



**APPLICATION TO HOST
WORLD FEDERATION OF TOURIST GUIDE
ASSOCIATIONS (WFTGA)
CONVENTION 2019**

**This application must be completed electronically
(by completing the grey sections) and be legible**

1. We, the undersigned tourist guide association, apply to host the 18TH World Federation of Tourist Guide Associations Convention in **2019**.

We confirm that:

We are a fully paid up tourist guide association member of WFTGA and that we have attended at least one WFTGA Convention (including the Delegates' Meetings) prior to making this application. The Convention(s) we attended were:

We agree that if any Executive Board Member (ExBo) of the WFTGA is a member of a Member Association from our country, he or she **will not** be involved in making this application, including any involvement in the presentation(s) or lobbying. We accept that such involvement will result in the disqualification of our application.

We agree that in making this application, sometimes referred to as 'the bid' in this document, we will attend the 2017 WFTGA Convention in Tehran, Iran to make a presentation in support of our application at a time/times during the Convention to be notified to us by WFTGA.

We agree to abide to the timetable as notified by WFTGA for progressing our application, and to any changes made to the timetable as notified to us in writing.

Note: clauses 2-6 form the formal record of your association, contact information, proposed date and your proposed theme for the Convention:

2. **Name and full official address of the WFTGA Member Tourist Guide Association applicant:**

Name of WFTGA Member Tourist Guide Association					
Address					
City			State/Province/Region		
Zip/Postal Code			Country		
Telephone			Fax		
Country Code	Area/City Code	Number	Country Code	Area/City Code	Number
Website			email @		

3. **Name of Person(s) responsible for bid, their position in the association (if any) and their contact details: (One of these persons must be a member of this association.)**
- a.
 - b.

4. **Name of City/Town where convention is to be hosted:**

5. **Proposed Date of the Convention:** (Normally, completion of all post-convention tours is before International Tourist Guide Day, February 21st.) Preferred dates are between early January and mid- February. Alternatively, bids can be made for March/April. If there are circumstances where another date is to be considered, this must be discussed and agreed with the WFTGA Convention Coordinator before making this application. Care must be taken to avoid important festivals e.g. Chinese New Year, Ramadan, Easter.

6. **Proposed Theme of the Convention:** (to be finalised and approved by Executive Board of WFTGA once the bid has been won):

Note: Clause 7 gives applicants key information on the Convention timetable to be used in applications.

7. **In making this application we understand and accept that the Convention must include:**

- **One full day** for the **Executive Board Meeting**, prior to the Delegates' Pre-Convention Meeting
- **One full day (Nine (9) hours)** of **Delegates' Pre-Convention Meeting** prior to the Convention, plus a further 11 hours during the Convention (times to be decided by the Executive Board of the WFTGA)

Note: These meetings constitute the WFTGA General Assembly. Delegates are the country representative(s), authorised in writing by their association to speak on behalf of their Member Association.

- **Four and a half (4 ½) days of Convention for all Participants.**

Note: Participants are the tourist guides attending the Convention itself.

- **Accompanying Persons' Programme** while Participants are attending the Convention.
- **ExBo Board Members: Seven (7)** Executive Board Members (ExBo) are to be provided with seven (7) nights of accommodations (single rooms), and full Delegates and Convention Programme.
- In addition, six (6) nights of accommodation (single room), and full Delegates and Convention Programme will be provided for an **additional one (1) person**, determined by ExBo. All eight (8) rooms and Delegates and Convention Programme costs must be included in the Convention budget.
- One (1) Inspection Trip to be conducted by up to two (2) ExBo Member(s). Accommodations (single rooms) must be included. All possible effort should be made to provide assistance with travel costs.

Note: Clauses 8 and 9 detail the basis for costing applications that must be followed. Applicants should ensure that they understand these clauses before completing the application.

8. **When preparing applications**, applicants must base their bids and budgets on a **minimum of 200** tourist guides (**175 International and 25 Regional or local tourist guides**) attending the Convention. These are

referred to as Participants. In fairness to all applicants, these costs must be estimated for no more, and no less, than 200 tourist guide Participants.

