

Hosting the WSE General Assembly Event

Hosting Requirements & Bidding Process

1.1 Introduction

The WorldSkills Europe (WSE) General Assembly occurs once every year. In the year of the EuroSkills competition, the General Assembly is held concurrently with Competition Preparation Meetings (CPM). As a result, the General Assembly in the competition year is always hosted in the country where the EuroSkills Event is being held.

However, in a non-competition year, WSE members are encouraged to host the General Assembly Event and to utilise and build upon the gathering of WSE Delegates from around Europe. This, to arouse and tackle some vocational education and training challenges within their own country.

This document initially lays out an understanding of the commitment, the schedule and resources that are required for this event, for those thinking of hosting the General Assembly Event. The document explains the procedure for expressing interest in hosting and thereafter the process by which a country will be selected, should such interest be received from more than one member country.

1.2 The WSE General Assembly Event

A WorldSkills Europe General Assembly Event consists of the follow formal meetings and forums:

1. Board of Directors Meeting
2. General Assembly Meeting
3. Competition Committee Meeting
4. Strategy Committee Meeting
5. Marketing & Communications Meeting
6. Sponsors & Key Stakeholders Meeting (if needed)
7. Host Event – (OPTIONAL) e.g. Leaders Forum Conference / National Competition visit, etc.

The General Assembly Event (items 1-6 above) should ideally be hosted in one venue. This is to allow members to move between meetings without the need of additional or time-consuming logistics. These events should be exclusively for WSE Delegates, but with prior agreement from WSE can have the addition of observers and guests attending. The content of these meetings is the responsibility of WSE.

Although optional, a host is encouraged to add additional value to the General Assembly Event programme by organising a Host Event that creates some interaction and network opportunities with the skills players within its own country. This could be a conference, visit to their national competitions or visit to a premier vocational education establishment(s). The Host Event can occur in a different venue to that of the General Assembly Event but the logistics of efficiently transferring the WSE Delegates to and from any new venue is the responsibility of the hosts. If the Host Event is a Conference it is encouraged that this includes national educational and industry stakeholders, alongside the WSE delegation. All host events should offer a wider network opportunity for the members and the host. The content, theme and scheduling of a Host Event is the responsibility of the host; however, the overall programme must have the prior agreement of WSE.

1.2.1 Board of Directors Meeting

This daylong meeting is for the Board of Directors, Secretariat and others who are exclusively invited to attend by either the President or the General Manager. The resource requirements for this meeting are outlined in appendix A and it is expected that the host will supply what is listed.

1.2.2 General Assembly Meeting

The General Assembly Meeting is a formal meeting and makes up a key part of the overall governance of the WorldSkills Europe organisation. It is attended by the appointed WSE Official and Technical Delegates from each member country, alongside other observers and stakeholders. Prominent matters associated with the WSE organisation strategy, budget and operations are outlined and voted upon at this meeting. The duration of the General Assembly Meeting is typically a half-day day, with a business lunch afterwards. The resources for this meeting are outlined in appendix A and it is expected that the host will supply what is listed.

1.2.3 Competition Committee Meeting

This daylong meeting focuses on the operational, technical and governance matters associated with the Skills competitions operating at EuroSkills. The meeting is primarily for Technical Delegates and their assistants, but also welcomes Official Delegates should they choose to attend. Other Observers and stakeholders can attend on the agreement of the Competition Manager and/or Chairs of the Committee. The resource requirements for this meeting are outlined in appendix A and it is expected that the host will supply what is listed.

1.2.4 Strategy Committee Meeting

This day or half-day meeting focuses on the direction, purpose and positioning of the WorldSkills Europe organisation. The meeting is primarily for Official Delegates but other stakeholders such as CEO's of members skills organisation can also attend. Outside of this stated participation, explicit permission is required for those wishing to attend given by the Chair of the Strategy Committee. The resource requirements for this meeting are outlined in appendix A and it is expected that the host will supply what is listed.

1.2.5 Marketing & Communications Meeting

This half-day meeting focuses on best practice and sharing of promotional and marketing campaigns of WorldSkills Europe and upcoming hosts as well as the wider publicity surrounding excellence in Vocational Education and training. It looks at matters on a European-, as well as on a national level, looking for synergy and ideas to share across the members to obtain greater impact by working together. This meeting is attended by the person or persons responsible for Marketing & Communications within the member organisation. The resource requirements for this meeting are outlined in appendix A and it is expected that the host will supply what is listed.

