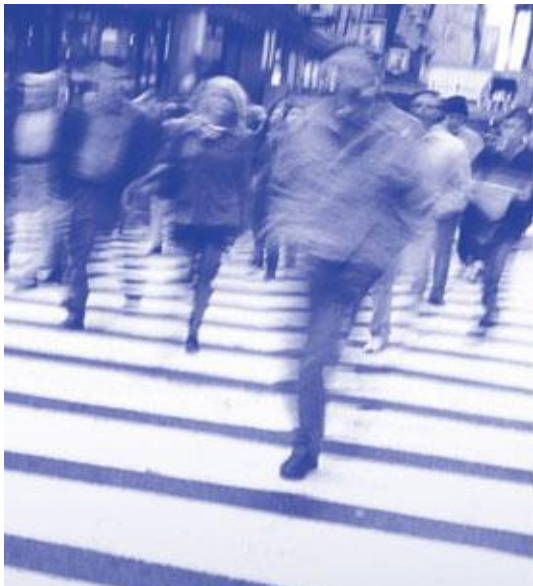




CIVITAS Forum Annual Conference 2017

Guidance documentation for cities wishing to apply to host the Forum 2017

CiViTAS
Cleaner and better transport in cities



The CIVITAS Forum Network currently includes 237 from European countries, 8 middle East as well, as 1 African country who have formally committed to implement policies and measures that support clean and sustainable urban transport by signing the CIVITAS declaration.

The CIVITAS Forum Conference is an annual event that is an opportunity for the exchange of dialogue and views between city network representatives and European politicians on the one hand, and experts in the field of urban mobility on the other.



THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

The CIVITAS Forum Conference is the annual flagship event of the CIVITAS Forum Network of cities as well as a very important conference in the urban mobility field.

The CIVITAS Forum Conference takes place each year between September and October. The 2017 conference will be the 15th such annual event, following forahosted in Gdynia, Ljubljana, Casablanca, Brest, Vitoria-Gasteiz, Funchal, Malmö, Krakow, Bologna, Kaunas, Burgos, Nantes, Rotterdam and Graz, where the series started in 2003.

European cities interested in hosting the event are hereby invited to submit an application. The following pages provide useful background information that should be read prior to its submission.

1 Organisational Responsibilities

The selected host city is responsible for the practical and logistical organisation of the CIVITAS Forum Conference. The following table gives an indication as to the envisaged responsibilities for specific tasks.

For each forum conference an organising committee is established, which consists of representatives of the European Commission, the host city representatives and the CIVITAS Support Action team. Please note that the organization of the FORUM 2017 will be managed by the upcoming CIVITAS Support Action. Therefore the below division of actions and responsibilities is only indicative, as detailed tasks will be discussed within the new organising committee and adapted according to specific circumstances.

TASKS	ACTIONS	RESPONSIBILITY
Event Programme	Determine event contents	Organising Committee
	Identify/involve speakers within the host city/country	Host
	Identify/involve international speakers	CIVITAS/ EC
	Preparation & printing of programme	Host
	Collection of presentations and abstracts	CIVITAS
	Politicians' Agenda and Invitations	Host
Site visits + social events	Determine programme	Host
	Practical organisation	Host
	Site visit guides	Host
	Social programme (Gala Dinner, Cocktail Reception)	Host
Mailing	Invitation to CIVITAS Forum members	CIVITAS
Registration	Registration tool	CIVITAS
	List of participants	CIVITAS
Logistics	2-3 preparatory meetings	Organising Committee
	Establish checklist	CIVITAS
	Provide travel information and shuttle service(s) if necessary	Host
	Provide a professional Master of Ceremonies for the Awards and a Moderator for the Plenary Sessions	CIVITAS
	Provide promotional materials	Host and CIVITAS

TASKS	ACTIONS	RESPONSIBILITY
	Conference room rental incl. conference secretariat, room for parallel meetings and exhibition area	Host
	Technical equipment rental	Host
	Erect signposts between venues	Host
	Provide catering services	Host
	Provide conference packs/bags	Host
	Arrange interpretation where necessary	Host
	Host on the spot registration	Host
	Practically organise the exhibition	Host / CIVITAS
	Invite/screen potential exhibitors/sponsors	Host / CIVITAS
	Conference badges	CIVITAS
Hotels	Pre-booking and bulk price negotiation and/or provision of a list of approved hotels	Host
CIVITAS Awards 2017	Announce call and organise voting procedure	CIVITAS
	Provide audio-visual equipment for the Awards ceremony	Host
	Preparation of Award and speech	CIVITAS
Public relations	Undertake local promotion and the search for local sponsors	Host
	Organise and host a press conference/ issue press releases	Host / CIVITAS
Follow-up	Reimbursement of external speakers	CIVITAS

2 Costs

The costs of organising the CIVITAS Forum Conference are shared between the host city and the CIVITAS Forum Conference Secretariat. Costs typically, for the host, range between EUR 60,000-80,000 (venues/premises, catering, interpretation, transport and technical equipment). In addition, about 1,000 person hours should be allocated for organisation. Premises' rental and catering can be expected to constitute the majority of the budget.

