



Expressions of Interest Open to Host World Urban Parks Annual World Congresses and Annual Regional Congresses for 2016, 2017, 2018

Submit to ceo@worldurbanparks.org by close of business Monday 10 August 2015

Introduction

World Urban Parks is pleased to seek Expressions of Interest (EOI) to host any of its World or Regional Congresses for the next three years. Preference is given to partnering with member associations, cities and organisations.

The intent is to form a rolling three-year schedule of annual congresses for attendance by members to facilitate knowledge exchange and membership activity.

World Urban Parks will also consider partnering to add an international dimension (eg world status and speakers) to any other related conference, that may not include broad member attendance. This level of partnering may also be considered on an ad hoc basis and not just from the EOI process.

Consequently interested organisations can express an interest to host any of the following levels in any of the years 2016, 2017, or 2018:

1. Level one: International Conferences with any relevant organisation
2. Level two: Annual WUP Regional Congress with a national/state association, city or large organisation
3. Level three: Annual WUP World Congress with a national association, major city, or organisation

Please refer to Table 1 to view the different congress/conference levels and requirements.

Submission of an Expression of Interest

EOI Submissions should be emailed to ceo@worldurbanparks.org by close of business Monday 10 August 2015 responding to the eight sections below. Short answers are perfectly acceptable. Please feel free to contact CEO Digby Whyte at ceo@worldurbanparks.org or +61 439229997 with any questions/clarifications.

The submissions will be considered by a World Urban Parks standing committee and board. You may be asked for more detail at an advanced stage or to present to/discuss with a committee or the board via a teleconferencing format.

1. Organisation submitting Expression of Interest
 - a. Name, and location
 - b. Indication of role and size (eg membership, population served, turnover); website
 - c. Key contact person(s) with contact email, phone, Skype
2. Congress/Conference
 - a. Indicate which congress/conference level you are interested in hosting
 - b. Proposed year and month
 - c. Proposed location
 - d. Name of conference
 - e. Brief description of intended audience/attendees
 - f. How often the conference is normally held and the usual number of registrants
3. Conference organizer
 - a. Primary organizer
 - b. Any key partners and their role (indicate if they have agreed to partner)
 - c. Brief description of conference governing and program committee structure
 - d. Is a commercial conference administrator intended/engaged? If so, state who.
 - e. Who will organize:
 - i. Program content
 - ii. Social content
 - iii. Registration
 - iv. Accommodation
 - v. Other (eg any trade show, pre-conference activity etc)
4. Brief outline of conference planning timeline/milestones. Allow for 3-6 teleconferences/Skype meetings with WUP representative(s)
5. Conference size and budget
 - a. Usual number of registrants (as a national or regular conference)
 - b. Usual gross income (registration, sponsorship and other sources)
 - c. Anticipated number of registrants for the WUP world congress/conference
 - d. Anticipated gross income for the WUP world congress/conference
6. Risk:
 - a. Is any organisation underwriting the world conference/congress?
 - b. How many conferences has your organisation organized in the last six years?
7. Conference/Congress requirements. Please indicate that your organisation is generally comfortable with the 19 "Conference Partner Commitments" in Table 1 attached.
 - a. Yes to all
 - b. Yes, with exception of:
(feel free to contact ceo@worldurbanparks.org or +61 439229997 to clarify any aspect)
8. Any other aspect you wish to relate

**Please submit your World Urban Parks Congress/Conference Expression of Interest to
ceo@worldurbanparks.org by close of business Monday 10 August 2015**

Table 1. Conference levels and requirements

	Level 1 Partnered Conference	Level 2 WUP Region Congress	Level 3 WUP World Congress
Annual Frequency	1-2 pa	One region pa	Annual
Minimum size	100 Registrants	150 Registrants	250 Registrants
Initiated	Reactive, strategic, EOI	Expression of Interest	Expression of Interest
WUP Member Organisation	Not required	Preferred national or state conference	Preferred national conference
Location	Open	Urban or nearby	Major city
Predominant Content	Related	Parks, open space, recreation and related	Urban parks, open space, recreation and related
World Status	Yes	Yes	Yes
Minimum speakers provided by WUP	2+ 1 Keynote	6+ 1 Keynote	10+ 1 Keynote
Promotion by WUP	Medium to High	High	High
Minimum WUP board & committee presence	Vice Chair and 1 Director/CEO Optional Region Committee	Chair or Vice Chair 2 Directors/CEO Region Committee	Board meeting AGM Region Committee Other Committees
Conference Partner Commitment			
1. Fee	\$3,000 -20,000 NZD negotiated on size and value added	5% of gross revenue or as negotiated	5% of gross revenue or as negotiated
2. Underwriting	Fee guaranteed	3% of gross revenue if a loss	3% of gross revenue if a loss
3. Registration fee discount to full members	Negotiable	10-20 percent	10-20 percent
4. Registration fee discount to associate members	Half of any full member discount	Half of full member discount	Half of full member discount
5. Registration and travel expenses 1	Board members/CEO	Region Chair and Secretary; CEO	Chair, Young Prof. Director; CEO
6. Registration and expenses 2	Keynote speaker(s) and speakers where funded	Keynote speaker(s) if other than in 5.	Keynote speaker(s) if other than in 5.
7. Co-board dinner	Where relevant	Where relevant	Yes (10-18 WUP directors)
8. Conference reception	Optional	Optional	Yes
9. Conference dinner	Optional	Yes	Yes
10. Awards	N/A	10 min at dinner	20 min at dinner
11. Meeting facilities 1 (pre-congress)	Room available 2 hours	Half-day with lunch for region committee; workshops	Half-day with lunch for board, committees, AGM
12. Meeting facilities 2	N/A	N/A	Half-day for workshops
13. Technical Tour(s)	Optional	Yes	Yes
14. Chair speech	Yes (Vice Chair)	Conference Opening	Congress Opening
15. Chair installation	N/A	N/A	10 Minutes if required
16. Link to conf papers	Preferred	Yes	Yes
17. Official language	English or English translation	English or English translation	English or English translation
18. WUP Branding	Medium-High	High	High
19. Theme	Relevant	Agreed	Pre-approved