1.2.6 Sponsors & Stakeholders Meeting

This one to two-hour meeting is for current and potential sponsors alongside European sector association and organisations. The focus of this meeting is how WSE and its members can best work together to everyone's benefit. It looks at what practical and marketing things these organisations can engage, to enhance the EuroSkills experience or to raise the profile of vocational education, whilst meeting their own aspirations for their ongoing engagement.

1.2.7 Host Event (OPTIONAL)

Ideally a daylong programme that brings together significant players within the skills and vocational arena from the host country. WSE provides, through its membership, a European wide audience with representatives from various governments, industry, unions and education. The exact programme and

format of the Host event is for the host to develop and deliver but WSE must be consulted as to its suitability.

There MUST be some linkage between the Host Event and the purpose, benefits and goals of skills competitions. WSE must, as a minimum, have an introduction / welcome slot at an appropriate part of this event.

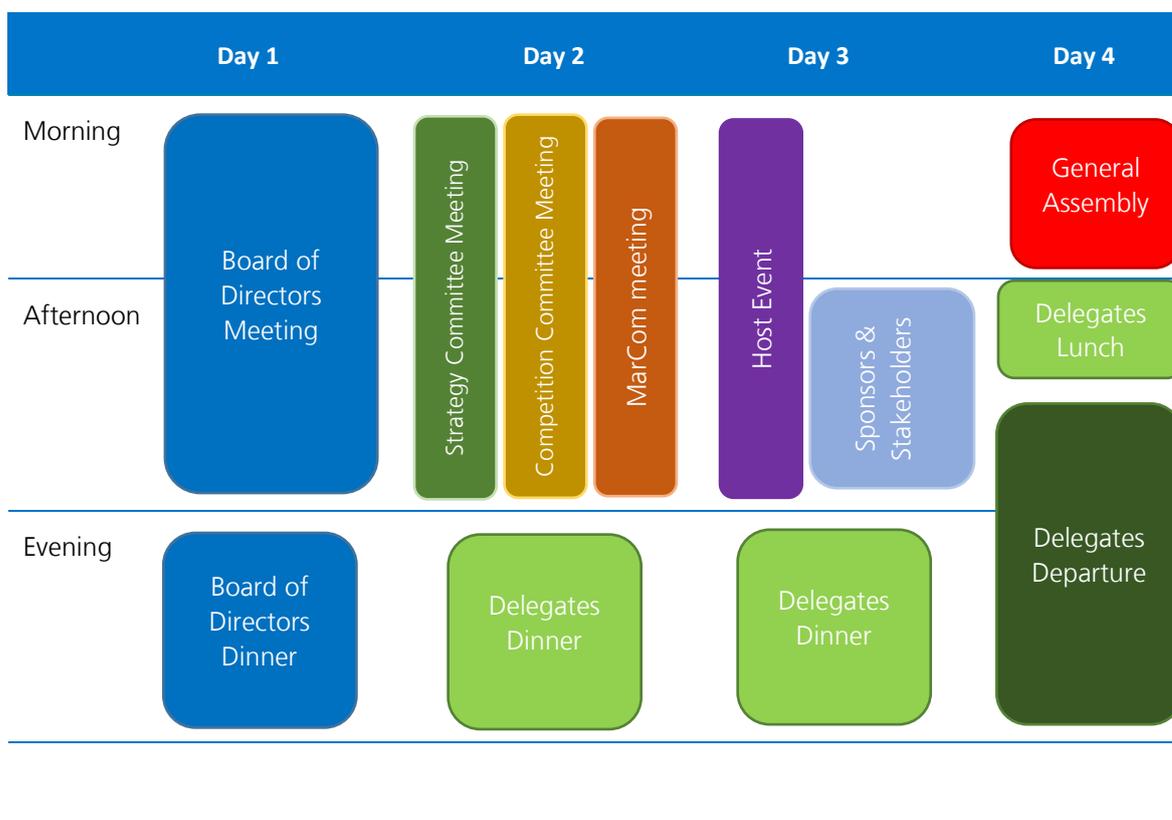
It is the host's responsibility to promote and advertise the Host Event within its own country, whilst providing suitable materials to allow WSE to promote it likewise to its members and throughout their own networks. Promotion of the Host Event must occur no later than 4 months before the General Assembly Event. All materials, be they promotional or informative, MUST include the relevant WSE visual identity placed in a suitable but prominent position.

