**Annex to Joint Communication 03 2018**

**International Commissioners’ Forum 2019**

**Bidding Questionnaire**

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|  | **Question** |  |
| 1 | Where do you propose to hold the IC Forum?  What type of venue is it?  What is its location in relation to public transportation? |  |
| 2 | What range of accommodation will be offered?  Please give information on bedrooms and working facilities.  What is the maximum capacity that the venue can provide – i.e. maximum number of participants |  |
| 3 | What catering will be available?  Will all meals be provided in one place or will there be some meals at the venue and some outside? |  |
| 4 | Will the planning team for the event be able to access the venue prior to the start of the event – e.g. from the night before the start of the event.  Will it be possible for participants to extend their stay before and/or after the event? |  |

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|  | **Question** |  |
| 5 | At least one planning team meeting will be held in 2018. If this is not a skype call, will it be possible to meet at the venue or to at least visit the venue? |  |
| 6 | As potential hosts, are you able to put together a host committee consisting of all the recognised Scout and Guide associations in your country?  If no – which organisation(s) is making this bid and which efforts you have made to involve other Scout and Guide associations in your country (where these exist). |  |
| 7 | What impact will hosting the IC Forum have on Scouting and Guiding in your country?  How will you include as many members as possible in the experience? |  |
| 8 | What are the internet possibilities at the venue?  Will people be able to have regular internet access?  What is the potential cost of this to the participants?  (This important area of communication is an important aspect of current expectations.) |  |

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|  | **Question** |  |
| 9 | Please give a draft budget for the costs of hosting the event on the basis of:   * 125 participants for 3 nights * 2 dinners * 3 lunches * 3 breakfasts * 5 coffee breaks.   Please also include costs for:   * IT/display equipment * 1 plenary room * 5 – 7 other working areas   Please also include other costs you believe to be necessary e.g. transportation from airports/train stations, local costs for planning meetings etc. |  |
| 10 | Contact details in case of need to verify or clarify information.  Name  Association  Email  Mobile phone number  Skype address |  |

**Please return this form by email along with any supporting documentation by 12.00 noon CEST on 18 May 2018 to** [**europe@scout.org**](mailto:europe@scout.org) **and to** [**europe@wagggs.org**](mailto:europe@wagggs.org)

**Receipt of your bid will be acknowledged by 17h00 CEST on 18 May 2018.**