

2019 WORLD DESIGN ASSEMBLY BID PROCESS GUIDE

As at 15 November 2017

WORLD

DESIGN
ORGANIZATION

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1 – Introduction

1.1 Objective

The World Design Organization (WDO)[™] (hereafter, “**WDO**”) is seeking a host for its World Design Assembly[™] to be held in 2019 (hereafter, the “**2019 World Design Assembly**”). WDO is looking to partner with a City, an event organizer, or an agency interested in aligning a local design event that can benefit from the international design decision-makers that WDO can attract to the city by hosting the Assembly.

The objective of the bid process is to identify an organization that is interested in hosting the 2019 World Design Assembly (hereafter, the “**Bidding Organization**”). As part of this process, the Bidding Organization is required to submit, for WDO’s consideration, approval and selection, a proposal in accordance with the requirements and timeline stated in this Guide.

For a fee of EUR €75,000 payable to World Design Organization (WDO) and the coverage of all costs to fulfil the requirements stipulated in this Guide and the *World Design Assembly[™] Facilities Requirements* document to be provided, WDO will agree to hold its Assembly in the designated host organization’s city.

1.2 Design Event Option

As an option available to the Bidding Organization in addition to hosting the 2019 World Design Assembly, WDO is open to collaborate with the Bidding Organization should it have a design event that it is planning for 2019 for which it would like WDO’s participation. This is totally optional and not a requirement for the hosting of the 2019 World Design Assembly.

Should the Bidding Organization wish to pursue this option:

- The Bidding Organization should advise WDO in the Expression of Interest Form and as part of its proposal submission.
- The 2019 World Design Assembly should be scheduled immediately before or immediately after the host’s planned design event for 2019 (the “**Design Event**”) in order to encourage attendance of World Design Assembly delegates at the Design Event.
- WDO would promote the Design Event among its membership and its international network to increase awareness and/or attendance, and to help build the global profile of the Event.
- WDO can support the invitation of speakers or participants for part(s) of the Design Event, if this is requested by the designated host organization.

The Design Event could be a design week, design forum, design conference, design award, design completion, design exhibition or another type of significant local, national or international event pertaining to design.

The Design Event ideally would be industrial design focused or have an industrial design component to the programme. Events that are about design in general would also qualify.

2 – Background

2.1 World Design Organization (WDO)

The World Design Organization (WDO), formerly the International Council of Societies of Industrial Design (Icsid), is an international non-governmental organization founded to promote the industrial design profession and its ability to generate better products, systems, services and experiences, better business and industry, and ultimately a better environment and society.

From 12 founding professional design associations in 1957, WDO has grown to include more than 150 member organizations from more than 40 nations, engaging them in collaborative efforts and providing them with the opportunity to be heard internationally.

WDO advocates industrial design driven innovation that creates a better world, engaging its member organizations in collaborative efforts and carrying out international programming using the United Nations Sustainable Development Goals as a framework to guide their activities. WDO has United Nations Special Consultative Status.

WDO is governed by a board of directors consisting of 11 honorary board members who are mandated by the membership to govern the organization during a two-year board term. The president, president elect, treasurer and the secretary general of WDO form the Executive Committee, which monitors and supports all management issues. The secretary general is a working director of the Board. Under the direction of the secretary general, the Secretariat team manages the daily operations of the organization and is responsible for the implementation of WDO's many projects.

2.2 Vision and Mission

World Design Organization (WDO) strives to create a world where design enhances our economic, social, cultural, and environmental quality of life.

As the international voice for industrial design, we advocate, promote, and share knowledge of industrial design driven innovation that has the power to create a better world.

We do this by engaging our community in collaborative efforts and by carrying out our international programming – World Design Capital®, World Design Talks™, World Design Impact Prize, World Industrial Design Day™, and Interdesign™

2.3 The World Design Assembly

The World Design Assembly is WDO's highest authority. It is a two-day event that addresses key issues that affect the future of our industry, sparks dialogue that helps provide solutions to some of society's biggest problems and informs our World Design Agenda™ that sets out our commitment to global sustainable development. The event is held biennially in a different location around the world and brings together representatives from WDO's membership. The local/regional community can participate on Day 2 of the Assembly.

