International Association of
Educating Cities
Association Internationale des
Villes Éducatrices
Asociación Internacional de
Ciudades Educadoras

ORGANISATION OF THE

XVII INTERNATIONAL CONGRESS

OF

EDUCATING CITIES

2022

TERMS AND CONDITIONS FOR THE SUBMISSION OF APPLICATIONS

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1. PRELIMINARY CONSIDERATIONS

International congresses are a key activity of the International Association of Educating Cities (IAEC). The Congress **aims** are:

- Be a space for training and encounters between cities.
- Provide a framework for the presentation and exchange of innovative policies and experiences, according to the content of the Charter of Educating Cities.
- Make the host city's best practices and programs known.
- To extend the IAEC to new cities in the region.
- Showcase the work of the IAEC.
- Help increase the number of member cities.
- Make headway in the development of the conceptual framework of the Educating City.

2. PRESENTATION OF APPLICATIONS

2.1. Basic requirements

The city applying to host the next International Congress of Educating Cities must:

- Have been an **IAEC member since at least January 2018**.
- Be up to date with the **payment of IAEC fees**.
- **Communicate** the intention to present an application to the IAEC Secretariat.
- Prepare an **application dossier** in the three official languages of the IAEC: Spanish, French and English.
- Have the agreement and **commitment of the city's maximum decision-making body** and offer **budgetary guarantees** for its viability.
- Send to the Secretariat the application dossier in digital format by **3 February 2020**, for it then to be distributed to the Executive Committee.
- **Present the dossier and the Congress project** at the March 2020 Executive Committee meeting in Tampere (by an official representative of the city's government).

Preference will be given to:

- The sustainability model of the Congress, i.e. the adoption of measures to minimise the event's carbon footprint and ensure its social and ecological sustainability.
- The involvement of different municipal departments in organising the Congress.
- Applications which envisage the engagement of the community (organisations, groups, volunteers, etc.) in organising and staging the Congress.
- Applications which provide incentives for the participation of young people in the Congress.

2.2. Content of the dossier

- Letter from the mayor of the city stating the motivation behind the application and accepting the obligations outlined in this document.
- Brief description of the city's experience as an 'Educating City' and the main projects underway, in line with the principles of the Charter of Educating Cities.
- Proposal of a theme for the Congress focused on one of the principles of the Charter of Educating Cities, developing it in a way that underlines the relationship with the experiences which may be presented.
- Explanation of how the different municipal departments will be involved in organising the Congress.
- Explanation of how the local community and young people will be involved (at a local or international level), if applicable.
- Explanation of how the participation of neighbouring cities will be encouraged.
- Detailed budget of the estimated cost of the Congress, including a forecast of expenses and revenue.

The following will be sent to the Secretariat:

- The application form, which is attached as an annex.
- Application dossier including the letter from the mayor of the city.
- A certificate of the agreement of the municipal decision-making body of elected politicians (municipal council, full council or others) stating the commitment to organise the Congress.
- A written guarantee of the budgetary viability of the project.

3. SELECTION CRITERIA

The Executive Committee has set the following selection criteria:

- The **theme proposed and its link to the Charter of Educating Cities**.
- **Quality of the dossier**.
- Quality of the **presentation and defence of the application** in front of the Executive Committee.
- **Organisational capacity and experience** of the city: communications network, facilities, hotels, experience in similar events.
- **Geographic alternation** with respect to previous congresses and **commitment towards mobilizing neighbouring cities**.
- **City's involvement** and level of activity **within the IAEC**.
- **Sustainability model** of the Congress.
- Proposed **involvement of municipal departments** in the organisation.
- Proposed **engagement of the local community**.
- Proposed **engagement and involvement of young people** (local or international).

To be considered:

The Executive Committee reserves the right to declare the designation of the venue as vacant. In such an event, the Committee will submit an alternative proposal (extension of the period, etc.)

Having submitted an application to organise previous Congresses does not give any priority when evaluating the current application.

