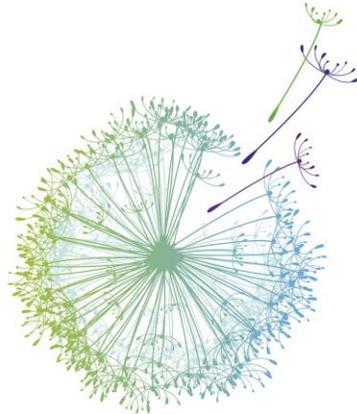




Sustainable Tourism
PROGRAMME
Committed to drive the change



2017
INTERNATIONAL YEAR
OF SUSTAINABLE TOURISM
FOR DEVELOPMENT

Call for Expressions of Interest

For hosting the
2017 Annual Conference and International Symposium
of the 10YFP Sustainable Tourism Programme

Please submit your proposals by email to stp10yfp@unwto.org

Deadline for submission: 21 June 2017

The deadline is extended until 5 July 2017 by close of business

Issued by the:

Coordination Desk of the 10YFP Sustainable Tourism Programme (STP):

World Tourism Organization (UNWTO)

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1 Introduction

1.1 Objectives of the Expressions of Interest¹

The [Sustainable Tourism Programme of the 10-Year Framework of Programmes on Sustainable Consumption and Production Patterns \(10YFP STP\)](#) is currently soliciting expressions of interest from interested destinations to host the Annual Conference and International Symposium of the 10YFP STP in 2017. Through these events, the Host Destination would be contributing to advance the vision of the 10YFP STP while celebrating the International Year through the promotion, reinforcement and demonstration of the destination's commitment to sustainability, particularly in mainstreaming sustainable consumption and production patterns (SCP) in the tourism sector.

We appreciate your interest in hosting these events and your demonstrated commitment to the cause, vision and mission of the 10YFP STP. This call for Expressions of Interest is open to all UN Member States. Local governments and other organizations are also welcome to apply including a letter of support to the event from their respective national authorities.

1.2 About the Sustainable Tourism Programme of the 10YFP (10YFP STP)

The 10-Year Framework of Programmes on Sustainable Consumption and Production Patterns (10YFP) is a global framework of action designed to enhance international cooperation to mainstream sustainable consumption and production (SCP) patterns in both developed and developing countries.

[Resolution 66/288](#) of the United Nations General Assembly reaffirmed that the promotion of sustainable consumption and production patterns is among the general objectives and essential requirements for sustainable development and that fundamental changes in the way societies consume and produce are essential to achieve global sustainable development. In particular, [A/CONF.216/5](#) provided the objectives and structure of the 10YFP, and the initial 10YFP programmes.

One of these programmes is the Sustainable Tourism Programme (STP) which was developed based on regional consultations, stock taking exercise and a global survey on existing data and initiatives on sustainable tourism, engaging nearly 400 actors as well as relevant UN agencies, resolutions and programmes. The vision of the 10YFP STP is for a tourism sector that has globally adopted sustainable consumption and production patterns resulting in enhanced environmental and social outcomes and improved economic performance. Its mission is to catalyse changes in tourism operations over the next decade.

The 10YFP STP promotes a life-cycle approach for continuous improvement and focuses on four areas of work addressing the integration of SCP in tourism policies; collaboration among stakeholders – including the application of monitoring frameworks; fostering the application of guidelines, tools and technical solutions to mainstream SCP for destinations, enterprises and tourists; and enhancing investment and financing.

¹ This document builds on the Expressions of Interest developed by the Coordinating Office of the Global Partnership for Sustainable Tourism (GPST) to host the Partners' Symposium & the Annual Conference of Partners. The GPST transitioned into the 10YFP STP within the framework of the 5th International Symposium and Annual Conference of Partners of GPST, held in Windhoek, Namibia, from 23 to 25 February 2015.

It involves over 100 stakeholders and is led by the World Tourism Organization (UNWTO) with the government of France, Morocco and the Republic of Korea as co-leads in collaboration with the 10YFP Secretariat at the UN Environment.

