



Commonwealth Local Government Conference 2019

Criteria for assessment of bids

1. Commonwealth country, or CLGF member country
2. Bids can be submitted by individual authorities, associations or ministries or a partnership; the main bidder must ensure the support of a strong local government association or ministry to back the conference bid, including direct financial support (see below)
3. The host city/area/organisation must be able to offer a good conference venue that meets the requirements for holding the CLGC, including capacity for some 500-600 delegates in classroom style (see attached venue specification); it would be expected that the host city/region would provide the conference venue as part of their contribution to the conference including providing a venue for associated meetings such as the CLGF Board meeting and the General Meeting
4. The host organisation should indicate how it and/or its partners can:
 - assist with the conference organisation including logistics, marketing, and provide relevant professional staff to provide this support
 - identify case studies of good practice and excellence within local government and organise relevant study visits
 - accommodate and provide security and relevant protocol for senior politicians and high ranking officials.
5. The national local government association and/or, where appropriate, the relevant ministry must be members of CLGF; it would be expected that the partner local government association and ministry would also bring the backing of the national government and, where appropriate, the state/provincial government to the conference.
6. Good transport links, including a major international airport in easy access.
7. Good hotel accommodation either at the conference venue or within easy travelling distance of the conference venue and offering a range of prices for delegates.
8. Partners, including the host city/local government association and other partners to provide reception/s for delegates
9. Host city, ministry or other major organisation to host gala dinner for delegates.
10. Bidders should be able to demonstrate strong support for international work, including work with CLGF or other international local government.
11. Bidders should be able to demonstrate how hosting the conference in their country will be of benefit to local government in that country.
12. Bidders should also indicate how they might assist CLGF in attracting corporate partners/sponsorship and why the destination is attractive to the private sector and other potential local and international supporters of the conference.

Statement of financial commitments and resources

In support of the bid, partners are asked to provide evidence of financial, staff and/or other resources, in particular the ability to supply/cover the cost of

- venue that satisfies requirements as outlined below
- staff to work on the conference development and planning including attendance at meetings
- airport reception for delegates
- transport for delegates between hotels and conference and social venues
- provision of three social events, one to be a gala dinner
- organisation of local study visits
- staff during the conference, responsibilities to be determined
- appropriate protocol and security.

In addition, a contribution to overall conference costs in the form of a grant is desirable so that the level of delegate fee can be kept affordable. The host will also be invited to assist CLGF in raising sponsorship locally and identifying potential commercial sponsors.

Venue requirements

The proposed conference venue should be able to provide:

- Main plenary room with capacity at least 500, classroom style
- Area for serving lunches (for up to 500) and coffees (buffet style or seated)
- Bar/refreshment/lounge area with seating for 1-1 meetings
- 5-6 rooms able to accommodate up to 80 people each for breakaway sessions
- Room for conference secretariat office with office equipment/workstations with internet connectivity, copying, faxing and IT facilities
- Room as private office for CLGF chair and secretary-general
- VIP room
- Media room
- Exhibition area/s - able to accommodate at least 20 stands; must be in a convenient location which delegates will automatically visit/walk through. Facilities for an Internet café would also be an advantage.

CLGF
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