The host city of the 17th International Congress will have the guidance, support and help of the IAEC Secretariat and the Executive Committee in terms of design and organisation.

4. OBLIGATIONS OF THE HOST CITY

After being nominated as the host city of the 2022 Congress, the city will become an associate member of the Executive Committee committing to participate in its meetings. This appointment will become effective two years before the Congress is held and will end two years after it ends.

4.1. Before the Congress

The host city will:

- Agree on the content of the final programme with the Executive Committee, which will include its indications.
- Agree on a time frame with the Secretariat and respect it. Failure to comply with the agreed time frame may jeopardise the success of the congress. In such an event, the Executive Committee will assess the risk and take the appropriate decisions, which may include reversing the appointment as host city.
- Form the Organising Committee of the Congress within a maximum period of three months from the appointment as host city. This Committee will include the different municipal areas of the City Council.
- Host a meeting of the Executive Committee to evaluate the proposed programme and the positive progress of the preparations (at least one year before the Congress). During this meeting, which will have simultaneous interpretation in the official languages of the IAEC, the facilities will be visited. Coinciding with this meeting, there will be a press conference to present the Congress and invite cities from the host city's circle of influence.
- Form a Scientific Committee made up of renowned dignitaries, within a maximum period of eight months from the appointment as host city, among whom there will be a representative of UNESCO with advisory powers, and other members as the Organising Committee deems appropriate. This Committee will be empowered to develop the theme of the Congress, propose speakers, write a proposed declaration and draft the conclusions of the Congress, among others. The person chairing the Scientific Committee will attend the aforementioned meeting to report on its findings.
- Form an Honorary Committee made up of representatives of inter-municipal organisations, universities, etc.

- Invite nationally and internationally renowned speakers to take part in the Congress. The host city will record a video and request authorisation (in keeping with the Law on Intellectual Protection) from the authors for its possible publication on the Internet and on the IAEC website.
- Respect gender parity on the various committees and in terms of speakers and other invited dignitaries, while ensuring cultural diversity.
- Develop a far-reaching communication plan that envisages the main dissemination actions for the Congress, the media and the timing of their implementation.
- Communicate at least once a month with possible participating cities in the twelve months prior to the Congress. The content of the communications will have the agreement of the Secretariat.
- Use a website and social media to report on new developments in the organisation of the Congress.
- Respect the three official languages of the IAEC in all its written and verbal statements. This includes the programme, the abstract of the Congress, the congress website, communications with participating cities, etc.
- Use the form in the Educating Cities International Documents Databank to capture experiences.
- Offer clear instructions in advance to people who are going to present experiences, respecting the official communication languages.
- Include the IAEC logo, according to the graphic norms of the Association, in a visible place in all communications.
- Make preliminary contacts with the competent national authorities in order to define the procedure to follow so that delegations wanting to participate in the Congress may obtain travel visas to the country.
- Contact the national customs services to find out the procedure to be followed by the delegations of member cities wanting to send materials to exhibit or distribute during the Congress.
- Respect the agreements established between the IAEC Secretariat and the host city if the latter contracts the services of an event organisation company. It will also promptly provide any information required by the Secretariat on the status of registrations, etc.

4.2. During the Congress

The host city will:

