**8th World Summit on Arts and Culture to be held in 2018 or 2019**

**Call for Preliminary Expressions of Interest**

(December 2014)

The International Federation of Arts Councils and Culture Agencies (IFACCA) seeks preliminary expressions of interest in hosting the 8th World Summit on Arts and Culture to be held in the period between late-2018 to mid-2019.

The World Summit on Arts and Culture brings together national arts councils, ministries of culture, arts and cultural policy makers, community leaders, and artists from around the world. It provides a unique platform to exchange experiences and ideas about vital issues affecting public support for the arts and creativity at a national and global level.

Each of the previous World Summits has been extremely successful, bringing together key figures in government and the arts from approximately 80 countries and attracting national and international media coverage. More information can be found at www.ifacca.org or www.artsummit.org.

Previous World Summits on Arts and Culture have been held in:

- Ottawa, Canada 2000
- Singapore 2003
- NewcastleGateshead, England 2006
- Johannesburg, South Africa 2009
- Melbourne, Australia 2011
- Santiago, Chile 2014

The 7th World Summit will be held in Valletta, Malta from 18 to 21 October 2016.

The selection of the host for the 8th World Summit will take place in two stages:

a) The submission of a Preliminary Expression of Interest, and

b) The submission of a Final Proposal from those countries that have been shortlisted.

The guidelines for Expressions of Interest and Final Proposals including a timetable for the selection process are attached. The deadline for submission of Preliminary Expressions of Interest is Monday 16 February 2015.

If you are interested in submitting an expression of interest and would like to discuss your plans, we encourage you to contact Magdalena Moreno, Deputy Director, IFACCA on info@ifacca.org or +61 2 9215 9018.

Sarah Gardner
Executive Director
Guidelines for submitting Preliminary Expressions of Interest and Final Proposals to host the 8th World Summit on Arts and Culture

Background
The World Summit on Arts and Culture (the Summit) is intended to provide arts policymakers and others with an opportunity to discuss key issues affecting public support for the arts and creativity. All national arts funding agencies (arts councils and ministries of culture) are invited to participate and the Summits are open to anyone with an interest in arts and cultural policy and programmes that support artistic creativity.

Requirements
While IFACCA is open to all proposals, the following requirements must be met:

1. General Requirements
   a. To be eligible to bid for the Summit, an organisation must be a current national member of IFACCA. Bids from affiliate members in partnership with their national member may be considered, but would require further consultation with IFACCA.
   b. If successful, a Memorandum of Understanding (MOU) will be entered into by IFACCA and the national member.
   c. The Summit will be staged over approximately three days and be attended by approximately 500 delegates.
   d. IFACCA’s General Assembly, CEO Leadership Seminar and other activities will be organised to coincide with the Summit.
   e. While the official language of the Summit is English, marketing materials and proceedings of the Summit would usually be provided in at least two other languages (generally Spanish and French).
   f. It is expected that the Summit will take place in 2019 (or late 2018). IFACCA is open to suggestions about the time of year best suited for holding the event.
   g. The target audience for the Summit should comprise

   IFACCA members and affiliates
   Arts funding bodies
   Ministries of Culture
   Artists
   Corporate sponsors
   Cultural industry sector
   Cultural and artist networks
   International arts media

   International agencies
   Arts representative bodies
   City and local government
   Arts policy makers and researchers
   Academics and tertiary institutions
   Arts educators and administrators
   Private foundations
   Others with an interest in arts funding and support
2. **Budgetary Requirements to be met by the Host**
   
a. The costs of the event will be underwritten by the host.
   
b. In addition to support from the host government, income may be generated from:
      - grants from other government agencies (regional or local/city government)
      - private foundations
      - sponsorship or ‘in-kind’ provision of resources
      - registration fees (including for accompanying persons).
   
c. The budget for hosting the Summit must allow for costs associated with:
      - management and administration of the Summit and its associated events;
      - venue hire, catering, local travel, taxes, and administration;
      - marketing, design, printing, conference packs, photography or recording;
      - speakers travel, accommodation and other programming costs;
      - a contribution (of at least $A35,000) to the costs of the research required to produce a ‘discussion paper’ on the Summit theme, and a follow-up report (to be undertaken, or commissioned, by IFACCA in consultation with the host);
      - an arts/cultural programme to supplement the Summit programme;
      - an official Summit dinner for all delegates and invited VIPs;
      - the translation of marketing materials and interpretation services at the Summit into at least three languages (English, French and Spanish);
      - the Summit’s bursary programme which will enable at least 20 delegates from developing countries to attend the Summit through the provision of free registration, travel and/or accommodation;
      - venue and catering costs for IFACCA’s own events, that is:
         - General Assembly (100 people meeting for about two hours prior to the Summit)
         - meetings of IFACCA’s five regional chapters (about 30 people in each meeting, for two hours after the main Summit)
         - two board meetings (10 people meeting for about two hours – before and after the Summit)
         - CEO Leadership Seminar – venue and catering for 50 CEOs for 2 days
      - travel, accommodation and local transport costs associated with one site visit by an IFACCA representative during the expression of interest or planning stages;
      - costs of accommodation for IFACCA staff to attend the Summit
      - attendance by a representative of the bidding organisation at IFACCA board meeting(s) during the bidding process and planning period;
      - documentation of the Summit in the form of evaluations, photographs, video, online content, and printed materials, with appropriate copyright clearance
      - the hosting of an IFACCA board meeting 12 months prior to the Summit
   