Estimated number of participants expected: Tourist Guides from host city/town:
 Tourist Guides from host country:
 Tourist Guides from other countries (international):
 Accompanying Persons:
 TOTAL:

Note: Clause 9a details the WFTGA levy amount to be added to cost.

9A. With exceptions for ExBo, the local organising team and attendees from the local WFTGA Member Association, all other Participants and Accompanying Persons must pay a WFTGA levy. This must be included in applicants' costs.

The basic levy to be budgeted for 2019 is 35 Euros per person. This amount is to be paid to the WFTGA Treasurer before the second to last day of the Convention. The amount for Non-WFTGA-member tourist guide Participants, including tourism partners, is **5% more than members (37 Euros)**. Costs are to be given in the following currencies:

Date of exchange:

Exchange rate:

Bidding country's currency	Euros (EUR)
=	

9B) Delegates' Pre Convention Meeting:

- Budgeting should be based on a minimum of 25 delegates.
- However, sponsorship and room set-ups should be based on a minimum of 40 delegates.
- **Delegates Pre-Convention Meeting Fee should not exceed 100 Euros per person in a double room and 125 Euros in a single room.**

Note: The costs for Delegates' Accompanying Persons should not be included here.

In further detail, Delegates' Pre-Convention Meeting Fees must include:

- One (1) night of accommodations
- One (1) breakfast should be provided for all Delegates during the one full day of meetings.
- One (1) working lunch should be provided for all Delegates during the one full day of meetings. **(not to include Delegates' Accompanying Persons)**
- One (1) dinner should be provided for all Delegates during the one full day of meetings. **(not to include Delegates' Accompanying Persons)**
- Two (2) refreshment breaks should be provided for Delegates during the one full day of meetings.

Exchange Rate Date of Exchange	Bidding country's currency	Euros (EUR)
Delegates' Meeting		
Double Occupancy		EUR
Single Occupancy		EUR

9C) Convention Fees:

Convention Fees must include:

A. Workshops and Lectures

Include **no fewer than 16 hours of workshops and lectures**, not counting presentation on host country.

No lecture or workshop shall be given on board a coach unless pertinent and approved by ExBo.

The Executive Board and the organising host committee will make the final decisions on workshops and lectures once the bid has been won. Workshops must be each 1 ½ hours long, some will be organised by WFTGA.

All workshops should include theme, introduction, points for discussion and conclusion. Presenters must have a good command of English and be understood by all participants, as the majority do not have English as their first language.

Please present this in a table of the week of the Convention. (See Annex 1)

Presentation of the Host Country:

- i. Give a brief description in writing, and also place on a grid or table. This might include a theme dinner and a one-hour presentation on the first day of the Convention.

The presentation of the host country shall also include a tour of the region during the Convention Programme, and this must be included into the cost of the Convention package. The tour of the Convention town/city should normally be conducted on the afternoon of the first or second day of the Convention. A tour of the convention town/city should also be included for Delegates.

Presentations of host country should be for all Participants and Accompanying Persons.

Convention Tours:

- ii. Tours of the region during the Convention are to be included in the Convention package, not as optional tours. They should be conducted by the host members. WFTGA Trainers are willing to assist in the preparation of guides for these tours, and in evaluation of the tours.
- iii. Participants should not be charged for any tours offered during the Convention week, as this is a tourist guide convention hosted by other tourist guides.
- iv. Applicants should make arrangements with all attractions, museums and sites to ensure that the Participants and Accompanying Persons attending the Convention are offered entrance on a complimentary basis.
- v. Give a brief description of tours in writing, and also place on a grid or table.

B. Accommodation to be budgeted:

- i. Proposed hotel(s) should be convention style but **4 or 5 star hotels are not a requirement.**
- ii. Hotel(s) should have the required number of break out rooms and ballroom (or equivalent) for daily plenary sessions.