2.4 Attendance at the World Design Assembly

Typically, the number of attendees at the World Design Assembly ranges between 120-150 participants. Delegates can belong to any of the following groups:

- WDO Member Delegations;
- WDO Board of Directors;
- WDO Staff;
- Project Partners, i.e. representatives from various WDO projects and initiatives such as World Design Capital® delegations, World Design Impact Prize nominees and Interdesign™ organizing committees and participants;
- Sponsors and Partners;
- Representatives from other INGOs with whom WDO has official relationships; and
- Other VIPs as deemed by WDO.

3 – About this Guide

3.1 Content

This Guide outlines the procedures, requirements, and timeline for submitting a proposal to WDO to host the 2019 World Design Assembly. It establishes the legal, financial and technical obligations of the Bidding Organization and city when selected as the host.

3.2 Submission Instructions

To comply with the deadlines outlined in this document, WDO must receive the documents and processing fee payment as explained in this Guide on or before the deadline dates and times.

A non-refundable processing fee of EUR €1,500 is required to be remitted with the submission of the proposal that will be used toward the administrative costs of the review process. This is in accordance with the process and deadlines as described in sections 4 and 5 of this Guide. The fee payment should be made by electronic bank deposit.

3.3 Terms

Any changes or misrepresentation by the Bidding Organization of the requirements set out in this Guide without WDO's approval will result in the revocation of the hosting of the 2019 World Design Assembly if selected as the successful bid.

3.4 Contact Information

For all submissions and for any questions regarding this Guide, or the World Design Assembly, please contact:

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Email: projects@wdo.org

4 – The Process

4.1 STEP I: Submission of Expression of Interest Form and Non-Disclosure Agreement

According to the deadlines specified in Section 5 of this Guide, bidding organizations are to complete and submit: 1) an Expression of Interest (EOI) Form, and 2) a signed non-disclosure agreement (NDA) to projects@wdo.org. Both documents are available for download from the WDO website at <http://wdo.org/community/general-assembly>. The EOI Form serves to register the organization's interest in hosting the World Design Assembly and to confirm their intent to submit a complete proposal.

Upon receipt of the EOI Form and signed NDA, WDO will provide the Bidding Organization with: 1) the Event Agreement for its review and signature and 2) an invoice for the processing fee. The Event Agreement is provided exclusively to organizations providing an EOI Form and a signed NDA which will demonstrate their serious commitment to bidding. WDO has the right to refuse to provide the Event Agreement to parties that, in WDO's best judgment, are deemed not suitable for hosting the World Design Assembly.

The WDO Secretariat will accept and answer questions from the Bidding Organization regarding the submission and the Assembly requirements. It is preferred that questions are submitted in written form and via e-mail.

4.2 STEP II: Submission of Proposal, Signed Event Agreement and Payment of the Processing Fee

WDO requires that the Bidding Organization: 1) submit a complete proposal with all of the information required as stated in Section 6 of this Guide; 2) submit a signed Event Agreement; and 3) remit the payment of the processing fee according to the dates specified in Section 5 of this Guide. All documents are to be submitted electronically to projects@wdo.org.

The Bidding Organization shall also submit the signed Event Agreement in print form. Two (2) original signed copies of the Agreement are required and should be submitted by mail/courier.

4.3 STEP III: Review of Submission and Shortlist

There is no limit to the number of bids that will be accepted for consideration. The information that is submitted will be reviewed by the WDO Secretariat and forwarded to WDO's Executive Committee for consideration.

Outstanding questions and/or requests for further information may arise during the review of the submission that will require answers from the Bidding Organization before it can proceed to the shortlisting and/or site inspection phase.

The WDO Executive Committee will shortlist and notify up to two (2) bidding organizations before proceeding to the site inspection phase.

4.4 PHASE IV: Site Inspections

Two (2) representatives of the WDO Secretariat team are required to visit each shortlisted city in order to evaluate the proposed venues for the World Design Assembly and to learn more about the Design Event (if applicable). Travel, meals and accommodation expenses for site visits are the responsibility of the Bidding Organization. Completed site visit reports will be prepared and circulated to the WDO Executive Committee for review.

