



## REQUIREMENTS FOR THE PRESENTATION OF CANDIDACY FOR THE ORGANIZATION OF THE 14<sup>th</sup> INTERNATIONAL CONGRESS OF EDUCATING CITIES IN 2016

### Prior considerations:

The International Congresses form part of the activities of the International Association of Educating Cities (IAEC). Its objectives are:

- Be a place for cities to encounter each other;
- Offer a framework for the presentation and exchange of policies and innovative experiences in agreement with the principles stated in the Charter of Educating Cities.
- Enable participants to know more about the host city: its characteristics, programs and experiences;
- Popularise the IAEC amongst new cities in the area in which the congress is held;
- Let the work of the IAEC be known;
- Contribute to increasing the number of member cities;
- Make progress in the development of the conceptual framework of Educating Cities.

### I. PRESENTATION OF CANDIDACY:

#### Basic requirements:

Those cities which wish to organize the next International Congress of Educating Cities must:

- Be a member of the IAEC.
- Being a member before May 2012.
- Have experiences in the International Documents Databank (BIDCE) carried out by different departments or in collaboration with more than one and addressed to different ages and social groups.
- Be up to date with their dues to the IAEC.
- Inform the IAEC Secretariat about the City's intention to present a bid.
- Prepare a candidature dossier in the three IAEC official languages (English, French, and Spanish).
- Submit the candidature dossier to each Executive Committee city and to the Secretariat **prior to January 15<sup>th</sup> 2014.**
- To present / defend the candidacy bid at the Executive Committee meeting to be held in Rosario (Argentina) on March 2014.

## Contents of the Dossier

- A letter from the Mayor stating the reason for the candidacy and accepting the conditions expressed in the present document.
- Brief description of the historical record of the candidate city as an « Educating City ».
- To suggest a theme for the Congress which must be connected to any of the principles of the Charter of Educating Cities and to develop it, in such a way that it is clear the type experiences that could be presented.
- An estimated breakdown budget of the cost of the Congress including expenses and revenues.
- Send to the Secretariat:
  - the candidacy presentation form, which we attach hereto;
  - a certificate of the resolution adopted by the plenary session of the Municipality expressing its commitment to organize the Congress;
  - a written guarantee of the budgetary feasibility of the project.

### **Selection criteria:**

The Executive Committee will base its decision on the following criteria:

- The theme development proposal and the organizational project of the Congress.
- The quality of the dossier presented.
- Quality of the presentation and defence of the candidacy before the Executive Committee.
- The capacity and organizational experience of the city: transport and communication networks of the city, installations, hotel capacity, experience in similar events.
- Geographic variation (in respect of prior Congresses).
- City's involvement and activity within the IAEC.

Note: The Executive Committee reserves the right to declare the nomination vacant. In the case that this occurs the Executive Committee shall present an alternative proposal (extension of the deadline, etc.)

The fact that a city has presented its candidacy for the organization of prior Congresses does not bestow upon it any privileges in respect of its current candidacy.

The organizing city of the 14 <sup>th</sup> International Congress will have the support and the aid of the both the Secretariat of the IAEC and the Executive Committee in terms of the design and organization of the Congress.
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## II. DUTIES OF THE ORGANIZING CITY

### Requirements prior to the Congress:

The organizing city must:

- Agree on the contents of the final program in conjunction with the Executive Committee, which may be amended.
- Agree with the Secretariat a chronogram on the tasks to be done.
- Host a meeting of the Executive Committee so that the latter can evaluate the proposed program and the progress of the preparations and visit the facilities (at least one year before the Congress). This meeting must have simultaneous translation to the IAEC official languages.
- Set up a Scientific Committee made up of renowned individuals, among which there will be a representative of UNESCO operating in a consultative capacity, and others which the Organizing Committee deems necessary. The Chairperson of the Scientific Committee will attend the above-mentioned meeting.
- The organizing city shall invite renowned speakers of international and national prestige to participate in the Congress. In addition to the agreements relating to remuneration, the organizing city shall ask the speakers for their speeches before the Congress, or will record them in video format and ask for authorisation (in accordance with the Copyright Act) from the authors in respect of their possible publication in the IAEC Documents Data Bank and in the abstract book of the Congress.
- Respect the use of the three official IAEC languages in all official written and verbal communiqués with special attention to the experiences abstract book
- Establish a limit of at least three communiqués prior to the Congress to the possible participating cities. The content of the communiqués shall be agreed with the Secretariat.
- Prepare a Communication Plan where all the Congress dissemination activities and its calendar will be included.
- Inform through a website and/or social networks of new aspects of the organization of the Congress. Update periodically the website.
- Reproduce the IAEC logo in a visible way in all communiqués.
- Use the form of the Educating Cities International Documents Data Bank in the call for proposals. The form to be used could include new sections, which, as a result of the special thematic of the Congress, could be of interest, while respecting the sections which use is obligatory.
- The organizing city must deposit the amount of Euros 3,000€ in the IAEC account before the signature of the designation agreement for the organizing rights.

- Contact the National Immigration Authorities in order to know which Delegations will need to apply for a visa to participate at the Congress and which are the requirements.
- Contact the National Customs Service in order to know the procedures needed to ensure the entrance of the materials of the delegations participating at the Congress.