1.3 Outline Schedule for the General Assembly Event

The General Assembly Event in a non-competition (EuroSkills) year must occur around the middle of the calendar year with May and June being the best months for it to occur. Outside of these months, you must seek prior agreement with WSE for the dates.

Diagram A below outlines the generic schedule for a General Assembly Event including a day long Host Network Event. If the option is not taken, then Day 4 (as presented) becomes Day 3 where the General Assembly Meeting occurs immediately after Day 2. The Sponsors & Stakeholders Meeting is moved in this case to occur in the early evening (17:00 – 19:00) within Day 2.

Diagram A



The schedule may be adjusted with prior and agreement between the confirmed host and WSE.

1.4 Packages / Registration / Accreditation for a General Assembly Event

1.4.1 Packages

As the prospective host you have the responsibility of creating the packages for the WSE Delegates. These packages should always reflect value for money and should be transparent and open to scrutiny. The items that should be included in the cost of the packages are as follows:

- Accommodation including breakfast for the WSE Delegates
- Transportations to and from the hosts designated international airport or railway station or port
- Transportation arising from logistics between events such as formal dinners and the Host Event.
- Lunches, dinners and refreshments for the WSE Delegates
- Venue hire for everything except for the Host Event.

The host should provide some flexibility by offering a different number of days within their packages for the delegates to select their preferred arrival and departure time. It is expected that the nominal package for delegates will be for three nights, four days and for the Board of Directors and Secretariat, four nights and five days. However, sponsors & key stakeholders may only require one night, two days to reflect their involvement.

The WSE Delegates shall be responsible for their own transportation from their home country to host country.

Outside of these package costs, are the costs associated for setting up and operating the Host Event. These costs are the sole responsibility of the host and they may choose to recover or offset them through suitable sponsors, local and or federal Government support, Conference fee for non-WSE members to attend. There should be no additional cost to the WSE Delegates for their participation or attendance in the Host Event.

Package information, including their costs, should be made available to WSE Delegates no later than 4 months prior to the agreed General Assembly Event date.

The host **MUST** cover the costs of the packages for the Board of Directors and Secretariat attending the General Assembly Event. However, these costs can be recovered by spreading them across the total packages price offered to the WSE Delegates.

1.4.2 General Assembly Event Registration

The host shall use the registration system or process provided by WorldSkills International, and provide support staff, so that WSE members can book their packages and have their queries managed efficiently. Instructions on how and when to register **MUST** be forthcoming no later than 4 months prior to the agreed General Assembly Event date.

1.4.3 Accreditation at General Assembly Event

The host **MUST** provide suitable badges for each delegate attending the General Assembly Event. The badge must include the person name, WSE Delegate role and the member country. If the participant is not from a member country, then the member country text should be replaced with name of the organisation they are representing. The badge must also carry the WSE visual identity alongside any other logos or branding of other parties with equal or more prominent presentation. The design and branding of the badges must be submitted to WSE for approval before they are produced.

It is advisable for the host to organise an easily accessible place where the delegates can pick up their accreditation. This place should have at least one person to help answer questions from delegates should they arise.

An option to the host is to provide the WSE Delegates with a welcome bag, which can include the latest programme of events, welcome letters, sponsors information and small gift(s). To be as sustainable as possible the gifts should be restricted to a country pin or practical such as a note pad or pen that can be used during their stay. The content of the bag is to be approved by WSE prior to its production.

1.4.4 Branding at General Assembly Event

The General Assembly Event will be co-branded with WSE and the leading host organisation. WSE promotional materials such as banners and posters will be provided if necessary by WSE and should be used in prominent places throughout the General Assembly Event Venue. Promotional materials from the host must be supplied by the host and placed suitably alongside the WSE materials. WSE should also have a branding presence at the Host Event. A common PowerPoint presentation template shall also be used showing the two leading organisations (Host & WSE).

1.5 Identifying, validating and selecting a General Assembly Event host

The table below outlines the process steps in identification, validation and selection of the host for the General Assembly Event.

