

Guidelines for Member Organisations wishing to host the annual conference

Deadline for submitting a proposal to host the 2009 conference: 12 September

The annual conference is the single biggest event in ILGA-Europe's calendar and in the work programme that ILGA-Europe has contracted to undertake in its core funding agreement with the European Commission. The conference is constructed around ILGA-Europe's Strategic Plan which provides direction for the annual workplans and the funding proposals of the organisation. The conference is organised around our strategic objectives – Family, Human Rights, Employment, Capacity Development of Members, Social Inclusion and Development of ILGA-Europe as an organisation.

It is also an event in which we present ourselves to the media as well as to the European Commission, the Council of Europe, the OSCE, to our friends in the European Parliament, to other allies such as Amnesty International, to our funders – the Sigrid Rausing Trust, Open Society Institute and others, and they get to know more about ILGA-Europe. The conference success is crucial for advancing the human rights of LGBT people at the European level, to our relationship with the European Institutions and to our relationships with our allies.

It is therefore important that, when the membership comes to choose between possible hosts for the annual conference, it has relevant information on which to base its choice. At the conference itself prospective hosts will be given the opportunity to present their candidacy. However, time at the conference is quite limited, so it is important that information is available in advance of the conference. For this reason, we ask you to provide as much information as you can on the key issues set out below. we appreciate that at this stage of the process, you may not be able to be concrete on each item.

The attached statement headed "who is responsible for what at the annual conference" shows how responsibility for the key activities at the conference is split out between ILGA-Europe and the conference host. This is designed to enable you to understand how the conference is organised, and particularly, the commitment your organisation would be taking on.

Conference Organising Team

It is important that you have a solid team of people (e.g. five or six people) involved in the preparation of conference, if possible involving other LGBT organisations that can contribute to the conference. It is also important that there should be a good representation of women in the conference organisation.

Please give the names of the people whom you envisage participating in the conference organising team, indicating the role they will play (you could define this in relation to some of the activities listed in the attached sheet), the organisation they belong to, and their gender.

Fundraising

Fundraising is important to the conference. This is particularly the case for the scholarships needed to ensure the involvement of participants from Central, Eastern and Southern Europe. But, ILGA-Europe also needs to find some €50,000 to €60,000 each year to meet its co-financing requirement under the contract with the European Commission. The conference provides an opportunity for raising some money towards this objective.

Please give an outline of the fundraising programme you plan to undertake, including: approaching foundations, local government and community fundraising/social programme events before and during the conference.

Conference site

Ideally the conference and the accommodation for participants should be in one building (hotel or university facilities). Basic requirements are:

Conference facilities - Plenary room for 150 -200people, 4 workshop rooms for up to 40 people (one of which can be the plenary room); a conference office; documentation room
Accommodation - roughly up to 70 double rooms and 40 single rooms

The conference, and the hotel accommodation, should be readily accessible by wheelchair.

Please give information on the site you are considering holding the conference in, and the extent to which it would meet these requirements.

Programme/speakers

It is important to have high profile speakers, both for the opening ceremony, and for the plenary panel sessions. Representatives of political parties, the City Hall etc. should be considered.

Please give information on the speakers who you think you may be able to invite.

Social events

The social events are a very important element of the conference, and depend entirely on the conference host's input. Traditional events include the end of conference party on the Saturday evening, a women only event on another evening, a city tour (often paid for by the local tourist authority or City Hall), and a reception at the local City Hall. One objective of the social events is to have an opportunity for the conference participants to meet with the local LGBT community. Social events also provide an opportunity for fundraising. Wheelchair access should also be remembered for social events.

Please give an indication of the types of social event which you plan to organise, and whether you expect local government and tourist authority support.

Volunteers

In addition to the organising team, there will be a need for perhaps 10 volunteers to assist at various stages during the conference.

Please give an indication of how/where you will find these volunteers.

Should you need any clarification, please contact patricia@ilga-europe.org at the ILGA-Europe Office.