

WFTGA 2028 Convention Bidding Application Form

GENERAL NOTES

This streamlined application form reflects WFTGA's new partnership model where we handle complex international logistics while you focus on creating extraordinary local experiences. Please complete all sections honestly and thoroughly.

Important Deadlines:

- **Expression of Interest:** 31st August 2025, 12:00 CET
- **Complete Application:** 15th October 2025, 12:00 CET

Submission: Email both completed form and supporting documents to:

- convention@wftga.org
 - Subject line: **WFTGA 2028 Convention Bid - [Your Destination]**
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SECTION 1: APPLICANT INFORMATION

1.1 Primary Bidding Association

Association Name: _____

Association Type: ☐ Local Tourist Guide Association ☐ National Tourist Guide Association
☐ National Federation of Tourist Guide Associations ☐ New Association (being established for this bid)

Current WFTGA Membership Status: ☐ Full Member since: _____ ☐ Application submitted (date): _____ ☐ Will apply upon bid acceptance

Number of Active Members: _____

Primary Contact Person:

- Name: _____
- Position: _____
- Email: _____
- Phone: _____
- WhatsApp available: ☐ Yes ☐ No

Secondary Contact Person:

- Name: _____
- Position: _____
- Email: _____
- Phone: _____
- WhatsApp available: ☐ Yes ☐ No

1.2 Co-Bidders and Partners

Tourism Organisation Partners (if applicable):

- DMO [Name]: _____
- Convention Bureau [Name]: _____
- Government Support: _____
- Other Partners: _____

1.3 Required Advisory Support

Experienced WFTGA Advisor (mandatory):

- Name: _____
 - WFTGA Conventions Attended: _____
 - Years as Delegate: _____
 - NEW Which conventions has this person attended in another positions, e.g. ExBo Member, Area Representative (enter year/s and position): _____
 - Contact Details: _____
 - Confirmed Commitment: ☐ Yes ☐ No
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SECTION 2: PROPOSED CONVENTION DETAILS

2.1 Basic Information

Host City/Region: _____

Proposed Dates:

- **Primary Option:** From _____ to _____ (Month/Year: _____)
 - **Alternative Option:** From _____ to _____ (Month/Year: _____)
 - **Justification for chosen period:**
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Convention Theme:

Theme Explanation (max 200 words):

2.2 Continental Eligibility

Continent: _____

Confirmation of Eligibility: ☐ I confirm our continent is eligible under the rotation system
☐ Our continent is excluded but we are submitting due to lack of eligible bidders

SECTION 3: VISION AND IMPACT

3.1 Motivation and Vision

Why does your association wish to host the 2028 WFTGA Convention?

Current status of tourist guiding in your destination:

Main challenges local guides face:

How would hosting the WFTGA Convention address these challenges?

Expected measurable outcomes:

3.2 Legacy and Sustainability

How will you ensure lasting impact after the Convention?

Planned Sustainable Development Goals (SDG) integration and sustainable practices:

SECTION 4: LOCAL CAPACITY ASSESSMENT

4.1 Guide Community

Number of professional guides in your destination: _____

Current skill/professionalisation level: ☐ Highly professional with international experience ☐ Good local skills, some international exposure ☐ Basic professional skills, limited international exposure ☐ Developing professional community

Languages spoken by local guides:

- English (fluent): _____ guides
- English (conversational): _____ guides
- Other languages: _____

Honest assessment of training needs:

4.2 Tourism Infrastructure

Peak tourism season: _____ **Proposed Convention period is during:** ☐ Low season ☐ Medium season ☐ Peak season

Airport/Transportation Hub: _____ **Distance to Convention venues:** _____ km/miles

Convention centre or suitable venue identified: ☐ Yes - Name: _____ ☐ Under negotiation ☐ Multiple options available

SECTION 5: PROGRAMME CONCEPTS

5.1 Pre-Programme Ideas (3-4 days)

Innovative experience concepts that don't exist elsewhere:

