european
gay & lesbian sport federation

Annual
General Assembly
2019

ACCEPTANCE   DIVERSITY   INCLUSION

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1   Introduction

As every year, EGSLF invites members to host the General Assembly of the following year. In 2019, it will be held on 2nd and 3rd March.

If you and your organisation would like to be the AGA 2019 host, your proposal will have to be voted during our next assembly in Copenhagen, during which you will be able to make a presentation. Please read this brief bidding file, fill it up and send it to the board general.secretary@eglsf.info before the 20th of January 2018, so we can enclose your bidding in the next AGA papers.

2   Content of the proposal

2.1   General specifications for the organisation of the AGA.

The general specifications about the content of the official bids (both draft and final proposals) to be included are summarized below (section 3.1 to 3.8)

- Description of the sections 3.1 to 3.8
- Bidding form for AGA 2019 hosting cities AGA 2019 (see 4.1)
- Budget proposal form (see 4.2)

Technical requirements of the bidding:

- max 10 A4-pages (excluding bidding form & budget proposal)
- font size 11
- PDF, max 5mb

3   General information

3.1   General information about the host club or clubs

- Description (history, number of members, sports, etc.)
- Economic capacity (for cash advances, etc.)
- Volunteer's capacity (availability, English knowledge, etc.)
- Contact persons by area (hosted housing, venues, meals, etc.)

3.2   Description of the city

- Arrival (airport, trains and bus stations, roads)
- Public transport (metro, buses, commuter trains, taxis)
- Life conditions: weather, safety and security, etc.
- Tourist information sites
- LGBTIQ life

3.3   Specifications for the AGA venue

- Denomination, situation and access to the proposed venue
- Description

- One room with enough capacity for all delegates (usually more than 100) and arranged as a conference room.
- One room (smaller) that will be used for parallel workshops, counting of votes, eventual board meetings... in case there were any.
- Resources and facilities: all rooms must be equipped with micros, screens, beam, photocopies, taping, wifi, free wireless for participants, etc.
- Catering possibilities: coffee breaks must take place at the AGA venue. If possible, to spare time, Saturday lunch as well, maybe with catering service. Sunday lunch is an optional.
- Maximum amount charging for food for participants: €15 for lunch and €30 for dinner.
- Minutes takers and related equipment: for the AGA, two minutes takers are needed to assist the Board and the AGA Chairs.
- Board meeting: EGLSF Board usually holds a preparation meeting. A room for that purpose has to be provided. It must be equipped with a meeting table for 10 persons at least and electric equipment for computer uses.

3.4 Website and Registration system

A website and appropriate registration system need to be set up by the bidding organisers in collaboration with the board, to be specified in the bidding proposal.

3.5 Welcome reception and social dinners

As the participation at the AGA is a key moment for promoting community building and discussion among attendees, bidding organisers are encouraged to provide specific information about expected events for the welcome reception and social dinners (Friday and Saturday evening) and possible sponsors for lowering the costs of these events.

3.6 Outreach

- Potential outreach budget provided by the bidding organiser.
- Commitment of bidders to take care of possible invitation letters for visa requests enough in advance to reduce travelling costs for outreach participants.

3.7 Accommodation for AGA Participants

- Hosted housing capacity: as much as possible
- Hotel deals and fares for participants: youth hostels and hotels' prices (single and double occupancy, included breakfast or not)
- Online lists of tourism and accommodation facilities

3.8 Preparation of a budget proposal

[Please use the forms from 4.2]
Based on estimates from previous attendance, one might expect 100 - 130 participants to the AGA. Please provide one budget for 100 participants. Costs that will have to be covered include:

- Eventual rental of conference space and meeting rooms

- WIFI connection at the AGA and conference venue
- Coffee breaks and possibly lunch
- Registration desk/technical helpers (e.g. volunteers)
- AGA documentation and/or guides
- Optional social dinner
- Welcome reception
- Meeting room for an EGLSF board meeting

The budget proposal needs to include all potential financial sponsors (associations, companies, institutions) which can provide financial assistance for the organisation of the event.

4   Bidding forms

Together with the written proposal, the following forms need to be submitted with the proposal:

4.1   Bidding Form for AGA 2019

General	
Hosting city:	
Name of the organization:	
Name of the person responsible for the eventual AGA:	
AGA Organizing Team: names and functions of people foreseen or confirmed with past experience in organizing similar events	
AGA information	
Date:	
Venue proposal:	
Capacity:	
Hotels and hosted housing	
Hotel(s):	
Maximum fare for rooms:	
Special deal?	
Hosted housing guaranteed:	
Outreach	
Minimum of grants:	
Meals	
Maximum costs for meals during the AGA	
Social Events	
Welcome reception:	
Social dinner and events:	

4.2 Budget proposal

Based on estimations from previous attendance, one might expect 100 - 130 participants to the AGA. Please, provide one budget, for 100 participants. Costs that will have to be covered include:

Budget based on 100 participants

	Costs	Resources
Rental of conference space and meeting rooms	€	
WIFI connection at the AGA and conference venue	€	
Coffee breaks and possibly lunch	€	
Registration desk/technical helpers, Minutes takers (e.g. volunteers)	€	
AGA documentation and Guide, welcome package	€	
Website and registration system	€	
Social dinner	€	
Welcome reception	€	
EGLSF Board Meeting (room, dinner, lunch)	€	
TOTAL Budget	€	