- iii. General meeting and basic room requirements are the following (subject to change if training is included):
 - a) One (1) Board room for seven (7) people for one (1) day for ExBo
 - b) 1 Hollow Square for up to 40 people with Audio-Visual (AV) equipment for Delegates Meetings for one (1) full day prior to the Convention and for 11 hours during the convention week.
 - c) One (1) plenary session, theatre style for up to 500 people, with podium, stage and AV equipment, in the morning for five (5) days during the week (usually hotel ballroom).
 - d) For four (4) days, a minimum of 4 - 5 breakout rooms that can hold up to 40 people theatre style.
 - e) A versatile, dedicated private workroom for the convention team and WFTGA to work, with room for office equipment for seven (7) days of the conference. It should be the size of a breakout room or suite.
 - f) One (1) room with locking door, close to the hospitality desk, for display of auction items.
 - g) Foyer Area for coffee breaks, cocktails.
 - h) Ballroom that will accommodate 250-500 people in rounds of 8 or 10 and room for a buffet, if needed, for opening and closing dinners (if held at the hotel), opening lunch, breakfasts (if breakfast rooms are not large enough).
 - i) Large registration area for check in and distribution of kits.
 - j) Speaker ready room, where speakers can prepare presentations.
 - k) Basic AV equipment, including:
 - overhead projectors and data projectors for plenary sessions, ExBo Meetings and Delegates Meetings;
 - flipcharts for all breakout rooms;
 - fixed and roaming microphones for Delegates Meetings and plenary sessions.
- iv. Please provide the names and locations of the hotels being considered.
 Hotel name(s): _____ Locations: _____
- v. Hotels must be centrally located with access to services including WiFi, public transportation, shops, restaurants, etc., within walking distance.
- vi. **Alternative accommodation must be suggested for participants who do not wish to stay in the main Convention hotel.**

C. Transfers:

- i. Transfers to and from all activities, events and venues during the Convention must be provided free of charge.
- ii. Minimum of Meet and Greet service should be provided at the airports by volunteer local tourist guides, to assist Delegates and Participants upon arrival. Further assistance must be provided at the hotel, with a Convention Registration Desk and Hospitality Desk staffed by colleagues of the host association.
- iii. Delegates and ExBo must have separate transfers to evening functions and for any off-property events on afternoons during the week when Delegates Meetings take place.

D. Convention Documents:

- i. All participants, including Accompanying Persons, must be provided with a Convention Programme, with practical information, times, room locations, etc. The programme book can be approximately 10-20 pages (two sided) depending on budgets. Advertising should be secured to pay for this book.
- ii. The collection of all copies of lectures and workshops in a package form is required. This should be available in **CD ROM format** (and hard copy if requested); these should be handed to the participants before leaving (see iv).
- iii. All Participants must be provided with a Certificate of Attendance, to be signed by the President of the WFTGA and by the host association's President. This requirement is to enable participants to show proof they have participated in the educational portions of the convention.

- iv. A full list of Participants, with addresses, e-mail addresses, phone numbers, country of origin and association shall be provided on the final day of the Convention in exchange for a completed evaluation form which shall be provided by the host country for each Delegate and Participant.
- v. While Participants are in Convention sessions, Accompanying Persons must be provided with a programme for their activities during the week. The Accompanying Persons Programme begins on the first day of the Convention. Accompanying Persons are on their own during the Delegates Meetings.
- vi. The financial statement needs to be made and sent to ExBo of WFTGA until three months after the end of the convention.

E. **Meals:** Budgeting and cost of meals should be based on:

For all attending during 4 ½ day Convention period:

- i. **All breakfasts: Five (5)**, with seating and tables. This must be shown on the grid.
Budget for breakfast should be based on:
 - 175 International Participants
 - Seven (7) ExBo,
 - One (1) International Speaker
 - Four (4) members of the local regional organising team.