Hidden gems and unique access opportunities:

5.2 Post-Programme Ideas (4-7 days)

Extended regional exploration concepts:

Professional development integration:

5.3 Theme Integration

How will local examples demonstrate your Convention theme:

Local speakers and experts available:

SECTION 6: FINANCIAL CAPACITY

6.1 Site Inspection Support

Can you cover site inspection costs for 2 WFTGA ExBo members (flights, accommodation, meals for 5-7 days)? ☐ Yes, fully covered ☐ Yes, with sponsor support
☐ Partial coverage possible ☐ Unable to cover - please advise

Potential sponsors for site inspection:

6.2 Budget Considerations

Currency for all pricing: _____ Exchange rate date: _____ 1
EUR = _____ [local currency]

Estimated costs (in EUR) calculated based on approx. 200 participants:

- Convention centre rental: € _____
- Does the convention centre have a hotel and what would be the price per double room per night? _____
- Main Convention catering per person - please indicate estimated costs for
 - coffee breaks per person € _____
 - lunch in the convention centre per person € _____
 - gala dinner per person € _____
 - Cocktail reception per person € _____
- Estimated costs for live streaming € _____
- Full day study tour with cultural experiences per person (including lunch, experiences like museums, food tastings, cooking workshop, etc: € _____
- Half day city tour / city experiences: € _____
- Pre-programme per person per day (Experiences, food, accommodation, transportation): € _____
- Post-programme per person per day (Experiences, food, accommodation, transportation): € _____
- Do you have sufficient cashflow and seed money to cover deposits and early expenses, and where will it come from? _____

6.3 Sponsorship Potential

Letters of support obtained from: ☐ National Tourism Organisation ☐ Regional Tourism Organisation
☐ City Tourism Organisation ☐ National Carrier/Airlines ☐ Other Tourist Guide Associations
☐ Government Authorities ☐ Private Sponsors

Additional sponsor prospects identified:

SECTION 7: ORGANISATIONAL CAPACITY

7.1 Team Structure

Organising Committee Chair:

- Name: _____
- Experience: _____

Key team members and their roles:

Professional event management support: ☐ PCO/DMC already engaged ☐ Local event company identified ☐ Will engage after winning bid ☐ Association members only

7.2 Volunteer Network

Estimated volunteers available: _____

Volunteer experience level: ☐ Experienced with international events ☐ Some event experience ☐ Willing but inexperienced ☐ To be recruited

Tourism/guide students and retired guides available as volunteers and how many: ☐ Yes ☐ No

SECTION 8: RISK ASSESSMENT AND INSURANCE

8.1 Risk Factors

Potential risks identified for your destination/timing:

Mitigation strategies:

8.2 Insurance Requirements

Can you obtain liability insurance for your part of the event? ☐ Yes, already researched ☐ Yes, standard in our country ☐ Will research if bid successful ☐ Uncertain about requirements

Can you obtain cancellation insurance for your part of the event? ☐ Yes ☐ Will research ☐ Uncertain

SECTION 9: MARKETING AND PROMOTION

9.1 Marketing Capacity

Local media contacts and PR support available: ☐ Professional PR agency ☐ DMO marketing support ☐ Association members with media experience ☐ Limited marketing experience

Social media and digital marketing capacity: ☐ Professional level ☐ Good amateur level ☐ Basic level ☐ Will need external support

9.2 Photography and Content Creation

Professional photography/videography available: ☐ Already identified providers ☐ Local professionals available ☐ Will arrange if bid successful

Content creation for marketing (willing to provide photo/video rights to local DMO): ☐ Yes, fully committed ☐ Yes, with conditions ☐ Need to negotiate terms

SECTION 10: PREVIOUS EXPERIENCE

10.1 Convention History

Has your association previously bid for a WFTGA Convention? ☐ No ☐ Yes - When: _____ Where: _____ Result: _____