1.3 About the International Year of Sustainable Tourism for Development 2017

The United Nations 70th General Assembly has designated 2017 as the [International Year of Sustainable Tourism for Development \(A/RES/70/193\)](#).

In the context of the universal 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), The International Year (IY 2017) aims to raise awareness on the contribution of sustainable tourism to development among decision-makers and the public, while mobilizing all stakeholders to work together in making tourism a catalyst for positive change. In the context of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals (SDGs), the International Year should foster a change in policies, business practices and consumer behavior for a more sustainable tourism sector. The International Year shall explore and highlight tourism's role in the following five key areas:

The #IY2017 will promote tourism's role in the following five key areas:

- (1) Inclusive and sustainable economic growth
- (2) Social inclusiveness, employment and poverty reduction
- (3) Resource efficiency, environmental protection and climate change
- (4) Cultural values, diversity and heritage
- (5) Mutual understanding, peace and security.

IY 2017 is highly relevant to the 10YFP STP as it stimulates active discussions at the global level on several sustainability issue areas the programme is trying to advance on, including resource efficiency.

2 About the Annual Conference and International Symposium of the 10YFP STP

The Annual Conference of the 10YFP STP is a meeting of programme actors to discuss annual progress, priorities and programme needs. It includes the Lead – the World Tourism Organization (UNWTO); the Co-Leads - the Governments of France, Korea and Morocco; a Multi-Stakeholder Advisory Committee (MAC) - consisting of governmental agencies, non-governmental organizations, private sector businesses, intergovernmental organizations as well as academia and UN agencies; and the Partners.

The 10YFP STP acknowledges the relevance of the International Year 2017 in advancing sustainable consumption and production in the tourism sector, and views the Annual Conference and International Symposium 2017 as a platform for celebrating the occasion by aligning the theme of the conference to the theme “sustainable tourism for development”. Therefore, the selected applicant would be required to suggest a theme related to the thematic mentioned above as well as a proposal for a concrete outcome of the event (which could be a declaration, call for action, recommendations paper or other), both subject to validation of the 10YFP STP MAC.

At the Conference, the stakeholders have the opportunity to interact with each other and to help shape the direction and work priorities of the 10YFP STP. The Annual Conference presents a unique opportunity for Co-Leads and the Members of the Multi-Stakeholder Advisory Committee (MAC) to exchange experiences and inputs with the Partners and vice versa.

The International Symposium of the 10YFP STP brings together the stakeholders of the Programme and sustainable tourism experts from around the world, who are dedicated to advancing sustainable tourism globally and particularly to mainstream sustainable consumption and production (SCP) patterns in the tourism sector in both developed and developing countries. The Symposium is a public event and is an opportunity for learning about advances in ongoing activities in sustainable destinations, on consumer trends and technological innovations, in resource management and efficiency, as well as on the thematic programme work areas of the 10YFP STP.

The events offer opportunities for:

- **Networking**
Among the stakeholders, decision-makers, the business sector, delegates, local participants and the diplomatic corps and other sustainable tourism actors.
- **Exchange of Knowledge and Experience**
Interactive group sessions provide opportunities for discussion, exchange and learning.
- **Driving Change**
Leaders in sustainability are active participants and can maximize opportunities to shape and drive this global movement.
- **Visibility and Recognition**
Companies, destinations, governments and experts can showcase their destination, its best practices and achievements to a global audience Panels in the participants' hall for displaying technical posters, with case studies, good practices, project examples and the like can be advisable, thus complementing the case study presentations during the sessions.

3 Opportunities for the Host Destination

The Annual Conference and International Symposium of the 10 YFP STP may be used by the Host Destination to showcase its stewardship in sustainability practices, engage and sensitize audiences and expose its sustainable businesses to a global audience.

The events also provide the Host Destination opportunities to network and explore potential opportunities for promotion and investment, to learn about and witness actual sustainable tourism activities on display during the field excursions – if scheduled.

Specific Host Destination Benefits:

In addition to the exposure to sustainability leaders, the 10YFP STP offers special recognition for the Host Destination including:

- Prime recognition as the Host Destination on all promotional and communication materials prior to, during and post-event (e.g. via the 10YFP STP's website) from the day the venue hosting announcement is made.

