



2020
CiViTAS
Cleaner and better transport in cities

SATELLITE



CIVITAS Forum Conference 2018

Guidance documentation
for cities wishing to apply to host the
Forum in 2018



THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

1 Introduction

The CIVITAS Forum Network currently includes 250+ cities from the European Union and beyond which, by signing the CIVITAS declaration, have formally committed to implement policies and measures that support clean and sustainable urban transport.

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.

It provides an opportunity for dialogue and exchange between city representatives and European decision makers on the one hand, and entrepreneurs and experts in the field of urban mobility on the other.

The CIVITAS Forum Conference takes place each year between September and October. The 2018 conference will be the 16th such annual event, following fora hosted in Torres Vedras, 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 apply. The following pages provide useful background information that should be read prior to submission of an application.

2 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 from the European Commission, from the host city and from the current CIVITAS coordination and support action project SATELLITE. Please, find below an indicative list of actions and related responsibilities. A detailed work plan will be discussed within the organising committee and adapted according to specific local circumstances and needs.

TASKS	ACTIONS	RESPONSIBILITY
Event programme	Determine the outline of the programme	Organising committee
	Identify/involve speakers within the host city/country	Host

TASKS	ACTIONS	RESPONSIBILITY
	Identify/involve international speakers	CIVITAS/EC/INEA
	Preparation & printing of programme	Host
	Collection of presentations and abstracts	CIVITAS
	Identify/liaise with session chairs	CIVITAS
	Politicians' agenda and invitations	Host
Site visits & social events	Propose local site visit programme	Host
	Practical organisation	Host
	Site visit guides	Host
	Social programme (gala dinner, cocktail reception, award ceremony)	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 (MC) for the CIVITAS Awards and a moderator for the plenary sessions	CIVITAS

TASKS	ACTIONS	RESPONSIBILITY
	Provide promotional material	Host and CIVITAS
	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 (printing)	Host
Hotels	Pre-booking and bulk price negotiation and/or provision of a list of approved hotels	Host
CIVITAS Awards 2018	Announce call and organise voting procedure	CIVITAS
	Provide audio-visual equipment for the Awards ceremony	Host
	Preparation of Award ceremony (script, MC, and speech)	CIVITAS

TASKS	ACTIONS	RESPONSIBILITY
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

3 Costs

The costs of organising the CIVITAS Forum Conference are shared between the host city and the CIVITAS Secretariat. For the host, costs typically 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 the local organisation of the event. Premises' rental and catering can be expected to constitute most the budget. The CIVITAS Secretariat has up to EUR 20,000 to contribute to catering costs, and up to EUR 15,000 to cover speakers' fees, travel cost reimbursements, and some other minor items.

4 Benefits

Hosting the CIVITAS Forum Conference offers an excellent opportunity to demonstrate and share local successes and achievements in the field of clean and sustainable urban transport. Moreover, 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 to attract the attention of ca. 400 experts consisting of local politicians, mobility practitioners, academics and non-governmental organisations. Combined with an 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 city and immediate surroundings, demonstrate state-of-the art conference facilities, promote urban transport innovations as well as 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, a big plus if you aren't the capital!

5 Submission Procedure

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

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.

2) RELEVANCE OF LOCAL ACTIVITIES TO THE CIVITAS INITIATIVE

The host city should be able to demonstrate the implementation of sustainable urban mobility policies. This should have occurred through the adoption of a range of innovative measures, technologies and/or infrastructures, ideally in an integrated way 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.

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 three-day event;
- The ability to organise site visits;
- The availability of a venue with a capacity for plenary sessions of ca. 400 participants, multiple parallel sessions as well as sufficient open space to organise an interactive exhibition;
- Logistical capacities regarding catering and simultaneous interpretation;
- Commitment regarding a contribution to the overall costs of the event;
- Site accessibility (flight and train connections from major European cities and transport hubs), and public transportation around the venues;
- 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; and
- The ability to participate in the Forum Conference's organising committee.

6 Other Information and Forum Dates

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

- Short descriptions of recent achievements in urban mobility as well as of future projects;
- References to any previous CIVITAS involvement or references to any other urban mobility projects are welcome;
- Description of the proposed venue, detailed information, links and pictures;
- Description of what the city can show in terms of site visits;
- Information about the city accessibility (travel, accommodation, etc.).

Please indicate three possible sets of dates to host the conference. Please note that usually the CIVITAS Forum Conference is organised in autumn (between mid-September and end-October) across 2,5 days.

7 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 2017 CIVITAS Forum in Torres Vedras on 29th September 2017. All applicants are asked to ensure the availability of a senior representative to provide a short welcome address for the next Forum Conference!

Your application should be sent via email to the CIVITAS Secretariat: secretariat@civitas.eu with “*Application for hosting the 2018 CIVITAS Forum Conference*” placed within the subject of your message.

THE CALL FOR APPLICATIONS CLOSES ON 16th JUNE 2017

The results of the selection process will be communicated to the winner city and to the applicants around mid-July 2017.

Further Information

[Visit the CIVITAS Forum Conference 2017 website!](#)

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