



*Legal Seat – Helsinki, Finland*

## **WORLD FEDERATION OF THE DEAF**

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO, WHO and the Council of Europe

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*President*

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17 September 2009

Dear WFD Ordinary Members,

The World Federation of the Deaf has updated the Bidding Guidelines for the XVII World Congress of the World Federation of the Deaf to be held in July, 2015. It is our pleasure to enclose the Guidelines for your Association's interest and consideration to bid for the XVII World Congress of the World Federation of the Deaf. If your Association is interested to submit a bid, we would like to emphasize that the criteria detailed on Page No. 2 and 3 shall be followed.

Please note that the closing date for the bid is Friday, 31 December 2010.

If your Association wishes to receive any further information, please contact the WFD General Secretariat.

Kind regards

Mr Markku Jokinen  
President  
World Federation of the Deaf

# XVII WORLD CONGRESS of the WORLD FEDERATION OF THE DEAF

An International Non-Governmental Organisation in official liaison  
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## 2015 BIDDING GUIDELINES

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And relevant information

14<sup>th</sup> September 2009

# CONGRESS BIDDING GUIDELINES

*The WFD Board is planning to appoint a full time Executive Director in the near future. In the period before an Executive Director is appointed, the Chair of the World Congress Working Group will assume the duties normally taken by the Executive Director in these guidelines.*

Only an **Ordinary Member** of the World Federation of the Deaf (WFD) may make a bid to host the XVII World Congress of the WFD. Such bids will be acknowledged by the Executive Director and reviewed by the Board not later than six months prior to the Congress at which the bid will be presented for consideration.

For the XVII World Congress, to be held in 2015, the deadline for sending bids to the Executive Director is **31 December 2010**. The Board will review bids in January 2011. Bidding Ordinary Members will be notified of the acceptance or rejection of their bids as soon as possible thereafter. All accepted bids will then be voted on at the General Assembly in July 2011 in South Africa.

All bids *must* conform to the following (any bids not doing so will be immediately rejected):

- 1) Bids must provide a copy of the Ordinary Member's Board Meeting Minutes or General Assembly that endorsed the bidding Ordinary Member to bid for the XVII World Congress.
- 2) Bids must be signed by the President and Secretary of the bidding Ordinary Member.
- 3) Bids must be accompanied by a letter certifying that the bidding Ordinary Member will assume **full responsibility for management** of the World Congress and **financial arrangements** to support the World Congress (as per the sections within this document titled "Organising Committee Responsibilities" and "Financial Responsibilities") including the length of days for the XVII World Congress [Three days or Five days].
- 4) Bids must be accompanied by documents indicating the following requirements below have been accomplished:
  - 4.1) Official letters of support indicating **willingness to give its support or recognition to sponsoring the World Congress from your country's**
    - a) National Government
    - b) State/provincial/regional government, and
    - c) City government,

At least one letter must be presented from each governmental level.

- 4.2) At least two letters from corporations or foundations, all of which commit the writers to contribute a combined total of at least **35,000 Euros** towards the costs of the World Congress if the country's bid is successful.
- 4.3) Require that any national bid must show proof of having at **least 20,000 Euros** in start-up money.

- 4.4) Require proof that at least two people will be hired full-time to work on preparations for the World Congress within six months after winning the bid. One of these people should be hired by the professional congress organiser; the other should be hired by the national organisation or the independent organising corporation.

**Bids without such governmental endorsement will be immediately rejected.**

In addition to the above, bids should be accompanied by the following essential information:

- 1) **Materials** about the **national host organisation** wishing to host the Congress
- 2) **Materials** about the proposed Congress venue and the budget of the Congress
- 3) Previously hosted an international Deaf event attended by at least 500 people
- 4) **Reasons and Purpose** for having the Congress in the proposed country
- 5) Any other relevant supporting documents.

**The original bid should be sent to the Executive Director  
(PO Box 65, 00401 Helsinki, Finland)  
\*\* Deadline: 31 December 2010 \*\***

After notification of acceptance of bid by the WFD Board, it is recommended that a copy also be sent to all WFD Ordinary Members for their information and preparation for voting. Please do not send a copy of the bid until you have been notified of this acceptance from the Executive Director. This is to avoid any confusion about which bids are approved by the WFD Board for voting at the General Assembly in South Africa. Any approved bidders for the World Congress will be invited to present for 10 - 15 minutes to the General Assembly to enable the Ordinary Members to vote. The General Assembly will by a simple majority vote make a decision on the venue for the XVII World Congress.