- Host Destination's logo and details included on all press releases, communications and media materials.
- Promotion of the Host Destination in the following edition of the 10YFP STP Annual Magazine.
- International visibility for the Host Destination through the communication channels of the International Year 2017 and 10YFP STP.
- Speaker opportunities at the International Symposium.
- Opportunities to meet and network with the leadership of the 10YFP STP through sponsored dinners and/or cocktails.

4 Audience

The Annual Conference and International Symposium of the 10YFP STP attract a broad range of tourism actors. Many of these actors are fully committed to sustainable tourism while others are exploring what sustainable travel and tourism could mean to their organizations or destinations. The International Symposium also attracts non-Stakeholder audience made up of interested international and local participants.

5 Selection Criteria for the Hosting of the Event

The 10YFP STP Co-Leads and MAC will select the Host Destination of the Annual Conference and International Symposium of the 10YFP STP based on a competitive and transparent 'call for expressions' process. Proposals for hosting the conference will be assessed according to the following criteria:

1. Proposal of a theme aligned to the overall theme of the International Year of Sustainable tourism for Development of the event.
2. Proposal for a concrete outcome of the event (which could be a declaration, a call for action, a recommendations paper or other initiative), including the proposed steps to achieve the outcome.
3. Geographical location to ensure a fair balance between all regions in the world.
4. Compelling reasons provided for having the Annual Conference and International Symposium of the 10YFP STP at the proposed destination. Key questions include – how does the event benefit from the Host Destination? How does the destination benefit by hosting the event?
5. Capacity to secure a sustainable and fully equipped venue and meeting space for staging the event (refer section 5.2 below for further specifications).
6. Ability of the destination to attract local, regional and international delegates to the International Symposium.
7. Provide networking opportunities to the Programme actors.
8. Contribute to the international visibility of the event.
9. Proximity to an international airport with good connectivity from major connecting hubs and capitals, as well as good accessibility to other regional and/or local modes of transport.

10. Capacity and preparedness to involve the local community, private sector and national government representatives.
11. Capacity to promote the meetings among local, state and national media, organizations and industry.
12. Host's proposal offer for financially supporting the events, sponsorship of meetings participants from developing countries, and for other specially invited speakers and/or moderators (sponsor responsibility described on section 6 of the present document).
13. Capacity to secure additional financial contributions and/or in-kind support for the meetings.
14. Compliance with the UN Charter and Principles and the UNWTO Global Code of Ethics for Tourism.
15. Opportunities for scheduling pre- and/or post-events field trip experiences that would showcase the destination's premier sustainable travel sites and activities - if resources are available, and if the Host Destination so wishes.
16. Credible experience and track record of hosting successful meetings.

5.1 Venue and Sustainability Credentials

- a. The Annual Conference and International Symposium of the 10YFP STP should be hosted at sustainable venues. It is recommended that the events venue follows the guidelines of the [UNEP Green Meeting guide](#).
- b. The Host Destination is encouraged to provide a site visit for the participants to showcase sustainable solutions and practices in the destination.
- c. Ideally the events should take place in a hotel and conference center that would accommodate both the participants and the meetings at the same location and be fully supplied with state of the art conference audio-visual equipment.
- d. Hotel accommodation ranging from 4 to 5 stars within easy access of the meeting center and close distance from the airport and local public transportation (refer section 5.2 below for further specifications).
- e. The Host Destination should also identify 2 alternative economically-priced hotel options within short distances from the meeting and Conference venue.
- f. The Host Destination should negotiate discounted rates with the selected hotels, taking into consideration the average per diems that participants are entitled to and/or at rates that are not prohibitive
- g. If the two economic hotel options are not located within walking distance, the host country must ensure that a shuttle service is available for the event start and end times.
- h. The host can choose to provide transportation logistics from the airport to the hotel and vice versa at their own cost and responsibility. The Host must coordinate the logistical arrangements directly with participants.