4.5 PHASE V: Selection of Host

WDO's Executive Committee will review the site inspection reports before voting and making the final selection decision. The final recommendation is discussed and voted on by the WDO Board. All bidding organizations will be notified of the results.

Following the selection, the Board's decision will be announced to the selected Host Organization, to WDO's membership and to the general public.

The selected host's Event Agreement copies will be signed by WDO: one (1) originally signed copy will be returned to the designated Host Organization and one (1) copy remains with WDO.

5 – Submission Deadlines and Key Dates

5.1 Submission Deadlines

- Expression of Interest Form and signed Non-Disclosure Agreement are due no later than **4 January 2018 at 17:00 (EST)**.
- The electronic submission of the proposal and the signed Event Agreement, and the payment of the processing fee are due no later than **7 February 2018 at 17:00 (EST)**.
- The deadline to submit two (2) original signed, printed copies of the Event Agreement is within **five (5) business days** of the electronic submission.

Incomplete or late submissions will not be considered.

5.2 Key Dates in 2017-2018

ACTION	TIMELINE
The following bid documents are available for download from the WDO website: 1) Guide to the Bid Process to Host the 2019 World Design Assembly ; 2) 2019 World Design Assembly Expression of Interest (EOI) Form ; and 3) 2019 World Design Assembly Non-Disclosure Agreement .	15 November 2017-4 January 2018
Question and Answer Period	15 November – 15 December 2017 and 2-15 January 2018*
Submission Deadline – 1) Expression of Interest Form; and 2) signed Non-Disclosure Agreement to be submitted electronically.	4 January 2018
Upon receipt of a completed EOI Form and signed Non-Disclosure Agreement, WDO Secretariat provides the Bidding Organization with the Event Agreement and an invoice for the processing fee	4-15 December and 2-8 January 2018*
Submission Deadline – 1) Proposal (as per Section 6 of the Guide); 2) signed Event Agreement to be submitted electronically; and 3) the processing fee payment.	7 February 2018
Submission Deadline – signed Event Agreement to be submitted in print form (two original signed copies).	Five (5) days following electronic submission
WDO Secretariat reviews submissions.	7-13 February 2018

WDO Executive Committee reviews submissions and recommends to the Board for approval two (2) bids to proceed to the site inspection phase.	14-23 February 2018
WDO Secretariat notifies all bidding organizations regarding their application status. Preparation for site inspections begins.	26-28 February 2018
Site Inspections	12 March – 12 April 2018**
WDO Secretariat compiles site visit reports	12-24 April 2018***
WDO Executive Committee reviews site reports and recommends a final selection. Final selection is voted on by WDO Board. Shortlisted bidding organizations are notified regarding their application status. WDO signs the Event Agreement of the designated host.	24-30 April 2018***
Public announcement of designated host of the 2019 World Design Assembly	TBD April/May 2018**

* Due to the holiday period, the WDO Secretariat will not be able to respond to questions or submissions between 18 December 2017 and 1 January 2018 inclusive.

**Exact dates to be confirmed

***Dates subject to change based on completion of site inspection(s)

6 – Proposal Submission Requirements

6.1 Format and Requirements

The proposal can be presented according to the preference of the Bidding Organization. The only requirement is that electronic documents are provided as a portable document format file (PDF). **The information requested in paragraphs 6.2 through 6.15 below must be included. If the Bidding Organization wishes to pursue the option of having a Design Event for which WDO’s participation is requested, then the information requested in paragraphs 6.16 to 6.19 must be included in the proposal.**

6.2 Name of the Host Organization

Description of the Organization and the main proposed organizing committee. A description of each entity’s legal status should be provided.

6.3 Acknowledgement of the Responsibilities of the Host Organizer and the Conditions to Host the 2019 World Design Assembly

The designated Host Organization and WDO will work together in good faith to advance the success of the World Design Assembly. The proposal should include an acknowledgment from the Bidding Organization that it recognizes: 1) its responsibilities if confirmed as the Host Organizer; and 2) the conditions to host as described in this Guide and the World Design Assembly Facilities Requirements. Such responsibilities and conditions of the Organization include:

- The Organization will pay WDO a fee (the “**Fee**”) in the amount of seventy-five thousand (75 000) Euros for holding the World Design Assembly in the Organization’s city. The payment of the Fee shall be made according to a schedule that will be outlined in the Event Agreement:
 - 1) EUR €25,000 due upon WDO’s signing of the Event Agreement in April 2018;
 - 2) EUR €25,000 due 30 November 2018; and
 - 3) EUR €25,000 due in 1 March 2019.

