and compile bids during August for the September 2016 Board meeting.
- (c) The Board will shortlist their recommendations for the 2017 and 2018 Annual Conference
- (d) Site visits of the shortlisted cities will be completed by the Head of Operations during September 2016
- (e) Shortlisted bidders will be invited to present at the November 2016 General Assembly in Barcelona

Host cities may bid for the 2017 and 2018 conference but would only be shortlisted for one of the years.

4.2 DECISION

Shortlisted cities will be allowed to make a 5 minute presentation to the General Assembly

Shortlisted cities bid documents will be made available to members on the World Sailing website

A vote by the delegates of the General Assembly in Barcelona, Spain in November 2016 will decide on the venue of the Annual Conference 2017 and Annual Conference 2018

4.3 BIDDING

A digital version or hard copy of your bid can be sent in either Word format or as a PowerPoint presentation to World Sailing and should include:

- (a) Why you think World Sailing should consider your location for the Annual Conference – city, country and region information
- (b) Previous track record of hosting such events. Details of management team for

the event.

- (c) Financial Information
 - Confirmation of full payment/ contributions and information/ guarantees on how these contributions will be obtained towards the cost of the Annual Conference, the Forum and the Executive Board meetings, meeting, the World Sailing staff office, the Gala Dinner and the Sailing Expo.

In addition for 2018 and the potential Yacht Racing Forum

- Provision and organisation of a further gala dinner for up to 400 guests
- Hosting fee: Euro 30,000
- A completed finance template (see Appendix x)

- (d) World Sailing Staff Office Requirements
 - Provision of 3 heavy duty combined photocopiers/printers for the duration of the conference with 24/7 technical back-up
 - Paper requirements

- (e) Information on the Official Hotel/ accommodation costs/Exhibition Centre
 - Confirmation of ex gratia 100 room nights (with the cost of upgraded accommodation if necessary)
 - Cost of the accommodation for the delegates
 - Arrangement for the refreshment breaks
 - Arrangements for hot/cold buffet breakfast for the staff in the staff office
 - Arrangements for hot/cold buffet lunch for the staff in the staff office
 - Arrangements for hot/cold lunch for the Board
 - The setup of the internet services based on Appendix 2.
 - Information about Technical assistance from the hotel

In addition for 2018 for the potential Yacht Racing Forum confirmation of:

- One complimentary conference room for up to 100 people on 1 day
- Complimentary staging, audio-visual equipment (and associated staff)
- Complimentary exhibition area adjacent to the conference rooms capable of hosting up to 30 x 9m²

- stands on two days
 - Catering: morning and afternoon coffee breaks and lunch over two days
 - Provision of an extra 30 free hotel rooms on a B&B basis for 3 nights per person
- (f) Information on 2/3 alternative hotels with lower cost accommodation
- (g) Distance from the official hotel to alternative accommodation (as detailed in (b) above.
- (h) Number of meeting rooms in the official hotel (please provide a meeting room plan with the sizes of the meeting rooms)
- (i) Travel and equipment transportation information
- An outline plan of the streamlined visa application process
 - Local connections and information (airplane, train, ferry, road, taxi, bus)
 - Approximate cost of economy travel to the host city from the following main airport hubs around the world:
 - i. London Heathrow, GBR
 - ii. Schiphol, NED
 - iii. Dubai, UAE
 - iv. Hong Kong, HKG
 - v. Los Angeles, USA
 - How many direct flights from major hubs are connected to the City?
 - Distance to the official hotel from the nearest main airport
 - Detailed logistic information regarding organised transport from the nearest airport to the official hotel
 - Meet and greet service at the airport for the President of Honour and the President of World Sailing
- (j) What volunteer services are you proposing?
- To help run the Welcome Desk and provide local information to delegates/observers
 - To hand out delegate bags and other material
 - To provide information on the city and tour excursions
- (k) What is the professional event staff and host/sponsor contribution?
- Provision of conference materials – eg delegate bags, co-branding, advertisements
 - Hosting of a welcome cocktail party for delegates
- (l) The bid should include photographs to allow the Board members have a better understanding of the official hotel, city and local conditions.

Your plans to host a cocktail reception at the Annual Conference a year prior to your hosting of the Annual Conference to showcase your venue to delegates/observers including transport if necessary.

Note: The points in this document will be discussed and then detailed in an event agreement that will be signed between World Sailing and the Host after a site visit has been undertaken.

Please see separate Excel Sheet for the Conference Budget.

Do not hesitate to contact us if you have any queries concerning the bid process or commitments.

Please send your bids to:

Helen Fry - Head of Operations

Via email: helen.fry@sailing.org

Or by post: World Sailing, Ariadne House, Town Quay, Southampton SO14 2AQ, UK



**WORLD
SAILING**

World Sailing
Ariadne House
Town Quay
Southampton
Hampshire SO14 2AQ
UK

Tel: +44 (0)2380 635111
Fax: +44 (0)2380 635789
Email: office@sailing.org

Sailing.org