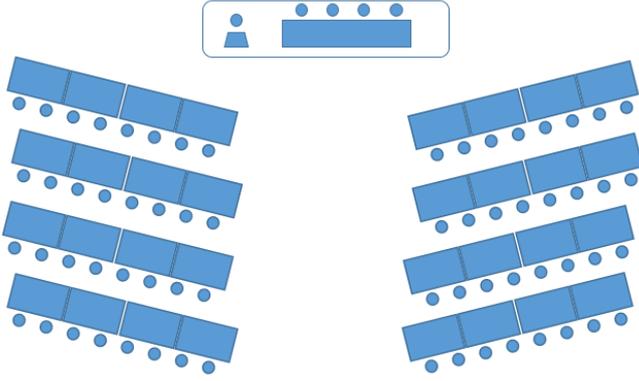
Please note: by submitting a formal expression of interest, you, as a prospective General Assembly Event host, shall accept the full costs associated with one WSE validation visit. The visit will include a tour of the venue(s) and a run through the outline programme, with the person responsible from the host organisation. These costs will cover transportation (flights, taxis etc), accommodation (max 1 night if necessary) and subsistence (meals during the visit). It will not include the WSE representative's time.

1.5.1 Process steps required for the validation and selection of the General Assembly host for 2021

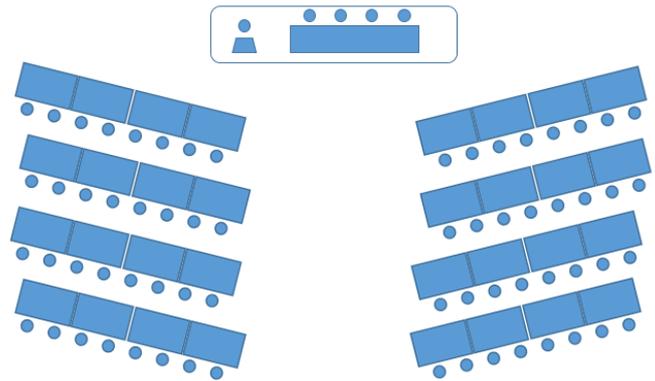
Date	Description
7 June 2019	Call for Expressions of Interest WSE calls for expressions of interest from Members for hosting the General Assembly Event in a non-competition year during the General Assembly Meeting 2019.
11 September 2019	Deadline to submit the Intention to Host Members wishing to express their intention to host complete and submit the form outlined in Appendix A to the WSE Secretariat.
October 2019- January 2020	Validation visit(s) A WSE representative visits the country/countries wishing to host the General Assembly Event and inspects the suggested venue and goes through the programme outline to assess its suitability.

Date	Description
February 2020	Board Approval Expression(s) of interest will be submitted for approval to the Board of Directors with a report from the WSE representatives that conducted the validation visit.
19 March 2020	Ratification/Vote by the General Assembly If there is only one expression of interest and it meets the requirements for hosting, it will be submitted to the General Assembly for ratification. If more than one member has expressed an interest and the expressions meet the requirements for hosting, then the expressions of interest will be submitted to a vote by the General Assembly. In this case, the expression of interest with the highest number of votes will win the right to host the General Assembly Event in 2021.

APPENDIX B – Meeting Rooms & Resources

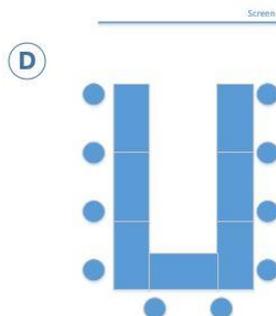
Competition Committee Meeting (CC)		
		
Resources	Detail	Comment / Notes
Audio Visual	High Lumens Projector (2700 to 3200)	If built-in Project unit with the room this is fine.
	Large or multi-screen for simultaneous projection	
	PC audio connection for playing videos connected to main or amplified sound system	
	Fixed Microphone on lectern x 1 connected to main or amplified sound system	
	Fixed microphone on top panel table x 2 (minimum)	
	Roaming wireless microphones x 2 connected to main or amplified sound system	
	VGA, DVI / HDMI switch and cables to switch main projector screen across several PC's. Placed on end of panel table next to lectern	
	Front panel monitor(s) duplicating main screen so that panel members can see what is being projected behind them.	
	PC connection on main lectern to main screen, audio and power supply	
	PowerPoint clicker to forward presentation on main lectern	
	Large digital clock that can show countdown	Can use iPad if necessary
	Mains power for panel table to connect various laptops	
	Audio Visual Technician attendance at start	
On and around the Audience tables	Enough chairs and tables to seat 60 persons	
	Bank of 4, 230v power extension per table	
	A4 / A4 writing pads	
	Pens / pencil	
	4 x A0 flip charts stands with flip chart paper and flip chart pens	
	Bank of 4 ,230v power extension	