Total: Budget for 187 breakfasts.
- ii. **Three (3) lunches, minimum:** with seating included, for the first and last day of the Convention and the third day to be decided by the organiser. The area around the hotel should have sufficient choices for lunches not included. Please ensure this is on the grid.

Budget for Opening Lunch:

- 175 International Participants
- Seven (7) ExBo
- One (1) International Speaker
- Four (4) members of organising committee
- Four (4) special Guest Speakers (local), minister, official etc.

Total: Budget 191 for Opening Lunch

Budget for Second Lunch:

- 175 International Participants
- Seven (7) ExBo
- One (1) International Speaker
- Four (4) organising committee

Total: Budget 187 for Second Lunch.

Budget for Final Lunch:

- 175 International Participants
- Seven (7) ExBo
- One (1) International Speaker
- Four (4) organising committee
- Five (5) members of the local Press

Total: Budget 192 for Final Lunch.

- iii. **Three (3) dinners, minimum:** with seating included, for the Opening Evening Dinner, Final Gala Evening and one other dinner (to be chosen by host country). Please ensure this is on the grid

Budget for Opening Evening Dinner:

- 175 International Participants
- Seven (7) ExBo
- One (1) International Speaker
- Two (2) Key Note Speakers

- Four (4) organising committee
- Five (5) special guests (usually largest sponsors)
- Four (4) others, to be decided by organizing committee

Total: **Budget 198 for Opening Evening.**

Budget for Second Dinner usually themed with local flavour:

- 175 International Participants
- Seven (7) ExBo
- One (1) International Speaker
- Two (2) Key Note Speakers
- Four (4) organising committee
- Two (2) local sponsors,
- 10 Regional tourist guides.

Total: **Budget 201 for Second Dinner.**

Budget for the Final Gala Dinner (A separate cost should be done for local guides, as many will want to join in the festivities.):

- 175 International Participants
- Seven (7) ExBo,
- One (1) International Speaker
- Two (2) Key Note Speakers
- Four (4) organising committee
- Two (2) local sponsors
- 20 Regional tourist guides and their partners

Total: **Budget 211 for Final Gala Dinner.**

F. Seven (7) Executive Board Members' Meals (except as noted in iv.)**

- Dinner, along with the organising committee, should be provided for Seven (7) ExBo on the evening prior to the ExBo Meeting.
- Breakfast should be provided for Seven (7) ExBo on the day of ExBo Meeting.
- A working lunch in a meeting room should be provided for Seven (7) ExBo on day of ExBo Meeting.
- Dinner should be provided for ****Eight (8) persons, including ExBo and a guest** on evening of the ExBo meeting. These dinners do not have to be elaborate and can be very informal and casual.

G. Proposed Convention Fees:

Convention Fees		Bidding country's currency	Euros (EUR)	Pounds Sterling (GBP)	US Dollars (USD)
Member Participant	Double		EUR	GBP	USD
	Occupancy				
	Single		EUR	GBP	USD
Non-Member Participant	Occupancy				
	Double		EUR	GBP	USD
	Single		EUR	GBP	USD
Accompanying Person	Occupancy				
	Double		EUR	GBP	USD
	Occupancy only				

H. Business Requirements of Convention to be budgeted: Based on 200 Participants.

- Secretarial assistance for WFTGA Secretary. Can be a volunteer of the host association with full computer knowledge, and able to take notes during meetings. Must be fluent and fully proficient in English and have Internet Technology skills.
- The Delegates Meetings will require microphones so that all can be heard.

- iii. A workroom (secretariat) in a location away from participants, for use of the host committee and ExBo only. The room shall have computers for use by ExBo and host committee; and photocopying services, fax machine, table for meetings, Internet access. The room should be available 24 hours a day beginning with date of ExBo Meeting through the last day of the Conference. It can be a suite but not one occupied by a member of the ExBo.
- iv. The budget must include Convention liability Insurance.
- v. Office equipment made available to ExBo and the host committee shall include:
 - at least one computer with CD ROM writer and/or CD Burner and Internet Broadband access for use by ExBo (with another in a separate room for the host committee)
 - a printer
 - a workstation for ExBo; with paper, spare ink, and office supplies.
- vi. All Participants and ExBo shall be provided with a convention bag for documents. Name badges shall be provided for everyone attending, including speakers. ExBo, Area Representatives, Speakers and hosts will be identified with ribbons on their badges.
- vii. AV requirements for workshops shall include:
 - a flipchart in each room
 - one rear-view projector (on request of presenter)
 - one LCD projector for Power Point presentations
 - a slide projector (on request of presenter).

