

## **TERMS OF REFERENCE FOR THE ORGANIZATION OF THE CONFERENCE OF THE INTERNATIONAL OBSERVATORY ON PARTICIPATORY DEMOCRACY (OIDP)**

The Conference of the International Observatory of Participatory Democracy (OIDP) is the annual meeting of local, regional, and national elected leaders, officials, facilitators, academics, and political activists to discuss and reflect on the state of local democracy worldwide.

The OIDP Conference is also the framework in which the OIDP General Assembly is held, where the general operational guidelines of the organization are approved and the governing bodies and future host cities for the Conference are elected.

The OIDP Conference lasts a minimum of three days, with an estimated attendance of 300 to 500 participants, depending on the mobilization capacity of the host government. The event date is proposed by the host government, in agreement with the OIDP Technical Secretariat. The event must ensure the participation of all people, promoting accessibility, inclusion, and diversity in its organization.

### **MANDATORY SESSIONS**

In all cases, the OIDP Conference consists of the following mandatory sessions:

1. Opening ceremony
2. Political debate panel with mayors and local and regional leaders
3. General Assembly
4. OIDP Award Ceremony
5. Closing ceremony

In addition to these sessions, other activities must also be organized, such as panels, workshops, meetings, exchanges, gala dinners, site visits, experiences, networking, and exhibitions. It is recommended to incorporate innovative and participatory approaches in organizing these sessions, ensuring accessibility and inclusion for all participants.

### **LANGUAGES AND INTERPRETATION**

The mandatory sessions require interpretation in at least three of the OIDP working languages (English, French, and Spanish). It is recommended that as many rooms and complementary sessions as possible also provide simultaneous interpretation to facilitate the participation of delegations and attendees. Additionally, materials such as the website, program, and other documents must be available in the three official languages. The OIDP Technical Secretariat may provide support for the translation of these materials when possible.

## **RESPONSIBILITIES OF THE HOST CITY**

The city applying to host the OIDP Conference commits to covering the event's organization costs with its own funds, or with funds obtained through partnerships and agreements. It also commits to taking charge of the event's logistical organization in coordination with the OIDP Technical Secretariat. Additionally, it must ensure a human rights approach throughout the event's logistics, guaranteeing accessibility, diversity, and inclusion.

The contents of the OIDP Conference will be defined through joint work between the host city and the OIDP Technical Secretariat. It is recommended to involve the network and like-minded organizations in defining the program. A special scientific committee will also be formed to assist with defining the program: this committee will be composed of members of the OIDP Advisory Committee, plus some experts designated by the host government.

The host city must designate a point of contact or coordinator for permanent communication with the OIDP Technical Secretariat team. It is also essential for the correct organization of the event to maintain close and fluid communication between the host government team and the secretariat team. It is recommended to have the following responsible individuals and/or teams: program; management of spaces; speaker logistics; communication and website; registrations and invitation letters

This document serves as a guide for host cities of the OIDP Conference. It outlines the logistical needs that must be covered and the tasks that must be undertaken by the host organizers. There are minimum requirements and suggestions based on the experience of the OIDP Technical Secretariat, so their implementation may vary according to the host city's possibilities. This document covers the following areas:

1. Pre-organization, communication, and visa requests
2. Hotel accommodation, venue setup and arrangement during the conference, interpretation, hybrid component, and press coordination
3. Printing and photocopying services, participant welcoming and on-site registration, hospitality, and social program

## **PRE-ORGANIZATION**

- Hold virtual meetings with the OIDP Technical Secretariat every two months from the first year, every two weeks from the second year, and at least once a week in the three months prior to the Conference. In addition to these meetings, it is important to maintain constant fluid communication between the host city's team and the secretariat team.
- Co-create the Conference program with the support of the OIDP Technical Secretariat and the OIDP Steering Committee (composed of the president, the general secretary, and network-promoting members).
- Coordinate with the support of the OIDP Technical Secretariat to manage registrations, invitation letters, and support for participants.

