

## Application Procedure for OWC bids

NO: 15a - Board procedure  
EFFECTIVE DATE: 2007\_08\_10

VERSION: 1  
REVISED DATE:

### Purpose:

According to § 2.1 of IFOAM policy 15 on Conferences and Events

*“ ... Bidding proposals must be detailed; clearly addressing all the requirements mandated herein and shall not exceed ‘2000 words’ pages plus a budget plan. Submissions must be received by the Head Office at least three months prior to the next IFOAM General Assembly. ...”*

This procedure provides organizations who intent to bid to become the organizer of the next IFOAM Organic World Congress (OWC) including the IFOAM General Assembly (GA) with detailed information about the application process.

Criteria and requirements for OWC bids are laid down in detail in policy 15.

### Application procedure:

Bidders are not to directly contact IFOAM members with any kind of bid promotion before the GA. IFOAM members will be informed about the bids as follows:

The proposal will be published in the special GA edition of the *IFOAM in Action newsletter*, which is sent to all affiliates latest 60 days before the GA.

For accepted bids the opportunity is provided

- to publish a bid promoting web video on the IFOAM website with the maximum of 3 minutes length. Preferred formats are .AVI and .MPG.
- to provide the GA participants with promotion material at the GA - For that purpose IFOAM provides the bidder with a booth (size about 1.5 x 0.8 m) in the foyer/ entrance area of the GA plenary hall.
- to sponsor the GA reception (evening of the first GA day) with
  - a) typical food and drinks from the region or country. Please observe the custom laws of the country where the GA is conducted to early enough start import negotiations as necessary. Please contact the HO in regard to the number of participants to be expected.
  - b) a cultural contribution, e.g. in the format of music, dance, theatre or other kind of entertainment to be coordinated with the IFOAM Head Office.
- to present the bid to the GA plenary before the vote (maximum presentation time: 8 minutes). The bidder may choose the method of the presentation (PPT, video, dvd, etc.) Technical details should be clarified with the HO in due time before the GA.

### Reference

Reference is made to IFOAM policy 15 on Conferences and Events.