Has your association hosted a WFTGA Convention? ☐ No ☐ Yes - When: _____ Where: _____

10.2 Event Experience

Major international events hosted by your association or partners:

Largest event your association has organised:

- Event type: _____
 - Participants: _____
 - Year: _____
-

SECTION 11: COMMITMENT AND UNDERSTANDING

11.1 Partnership Model Understanding

I/We confirm understanding that:

WFTGA

- ☐ WFTGA handles main Convention logistics, finances, and content
- ☐ WFTGA provides comprehensive, mandatory training and professional development for all local tourist guides and volunteers involved.
- ☐ All participants payments are processed through WFTGA systems
- ☐ WFTGA provides a dedicated Wise sub-account for the host to facilitate cashflow

Host

- ☐ Host focuses on pre/post programmes and cultural experiences during the main convention
- ☐ Host provides local organisational support for training (venues, transportation, equipment, access to heritage site - see requirements for hosting WFTGA training courses)

11.2 Attendance and Participation Commitment

- ☐ Will attend (in person or online) 2026 Fukuoka Convention for bid presentation
- ☐ Will participate in all preparatory webinars and training sessions
- ☐ Will attend site inspection meetings and collaborative planning

11.3 Compliance and Standards

I/We commit to: ☐ Providing honest assessments of local capacity and challenges ☐ Meeting all WFTGA quality standards and requirements ☐ Implementing agreed sustainability and accessibility practices ☐ Maintaining professional conduct throughout the process ☐ Accepting WFTGA's final decisions on theme development and programme content

SECTION 12: DECLARATION AND SIGNATURES

12.1 Final Declaration

We declare that:

- All information provided is accurate to the best of our knowledge
- We have read and understood the WFTGA bidding requirements
- We accept the partnership model and division of responsibilities
- We commit to delivering exceptional experiences for all participants
- We understand that WFTGA reserves the right to modify requirements reasonably
- We will provide all requested supporting documentation

12.2 Required Signatures

Primary Authorised Signatory:

Date: _____

Signature: _____

Name: _____

Title: _____

Email: _____

Witness/Secondary Signatory:

Date: _____

Signature: _____

Name: _____

Title: _____

Email: _____

Association Stamp/Seal:

[STAMP AREA]

SECTION 13: REQUIRED SUPPORTING DOCUMENTS

13.1 Mandatory Attachments

Please ensure all documents are attached:

☐ **Letters of Support** (minimum 3 required):

- National/Regional Tourism Organisation
- City/Local Tourism Authority
- Other relevant stakeholders

☐ **Convention Centre/Venue Information:**

- Capacity details and floor plans
- Rental costs and availability
- Possible convention hotel capacity
- Technical capabilities

☐ **Accommodation Options:**

- 3-5 hotel recommendations with pricing
- Location and transportation details

☐ **Association Documentation:**

- Current WFTGA membership certificate (if applicable)
- Association registration/constitution
- Brief organisational history

☐ **Advisor Confirmation:**

- Written commitment from required WFTGA advisor
- CV/background of advisory support

☐ **Convention Programmes:**

- Sample itineraries for pre/post programmes
- Sample itineraries for main convention experiences

13.2 Optional Supporting Materials

☐ Destination marketing materials and images ☐ Local guide association newsletters or publications ☐ Media coverage of previous events organised ☐ Additional letters of support from sponsors or partners

IMPORTANT REMINDERS:

1. **Submit by 15th October 2025, 12:00 CET** to both email addresses
2. **Ensure all required supporting documents are attached**
3. **Contact convention@wftga.org for any clarification needed**
4. **Incomplete applications will not be considered**

For WFTGA Administrative Use Only:

Date Received: _____ Received by: ☐ Email ☐ Other Review Status:

☐ Complete ☐ Missing Documents ☐ Clarification Required Reviewer:

_____ Commission Decision: ☐ Approved ☐ Declined ☐ Conditional

Notes: _____