In case there are no bids, the Executive Director will again appeal to all Ordinary Members to send bids at least thirty-six (36) months prior to the next World Congress. After review the Board will authorise the Executive Director to conduct a ballot among Ordinary Members. Their replies must be received and tabulated at least thirty (30) months prior to the World Congress. A simple majority vote will then determine the selection of bids.

**A binding contract between World Congress Organising Committee and WFD Board shall be in force within twelve (12) months after the WFD General Assembly wherein the bid was submitted.**

# OTHER RELEVANT MATERIAL INCLUDING ORGANISING COMMITTEE RESPONSIBILITIES

The Executive Director has overall responsibility for the XVII World Congress. However, the Ordinary Member submitting a bid must understand and agree to certain responsibilities, in the case of a successful bid. These include, *amongst other things*, to:

- Establish an organising committee within three (3) months after the selection of their bid.
- Report on its activities in writing to the Executive Director every three months.
- Send a representative of the Organising Committee to attend and report to meetings of the WFD Board.
- Make *recommendations* to the Board in the following order:
  - 1) Congress dates
  - 2) Congress theme and logo
  - 3) List of between six (6) - nine (9) Commissions and seven (7) - ten (10) Special Interest Groups,
  - 4) Congress programme and schedule
  - 5) List of International Sign Interpreters (In consultation with the Executive Director)
  - 6) List of keynote and plenary presenters (In consultation with the Executive Director)
  - 7) Registration fees
  - 8) Congress Budget

**NOTE: THE WFD BOARD HAS FINAL DECISION ON ALL RECOMMENDATIONS.**

- Accept financial responsibility for items detailed under 'Financial Responsibilities' in this document.
- Prepare all Congress Announcements, including Call for Papers, according to a timetable agreed upon with the WFD Board and Executive Director.
- Organise all International Sign, English and own national sign and spoken language interpreting included national sign language interpreters for Deafblind.
- Organise training workshop for volunteers, immediately prior to the Congress.
- Provide office requirements and General Assembly requirements, as outlined.
- Involve national Deaf community as much as possible in all stages of the Congress planning, and ensure information is disseminated nationally regularly.
- Organise volunteers, including assistants for the General Secretariat and WFD Board as requested.
- Organise a Arts and Culture programme.
- Host a WFD Youth Camp to be held immediately prior to the Congress, in cooperation with a Camp Organising Committee to be formed in cooperation with the OM's Youth Group or Youth Ordinary Member of the WFD.

The World Congress Organising Committee answers to the Executive Director, and is required to co-operate closely with the Executive Director on all matters. They will follow

instructions issued by the Board and the Executive Director, in addition to the WFD Statutes and Internal Rules.

The Organising Committee will publish, in paper and electronic format, the Official Proceedings of the WFD Congress within twelve (12) months following the conclusion of the Congress. About 100 copies of the Proceedings, as determined by the WFD Board, shall be given to WFD free of charge.

NOTE: The above requirements are intended as a guide to potential bidders. Final guidelines and financial responsibilities will be given to the winning bidder in the World Congress Guidelines.

## FINANCIAL RESPONSIBILITIES

The World Congress Organising Committee and the hosting national federation will have responsibility, including financial, for the following:

### WFD Board Members, WFD Youth Section Members, Executive Director and WFD Staff Members

- Accommodation (close to the Congress venue) and meals for eleven (11) WFD Board members, Executive Director, and four (4) WFD staff members.
- Accommodation (close to the Congress venue) and meals for seven (7) WFD Youth Section members.
  - The WFD President, Executive Director and one (1) WFD Staff member generally arrives one week prior to the World Congress.
  - Three (3) WFD staff members two days prior to the Board meeting immediately preceding the World Congress.
  - The WFD Board members arrive the day before the Board meeting.
  - The WFD Youth Section members arrive the day before the General Assembly Workshop.

### Commission Co-ordinator

- Travel, accommodation (close to the Congress venue) and meals for Commission Co-ordinator.
  - The Commission Co-ordinator generally arrives at same time when Executive Director arrives one (1) week prior to the World Congress.

### Keynote and Plenary Presenters

- Travel, accommodation (close to the Congress venue) and meals for Keynote and Plenary Presenters (between six (6) - ten (10) presenters).
  - The Keynote and Plenary presenters arrive the day before the General Assembly.