This Fee does not include the processing fee.

- The provisions for the World Design Assembly must be made in accordance with the World Design Assembly Facilities Requirements, a copy of which is provided as an attachment to this Guide and will be attached to the Event Agreement.
- No promotional content or materials (print or electronic) shall be circulated or published regarding the 2019 World Design Assembly by the Organization, prior to the assignment of the rights to host the Assembly and signing of the Event Agreement.
- At no cost to WDO, accommodating and arranging the on-site logistics of the 2019 World Design Assembly according to the planning guidelines and facilities requirements documents (e.g. staff travel, Board and staff accommodations, space, technical equipment, catering, and other facilities for the Assembly).
- At no cost to WDO:
 - Obtaining and maintaining an insurance policy acceptable to WDO to insure for the logistical execution of the World Design Assembly, in the event that any event of force majeure including without limitation, an act of God, war, labour disruptions or strikes, governmental orders or an act of terrorism, necessitate the cancellation, rescheduling or relocation of the event; and
 - Obtaining a letter of guarantee from a financial institution acceptable to WDO guaranteeing the projected budget to cover the costs of hosting the World Design Assembly and the payment of the Fee to WDO in accordance with this acknowledgment and the ensuing Event Agreement. The form of the letter of guarantee shall be subject to WDO’s prior approval.
 - The Organization shall deliver a certificate of insurance and the letters of guarantee, as required, to WDO within the delay indicated in the ensuing Event Agreement.
- Issuing to WDO a comprehensive financial statement report about the World Design Assembly within three (3) months of the conclusion of the contemplated events.
- The Organization agrees to respect the established policies of WDO when acknowledging the hosting of the 2019 World Design Assembly specifically in all official correspondence, marketing materials, or promotion.

6.4 Professional Congress Organizer (PCO)

WDO requires that a professional congress organizer (PCO) be hired by the host to facilitate the World Design Assembly. The proposal should confirm that the Bidding Organization intends to contract a PCO if confirmed as the host of the 2019 World Design Assembly. It is recommended that the Organization contract with a PCO minimum eighteen (18) months prior to the Assembly.

6.5 Location Information

- 6.5.1 Geography
- 6.5.2 Population
- 6.5.3 Cultural heritage
- 6.5.4 International access (air, rail, road, water)
- 6.5.5 Access to potable water
- 6.5.6 Meteorology (average temperature and rainfall during proposed World Design Assembly dates) and potential natural disasters
- 6.5.7 Transportation conditions (public)
- 6.5.8 Access to health care
- 6.5.9 Design economy, policy and support
- 6.5.10 Security and terrorism risk

6.6 Support

- 6.6.1 Public bodies, NGOs and government agencies involved
- 6.6.2 Commitments that are binding (i.e. parties that have created or incorporated a formal entity to manage the response to host the 2019 World Design Assembly and the event itself)
- 6.6.3 National and local election schedule between date of the invitation to host and the host date
- 6.6.4 Any reason for potential impact in the delivery of the World Design Assembly

6.7 Proposed schedule for the 2019 World Design Assembly

Appendix B outlines a sample schedule for World Design Assembly and related activities. A schedule with the proposed dates for each of these activities and events must be provided in the proposal.

WDO recommends that the 2019 World Design Assembly be held between 1 September and 15 November 2019 (date to be determined).