### **During the Congress:**

The organizing city will have

- To foresee the space and logistics necessary to hold a meeting of the Executive Committee one day before the date of the Congress and another after the Congress has ended.
- To plan a 3 day Congress programmed in such a way that the participants can take advantage of special discount fares.
- To respect the use of the three official IAEC languages by providing simultaneous translation in the workshops, meetings, plenary sessions and General Assembly and consecutive translation at the study visits.
- To reserve time in the agenda of the Congress in order to hold an information session for the official delegates from those cities attending for the first time and which do not belong to the IAEC.
- To provide a place and timetable for the meetings of the territorial networks.
- To provide a place and timetable for the meetings of the thematic networks.
- To provide the IAEC with a stand and the computer infrastructure required (to be agreed with the Secretariat) in order to carry out the demonstrations and consultations using the Documents Data Bank and attend to the information requirements of the cities.
- To provide a stand for the city that will be organizing the next Congress so that they can publicize their proposal.
- To organize the time and space so that the participants can meet and interact.
- To provide the Executive Committee and the Secretariat with an office and meeting space, which will be available the day before the opening of the Congress, during the Congress and the day after it is over. This office space must have a photocopier, telephone, fax, computers with connection to Internet and a printer.
- To prepare a visual report of the Congress including videos, photographs, programs, etc. All these contents will be used for the Congress' final report.
- To record the plenary sessions, and if possible broadcast them through the internet in lifetime.
- To host the IAEC General Assembly within the framework of the Congress. The Assembly will be held on the first day of the Congress. A meeting room and no less than three hours must be set-aside for the holding of the Assembly. This meeting must not coincide with other official acts of the Congress: commissions, visits, and others.
- To update periodically the Congress website.

### **After the Congress:**

The organizing city will have

- To send in the final list of attendees, economic balance sheet, the transcription of the plenary speeches, the graphic report and all the documentation required by the Secretariat and set out prior to the Congress in accordance with the agreed formats.
- To issue a publication containing the texts of the different plenary conferences, the results of the working groups or their conclusions and the declaration, should there be any. This publication will be sent free of charge to all participants, and several copies shall be sent to the Secretariat for later distribution, no later than one year after the Congress. The publication must be included in the registration price.
- To update periodically the Congress website. The site shall be available for a period of 5 years after the Congress ends.
- To collaborate with the city that will be organizing the next Congress.

### **Economic questions:**

- The Congress participants must pay registration fees of Euros 450 or its equivalent. The fees include: the material provided before and after the Congress, the coffee-breaks, the working lunches, an official dinner as well as the study visits.
- The member cities of the IAEC must be given a discount or privileges with respect to the non-members.
- Cities from less economically developed countries (as defined by United Nations / World Bank) are eligible for a reduced fee which will not exceed Euros 225 or its equivalent. Bursaries and discounts will be also available to facilitate the participation of these cities at the Congress.
- The members of the Executive Committee (2 per city) and the Secretariat personnel (approximately 6 people) will be exempt from paying the registration fee.
- To provide the Secretariat with 10 places for guests.
- To cover the costs of the Executive Committee meetings held there.

### **Schedule:**

May 2013: All member cities of the IAEC receive the invitation to present their candidacy together with the list of requirements.

January 15<sup>th</sup> 2014: Deadline for the presentation of candidacies. The cities send a copy to each of the city members of the Executive Committee and one to the Secretariat in the three languages, together with the documentation required.

March 2014: Dossier defence, coinciding with the meeting of the Executive Committee to be held in Rosario (Argentina).

**Preceding Congresses:**

<b>Nº</b>	<b>ORGANIZING CITY</b>	<b>Year</b>	<b>Theme</b>	<b>Participants</b>
1 <sup>st</sup> .	Barcelona	1990	<i>"The Educating City for Children and Youth"</i>	500
2 <sup>nd</sup>	Gothenburg	1992	<i>"The Lifelong Learning"</i>	900
3 <sup>rd</sup>	Bologna	1994	<i>"Getting to know ourselves and recognizing Each Other: For a New Geography of Identities"</i>	600
4 <sup>th</sup>	Chicago	1996	<i>"The Arts and Humanities as Agents of Social Change"</i>	800
5 <sup>th</sup>	Jerusalem	1999	<i>"Taking Heritage and History into the Future"</i>	300
6 <sup>th</sup>	Lisbon	2000	<i>"The City, Educational Space in the New Millennium"</i>	800
7 <sup>th</sup>	Tampere	2002	<i>"The Future of Education. The Role of the City in the Globalised World"</i>	520
8 <sup>th</sup>	Genoa	2004	<i>"Another City Is Possible. The future of the city as a collective project".</i>	664
9 <sup>th</sup>	Lyon	2006	<i>"People's Place in the City"</i>	800
10 <sup>th</sup>	Sao Paulo	2008	<i>"Building citizenship in Multicultural Cities"</i>	768
11 <sup>th</sup>	Guadalajara	2010	<i>"Sport, public policies, and citizenship. Challenges of an Educating City"</i>	1400
12 <sup>th</sup>	Changwon	2012	<i>"Green environment, Creative Education"</i>	2000
13 <sup>th</sup>	Barcelona	2014	<i>"An Educating City is an Inclusive City"</i>	In preparation



## CANDIDATURE PRESENTATION FORM.

The City of ..... presents its candidature for the organization of the 14<sup>th</sup> International Congress of Educating Cities (2016).

Is the candidate City a member of the IAEC?                      Yes            No     

Has the City fulfilled its membership dues?                      Yes            No     

Attached find the City Council resolution.                      Yes            No     

Attached find letter from Mayor.                      Yes            No     

Does the candidate city offer budget guarantees?                      Yes            No     

Does the City has experiences in the Documents Bank of the IAEC                      Yes            No     

Beginning and end of Mayors' term of office                                           

We attach the presentation dossier, accompanied by the letter from the Mayor in the three official languages of the IAEC:

English	
French	
Spanish	