5.2 Meeting Space Capacity and Facilities

To make sure all sustainability requirements of the meeting space are addressed, please use the following checklist:

Please answer all questions.

Sustainability Credentials			
1.	Is the hotel/venue certified to a recognized eco-label or equivalent, recognized environmental management system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Does the hotel/venue have a written environmental policy and action plan, addressing resource efficiency (i.e. energy, water waste conservation), green procurement, catering services, CO ₂ or transportation emissions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Does the hotel/venue provide information in guest rooms or to its clients about the green aspects of its operations or to inform and encourage participation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Energy efficiency and Water conservation			
4.	Do hotel guests have the option to change sheets and towels at specified periods to save use of energy and water?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	Are guests, clients or staff visibly encouraged (e.g. with well-located signs) to reduce water and energy use and/or informed on the use of energy conservation devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Are energy efficient light bulbs and standard systems feature in the hotel/venue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Are lighting levels at the facility set to noticeably lower or diffused settings or at the minimum necessary for comfort, safety and accessibility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Is the facility noticeably equipped with water-saving devices (e.g. tap and shower flow regulators; automatic shut-off for faucets and showers; low-flush and dual-flush toilets)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Are hotel or venue rooms heated to above, or cooled to less than 20°C/68°F?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	If key cards are in use at the hotel, are these linked to in-room A/C unit and lighting?	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waste and Procurement			
11.	Does the hotel/venue promote paper conservation in offices (e.g. avoiding printing or double sided printing, use of high-recycled content paper (e.g. 100%) or totally chlorine free or elementary chlorine free (TCF or ECF) paper products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Does the hotel/venue promote reuse and recycling as a specific facility programme?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13.	Does the hotel/venue purchase in bulk (e.g. products such as shampoo, soap, food)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14.	Are purchased items typically supplied to the hotel/venue in recyclable packaging?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Cleaning services (also applicable for venue and catering)		
15. Are the hotel's/venue's cleaning staff or private cleaning contractors trained in environmentally friendly cleaning practices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Are eco-labeled cleaning products preferentially used? (<u>Note</u> : where eco-labeled products are unavailable, these should, at the least: <ul style="list-style-type: none"> • Not be classified as potentially harmful to human health or the environment according to national/regional classification systems; • Not contain more than 25% by weight of volatile organic compounds (VOCs); • Not contain EDTA, NTA or APEOs; • Not contain more than 0.5% by weight of Phosphorus; • Be readily biodegradable.) 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event Catering		
17. Does the hotel/venue avoid the use of disposable items by using reusable dishes, cutlery, glassware and linens (i.e. no paper, plastic or polystyrene cups, no paper napkins or table cover, no plastic cutlery, no disposable doilies or aluminum foil)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
18. Can you verify that disposable items contain high content of recycled or plant-based material, are recyclable, and appropriate recycling systems are in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Does the hotel/venue avoid single-serve containers for food and condiments and/or use bulk dispensers or jars also for serving water and other liquids?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Does the hotel/venue preferentially use locally grown and produced food and drinks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Do menus reflect use of seasonal produce of the region?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. Does the hotel/venue use organically produced food and drink?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Are food products used at the hotel/venue certified as meeting regional or international organic or food safety standards?		
24. Does the hotel/venue preferentially provide fair trade labeled or certified products (such as coffee, tea, and sugar)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Does the hotel/facility offer vegetarian and religious dietary options (e.g. halal, kosher, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Where separated waste collection/disposal systems exist locally, does the hotel/venue separate its waste according to the appropriate streams (e.g. paper, plastic, metal, organic)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location		
27. Are there other easily accessible choices of hotel accommodation in the vicinity of the preferred Conference hotel/venue?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Does the hotel/venue have good access (ideally within walking distance) to the main public transport connections and/or town centre?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

29. Will the Host destination offer and coordinate group pick-up service for participants, when local transport is not an option?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Is it possible to manually adjust the temperature within the Conference meeting rooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

The prospective venue must also provide:

a. In terms of capacity:

- A meeting room that can accommodate a plenary of up to 200 persons (theater style) for the International Symposium.
- A meeting room that can accommodate a plenary up to 90 persons for the Annual Conference of the 10YFP STP (classroom or U-shaped layout). The Coordination Desk will specify the seating arrangements according to meeting protocol, which should be facilitated with participant nameplates.
- 2-3 concurrent rooms for group breakout sessions, with a capacity for about 30 persons each (meeting style or using round tables as may be specified).

b. Audio-Visual Equipment:

- Facilities for simultaneous translations by interpreters (please consider using sound proof booths for interpreters as this reduces noise pollution during the meeting).
- Delegate or portable microphones for plenary sessions.
- Modern Audio-Visual equipment with simultaneous broadcasting and/or Webinar facilities, when feasible and available.
- Complimentary wireless internet access for all meeting attendees (Wi-Fi).
- Projector and screen, with good views from all parts of the meeting room.
- Access to a Business center with printing facilities, telephone and internet access.

5.3 Catering Services

The prospective venue should also provide or facilitate access to professional catering services. In line with supporting local businesses and sustainable practices, special attention should be given to locally produced, seasonal and/or organic foods on the menus, as well as religious dietary options (e.g. kosher, halal) and vegetarian/vegan options. Ideally, other aspects such as the environmental policy commitment and/or evidence of a suitable environment/health or safety management system of the selected catering service provider(s) should be provided – if available.

5.4 Security and Health Issues

a. For the Events:

- Hotel due diligence for health, safety and security – policy and track record.
- Airport transportation arrangements (e.g. licensed drivers/permits).

- International Symposium and Conference: all participants must be badged and checked by hotel security or conference staff prior to being allowed entry.
- b. For the field trip (if scheduled):
- The Host destination must ensure the credentials of the transportation provider: check for health and safety policies and procedures in place, valid driving licenses or certifications of drivers, adequate insurance covering liabilities in cases of accidents, etc.

6 Host Destination Sponsoring Responsibilities

6.1 Sponsoring of Developing Country Participants and/or Observers (invited speakers and/or moderators)

The Host destination is expected to sponsor at least 10-15 participants either from developing countries, as well as invited speakers and/or moderators. Participants will be identified based on the following criteria to be carefully evaluated by the 10YFP STP Lead and Co-Leads:

- Stakeholders from developing countries in need of financial assistance.
- Participants serving as speakers or moderators.
- Specially invited guests preferably from developing or Least Developed Countries.
- The sponsorship will include flights, local transport and accommodation costs, including meals during the official meeting days. No other allowances (e.g. DSA) will be provided.
- Flight booking will be made on the basis of the most direct route from the traveler's home country and the most economical fare available.
- Accommodation booking will be made at the venue Hotel for the entire duration of the event.

6.2 Sponsoring of Staff of the Coordination Desk

The Host destination is expected to cover the travel and accommodation costs of at least two staff of the Coordination Desk.

6.3 Welcoming Reception or Dinner

The Host Destination could host an official opening dinner or reception in which they could present their destination, introduce their initiatives and allow an interaction between the 10YFP STP stakeholders and key local dignitaries, officials and special guests. It is recommended that the venue for such an event be a place of cultural relevance or environmental importance.

6.4 Field Trip

The Host Destination could organize field trips of environmental and/or cultural interest that would highlight the destination and local community's commitment to sustainable tourism principles. The field trip also aims to raise the profile of the meeting and improve participants' experience. Any information on the activity e.g. journey times, degree of difficulty, details of the trip including any sustainability best practices, should be confirmed prior to the opening of event registration.

Field trip details should also be provided to participants in an Information Package and available for download on the Conference website. Due diligence of the preferred transportation company must be provided in terms of appropriate operational licenses, permits or certificates, safety and security policy and applicable liability insurance.

6.5 Media Outreach and Public Relations (PR)

The Host Destination is expected to provide assistance in media outreach and PR efforts for the meeting:

- Utilizing existing media contacts to identify leading travel media experts to do interviews during the opening ceremony and to attend the event.
- Offering a media familiarization trip to journalists and editors attending the meetings.
- Securing relevant media sponsors and partner support – if they wish so.
- Live streaming, podcasting, Facebook support- if they wish so.
- Preparing and issuing a press release in collaboration with the 10YFP STP for release on the opening day of the International Symposium.