6.8 Legal Requirements and Letters of Guarantee

- 6.8.1 Guarantee that the Bidding Organization is authorized to respond to this invitation to host the 2019 World Design Assembly.
- 6.8.2 Agreement between entities involved in hosting the World Design Assembly (sample agreement to be provided).
- 6.8.3 Written guarantee that WDO's identity and Intellectual Property will be respected and used in accordance with the usage guidelines (to be provided as an appendix to the Event Agreement).
- 6.8.4 Written letter of guarantee from the Bidding Organization that the responsibilities explained within this Guide and the World Design Assembly Facilities Requirements document will be met as host.
- 6.8.5 Letter of guarantee from the Bidding Organization that WDO will not have any financial responsibility for any deficit suffered by the host or its organizing committee with the designated rights to host the Assembly in accordance with the hosting of the Assembly.
- 6.8.6 Letter of credit, written guarantee of credit, or equivalent explaining from the Bidding Organization's financial institution or government that: 1) the Organization has sufficient funds to finance the 2019 World Design Assembly as projected in the budget including financial estimates and contingency planning, and 2) if the budget projection requires adjustments according to the final terms of the ensuing Event Agreement, these adjustments can be accommodated.

6.9 Customs and Immigration Information

- 6.9.1 Guarantee of entry for delegates to the World Design Assembly, WDO staff and governing officers (who meet the visa entry criteria of the country). The Bidding Organization should guarantee that the necessary enquiries have been made with the Organization's national government and, that at this time, there is free access, without hindrance, to the Assembly for all accredited invited guests, member association representatives, staff, and governing officers of WDO, provided these delegates meet the national requirements for a temporary tourist visa and entry requirements. A list of the countries represented by WDO's members are provided on the WDO website at <http://wdo.org/community/members>.
- 6.9.2 Import, use, export of goods free of customs and duties (when non-commercial)
- 6.9.3 Health and vaccine guidelines regulations/ recommendations

6.10 Proposed Venue(s) for the 2019 World Design Assembly

Proposal of suitable venue facilities for the 2019 World Design Assembly that meet the space and facility requirements summarized in Appendix C and detailed in the attached World Design Assembly Facilities Requirements document. Appendix C summarizes these venue requirements for the purposes of the submission of the proposal. Specific requirements shall be detailed in the Event Agreement and supporting documents.

6.11 Environmental Impact

Environmental policies of the proposed World Design Assembly venues.

6.12 Accommodations and Travel for Pre-Assembly Planning Visits

The designated Host Organization shall accommodate and arrange two (2) pre-Assembly planning visits, approximately 12 months and 6 months prior to the World Design Assembly for two (2) WDO representatives, including travel expenses, hotel accommodation and meals. These meetings will finalize World Design Assembly details and logistical arrangements. Each meeting will require hotel accommodation at not lower than a 4-star business hotel for an average of three (3) nights of accommodation per person. A round trip business class airplane ticket from Canada to the host's city shall be provided when the total travel time exceeds nine (9) hours. The projected budget (requirement 6.14) should include the costs for both pre-Assembly planning visits.

6.13 Accommodations and Travel for Attendance at the World Design Assembly

6.13.1 Accommodation

The Organization shall provide accommodations for WDO Board Members and staff at 4- or 5-star designated business hotel(s). The hotel should either be the same as or in close proximity to the proposed World Design Assembly venue.

For illustration purposes, Appendix B shows a sample schedule of the World Design Assembly and related activities. An estimated 92 room nights for WDO's board and staff would be used for budget projection purposes. An estimate of eleven (11) board members and six (6) staff members has been used in this calculation of the number of room nights for budget projection purposes. The final number of staff and board members will be confirmed within the Event Agreement.

The proposal should:

- include the process for booking accommodations
- demonstrate the distance from the accommodations to the proposed general assembly venue(s).
- explain the need for any delegate transportation to be arranged by the host, or public transports that are recommended for travel to and from delegate hotels and the general assembly venue based on the distances.

6.13.2 Travel

The Organization shall provide travel for the six (6) WDO staff members to attend the World Design Assembly. All travel exceeding nine (9) hours, shall be provided as business class round trip airplane tickets from Canada to the City.

The projected budget (requirement 6.14) should include the costs for the accommodation and travel.

6.14 Projected Budget

The proposal must include a budget projection for hosting the 2019 World Design Assembly. Appendix D provides a checklist as a guide of the cost items that should be included in the projected budget.

6.15 Declaration of Interest to Have WDO's Participation in Organization's Design Event

As stated above in Section 1.2 Design Event Option, the proposal must state whether or not the Bidding Organization wishes WDO's participation in a design event that it is planning to hold in its city in 2019 if it becomes the designated host.

