

**Guidelines for Member Organisations wishing to host the  
22<sup>nd</sup> ILGA-Europe annual conference  
(October 2018)**

Deadline for submitting a proposal to host the 2018 conference:  
**6 September 2016 to Bjorn@ilga-europe.org**

The Annual Conference is the single biggest event in ILGA-Europe's calendar and Europe's largest annual LGBTI conference. The conference is assembled by focusing on ILGA-Europe's [Strategic Plan](#) which provides direction for the annual workplans and funding proposals of the organisation. Visit our website to learn more about our work.

The conference is a place where the European LGBTI movement and its allies share experiences, develop new strategies and develop a political agenda and work programme for ILGA-Europe. It is also an event in which we present ourselves to the media as well as to the politicians, European institutions, funders and other supporters. The conference success is crucial for advancing the human rights of LGBTI people at the European level, to our relationships with the European Institutions and other allies.

Every year members select the venue for the conference taking place two years later. This year in Cyprus members will thus select the venue for the 2018 conference. At the conference itself prospective hosts will be given the opportunity to present their candidacy. Ahead of this, prospective host candidates are required to submit a conference bid, which will inform ILGA-Europe members on what potential hosts have to offer.

Please note that due to funding restrictions ILGA-Europe conference can only take place in European Union member states. The conference will likely take place the last weekend of October 2018.

## **What should a conference bid include?**

Time at the conference to select a host venue is quite limited. It is important that all information is available in advance. We acknowledge that at this stage of the process, you may not be able to provide concrete details on every item. An ideal conference bid is around 3 to 4 pages long.

### **Political context**

By organising the Annual Conference, ILGA-Europe and its members, hope to contribute to create change with the host country. It is important to provide a short overview of the political situation in your country and explain how the conference could contribute to changing the situation for LGBTI people.

### **Conference Organising Team**

ILGA-Europe members hope that the conference will help strengthen the local LGBTI movement. Successful conference bids are often been put forward by a collaborative effort between collective of multiple ILGA-Europe member organisations. If possible there is a hosting committee involving different LGBTI organisations (and potentially other allies) that can contribute to the conference. Typical tasks of the local hosts include the identification of service providers, developing the conference social programme and supporting ILGA-Europe with different kinds of practical tasks. There should be a good representation of diverse people in the local organising team. It is important that you have a solid core-team of people (e.g. five or six people) involved in the preparation of the conference. Around the conference itself, we will need

assistance of a further 20-25 volunteers to assist with practical tasks. Please give a description of how you envisage the organising team to function.

### **Fundraising**

Fundraising is important to the conference. This is particularly the case for organising the social events surrounding the conference (i.e. opening reception with dinner, closing gala with dinner and other social events you may wish to organise. Please provide 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. Where possible, contributions to ILGA-Europe's scholarship scheme are welcomed.

### **Conference site**

Ideally the conference and the accommodation for participants should be in one building (hotel or university facilities). Please provide 3-4 options as possible conference venue facilities. Basic requirements are:

- Conference facilities - Plenary room for 450-500 people, 7-8 workshop rooms for up to 70 people (one of which can be the plenary room); a conference office; an information and documentation room.
- Accommodation - roughly up to 90 single rooms and 40 double rooms. There should also be an option to have few rooms in a budget hotel situated within walking distance from the conference venue hotel.
- The conference, and the hotel accommodation, should be readily accessible by wheelchair and provide the ability to accommodate translation boots.
- 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 plenaries and panel sessions. Representatives of the government, political parties, the City Hall etc. could be considered. Please give information on the speakers who you think you may be able to invite. Please note that the conference programme is developed and carried out by ILGA-Europe and that decisions for invitations are made by the organisation.

### **Social events**

The social events are a very important element of the conference, and depend on the conference host's input. Traditional events include the end of conference gala and party on the Saturday evening, a city tour (often paid for by the local tourist authority or City Hall), and a reception (with dinner) 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.

Should you need any clarification, please contact [bjorn@ILGA-Europe.org](mailto:bjorn@ILGA-Europe.org) or +32 2 609 54 10 at the ILGA-Europe Office.