6.6 Local Engagement

The 10YFP STP expects that the Hosting organization will coordinate with local stakeholders from different sectors. The Hosting organization would be responsible for identifying suitable local/regional invitees to the International Symposium (that should represent public and private organizations and NGOs with the capacity to contribute to the International Symposium as speakers or moderators) and driving local sponsorship efforts. Active involvement of key destination partners can greatly enhance the quality of the meeting.

7 Host Organization Logistical Responsibilities

The table below lists the logistical items to be aware of in the planning and organization of the event along with the corresponding assignment of responsibility:

LOGISTICAL ITEMS	RESPONSIBILITY	
1. Date, location, event		
1.1 Send bid document for proposal formulation	Host Destination	
1.2. Themes of the Symposium and Format	Host Destination to include in proposal	
	Coordination Desk and MAC to validate	
1.3 Selection of Host Destination	Coordination Desk and MAC	
1.4 Date and location of the International Symposium and Annual Conference	Host Destination	Coordination Desk
1.5 Selection of the Conference Venue	Host Destination	
1.6 Selection of the 2 economical hotel options	Host Destination	

LOGISTICAL ITEMS	RESPONSIBILITY	
2. Registration Site		
2.1 Develop an online event registration site with capabilities for developing a database of registered participant details for each day of participation and activity selected	Coordination Desk	Host Destination
3. Invitations		
3.1 Prepare list of invitees to send invitation for Symposium and Annual Conference	Coordination Desk	Host Destination
3.2 Send Symposium and Annual Conference invitations and reminders	Coordination Desk	Host Destination
3.3 Prepare registration forms	Coordination Desk	
3.4 Send invitations and reminders to high level and local invitees and observers	Host Destination	
4. International Symposium Agenda, Moderators and Speakers		
4.1 Drafting of International Symposium and Annual Conference Agenda	Coordination Desk	
4.2 Drafting of Information Package	Coordination Desk	Host Destination
4.3 Invitations to and confirmation of international speakers and moderators	Coordination Desk	
4.4. Invitations to and confirmation of local speakers	Host Destination	
4.4 Produce briefing notes for speakers and moderators	Coordination Desk	
4.5 Hire simultaneous translation for ENG/FR/ or ENG/ESP and Host Destination language	Host Destination	
4.6 Organize the simultaneous interpretation of all meetings	Host Destination	
4.7 Identify and invite local media	Host Destination	
4.8 Draft localized press kit for the local Media	Host Destination	
4.9 Hire a rapporteur to record the official meeting minutes in English	Host Destination	
4.10 Produce a final report of the Conference and Symposium	Host Destination	
5. Materials		
5.1 Draft of press release	Coordination Desk	
5.2 Translation of press release into the language of the Host Destination	Host Destination	
5.3 Send out a press release on the day of and after the event about key and notable outcomes	Coordination Desk	Host Destination
5.4 Organize badges and conference bags for all participants	Host Destination	
5.5 Organize participants' registration desks prior to and/or on meeting days	Host Destination	
5.6 Provide eco-friendly USB sticks for uploading all relevant conference items	Host Destination	
5.7 Choice of sustainable items for use by participants (e.g. pens, conference bags, USB keys etc.)	Host Destination	

LOGISTICAL ITEMS	RESPONSIBILITY
5.8 Printed copies and folios of meeting agendas, and background papers to be used during the meeting (only if needed and upon request)	Host Destination
5.9 Translation of some working documents (optional)	Host Destination
6. Field Trip(s)	
6.1 Identify and confirm field trip options (if scheduled)	Host Destination
7. Travel sponsorship	
7.1 Identify potential sponsored participants	Coordination Desk
7.2 Travel itineraries organization for the sponsored participants	Coordination Desk
7.3 Travel/accommodation booking of sponsored participants	Host Destination
7.4 Airport shuttle from/to the destination airport (optional)	Host Destination