HOSTING A ROTARY INTERNATIONAL CONVENTION

General information, timeline for site selection and critical criteria

GENERAL INFORMATION
The primary purpose of the Rotary International Convention is to stimulate, inspire, and inform Rotarians at an international level while advancing the strategic goals of the association. It is also the annual business meeting of RI. The convention program includes preconvention meetings, plenary sessions, workshops, forums, entertainment, and other meetings. The international convention shall be held in a different country — and, if possible, a different part of the world — each year.

Every three years, RI will solicit proposals; only those cities that respond by the deadline will be considered. Rotary districts that want to invite RI to hold the convention in their city must work with the local convention and visitors bureaus or ministries of tourism to submit a proposal using the guidelines in the RI Manual for Conventions. The Board will consider a proposal only if the general secretary has explicitly confirmed that the city currently meets all of the requirements for holding a convention.

TIMELINE FOR SITE SELECTION - SUBJECT TO CHANGE BASED ON RI BOARD DECISIONS
(including year/date information regarding the 2023-2025 conventions)

The Meetings and Events team maintains current information on cities around the world which have reported to have the facilities and services available to hold a RI Convention.

In September 2016, the RI Board will receive a list of viable cities from the general secretary (Meetings and Events team). The Board will then agree on up to 12 cities from which to solicit proposals.

Based on the Board’s decision, the general secretary will send a letter to the respective Rotary district(s) of the Board-designated cities. Enclosed with this letter will be a copy of the most recent Manual for Conventions (which includes site specification and a list of HOC responsibilities). The letters will also request that proposals include a written confirmation indicating that the district governor(s) agree(s) to comply with that list of host organization committee responsibilities. The letter will request these district(s) to submit proposals to RI within a five-month time frame. (March/April 2017)

Proposals for hosting conventions will be acknowledged in writing promptly upon receipt. In a format similar to rolling admissions, if after review, there are cities that are obviously not suitable, a letter expressing regret will be sent to the districts(s) that made the proposal(s). The general secretary will be in contact with the potential host cities during this time, either to gather more information or confirming that the location is not currently suitable to host an RI Convention. (November 2016-April 2017)

At the end of the five month time frame, the general secretary will review all proposals received, and notify the Board of those cities have the preferred and critical criteria needed to hold a convention. Proposals will require the endorsement of the governor of the district(s) and an official representative of the government of the proposed city. Proposals will require the bidding chair to serve as the acting host organization committee chair and an explanation of how and when the host area will select its host organization committee chair no later than 5 years out. (May 2017)
Based on the analysis of such proposals the Board will tentatively select up to four (4) cities to inspect, and the president will set the dates for future convention site visits. The general secretary, in conjunction with three (3) senior leaders will conduct city inspections to confirm whether the cities have the facilities and support to host the RI convention. The site team will be required to submit a final report on its recommendations for a future convention site(s) within four weeks after completing all visits. The review and site inspection process should be completed within six months of the deadline for receipt of proposals. (May 2017-October 2017)

Based on the report submitted to the Board, the Board will then tentatively select up to three cities to host the next open years under consideration, subject to those cities providing a comparable proposal for that respective year as needed. (October/November 2017)

When negotiations for hotels, convention facilities, and financial arrangements have been successfully completed and all tax implications considered, the general secretary will notify the Board. At that time, the Board will accept the proposal from the district, and agree to hold a convention in the specified city in a specified year, subject to the successful negotiation of all necessary arrangements by the General Secretary. (January 2018)

(From this point forward, all dates pertain to the 2023 convention)

2018-2020
The HOC from the selected city will have quarterly conference calls with key team members of the Meetings and Events team regarding planning and information sharing.

December 2019
Meetings and Events key team members site visit

October-December 2020
President-nominee introduction site visit
Housing coordination site visit
Transportation coordination site visit #1

June 2021 (2 years out)
The Convention Committee will be appointed by the President-nominee, and will then meet in July/August 2021 in the host city.
Quarterly reports from key members of the general secretary will be compiled and sent to the Convention Committee (which includes the HOC Chair)

July-September 2021
Logistics coordination site visit #1
Promo video shoot (or may be in conjunction with convention committee meeting)

January 2022 (1.5 year out)
The Convention Committee will meet during the 2022 International Assembly

June 2022 (1 year out)
The Convention Committee will meet during the 2022 International Convention.