Collaboration with WDO for a Design Event is totally optional. It is not a requirement to host the 2019 World Design Assembly.

If the Bidding Organization has no interest and so declares, then this completes Section 6 Proposal Submission Requirements.

If the Bidding Organization has an interest and so declares, then the proposal must include the requirements stated under 6.16 to 6.19.

If the Bidding Organization has an interest and so declares, but does not have details about the Design Event, then this information can be discussed with WDO at a later date and can be included as an appendix to the Event Agreement at a later date.

6.16 The Design Event

- 6.16.1 Name and format of the Design Event – (e.g. design week; design forum; design conference; design award; design competition; design exhibition; other). If the format is an award or competition, the Design Event would have to meet WDO's Guidelines for design awards or competitions before the call of entries to the award or competition. The Guidelines are available at <http://wdo.org/about/professional-practice/>
- 6.16.2 History of the Design Event – The proposal must indicate if this is a new event, a repeat event, and if this is an existing event that is currently being planned.
- 6.16.3 Description of the theme of the Design Event
- 6.16.4 Date(s) and duration of the Design Event and proposed schedule of the 2019 World Design Assembly – Appendix D outlines a sample schedule for the Design Event, the World Design Assembly and related activities for reference. A schedule with the proposed dates for each of these activities and events must be provided in the proposal. The proposal must also indicate whether the dates for the Design Event are confirmed or are still to be determined. The 2019 World Design Assembly should be held immediately before or immediately following the Design Event. As stated previously, WDO recommends that the 2019 World Design Assembly be held between 1 September and 15 November 2019.
- 6.16.5 Summary of Event Programme (outline; initial concept)
- 6.16.6 Focus and Reputation of the Event – The proposal must indicate whether the Design Event is discipline focused, has an industrial design component, or is a general event; and whether the Event is recognized or known as such.
- 6.16.7 Event Venue and Location – If event venue has not been decided, the date when this will be determined must be indicated.

6.17 Design Event Organization Affiliations

WDO will acknowledge the host at the 2019 World Design Assembly but no partners nor sponsors of the Design Event will be recognized at the Assembly. Partners or sponsors of the Design Event cannot be positioned as partners or sponsors of the 2019 World Design Assembly.

- 6.17.1 Partners – The proposal must state whether the Bidding Organization has partnership commitments with other organizations for the planning of the Design Event. If so, a list and explanation of any collaborative affiliations should be provided. An organization structure chart showing the relationship between these partners and the Bidding Organization would be helpful not mandatory.
- 6.17.2 Affiliation with WDO Member – The proposal should describe the relationship with or connection between the Design Event and an WDO member and explain whether there is intent to involve the WDO member in the planning of the Design Event. For a list of WDO members, please visit: <http://wdo.org/community/members>.
- 6.17.3 Sponsors – The proposal should indicate whether the Design Event will have local sponsors.

6.18 Environmental Impact

- 6.18.1 Process and practices to minimize the environmental impact of the Design Event
- 6.18.2 Environment policies of the Design Event venue(s)

6.19 Accommodation for World Design Assembly, Design Event and Design Event Passes

Where the Bidding Organization is requesting WDO's participation in its Design Event, additional room nights will need to be determined and factored into the estimation provided in Section 6.13 of this Guide.

The Board and staff should be accommodated at 4- or 5-star designated business hotel(s) within close proximity to the Design Event venue and within or in close proximity to the World Design Assembly venue. The final number of room nights will depend on and shall be in accordance with the Organization's schedule.

For illustration purposes, Appendix D shows a sample schedule of a Design Event that lasts three days and the schedule of World Design Assembly and related activities. In this example, an estimated 134 room nights for WDO's board and staff would be used for budget projection purposes. An estimate of eleven (11) board members and six (6) staff members has been used in this calculation of the number of room nights for budget projection purposes. The final number of staff and board members will be confirmed within the Event Agreement.

The proposal should explain the need for any delegate transportation to be arranged by the host, or public transports that are recommended for travel to and from delegate hotels and the Design Event and general assembly venue based on the distances.

WDO would be allocated complimentary passes for its board, secretariat staff, project partners and VIPs, to attend the Design Event. The number of passes will be determined.