An amount shall be budgeted for AV needs that can only be confirmed once the Convention preparations begin.
- viii. A programme book for all attendees shall be provided.
- ix. Faxes, photocopies and phone calls for the preparation of a bid shall be sponsored or budgeted.

I. Promotion and Publicity to be budgeted: Based on 200 Participants.

- i. A minimum of six (6) reminders, to include registration forms, shall be prepared and sent out. Most will be done electronically, however postage should be budgeted for those who still do not receive documents electronically, as well as a budget for long distance faxes and phone calls.
- ii. A website, or a portion of the existing host member's website, shall be included for online registration and information, with regular updates provided.
- iii. A photographer and/or video camera operator shall be budgeted, to provide a record for the host association and the WFTGA. Photographs, CDs and videos can be made available for purchase by Delegates and Participants.

J. Sponsorship: Bidders should acquire potential sponsorship prior to making their bids

- i. Every section of the Convention should be broken down, placing value to each item, to allow the maximum amount of sponsorship.
- ii. Convention and Visitors Bureaux, Destination Management Companies, motor coach transportation companies, attractions, museums, etc., should all be approached for sponsorship in cash or kind.

The WFTGA Convention Coordinator will provide information on how to break it down and how to approach sponsors.

It is often better to approach many small sponsors than one large one.

It is better to get sponsorship from the private sector before approaching government bodies. Bidders must show evidence that they have made other attempts before approaching government institutions.

K. Pre-Convention and Post-Convention Tours:

As this is one of the most important deciding factors for participants to attend the WFTGA Convention, it must be carefully thought out. Tours should be guided by volunteer tourist guides / colleagues.

- i. Pre-Convention tours shall be completed by the end of the pre-convention Delegates meeting (Sunday). ExBo and Delegates cannot attend the Pre-Convention tours, except if hosts provide separate Pre-Convention Delegate Tours. ***We encourage hosts to provide separate cost efficient tours for Delegates.*
- ii. Only one or two Pre-Convention tour options should be made available, to facilitate maximum participation.
- iii. Post-Convention tours shall **depart in the afternoon of the last day** of the Convention. There should be only one or two choices.
- iv. To ensure maximum participation, Pre-Convention and Post-Convention Tours should have some sponsorship included, such as entrance fees to attractions, etc. We ask that colleagues in each Region visited host and sponsor a small event.
- v. Cost of Pre-Convention and Post-Convention Tours should be based on one coach for each, in double and or triple room occupancy (45 passengers). Full tour descriptions must also be included.
- vi. **Proposed prices for tours shall be included with the bid documents**

L. Budget and Cost:

Bidders must present a full budget breakdown and cost of each item for review by the Convention Coordinators of the WFTGA. It should be on an Excel Spreadsheet. The budget must be realistic, with a contingency amount in case of emergencies or unforeseen costs.

Required Information:

Note: Clauses 10 to 13 must be completed to give further information about your association.

10. Association Information

- Our Association is a National Association.
If not, please explain:
- Number of members in your association:
- Our association has been a fully paid-up member of the WFTGA since:
- Résumé of the history of Association and its activities. Include a copy of constitution, official registration as proof your association is a not-for-profit tourist guide association. (Please provide on a separate sheet, if needed.)