On and around Panel table		
	Still Water & Glasses	
	A4 writing pads	
	5 x pens	
	2 x fixed micro phones linked to audio system	
	Table skirt to cover bottom half of panel table	
In Room	Layout approximately as per diagram	
	Enough tables and chairs to seat 60 persons	
	Free, fast broadband with Wi-Fi connection	
	Air conditioning if ambient outside temperature is above 25°C and humidity above 75%	
	Heating if ambient outside temperature is below 12°C.	
	Adjustable lighting to suit presentation and discussion.	
	Layout approximately as per diagram. Raised platform at front with lectern. Panel table to fit 4 to 5 persons	

Strategy Committee Meeting (SC)		
		
Resources	Detail	Comment / Notes
Audio Visual	High Lumens Projector (2700 to 3200)	If built-in Project unit with the room this is fine.
	Large or multi-screen for simultaneous projection	
	PC audio connection for playing videos connected to main or amplified sound system	

	Fixed Microphone on lectern x 1 connected to main or amplified sound system	
	Fixed microphone on top panel table x 2 (minimum)	
	Roaming wireless microphones x 2 connected to main or amplified sound system	
	VGA, DVI / HDMI switch and cables to switch main projector screen across several PC's. Placed on end of panel table next to lectern	
	Front panel monitor(s) duplicating main screen so that panel members can see what is being projected behind them.	
	PC connection on main lectern to main screen, audio and power supply	
	PowerPoint clicker to forward presentation on main lectern	
	Large digital clock that can show countdown	Can use iPad if necessary
	Mains power for panel table to connect various laptops	
	Audio Visual Technician attendance at start	
On and around the Audience tables	Enough chairs and tables to seat 60 persons	
	Bank of 4, 230v power extension per table	
	A4 / A4 writing pads	
	Pens / pencil	
	4 x A0 flip charts stands with flip chart paper and flip chart pens	
On and around Panel table	Bank of 4 ,230v power extension	
	Still Water & Glasses	
	A4 writing pads	
	5 x pens	
	2 x fixed micro phones linked to audio system	
	Table skirt to cover bottom half of panel table	
In Room	Layout approximately as per diagram	
	Enough tables and chairs to seat 60 persons	
	Free, fast broadband with Wi-Fi connection	
	Air conditioning if ambient outside temperature is above 25°C and humidity above 75%	
	Heating if ambient outside temperature is below 12°C.	
	Adjustable lighting to suit presentation and discussion.	
	Layout approximately as per diagram. Raised platform at from with lectern. Panel table to fit 4 to 5 persons	

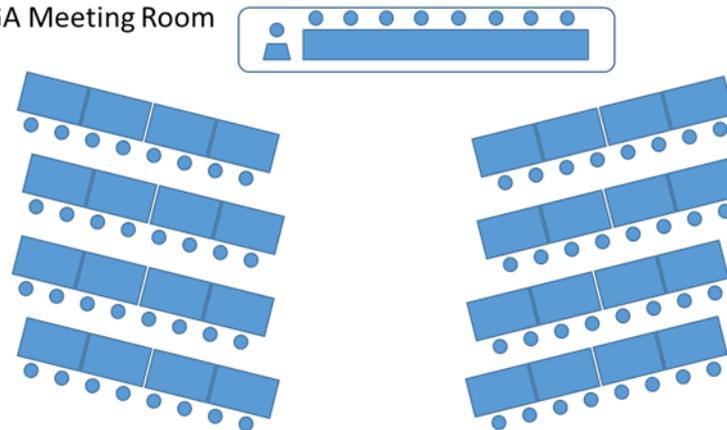
Board of Directors Meetings / Stakeholders Meeting