- Provide the space and logistics necessary to hold an Executive Committee meeting the day before the Congress starts and another after it ends.
- Schedule a three-day Congress, arranged so that participants can enjoy the most advantageous travel rates.
- Courteously welcome the Honorary Committee, as well as the mayors taking part in the Congress and prepare a specific event for them in the programme.
- Ensure simultaneous interpretation into the three official languages of the IAEC at all working groups (workshops), plenary sessions and the General Assembly, and consecutive interpretation on study visits.
- The IAEC General Assembly will be held on the first day of the Congress. A space and a time slot of at least three hours will be provided for the Assembly, which must not coincide with other activities in the Congress, such as workshops, visits or others. This session will feature simultaneous interpretation.
- Reserve a slot within the Congress programme to hold an information session addressed to the official delegates of first-time cities and non-IAEC members. This session must feature simultaneous interpretation.
- Provide a space and schedule for meetings of the territorial networks, as part of the Congress.
- Provide the IAEC with a stand including the necessary IT infrastructure, previously agreed with the Secretariat, in order to carry out demonstrations and consultations of the Document Databank and attend to requests for information from cities.
- Provide a stand so that the host city of the next Congress can showcase its proposal.
- Provide an information point for queries from participants..
- Provide a storage service to store the luggage of participants who directly arrive at or leave from the Congress venue.
- Organise times and spaces that help participants interact and network.
- Provide the Executive Committee and the Secretariat with two offices for working and for holding meetings, which must be available from one day before the Congress starts until the end of the Congress. This office will be equipped with Internet-enabled computers and a printer.
- Convene the local media for them to give coverage of the Congress.
- Prepare a graphic report of the Congress, including videos, photographs and interviews.

- Prepare a final report.
- Record the plenary conferences in an audiovisual format and, whenever possible, stream them in real time on the Internet.
- Regularly update the Congress website.
- The Executive Committee will help moderate the round tables and workshops.
- The Scientific Committee will help the Executive Committee and the Secretariat write the final declaration and will write and present the conclusions of the Congress.
- Hand out certificates of attendance to participants and speakers.
- Ensure the agreements reached, the smooth running of the Congress, general coordination, respect for schedules and services for participants.

4.3. After the Congress

- Send to the Secretariat the final report, as well as the list of attendees, the balance sheet, the recording of the plenary conferences, the conclusions, the graphic report and any documentation requested and planned prior to the Congress, in the agreed formats.
- Make a presentation of the final report of the Congress to the Executive Committee.
- Publish a document, in the three official languages of the IAEC, containing the text of the plenary conferences, results of the working groups, conclusions or the declaration. This document will be sent to participants free of charge, and to the Secretariat for its publication, within one year from the end of the Congress. The document must be included in the registration price.
- Regularly update the Congress website. This will be kept in operation for a period of at least five years after the Congress.
- Collaborate with the host city of the next Congress.

4.4. Financial issues

- The host city will deposit €3,000 into the IAEC bank account as organisational rights at the time of the signing of the appointment agreement.
- The fee paid by participants may not exceed €400 or equivalent. This will include attendance to the sessions of the Congress, material delivered before and after the Congress, coffee breaks, working lunches, one official dinner, study visits and transport to study visits.
- IAEC member cities must benefit from a discount or privilege with respect to non-members.
- Registration fees will vary depending on when people register, with early bird offers made available.
- The host city will inform attendees of the cancellation policy.
- Cities from economically less developed countries (defined by the UN/World Bank) will benefit from a reduced rate which may not exceed €225. Grants or discounts will also be offered to facilitate their participation in the Congress.
- Members of the Executive Committee (two per city) and the Secretariat staff (approx. six people) will be exempt from paying the registration fee.
- The host city will provide the Secretariat with a total of ten free-registration places for IAEC guests.
- Any expenses arising from the registration, fees, accommodation, transfers and expenses of the speakers, the Scientific Committee and the Honourable Committee will be borne by the host city.
- The host city will pay for the costs of Executive Committee meetings, the IAEC stand, the stand of the host city of the next Congress, offices for working and any other requirements included in these terms and conditions.
- If the final balance sheet is negative, the host city will pay the difference.

5. TIMELINE

- **October 2019:** IAEC member cities are invited to submit their applications and the terms and conditions.
- **3 February 2020:** Deadline for the submission of applications. Submission of the dossier in the three languages together with the required documentation to the Secretariat.
- **March 2020:** Defence of the dossier, coinciding with the Executive Committee meeting.
- **End of March 2020:** Official communication of the decision to participating cities.

6. ANNEXES

- **Application form**
- **Preceding Congresses**