11. We wish to host the next World Federation of Tourist Guide Associations Convention for the following reasons:

12. Our Association has hosted the following WFTGA or tourism related conventions before.

Please give brief description:

13. Our association has applied to host the WFTGA Convention before. Yes/No Please select

If yes, where and when was the bid made:

If successful when was the Convention held:

Note: Clause 14 is your declaration that you have completed the application requirements of the document. Clause 15 and 16 cover the timetable that you accept, together with other necessary conditions and procedures for applicants.

14. Declaration:

We wish to declare that our Association has fulfilled all the minimum requirements to apply to host the next World Federation of Tourist Guide Associations Convention in our country, and included the necessary documents detailed above, as required by the WFTGA, and we also include:

Letters of Support and/or Sponsorship from:

- The National Tourism Organisation
- The Regional Tourism Organisation
- The City or Town Tourism Organisation
- The National Carrier and other carriers and international carriers (for discounted airfares)
- The Local or National Tourist Guide Association(s)
- Entry requirements: visa and special requirements for any nationality

We confirm that we have an efficient Convention team to organise the event.

→ (Provide description, including assistance as a sponsorship in kind from Destination Management Companies, travel agencies, companies hiring tourist guides, Convention and Visitors Bureaux, etc.)

We confirm that we have approached potential sponsors for cash sponsorship/sponsorship in kind

→ (Please provide letters of support)

Prior to completing the application, our association has communicated with the WFTGA Convention Coordinator, to ensure that all queries have been answered. We fully understand the requirements of the bid and application. We understand the requirements of hosting a WFTGA Convention.

Name of WFTGA Convention Coordinator:

Date when WFTGA Convention Coordinator was contacted:

15. Timeline and other rules

Intention to Bid: Interested applicants must communicate their **Intention to Bid** (in writing, to the WFTGA Executive Board) no later than **August 1, 2016 (midnight GMT)**. This can be sent by email or fax. **It is the responsibility of the applicant (bidder) to ensure that the Intention to Bid has been received by ExBo by the due date.** The **Intention to Bid** lets the ExBo know that your association would like to bid for the convention.

Application: The above documentation listed under items 10 - 14 must be reviewed and provided with this application no later than **September 1, 2016 (midnight GMT)** having previously communicated in writing to the ExBo the intent to bid for the WFTGA Convention. **It is the responsibility of the applicant (bidder) to ensure that the Application has been received by ExBo by the due date.**

Full & Final Bid Document: Once the above **Intention to Bid** and **Application** have been accepted by ExBo as having been correctly submitted, the applicant country will have until **November 1, 2016 (midnight GMT)** to provide:

- a) A full proposal with full details of the convention week programme for Participants, Delegates and Accompanying Persons. The grid with a proposed plan for the convention week, including Delegates Meetings and Accompanying Person Programme.
- b) A grid for ExBo members' requirements.
- c) An estimated budget plan for the entire Convention, ensuring that all requirements are met and included in the budget. The budget must be presented on an Excel spread sheet.
- d) Description and approximate cost of Pre-Convention and Post-Convention tours, which are an optional extra for all Participants and Delegates.
- e) Description of host countries presentation to Participants.

It is the responsibility of the applicant (bidder) to contact the WFTGA if they require any clarification before the full proposals are due. In order to ensure that all information above is correctly provided, the applicant (bidder) is advised to liaise with the WFTGA ExBo Convention Coordinator before submitting the final bid document on or before November 1, 2016. Bidders should note that late or incorrectly completed bid documents will be rejected.

It is the responsibility of the applicant (bidder) to ensure that the full and final bid document has been received by ExBo by the due date.

Bidders must communicate no later than **November 30, 2016** to the current 2017 Convention host committee and the WFTGA Convention Coordinator, what their AV requirements are for their presentation(s) at the 2015 Convention.