### International Commission Presidents

- Travel, accommodation (close to the Congress venue) and meals for between 6 - 10 International Commission Presidents.
  - The International Commission Presidents arrive the day before the General Assembly.

### Co-ordinators for the Sign Language Interpreting Service

- Travel, accommodation and fees for two (2) Sign Language Interpreter Co-ordinators.
  - The Sign Language Interpreter Co-ordinators arrive the day before the WFD Board meeting.

#### International Sign Interpreters

- Travel, accommodation and fees for between twenty (20) - thirty (30) International Sign interpreters.
  - The International Sign Interpreters arrive the day before the General Assembly.

#### National Sign Language Interpreters included Deafblind

- Travel, accommodation and fees for between twenty (20) - thirty (30) National Sign interpreters or more decided by the World Congress Organising Committee.
  - The National Sign Interpreters arrive the day before the General Assembly.

#### WFD Youth Camp

- To take full financial responsibility and assist with the organisation of the WFD Youth Camp to take place prior to the Congress. Costs of the WFD Youth Camp should be covered by camp fees and other income separate from the budget for the World Congress.

#### Summary of financial responsibilities

- All keynote and plenary presenters, international commission presidents, WFD Board, WFD Youth Section members, Executive Director and WFD staff members shall receive free Full Registration to the World Congress, and an invitation to all major World Congress Events.
- WFD also reserves the right to request free registration for between ten (10) - twenty (20) VIP guests.
- Provide refreshments and lunch for VIP guests, WFD Board Members, Regional Secretariat Directors, WFD Youth Section Members, Honorary Board Members, and Official Delegates from all WFD member nations during the General Assembly Workshop and General Assembly Meetings.
- All International and Host Country National Interpreters shall receive an official World Congress pass to access the full World Congress Venue.
- Two Country Ordinary Members' Official Sign Language Interpreters will be provided with the Official Interpreter Working Pass.
- Special provision for registration and benefit package should also be made for Official World Congress Volunteers.
- Officially registered participants at the WFD Youth Camp shall receive complimentary basic registration to the World Congress.
- Requirements for WFD Rooms and general office supplies (i.e. computers, internet access, photocopier, paper, pens and pencils, paper clips, etc for WFD Offices).
- Fees and working conditions for the interpreters will be determined by agreement between the World Congress Organising Committee and the Executive Director.
- Ten (10) percent of the registration fee of each participant will be allocated to WFD within six (6) months after the Congress Closing Ceremony.
- A binding contract between the World Congress Organising Committee and WFD Board shall be in force within twelve (12) months after winning the bid at the last WFD's General Assembly.

- All costs involved in the organisation of the World Congress itself, including but not limited to:
  - Printing and dissemination of World Congress and WFD Youth Camp information
  - Attendance of representative of the World Congress Organising Committee at each WFD Board meeting prior to the World Congress
  - World Congress venue and equipment hire
  - Full Liability Insurance Coverage
  - Fees to Professional Congress Organisers/Consultants
  - Costs of the World Congress Organising Committee meetings
- Accommodation and meals for three (3) days for each theatre group invited to perform at the World Congress (arrival day, rehearsal day and day of actual performance.) If the group stays longer, they are responsible for their own accommodation and meals. If possible, either free or reduced rate access to World Congress presentations should also be provided to the theatre group members.

In addition, the WFD Board may elect to hold a Board meeting in the host country approximately one and half (1½) years prior to the World Congress. In the event that such meeting occurs, the World Congress Organising Committee is responsible for accommodation and meals for Board members and the Executive Director.

Alternatively, the Board may elect to have its appointed representatives, such as the President and the Executive Director, accompanied by their interpreters, conduct a Congress site visit. The World Congress Organising Committee shall then be responsible for travel, accommodation and meals during this visit.

NOTE: The above requirements are intended as a guide to potential bidders. Final guidelines and financial responsibilities will be given to the winning bidder in the World Congress Guidelines.

