



4 February 2004

Dear colleague

Calling for Hosts for the World Summit on the Arts and Culture

I am writing on behalf of the board of the International Federation of Arts Councils and Culture Agencies (IFACCA) to seek formal expressions of interest in hosting either of the next two World Summits on the Arts and Culture.

The first World Summit was hosted by the Canada Council in Ottawa in December 2000. The second was hosted by the National Arts Council of Singapore in November last year. The aim of the Summits is to connect people and to promote networking, as encapsulated in the 2003 Summit theme, *Creating Connections: Trends in Government Support for the Arts*.

Both Summits have been extremely successful, bringing together key figures in government and the arts from over 45 countries and attracting national and international media coverage. More information can be found at www.ifacca.org or www.artsummit.org.

The board of IFACCA has already received several expressions of interest in hosting the Third (2005) and Fourth Summit (2007). Before considering these bids at its April meeting, the board is providing a final opportunity to submit proposals.

The enclosed document describes the process for selecting the host for the Summits. The closing date for proposals is **Friday 19th March 2004**.

If you are interested in submitting a proposal to host either Summit and would like to discuss your plans, please do not hesitate to contact me.

Yours sincerely

Sarah Gardner
Executive Director

WORLD SUMMIT ON THE ARTS AND CULTURE Guidelines for submitting an Expressions of Interest

Background

The World Summit on the Arts and Culture is a biennial event intended to provide arts policymakers and others with an opportunity to discuss key issues affecting public support for the arts and creativity. Members and affiliates of IFACCA are invited to participate and the Summits are open to anyone with an interest in arts and cultural policy and the support of artistic creativity.

The first Summit was hosted by the Canada Council for the Arts in December 2000, and the second by the National Arts Council of Singapore in November 2003. More information on World Summits can be found at www.ifacca.org and www.artsummit.org.

Model for the future Summits - While we are open to all proposals, there are some broad expectations for future Summits:

- The Summit will be hosted by, or in close collaboration with, a national arts funding body.
- The event will be run over three days and be attended by 150 to 300 delegates.
- IFACCA's General Assembly will be timed to coincide with the Summit.
- IFACCA's secretariat will provide advice on the programming and organisation of the event and will assist in promoting it internationally.
- The costs of the event will be underwritten by the host with income generated from grants from government or private foundations, from sponsorship and from registration fees.
- While the main language of Summits is English, it is expected that the budget will allow for translation of marketing materials and proceedings into at least one other language.
- It is anticipated that the third and fourth Summits will occur in 2005 and 2007, respectively.

Proposals – Proposals to host the World Summit should clearly demonstrate:

- the ability to deliver a practical, results-oriented program that reflects a commitment to public support for the arts.
- a commitment to involving a broad range of individuals from all parts of the world.
- an awareness of the anticipated costs of the Summit, and the means by which those costs are to be met (such as registration fees, value-in-kind, and private and government support).
- agreement to work cooperatively with IFACCA's board and secretariat in planning the event.

Selection Criteria – The IFACCA board will use the following criteria to select the Summit host:

- quality of the proposed program, including suggestions for themes, speakers and auxiliary programming (artistic performances, receptions, tours).
- suitability of the city and venue proposed (ease and cost of air travel, ease of 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 nature.

Selection Process

Proposals will be discussed at IFACCA's board meeting in April 2004. Expressions of interest, addressing the above criteria, must be received by the IFACCA secretariat by **Friday 19 March 2004**. If you would like any assistance in preparing your proposal, please contact Sarah Gardner, Executive Director of IFACCA at info@ifacca.org.