Further procedures and conditions:

1. Applicants must provide each country with a written copy of the full bid. The proposal must include price of convention and full details of what is included in the proposal.
2. Once proposals, budgets and bids are approved by ExBo as correctly completed and received on time, ExBo will inform WFTGA member countries. Bidding countries may then provide information by email to members, place the bid on their own website and arrange a hyperlink to the WFTGA website.
3. Applicant countries must be ready to answer **any** question pertaining to their bid and may be required to show written proof of their responses.
4. Applicant countries must appoint a member of their association to present the bid at the 2017 Convention. The Convention presentation must be made in person at the 2017 Convention.
5. Applicants must provide visual documentation about the location of the convention, possibilities of pre- and post-convention tours, including proposed venues and hotels that may be used.
6. Should one of the applicant countries be that of an ExBo member, **that ExBo member cannot** participate in the application, including the bid presentation, and cannot be involved with his/her own country's bid at the 2017 convention. He/she will not be allowed to lobby **in any way** for their country's bid. If there is an infringement under this clause, the applicant will be disqualified from bidding.
7. Lobbying at the 2017 Convention must be conducted respectfully towards all participants. Applicant countries' Delegates and Participants may not **'buy'** votes, intimidate Delegates nor make deals of any kind for votes. Applicants may not coerce delegates to vote for any country. Applicants will be disqualified if they, or Delegates or Participants from the applicant country discredit or disparage any other application, applicant country, colleague, member or person.
8. Bids should be voted for on merit and best presentation only.
9. Gifts or promotional items given to Delegates and Participants by applicant countries may not exceed the amount of 20 Euros per person.
10. WFTGA Executive Board Members have no vote.
11. During the presentation of the bid at the Delegates Meeting of the 2017 Convention, applicant countries will be allowed no more than two (2) Delegates and two (2) Participants from their country or association to present or assist with the bid.
12. Applicants will be allowed a maximum of 20 minutes for the presentation of their bids.
13. If successful, this application to host the next World Federation of Tourist Guide Associations Convention (together with the Letter of Invitation and the Standard Conditions of Contract and Special Conditions, if any) shall constitute by the successful bidding association an undertaking to the WFTGA, to host the 2019 Convention in accordance with this application.
14. Any applicant country that demonstrates **any type** of disrespect, including any infringement of the provisions of these further procedures and conditions contained in numbers 1 - 14, will be disqualified from bidding,

We, the applicants, agree to provide promptly to the WFTGA any further information that the WFTGA may require.

Signatures

Note: The signatures must be those of the officers of the association who are authorised to make this application on behalf of the applicant association.

In applying to host the WFTGA 2019 Convention we confirm that our association has understood this document, and that we accept the contents in full.

Our Association would like to apply to host the:

18th WFTGA Convention in 2019

Date:

Authorised signature: _____
(Please print this document and sign)

Name:

Designation/Title:

Witnessed and Confirmed by:

Authorised Signature: _____
(Please print this document and sign)

Name:

Designation/Title:

Association Stamp (if any):

17. Please return this application to:

Felicitas Wressnig
President

WFTGA
Franz-Josefs-Kai 33/12
A-1010 Vienna, Austria

info@wftga.org and guide-felicitas@a1.net

Annex 1

	Friday EXBO Arrives	Saturday ExBo Meeting	Sunday Delegates' Meeting	Monday Convention	Tuesday Convention	Wednesday Convention	Thursday Convention	Friday Convention
	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Morning								
	Lunch	Lunch	Opening Lunch					Final Lunch
Afternoon								
	Dinner	Dinner	Dinner	Opening Dinner			Gala Dinner	
Evening								

For WFTGA Secretariat Use Only

Application Number: _____

Date Received: _____ Received by: fax post e-mail

Name of Receiving Executive Board Member: ___Felicitas Wressnig_____

Signature of Receiving Officer: _____

- Application Form
- Supporting documents, if any
- Proposal
- Grids
- Organising Committee

The Application Form is in Order and the Applicant has fulfilled the basic requirements to qualify for the convention on the date required.

Signature of WFTGA President
or other WFTGA Officer Appointed by EXBO

Date

Signature of WFTGA Secretary
or other WFTGA Officer Appointed by EXBO

Date

Name of WFTGA Convention Co-ordinator

Signature of Convention Co-ordinator

Date