d. There is a hosting fee to be paid to IFACCA (in addition to the projected expenditure budget) and paid in annual instalments in the lead-up to the Summit. The timeline for the instalments can be arranged to suit the host’s financial cycles. While the level of the hosting fee can be negotiated with the successful bidder depending of the specific requirements, IFACCA anticipates that it would be approximately $A125,000. (This fee does not include the contribution to the cost of the Summit research report described above.)
IFACCA’s role
IFACCA plays an active role as co-host of the Summit, and its Secretariat will provide a range of resources and expertise to help ensure a successful event. For example, IFACCA will provide:

- the branding and visual identity (logo) for the Summit
- the website structure and hosting
- templates, timetables and standard documents to assist with all aspects of the management of the Summit
- input and advice on theme selection, programming and speakers
- international research on the Summit theme, preparation of a ‘discussion paper’, and a final report that incorporates discussion at the Summit
- oversight of the bursary programme
- advice on all international aspects of the Summit preparations such as fundraising, marketing and database management
- an evaluation of the Summit, and
- costs of travel (airfares and stipend) for its own staff to attend the Summit

Proposals
1. Preliminary Expressions of Interest
Expressions of interest (EOIs) must be submitted in English and should not exceed three pages.

The EOI can be in the form of a letter, which presents:

- the host’s reasons for wishing to submit a proposal
- in-principle agreement to meet the general and budgetary requirements listed above
- an overview of the proposed approach and location, and
- briefly addresses the selection criteria provided below.

The deadline for submission of the EOI is **Monday 16 February 2015**.

2. Final Proposal
If shortlisted, hosts will be required to submit a final proposal (in English) that clearly demonstrates the following:

- a vision for the event outlining the reasons for wishing to host the Summit.
- the ability to deliver a practical, results-oriented programme that reflects a commitment to public support for arts and culture.
- a commitment to involving a broad range of individuals from all parts of the world.
- a clear management and reporting structure with one primary point of contact for IFACCA in the planning, development and implementation of the Summit.
- an awareness of the costs of the Summit, and the means by which those costs are to be met by presenting a preliminary break-even budget (a budget template is available on request).
- agreement to work cooperatively with IFACCA’s board and secretariat in planning the Summit.
Selection Criteria
The IFACCA board will use the following criteria to (a) shortlist expressions of interest, and then (b) make the final selection of the Summit host:

- quality of the proposed programme, including suggestions for themes, speakers and auxiliary programming (artistic performances, receptions, tours).
- extent to which the proposed programme reflects IFACCA’s vision and objectives;
- suitability of the city and date and venue proposed (ease and cost of air travel and access from major airports, security, facility to arrange simultaneous translation, cost and quality of accommodation, communication facilities, climate, ease of obtaining entry visas etc).
- practicality of the budget proposed, the degree of financial support from the host government and other sources, and the extent of support for delegates from developing countries.
- experience of the host organisation in organising an event of this scale and nature.
- sustainability of the bid if government changes were to occur and impact on the host.

Timetable

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>December 2014</td>
<td>Call for expressions of interest to host (EOIs) the 8th World Summit</td>
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<tr>
<td><strong>16 February 2015</strong></td>
<td><strong>Deadline for submissions for EOIs</strong></td>
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<tr>
<td>March/April 2015</td>
<td>IFACCA Board to discuss submission of EOIs and shortlist</td>
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<td>May 2015</td>
<td>Inform bidding organisations of the results of the shortlisting of EOIs</td>
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<td>May-Jul 2015</td>
<td>IFACCA to assist potential hosts to develop shortlisted bids, budgets etc</td>
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<td><strong>4 September 2015</strong></td>
<td><strong>Final submissions due</strong> (please note this date may vary but sufficient time would be provided to complete final proposals)</td>
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<td>October 2015</td>
<td>Bidders to present at IFACCA board meeting (likely to be in Malta)</td>
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<td>The board would select the host or seek more information if required.</td>
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<td>Once the decision is made the bidders would be informed and an MOU would be developed in consultation with the successful bidder.</td>
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<td>March 2016</td>
<td>Deadline for an MOU to be signed (and decision remains confidential)</td>
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<td>October 2016</td>
<td>IFACCA to announce the host of 8th World Summit - at the 7th World Summit in Valletta, Malta</td>
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<td>2018-2019</td>
<td>8th World Summit takes place</td>
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Further Information
More information on IFACCA at [www.ifacca.org](http://www.ifacca.org) and reports from previous World Summits at:

- Chile 2014: [www.artsummit.org](http://www.artsummit.org) (until February 2015)