# WFD OFFICE REQUIREMENTS

The following are the basic minimum needs for the WFD Rooms shall be established after the WFD Board meeting through the end of the World Congress:

WFD President Room (Medium Room)	Executive Director Room (Large Room)	WFD Board Room (Large Room)
<ul style="list-style-type: none"> <li>WFD President</li> <li>Assistant to WFD President</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director</li> <li>WFD Staff members</li> <li>Commission Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>WFD Board Members</li> <li>WFD Regional Secretariat Directors</li> </ul>
2 Computers with the XP (Professional) and VISTA Programmes (Professional)	3 Computers with the XP (Professional) and VISTA Programmes (Professional)	3 Computers with the XP (Professional) and VISTA Programmes (Professional)
1 Printer	3 Printers	1 Printer
	1 Photocopier (high speed, high capacity, and good quality)	
White board	White board	White board
3 Working Desks and Chairs 1 Small Round Meeting Table and 6 Chairs	6 Working Desks and Chairs 3 Long Tables	15 - 20 Working Desks and Chairs
	Fax Machine	
	Telephone and Text Telephone Alternatively, mobile phones can be supplied for use	
Wireless Internet Access	Wireless Internet Access	Wireless Internet Access
		<b><i>Please note:</i></b> A separate room, with capacity for at least 30 people, must be always available for larger meetings - there should be a room booking system in place to ensure there is no clash in scheduling.
WFDYS Room (Medium Room)	International Presidents Room (Medium Room)	Interpreter Preparation Room (Large Room)
<ul style="list-style-type: none"> <li>WFDYS Board Members</li> </ul>	6 - 8 International Commission Presidents	Interpreters and Personal Assistants/Carers
2 Computers with the XP (Professional) and VISTA Programmes (Professional)	2 Computers with the XP (Professional) and VISTA Programmes (Professional)	
1 Printer	1 Printer	
White board	Whiteboard	
7 Working Desks and Chairs	6 - 8 Working Desk and Chairs	
Wireless Internet Access	Wireless Internet Access	
Meeting Table and Chair	Meeting Table	

In addition to the above rooms, the WFD should receive complimentary exhibition space in the exhibit hall. This space should be equal in size to at least two regular spaces, and be placed in a prominent location near the entrance to the exhibition hall. Technical facilities to be provided include two tables, four chairs, and visual media presentation facilities.

NOTE: The above requirements are intended as a guide to potential bidders. Final guidelines and financial responsibilities will be given to the winning bidder in the World Congress Guidelines.

## GENERAL ASSEMBLY REQUIREMENTS

The Executive Director is responsible for organisation of the General Assembly. The World Congress Organising Committee is responsible to provide the space and set-up for the General Assembly, in consultation with the Executive Director. The basic *minimum* needs are as follows:

- A room large enough to seat VIP guests, WFD Board Members, Regional Secretariat Directors, WFD Youth Section Members, Honorary Board Members, International Commission Presidents, Keynote and Commission Presenters and Official Delegates from all WFD member nations, as well as a large number of observers.
- Rows of tables and chairs facing the front, for VIP guests (approximately 10), WFD Board Members (10), Regional Secretariat Directors (8), WFD Youth Section Members (7), Honorary Board Members (approximately 5), International Commission Presidents (6 - 8), Keynote and Commission Presenters (6 - 8) and Official Delegates. Currently WFD has a membership of 130 nations, each of whom has the right to send two official delegates to the General Assembly.
- Large place cards with member country names, to be on the table in front of each country's Official Delegate(s).
- Voting cards for each Ordinary Member - one red, green, yellow and white cardboard card per Ordinary Member.
- Rows of chairs only in the back or side of the room, for observers, clearly separate from the delegates' area.
- A stage, platform or raised area at the front of the room, where the President and Executive Director will sit at a table. There should be plenty of space for documents.
- A banner above the stage with 'World Federation of the Deaf, General Assembly', the dates of the General Assembly, and other relevant information if desired.
- Overhead projector, film/video screen, computer with the latest programs and operating system, Data Projector (LCD) with power point and overhead projecting facility.
- A visual technical officer to be available on the site.
- Large display screens, visible from the back of the room, for documents and other visuals.
- Audio microphone for first day voice interpretation for VIP guests. The second day of the General Assembly is traditionally conducted in International Sign only, but if possible the microphone should continue to be available in case of need.
- Film recording of the General Assembly Workshop and General Assembly Meetings, with copies to be given to the WFD.
- Provide the refreshments and lunch for VIP guests, WFD Board Members, Regional Secretariat Directors, WFD Youth Section Members, Honorary Board Members, International Commission Presidents, Keynote and Commission Presenters and Official

Delegates from all WFD member nations. It is recommended for International Commission Presidents to be there before the General Assembly.

- A poster should be set up in the hall, stating OM delegates are to go to the table to receive their name tags from the WFD Staff.