3 Benefits

Hosting the CIVITAS Forum Conference is an opportunity to demonstrate and share success and achievement in the field of clean and sustainable urban transport. It is an occasion to put your city on the international map! Whether you choose to do this via a series of site-visits, or present within a variety of technical sessions, you are guaranteed the attention of up to 400 experts consisting of: local politicians, mobility practitioners, academics and non-governmental organisations. Combined with intense media interest, and a European

platform for high-ranking politicians hosted within your own city, the Forum is an opportunity to make your achievements the spectacle of the sustainable urban transport community. By hosting discussions and an exchange of views on advanced urban transport solutions, you can also influence and leave your mark on the future of urban mobility!

Past Forum hosts have used the occasion of the Conference to exhibit the most famous sites in their location, demonstrate state-of-the art conference facilities, promote the cultural and historical heritage of their city and highlight academic excellence. It is also an ideal way to introduce the touristic wonders of your city at the same time, a big plus if you aren't the capital!

4 Submission Procedure

There is no strict format for your application, however, it should be no longer than three pages and should include some pictures of the venue/s. You are free to design and structure it as you wish, although it should take into account the following points & criteria:

4.1 POLITICAL COMMITMENT TO HOST THE CIVITAS FORUM CONFERENCE

If you are hosting the CIVITAS Forum Conference you are (co)organising a high-level political event. The commitment and personal engagement of your local politicians is necessary to support the organisation and its attractiveness. National public bodies such as Departments/Ministries of Transport may also be involved in supporting/hosting the event.

Support letters from the City's Mayor as well as from national and public bodies involved are very welcome.

4.2 RELEVANCE OF LOCAL ACTIVITIES TO THE CIVITAS INITIATIVE

The host city should be able to demonstrate the implementation of sustainable urban transport policy. This should have occurred through the adoption of a range of innovative measures, technologies and/or infrastructures, ideally in an integrated fashion and in partnership with a variety of stakeholders. These will be illustrated via a selection of site visits that will also highlight challenges and obstacles, and how they were overcome.

4.3 LOGISTICS AND ORGANISATIONAL SKILLS

The host city should demonstrate logistical competencies and excellent organisational skills, including:

- The ability to provide staff for the organisation of a two-day event;
- The ability to organise site visits;
- The availability of a venue with a capacity for plenary sessions of up to 400 participants, multiple parallel sessions as well as sufficient open space to organise an exhibition;
- Logistical capacities with regard to catering and simultaneous interpretation;
- Commitment with regard to a contribution to the overall costs of the event;
- Site accessibility (flight and train connections from major European cities and transport hubs);
- Facilities for persons with special needs (e.g. visually impaired, wheelchair bound etc.);
- Commitment to use the CIVITAS brand on all promotion materials related to the CIVITAS Forum Conference;
- The ability to participate in the Forum Conference's organising committee.

4.4 OTHER INFORMATION AND FORUM DATES

Applicants may add other information that in their view will add value to their bid to host the CIVITAS Forum Conference, for example:

- Short descriptions of the recent achievement in urban mobility as well as of the future project/planning;
- References to any previous CIVITAS involvement or references to any other urban mobility project are welcome;
- Description of the proposed venue, detail information, link and pictures;
- Description of what the city can show in term of site visit;
- Information about the city accessibility (travel, accommodation, etc...);
- Description of the proposed site visits.

Application must **indicate three alternative dates to host the conference**. Please note that usually the CIVITAS FORUM Conference is organized during the autumn (between mid-September and end-October).

5 Selection Process and deadlines

The [CIVITAS Political Advisory Committee](#) (PAC) will review applications against the criteria outlined above and decide the winner. Besides the quality of the proposal, other considerations such as geographic balance in event location will also be taken into consideration. A decision will be reached by consensus.

The next Forum Conference host city will be announced at the closing session of the 2016 CIVITAS Forum in Gdynia on the 30th September 2016. All applicants are asked to ensure the availability of a senior representative to provide a short welcome address to the next Forum Conference!

Your application should be sent via email to the CIVITAS Secretariat: secretariat@civitas.eu with "Application for 2017 CIVITAS Forum Conference" placed within the subject of your message.

THE APPLICATION CALL CLOSES ON 16th JUNE 2016

The results of the selection process will be communicated to the winner city and to the applicants around the mid-July 2016.

6 Further Information

Visit the [CIVITAS Forum Conference 2016 website!](#)

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