Resources	Details	Comments / Notes
Audio Visual	PC Projector with VGA / HDMI connection with HDMI to VGA adaptor	
	Large screen to project on to	
	Mains power on table and ability to connect various laptops from the tables.	
On and around Board tables	14 chairs and lay out like diagram or board style.	
	Bank of 4, 230v power extension on each side of the table	
	14 x A4 writing pads	
	14 x pens	
	1 x A0 flip charts stands with flip chart paper and flip chart pens	
In Room	Layout approximately as diagram	
	Help yourself Coffee, tea, soft drinks with snacks (fruit, pastry, chocolate bars, biscuits)	
	Free, fast broadband with Wi-Fi connection	
	Air conditioning if ambient outside temperature is above 25°C and humidity above 75%	
	Heating if ambient outside temperature is below 12°C.	
	Adjustable lighting to suit presentation and discussion.	

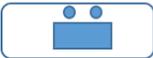
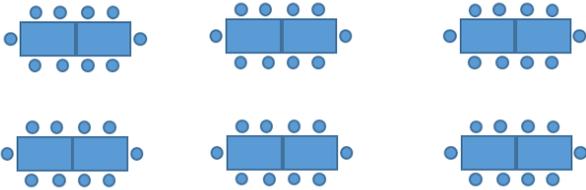
General Assembly Meeting

GA Meeting Room



Resources	Details	Comments / Notes
Audio Visual	High Lumens Projector (2700 to 3200)	
	Large or multi-screen for simultaneous projection	
	PC audio connection for playing videos connected to main or amplified sound system	
	Fixed Microphone on lectern x 1 connected to main or amplified sound system	
	Fixed microphone on top panel table x 4 (minimum)	
	Roaming wireless microphones x 2 connected to main or amplified sound system	
	VGA, DVI / HDMI switch and cables to switch main projector screen across several PC's. Placed on end of panel table next to lectern	
	Front panel monitor(s) duplicating main screen so that panel members can see what is being projected behind them.	
	PC connection on main lectern to main screen, audio and power supply	
	PowerPoint clicker to forward presentation on main lectern	
	Large digital clock that can show countdown	iPad can be used
	Mains power for panel table to connect various laptops	
Audio Visual Technician attendance at start		
On and around the Audience tables	Enough chairs and tables to seat 100 persons	
	Bank of 4, 230v power extension per table	
	A4 / A5 writing pads	
	Pens / pencil	
	Two volunteers to pass the mobile wireless microphones to the audience	
On and around Panel table	Bank of 4 ,230v power extension	
	Still Water & Glasses	Sweets optional

	A4 writing pads	
	5 x pens	
	4 x fixed micro phones linked to audio system	
	Table skirt to cover bottom half of table.	Nice to have
In Room	Layout approximately as per diagram. Raised platform at front with lectern. Panel table to fit all WSE board members + 2	
	Enough tables and chairs to seat 100 persons	
	Free, fast broadband with Wi-Fi connection	
	Air conditioning if ambient outside temperature is above 25°C and humidity above 75%	
	Heating if ambient outside temperature is below 12°C.	
	Adjustable lighting to suit presentation and discussion.	
Other Materials	1 x clear voting box with letterbox hole into of box	Only if blind voting is required
	1 x small rectangular table to place voting box in front of panel / platform.	Only if blind voting is required

<h2>Marketing and Communication Meeting</h2>		
<p>Group Work </p> 		
Resources	Details	Comments / Notes
Audio Visual	High Lumens Projector VGA or HDMI connection at Panel area. VGA to HDMI adaptor may be needed. Sound	
	Large projector screen	
	Mains power for panel table to connect various laptops	
	Free and stable Wi-Fi connection within the room	
	Connection for playing Audio from laptop to main amplifier.	
	4 x A0 flip charts stands with flip chart paper and flip chart pens	

On and around Audience tables		
On and around Panel table	Ideally a raised platform or stage to raise panel table up	
	Panel table for 2 persons	
In Room	Layout approximately as per diagram	
	Enough tables and chairs to seat 25 persons	
	Free, fast broadband with Wi-Fi connection	
	Air conditioning if ambient outside temperature is above 25°C and humidity above 75%	
	Heating if ambient outside temperature is below 12°C.	
	Adjustable lighting to suit presentation and discussion.	