NOTE: The above requirements are intended as a guide to potential bidders. Final guidelines and financial responsibilities will be given to the winning bidder in the World Congress Guidelines.

## CONGRESS THEMES

According to the Statutes/Internal Rules, the Congress Organising Committee must propose a Congress theme within a certain time after winning the bid.

The WFD Board has the final right to approve the theme.

To date, themes have been:

◇ 1951	Rome, Italy	(no theme)
◇ 1955	Zagreb, Yugoslavia	(no theme)
◇ 1959	Wiesbaden, Fed. Rep. of Germany	(no theme)
◇ 1963	Stockholm, Sweden	(no theme)
◇ 1967	Warsaw, Poland	The Deaf Among Hearing Persons
◇ 1971	Paris, France	The Deaf Person in the World in Evolution
◇ 1975	Washington DC, USA	Full Citizenship for All Deaf People
◇ 1979	Varna, Bulgaria	The Deaf People in Modern Society
◇ 1983	Palermo, Italy	Deafness Today & Tomorrow: Reality & Utopia
◇ 1987	Espoo, Finland	One World - One Responsibility
◇ 1991	Tokyo, Japan	Equality and Self-Reliance
◇ 1995	Vienna, Austria	Towards Human Rights
◇ 1999	Brisbane, Australia	Diversity and Unity
◇ 2003	Montréal, Canada	Opportunities and Challenges in the 21 <sup>st</sup> Century
◇ 2007	Madrid, Spain	Human Rights through Sign Languages
◇ 2011	Durban, South Africa	Global Deaf Renaissance

# CONGRESS SCHEDULE

The basic schedule to work with is:

EVENT	LENGTH	SCHEDULED DAYS
WFD Board Meeting	Two Days	Day One and Two
Workshop Day	One Day	Day Three
General Assembly	Two Days	Days Four and Five
WFDYS Workshop	One Day	Day Four
WFDYS General Assembly	One Day	Day Five
World Congress	Three to Five Days	Days Six to Eight / Ten

**Please note:** the bidding Ordinary Member shall indicate the length of the XVII World Congress Days which are entitled to host for three to five days excluding the days for the General Assembly Meetings.

DAY	WFD EVENTS	WFDYS EVENTS
Day One	WFD Board Meeting	
Day Two	WFD Board Meeting	
Day Three	WFD Workshop	
Day Four	WFD General Assembly	WFDYS Workshop
Day Five	WFD General Assembly	WFDYS General Assembly
Day Six	WFD Congress	WFD Congress
Day Seven	WFD Congress	WFD Congress
Day Eight	WFD Congress	WFD Congress
Day Nine	WFD Congress	WFD Congress
Day Ten	WFD Congress	WFD Congress

The expected arrival and departure schedules for the key people are following:

- The WFD President, Executive Director, one (1) WFD Staff member and Commission Co-ordinator arrive approximately one (1) week prior to the World Congress. The exact length of stay will depend on the needs of each particular Congress. Accommodation and meals must be provided to the WFD President, Executive Director, one (1) WFD Staff member and Commission Co-ordinator from arrival through the end of the World Congress.
- Three (3) WFD Staff members arrive two (2) days before the WFD Board meeting prior to the General Assembly Workshop. Accommodation and meals must be provided to them from arrival through the end of the World Congress.
- The WFD Board members arrive one (1) day before the Board meeting. Accommodation and meals must be provided to them from arrival through the end of the World Congress.
- The WFD Youth Section members arrive one (1) day before the General Assembly Workshop. Accommodation and meals must be provided to them from arrival through the end of the World Congress.
- The Interpreter Co-ordinators arrive one (1) day before the WFD Board meeting. In addition to flights, fees, and accommodation must be provided to them from arrival through the end of the World Congress.

- The International Sign Interpreters arrive one (1) day before the General Assembly. In addition to flights, fees, and accommodation must be provided to them from arrival through the end of the World Congress.
- It is highly recommended that the International Presidents, Keynote and Plenary Commission Presenters arrive one (1) day before the General Assembly. The World Congress Organising Committee may negotiate with the Executive Director on this point. In addition to flights, accommodation and meals must be provided to them from arrival through the end of the World Congress.
- Everyone departs one (1) day after the World Congress Closing. The World Congress Organising Committee is responsible for accommodation and meals ends at this time.

NOTE: The above requirements are intended as a guide to potential bidders. Final guidelines and financial responsibilities will be given to the winning bidder in the World Congress Guidelines.