## **COMMUNICATION**

- Assist with translating the communication documents for the Conference: concept notes for preparatory activities and Conference sessions, news and information about the Conference for the Conference and OIDP websites, agendas, schedules, and others.
- Develop the Conference communication materials: logos, graphic design, website, practical information for the Conference (venue details, accreditation, accommodation), and others.
- Support the OIDP Technical Secretariat in disseminating communication via social media and other channels.
- Handle communication during the Conference: audiovisual registration (photographs and videos) and provide support to the OIDP Technical Secretariat team.
- Deliver the audiovisual recordings to the OIDP Technical Secretariat at the end of each Conference day. Subsequently, send the session recordings for publication on the OIDP's YouTube channel.
- Cover the costs of developing all communication materials.

## **VISA REQUESTS**

- Assist with visa requests: offer the necessary official information regarding visa requirements to participants and issue official invitation letters.

## **HOTEL ACCOMMODATION**

- Create a list of suggested hotels and negotiate discounted rates. Negotiations with hotels should be done in close cooperation with the OIDP Technical Secretariat regarding hotel selection, special rates, free rooms for staff, etc.
- Include in negotiations with the main hotel a minimum of 15 free rooms for invited guests (keynote speakers, mayors, special guests) and five rooms for the OIDP Technical Secretariat and Steering Committee.
- Provide all necessary information about hotel bookings so the OIDP Technical Secretariat can inform OIDP members and participants.
- Ensure the availability of rooms and spaces for working meetings and bilateral meetings of the OIDP Technical Secretariat and Steering Committee at the hotel or the Conference venue.
- Guarantee an adequate workspace for the OIDP Technical Secretariat staff at the hotel or Conference venue.

## **CONFERENCE VENUE AND ARRANGEMENT**

- The venue for the Conference must include an auditorium with a capacity for 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 center, or any other municipal building.
- Produce banners for the meeting and other visual materials to decorate the rooms. Ensure the visibility of the OIDP and UCLG logos as co-organizers of the event in the venue and all Conference rooms. The designs will be developed by the host city and shared with the OIDP Technical Secretariat for approval.
- Providing free Wi-Fi is essential, with sufficient bandwidth not only for participants to connect but also to accommodate all hybrid technical requirements.
- Provide lunches, coffee breaks, and refreshments during the event.
- Ensure a workspace for the OIDP Technical Secretariat, with printers, materials for workshops, and other sessions (this may be the same space where the Conference Secretariat is located).
- Guarantee storage space for Conference materials.

## **INTERPRETATION**

- Hire interpreters for at least the three OIDP working languages (English, French, and Spanish) and install interpretation equipment including microphones and recording media.
- Guarantee the possibility of hybrid interpretation so that both in-person and online participants can access interpretation services. Hybrid interpretation will only be proposed for a limited number of sessions, which the OIDP Technical Secretariat will confirm when the event program is developed.

## **HYBRID COMPONENT**

- Considering the speakers' agendas, the host city must ensure the capacity to organize some hybrid sessions. This includes optimal internet connections, high-quality audiovisual technical equipment, and a qualified multilingual technical team of camera operators. Additionally, hybrid meetings will include audiovisual production, which the OIDP Technical Secretariat will coordinate with the host city.

## **PRESS COORDINATION**

- Coordinate the attendance of local press and liaise with the OIDP Technical Secretariat.
- Inform about press coverage of meetings by local media.

## **PRINTING AND PHOTOCOPYING SERVICES**

- The OIDP Technical Secretariat will send electronically the documents that need to be printed before the event. These documents will primarily include materials for the OIDP General Assembly. The host city will not distribute documents to participants without consulting the OIDP Technical Secretariat.
- Print identification badges/accreditations for the registered individuals on the list to be shared with the OIDP Technical Secretariat.

## **WELCOME AND ON-SITE REGISTRATION**

- Set up a welcome desk with staff responsible for registering delegates before meetings, distributing document packages, and assisting with logistical issues.
- While registration remains open, send an updated list of participants who have received their accreditation to the OIDP Technical Secretariat daily.

## **HOSPITALITY AND SOCIAL PROGRAM**

- Commit to covering a minimum of 15 airline tickets for mayors, speakers, and special guests.
- Provide lunches, dinners, and receptions as agreed upon in the program.
- Provide transportation to the meeting venue and back to hotels, dinners, receptions, and leisure places, as necessary.
- Provide transportation for OIDP Technical Secretariat and Steering Committee members.
- Facilitate information about the host city (books, brochures) if desired.

### **At the host city's discretion:**

- Ensure transportation to and from the airport.
- Organize an optional social program or study visits, after consultation with the OIDP Technical Secretariat.