Appendix A

Sample Schedule of Events

This sample schedule of events is meant as a guide only. It shows:

- the typical meetings and activities surrounding the World Design Assembly and their duration
- eleven WDO board members and six WDO staff members attending the World Design Assembly and who will require hosted accommodation.

ACTIVITY	DATE - NUMBER OF DAYS							
WDO Staff Liaison (1 person) arrives	■							
WDO Staff (5 persons) arrive		■						
WDO Board Members (11 persons) arrive		■						
WDO internal preparation meetings (e.g. Executive Committee Meeting)			½ day					
WDO Pre-Assembly Board Meeting				½ day				
Community Meeting				½ day				
World Design Assembly					■	■		
WDO Post-Assembly Board Meeting							½ day	
WDO Board Members depart							■	
WDO Staff depart								■

Appendix B

Summary of Facilities Requirements

Below is a summary of facilities requirements for the purposes of the venue proposal. The exact details for the facilities and venue requirements of the World Design Assembly are provided in the *World Design Assembly Facilities Requirement* document which will be attached to and detailed within the Event Agreement. Final numbers will be confirmed eight months prior to the event.

EVENT/ACTIVITY	NUMBER OF ROOMS	CAPACITY	LAYOUT	DURATION
Registration area	1	120-150	Standing/queue space	2 hours (both days)
Main assembly room	1	150-200	Classroom	2 full days plus prior access of ½ day for set up
Workshop rooms	4	50	U-shape	1-1/2 days
Lunch room	1	120-150	Seated buffet or banquet	2 hours (both days)
Mid-afternoon and mid-morning tea/coffee break area	1	120-150	Standing/cocktail	30 minutes/2 per day (both days)
Storage room for documents and promotional materials	1	Small	Lockable room	7 days
Conference room (Pre-Assembly Board Meeting & Community Meeting)	1	30	U-shape	1 full day
Conference room (Post-Assembly Board Meeting)	1	25	Board room/conference	1/2 day
Private Meeting Room	1	6-10	Board room/conference	3 days
Secretariat Office	1	6	Equipped office with desks	5 days
VIP Room	1	10	Lounge or boardroom	2 days

Appendix C

Budget Checklist

The following checklist items are recommended to be used as a guide only.

Submission costs

- preparation (resources/ research)
- processing fee
- submission (postage/ document preparation)
- site inspections (travel, accommodation, meals for WDO representatives)

Fee for Hosting the World Design Assembly

Pre-Assembly planning visits

- WDO representatives' travel
- WDO representatives' accommodation
- WDO representatives' meals

Hotel Accommodation

- WDO Board Members
- WDO Staff Members

World Design Assembly & associated events

- According to the facilities requirements
- Venue rental
- Insurance

Resources

- Professional event management staff (PCO)
- Venue facilities management
- Catering
- Audio visual
- Office equipment (printers, faxes, copiers etc.)
- Internet / telephone
- Document printing
- Photography

Optional

- Complimentary passes for WDO's Board, Senate, VIP guests and staff to attend the Design Event (for Design Event Option only)

Unexpected expenses

- Contingency (estimated at 10% of total budget)
- Taxes (including local and international tax considerations)

Appendix D

Sample Schedule of Events (Design Event Option)

This sample schedule of events is meant as a guide only if the Bidding Organization declares an interest in collaborating with WDO regarding a design event that it is planning to hold in 2019. It shows:

- the typical meetings and activities surrounding the World Design Assembly and their duration
- an example of a Design Event that runs for three days. The Bidding Organization shall specify the duration of the Design Event in its proposal submission
- the World Design Assembly occurring after the Design Event.
- Eleven WDO board members and six WDO staff members attending the Design Event and World Design Assembly and who will require hosted accommodation.

ACTIVITY	DATE - NUMBER OF DAYS									
Organization's Design Event										
WDO's Staff Liaison (1 person) arrives										
WDO Staff (5 persons) arrive										
WDO Board Members (11 persons) arrive										
WDO internal preparation meetings (e.g. Executive Committee Meeting)										
Pre-Assembly Board Meeting										
Community Meeting										
World Design Assembly										
Post-Assembly Board Meeting										
WDO Board Members depart										
WDO Staff depart										