



## **TERMS OF REFERENCE FOR THE LOGISTICAL ORGANISATION OF THE INTERNATIONAL OBSERVATORY ON PARTICIPATORY DEMOCRACY CONFERENCE**

- The International Observatory for Participatory Democracy (IOPD) Conference is the annual convening of local, regional and national elected leaders, civil servants, facilitators, academics and political activists to discuss and reflect on the state of participatory democracy in the world.
- The IOPD Conference is also the venue for the annual IOPD Assembly of Members, which approves the general operating guidelines of the organisation and elects the governing bodies and future Conference venues.
- The IOPD Conference is organised in the second half of the year, lasts a minimum of three days and attracts between 300 and 500 participants.
- In all cases, the IOPD Conference is composed of the following mandatory sessions: Opening Ceremony, Policy Roundtable with mayors and local and regional leaders, General Assembly, IOPD Award Ceremony and Closing Ceremony.
- In addition to these sessions, other sessions must also be organised: panels, workshops, meetings, exchanges, gala dinner, field visits, experiences, networking, exhibitions and so on.
- In all cases, mandatory sessions require interpretation in at least three of the working languages of the IOPD (English, French and Spanish). It is recommended that the maximum number of rooms and sessions other than the mandatory ones also have simultaneous interpretation to facilitate the participation of delegations.
- The bidding city commits to cover the organisation of the Conference with its own funds, or with funds obtained through partnerships and alliances with other entities. The host city also agrees to be in charge of the event's organisation, in coordination with the IOPD Technical Secretariat.
- This document is a guide for the host cities of the IOPD Conference. It sets out the logistical needs to be covered and the tasks to be assumed by the host organisers. There are minimum requirements and suggestions made on the basis of the experience of the IOPD Technical Secretariat, so its implementation may vary according to the possibilities of the host city. This document covers the following areas:
  - **Pre-conference organisation, communication and visa applications.**
  - **Hotel accommodation, venue and arrangements during the conference, interpretation, hybrid component and press**

## **coordination.**

- **Printing and photocopying services, participants welcome and on-the-spot registration, hospitality, social programme.**

## **PRE-CONFERENCE ORGANISATION**

1. Hold virtual meetings with the IOPD Technical Secretariat: bimonthly from the first year, every two weeks from the second year and at least once a week in the three months leading up to the month of the Conference, and maintain permanent contact via email and instant messaging.
2. Co-create the Conference programme with the support of the Technical Secretariat and the IOPD Steering Committee.
3. Coordinate with the support of the IOPD Technical Secretariat the management of registrations, invitation letters and participant support.

## **COMMUNICATION**

4. Support in translating the Conference communication documents: concept notes of preparatory activities and Conference sessions, Conference news and information for the Conference and IOPD websites, agendas, programmes and others.
5. Develop the Conference communication materials: logos, graphic images, website, practical information for the Conference (venue details, accreditation, accommodation) and others.
6. Support the IOPD Technical Secretariat with disseminating communication on social media and other channels.
7. Take charge of the communications during the Conference: audiovisual recording (photographs and videos) and support the IOPD Technical Secretariat team.
8. Cover the costs of the development of all communication materials.

## **VISA APPLICATIONS**

9. Assist with visa applications: offer the necessary official information on visa requirements to participants and issue the official invitation letters.

## **HOTEL ACCOMMODATION**

10. Make a list of suggestions for suitable hotels. Negotiations with hotels are carried out in close cooperation with the IOPD Technical Secretariat regarding hotel selection, special rates, free rooms for staff, etc.
11. Include in the negotiations with the main hotel a minimum of 15 free rooms for guests (keynote speakers, mayors, special guests) and five for the IOPD Technical Secretariat and the Steering Committee.
12. Provide all necessary information on hotel bookings so that the Technical Secretariat can inform IOPD members and participants.
13. Negotiate reduced hotel rates.
14. Ensure availability of rooms and spaces for working meetings and bilateral meetings of the IOPD Technical Secretariat and the Steering Committee at the hotel or in the Conference space.
15. Ensure that adequate working space is available in the hotel or the Conference venue for IOPD Technical Secretariat staff for the duration of the event.

## **VENUE AND ARRANGEMENTS DURING THE CONFERENCE**

16. The conference venue should have an auditorium with a capacity of 500 people, other medium-sized rooms (about 100 seats), small meeting rooms and space for meals and exchanges. The venue can be a city hall building, a convention centre, or any other municipal building.
17. Free Wi-Fi is a must, with sufficient bandwidth for participants to connect and accommodate all hybrid technical requirements.
18. Offer lunches, coffee breaks and refreshments during the event.
19. Provide working space for the IOPD Technical Secretariat, with computers, printers, and materials for workshops and other sessions (this can be the same space as the Conference Secretariat).
20. Provide storage space for Conference materials.
21. Cover the costs of all related conditioning.

## **INTERPRETATION**

22. Contracting interpreters for at least the three working languages of the IOPD (English, French and Spanish) and installing interpretation equipment, including microphones and recording facilities. Recordings should be made available to the IOPD Technical Secretariat staff immediately after the sessions.
23. Ensure hybrid interpretation possibilities so that both face-to-face and online participants can access interpretation services. Hybrid interpretation will only be proposed for a certain number of sessions, to be confirmed by the IOPD Technical Secretariat when developing the event programme.

## **HYBRID COMPONENT**

24. In light of the new post-COVID reality and considering participants' schedules, the host city must ensure the capacity to organise some hybrid sessions. This includes optimal internet connections, high-quality technical audiovisual equipment and a qualified multilingual team of technical camera operators. In addition, the hybrid meetings will be supported by audiovisual production, which the IOPD Technical Secretariat will coordinate with the host city.

## **PRESS COORDINATION**

25. Coordinate the attendance of the local press and support the IOPD Technical Secretariat in liaising with them.
26. Report on local press coverage of meetings.

## **PRINTING AND PHOTOCOPYING SERVICES**

27. The IOPD Technical Secretariat will electronically send the documents to be printed before the event. These documents will mainly include general assembly materials. The host city will only distribute documentation to participants with prior consultation with the IOPD Technical Secretariat.
28. Print the badges for those registered on the list to be shared with the IOPD Technical Secretariat. No country should appear on the badges.
29. Produce the meeting banners and other visual materials to dress the rooms. Designs will be developed by the host city and shared with the IOPD Technical Secretariat for approval.

## **PARTICIPANTS WELCOME AND ON-THE-SPOT REGISTRATION**

30. Setting up a staffed welcome desk to register delegates prior to meetings, distribute sets of documents and assist with logistical matters.
31. While registration is open, provide the IOPD Technical Secretariat with a daily update of participants who have received their accreditation.

## **HOSPITALITY & SOCIAL PROGRAMME**

32. Commit to paying a minimum of 15 flight tickets for mayors, speakers and special guests.
33. Provide lunches, dinners and receptions as agreed in the programme.
34. Provide transportation to and from meeting venues, hotels, dinners, receptions and entertainment venues as required.
35. Provide transportation for members of the Technical Secretariat and the IOPD Coordinating Committee.
36. Provide host city information (book, brochures) if desired.
37. At the discretion of the host city: Ensure transportation to and from the airport.
38. At the discretion of the host city: Organise optional social programmes or study visits in consultation with the IOPD Technical Secretariat.