July 2022 (11 months out)
The quarterly conference calls and quarterly reports will become monthly

August-September
Logistics coordination site visit #2

September-November
Stage Production coordination site visit #1

January 2023 (5-6 months out)
The Convention Committee will meet during the 2023 International Assembly

February-March 2023
Transportation coordination site visit #2
Logistics coordination site visit #3
April-May 2023
Stage Production coordination site visit #2

June 2023 (2023 Convention)
The Convention Committee will meet before the 2023 International Convention begins for an orientation and venue tour.

The following is a list of items which have been identified as critical and preferred criteria. Without them, a city will not be considered as an option for an RI Host city.

**Critical Criteria** - subject to change based on RI Board Decisions

Venues must be:

- Available on a first-option basis for RI
- Fully constructed, with chairs at no cost, adequate capacities, and meeting space to accommodate the needs described in Exhibit 3.
- Rentable at no cost to RI, with an explanation of how the proposed venue fees will be paid and a financial plan supported by government statements or local Rotarian resolutions
- Available on a 24-hour basis during the rental period.
- All convention activities (excluding pre-convention activities) shall be under one roof, within one complex or within a comfortable walking distance (less than 1,000 meters, or approximately a half-mile)
- Pre-convention activities shall be as close as possible to the central convention venue, with suitable meeting space as described in Exhibit 3.
- Outfitted with air-conditioning or heating units so that the indoor temperature remains at approximately 72°F/22°C
- Covered (open-air facilities such as stadiums will not be considered)
- Able to provide free Wi-Fi throughout the plenary hall, exhibition hall(s), meeting rooms, and office venue at no cost to RI
- Initial setup of all meeting rooms, with chairs, lecterns, skirted platform and head tables, and one microphone, at no cost to RI
- Plenary venues must have at least 8,000 seats in Africa and South America; at least 10,000 seats in Australia, Europe and North America; and at least 15,000 seats in Asia, while still allowing a throw distance of 45 feet (13.716 meters) for rear-screen projection and providing sufficient dressing room and office space.

In addition, proposals must include the following:

- Hotel room blocks must include at least 5,600 discounted rooms in Africa and South America and at least 7,000 discounted rooms in Asia, Australia, Europe, and North America, reserved on a first-option basis, making up no more than 40 percent of the total number of sleeping rooms in the bidding city, offered by hotels suitable for RI’s hotel booking system. This must be supported by RI hotel commitment forms (see Exhibit 4 - Attachments B-1, B-2, C-1, and C-2 as applicable)
- Identification of the acting HOC chair and an explanation of how and when the host area will select its chair.
- HOC’s estimated total attendance capacity given the venues and hotel accommodations proposed
- HOC’s estimated host area district(s) registration figure
- Details of all applicable taxes.
**Preferred Criteria**

Further consideration will be given to proposals that meet the following preferred criteria for site selection:

- Pre-existing, purpose-built breakout session space within the primary convention venue, consisting of at least 20 rooms with varied capacities ranging from 50 to 2000 persons (set theater-style), with a combined capacity of 8,000 seats.
- Free public transportation for all delegates.
- An arena-type venue with tiered seating for plenary sessions (if a sports arena is suggested, the proposal must indicate if the facility houses professional sporting teams and when the teams have primary rights to the facility that take priority over any contractual agreement with RI).
- Proposals augmented with financial incentives, such as subsidies that will eventually offset convention expenses. Financial incentives might include in-kind donations. Financial incentives may be for the use of RI or the HOC.
- Tax exemption for the income and expenses generated from the convention, or a plan for helping RI recover tax money spent in relation to the convention.

Include the following in your proposal:

- [ ] CAD venue diagrams/floor plans clearly showing all proposed meeting, banquet, and office space
- [ ] Information on room dimensions, ceiling height, and current seating capacities
- [ ] Complete inventory of venue equipment with current costs
- [ ] Diagram of the plenary session facility with proposed seating layout
- [ ] Convention Site Specifications Questionnaire (Exhibit 2)
- [ ] Schedule of Events/Space Allocation Grid (Exhibit 3)
- [ ] City-wide hotel room inventory (Exhibit 4 – Attachment A)
- [ ] Hotel Commitment Forms (Exhibit 4 – Attachments B-1/B-2/C-1/C-2 as applicable)
- [ ] A letter signed by the district governor indicating agreement to comply with the list of HOC responsibilities
- [ ] A map indicating where each hotel is located.
- [ ] A map indicating locations of all meetings spaces provided.