



HOST CITY BIDDING PACK

Host City Bidding Requirements

Invitation for Applications:

From UK&NI cities to host the International Working Group on Women & Sport World Conference (2026)

Deadline for Application Submissions:

17:00 GMT, 14th December 2020

All bid documents to be completed and returned electronically to all of the following people:

- Clare Hartley: clare@arceventconsultancy.co.uk
- Rebecca Leach: rebecca@arceventconsultancy.co.uk
- Ricky Boardman: rboardman@sportandrecreation.org.uk

HOST CITY BIDDING REQUIREMENTS

International Working Group on Women & Sport

World Conference 2026

Introduction

The Sport and Recreation Alliance (SRA) and are searching for a Host City Delivery Partner to become part of the bid team and if successful to be a key partner in delivering the World Conference on Women & Sport in 2026. The table below sets out the operational requirements and aspirations for cities to complete as part of their bid to become the UK city host. The host city will be instrumental in supporting the development of the UK bid to IWG Global Executive.

Core Event Requirements

Below are the key operational requirements which will need to be delivered by the city / venue set out by the IWG Global Executive.

Conference Venue	<p>Ability to host 1000+ delegates</p> <p>Meeting room capacities should include plenary sessions of at least 1000 participants; several, simultaneous, small group sessions (4 hosting 100 people each) and (4 hosting 30 people each); poster presentation spaces; audio-visual aids, and live support for multiple languages.</p> <p>Availability May-July 2026 (Provide dates when conference venue is available during this period). Conference to take place over 4 days – Thurs – Sun plus the build day on the Wednesday.</p> <p>Please give an overview of auditorium size plus meeting rooms / exhibition space and capacities plus indicative venue hire cost.</p>
Location / Transport	<p>Intention of these conferences is to mobilize action worldwide. Provide details of geographic accessibility both nationally and internationally.</p> <p>Include nearest international airports</p> <p>Anticipated methods of transportation to be used by conference delegates between the airport and the conference hotels. Plus, include sustainable travel options for the delegates for the duration of their stay.</p>
Catering	<p>Coffee & Lunch catering facilities will be required for all delegates at conference facility. Will need to include covering all dietary requirements for catering for an international audience, as well as consideration for sustainable catering - zero waste, plant-based.</p> <p>Options for hosting welcome drinks reception, Gala Dinner, Closing reception and functions in unique and iconic locations around the city.</p>
Accessibility	<p>The conference site should be easily accessible and comfortable for all participants, therefore must be fully accessible to all disabled delegates, physically and via the presentations.</p>
Accommodation	<p>Accommodation should be located within easy access of the conference site, either via walking routes, or public transport. The accommodation should cater for all budgets.</p>

<p>Technology and Wi-Fi</p>	<p>The Conference will be a fully hybrid digitally engaged conference, allowing people from all around the world to watch and be fully involved with the proceedings. Provide examples of conferences where this has happened previously and how successful it was.</p> <p>Translation – there will be a requirement for simultaneous translations of the plenary sessions and workshops into English, French and Spanish, as well as regionally appropriate languages. Sign language options also required.</p> <p>Please detail what Wi-Fi is included in the venue hire.</p> <p>Please detail what is included in the hire fee with regards to AV and screens / conference infrastructure.</p>
<p>Uniqueness – wow factor</p>	<p>What can your conference facility / city offer which will provide the delegates of this World Conference with a unique, unforgettable experience whilst linking with equality, female empowerment, and sport.</p> <p>Are their options for taking delegates outside into Green space and delivering some sessions in the natural environment?</p>

Partner Support

The conference will be a fully self-funded event, comprising a mix of revenue from registrations, host city support and sponsors. Support from all partners is essential to ensure the success of the Conference.

<p>Local authority / local government financial investment</p>	<p>SRA are looking for a £100k cash or genuine Value-in-kind investment into the event to show the importance of event to the host city or region and to ensure financial viability of the event.</p>
<p>Local authority ability to be part of shared event underwrite</p>	<p>Please detail if the host city could financially underwrite or be part of a shared underwrite of the conference.</p>
<p>Local Authority staffing support</p>	<p>SRA would like to work in partnership with a local authority to deliver this World conference and would therefore ideally would like to see a Project Manager or Events Officer as a key contact for the local authority who understands events and key liaison point for unlocking other council services if required.</p> <p>Please detail if a project officer would be available in the host city and which role this would be.</p>
<p>Executive Office support</p>	<p>What support from the event is there from the Executive Office of the authority?</p>
<p>Links to local partners</p>	<p>Is there support from the local tourism board to support with hotel liaison, tourist information and signposting for delegates? Please detail any assistance with links to other local partners such as corporates, businesses, networks, universities.</p>
<p>Marketing and Communications Officers and Support</p>	<p>What support can be provided for marketing and communications for the event? From locations for branding on lamppost / strategic locations around the city, to engaging with the local population through newsletters, e-comms, and social media etc.</p>

Community Engagement and Social Impact

IWG will be wanting to see how the host city is delivering their mission of Empowering Women and Girls – Advancing Sport, through collaboration, inclusiveness, transparency, and outcome focus. They will want to see how partners are using the power of sport and physical activity to drive positive social changes for women and girls and improve their health and well-being. Use this section to provide examples, policies and future plans on how the city will drive this agenda.

Active Communities	How could local Active People Objectives be linked to this event and how could you use this event to develop your objectives around getting communities active?
Sports Development	How can this event link with any sports development programmes that are running in your communities especially with young girls and women?
School Sports Partnerships	Have you any opportunities to develop links with schools, links to school sports partnerships?
Previous Conference / Large Sporting Event Experience – including legacy activities.	Opportunity to share conferences / large sporting events of a similar nature that have been held at the venue or in the city. What legacy did these events leave in the area / city
Wellness and Mental Health	Sport has shown to significantly improve wellbeing and mental health. What policies, plans are in place to drive this agenda within the city?
Community programmes	What other legacy objectives do you have around this event to support your sporting and community engagement strategies?

Environment and Sustainability

The IWG Secretariat is committed to environmental sustainability as a guiding principle of all its operations and activities within their spheres of control and influence. SRA are therefore looking for partners who share this vision and the IWG Bid Steering Committee are wanting to design a conference with environmentally sound practices and sustainability considered with every decision.

Environmental Sustainability Policy	Please explain how the conference facility and the council are working towards meeting environmentally sustainable standards and commitments over the next 6 months – 5 years.
Key Objectives	Explain how your bid will match the ambitions of the IWG regarding sustainability.
Previous experience	Detail any current or past experiences or initiatives that have been used across the city or region to embed these policies and practises into events hosted by you, your venue, or partners.

Optional

Host cities and venues are welcome to complete the table above or to present the information in an alternative, creative way to bring their bid to life.

Timeline:

All bid documents to be completed and returned electronically to all of the following people by 17.00 on Monday 14 December 2020:

- Clare Hartley: clare@arceventconsultancy.co.uk
- Rebecca Leach: rebecca@arceventconsultancy.co.uk
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Assessment

Each criteria area will be marked out of 10 and the score weighted as per below

Criteria	Percentage score
Core Event Requirements and costs	25%
Partner Support	40%
Community Engagement and Social Impact	20%
Environment and Sustainability	15%