

Global District Energy Climate Awards Event

Local Host Application

Call for a Local Host for the 2017 Global District Energy Climate Awards

This set of general guidelines and Application Form has been prepared to assist organisations to prepare a complete and competitive proposal to host the next Global District Energy Climate Award (GDECA) Event. Responding to the items contained in these guidelines (see especially Application Form) will ensure that your proposal covers all of the necessary matters. Adhering to these guidelines should make it possible for interested organisations to prepare proposals without investing unnecessary time and expense. It should be emphasized that being selected as a Local Host for the Global District Energy Climate Awards carries significant responsibilities. Yet, the investment of time and resources is an extremely worthwhile undertaking for the host organisation by gaining international visibility and recognized partner alongside the United Nations Environmental Programme (UNEP), the International Energy Agency (IEA) Technology Network and the main District Energy Associations Euroheat & Power and the IDEA. The Awards and its Events are certainly regarded as the most significant initiative and contribution to move District Energy at centre stage.

Contents

- I - Introduction	2
Why a Global District Energy Climate Award? - History	2
Previous Events	2
Upcoming Events	2
Rotation Policy	3
Date and Duration.....	3
Venue	3
- II - Bid Requirements & Selection Process.....	4
The Bid	4
Deadline and Format for Bid Documents	4
Final Decision	4
- III - General Arrangements and Responsibilities.....	5
Organising and Financial Responsibilities	5
Awards Event Application form	7
Local Host Details.....	7
Co-Host Details.....	7
Event Details	7
Event Date.....	8
Venue Details	8
Hotel Details.....	8
Transportation Details	9
Evening Function.....	9
Budget	9

Global District Energy Climate Awards Event

Local Host Application

- I - Introduction

Why a Global District Energy Climate Award? - History

From climate change, to supply security to the question of affordable energy, our world faces a number of serious energy related challenges. With its proven ability to reduce CO₂ emissions and increasing energy efficiency in our cities, communities and campuses, District Energy has huge potential to help.

In this spirit, representative organisations of the District Energy sector (founding organisations Euroheat & Power, IDEA), decided to join forces in leading the way to COP 15 in 2009. Together, these organisations focused their efforts into mobilising members, NGOs, municipal, regional and central governments and politicians for adequate climate action.

Since they were launched in 2009, the Global District Energy Climate Awards have offered visibility and recognition to the many communities, cities and campuses around the world that have embraced District Energy as a vital part of their sustainability planning.

All representative organisations agreed that it is highly desirable to increase the level of scale and ambition of the awards, notably by incorporating them into a broader Global District Energy Climate Event. All representative organisations share the view that enhanced visibility and impact would be most welcome for the next open edition.

The representative organisations: www.districtenergyaward.org/introduction/organisation

Euroheat & Power (funding organisation and coordinator):

Euroheat & Power (EHP) is the international association of District Heating and Cooling (DHC). The association represents the interests of the sector, in particular in relations to the European institutions and other international organisations. Euroheat & Power follows all European policies of relevance for CHP/DHC, such as energy, competition, environment and research policy.

The Euroheat & Power offices are based in Brussels, Belgium. www.euroheat.org

Supporting organisations of the Global District Energy Climate Awards (non-financial):

- The International District Energy Association (IDEA) founding organisation | www.districtenergy.org
- The International Energy Agency (IEA) Technology Network | www.iea.org
- The United Nations Environment Programme, UNEP | www.unep.org

Website: www.districtenergyawards.org

Previous Events

EVENT	Year	N° of Pax	Location
1st Global District Energy Climate Awards	2009	110	Copenhagen, Denmark <i>(stand alone during COP 15)</i>
2nd Global District Energy Climate Awards	2011	268	Paris, France <i>(integrated in 35th EHP Congress)</i>
3rd Global District Energy Climate Awards	2013	119	New York, United States <i>(stand alone during Climate Week '13)</i>
4th Global District Energy Climate Awards	2015	301	Tallinn, Estonia <i>(integrated in 37th EHP Congress)</i>

Upcoming Events

5th Global District Energy Climate Awards	2017	Open for applications outside Europe
6th Global District Energy Climate Awards	2019	Open for worldwide applications

Global District Energy Climate Awards Event

Local Host Application

Attendance - Attendees:

- Policymakers: Ministry, Parliament, national/international governments , European Union, etc.
- Professionals active in the District Energy sector
- Academics: University professors, students, R&D institutes etc.
- Industry: suppliers, operators, service companies etc.
- Media/Press: journalist

Total Expected Attendance in 2017: Around 150 participants with an aim to increase participation to over 200

Rotation Policy

Bidding for the GDECA Event is open to all geographic regions (preferably with established District Energy markets but proposal from small upcoming markets are welcome), with the exception of the geographic region chosen immediately before the bid in question. In other words, the same geographic region cannot be selected in a row. The geographic regions are: Africa/Middle East, Americas, Asia Pacific and Europe. The Global District Energy Climate Awards Evaluation Panel Chairman and the Euroheat & Power (EHP) events team will take into account the time period between when a region hosts the event but there will be no strict rotation pattern.

Date and Duration

The Global District Energy Climate Awards Event is organised every other year (odd years example 2011, 2013 etc.) with a preference for late summer (End of August / September) early autumn (1st weeks of October) days being Monday afternoon followed by a dinner and Tuesday.

When suggesting dates for the event, care should be taken not to clash with:

- Major public holidays/school holidays e.g. Easter break, labour day etc.
- Other District Energy events held in the host country, unless event is organised by the Local Host and the Global District Energy Climate Awards would be integrated.

Visits

The programme may include some technical visits before the session programme starts or in the afternoon after the programme finishes / day prior or after. Delegates would register and pay a nominal fee. This is a good opportunity to showcase the District Energy potential in the destination to participants who otherwise wouldn't have the chance to arrive early or stay on after the event.

The organisation of the pre & post visits will be the responsibility of the Local Host. The pre & post visits may cover both technical visit (e.g. plant) and tourist sights. The organisation of pre & post education visits will have to be co-ordinated onsite by the Local Host.

Venue

Site Location

This very much depends on local conditions but it should be in a safe, easy reachable and attractive area: close to places of interest for participants, e.g. University, District Energy plant, etc., and tourist attractions both for participants and non-participating accompanying persons. Sometimes tourist attractions can be a distraction, but it is often the case that the tourist attraction means people extend their stay to take advantage of these before or after the event.

Meeting Rooms

The Local Host should provide a lecture room for main sessions and open sessions large enough to accommodate up to 200 delegates.

Up to 3 meeting rooms may be required during the day(s) prior to the commencement of the main sessions of the event for committee/section/task force meetings (= 20-25 participants in U shape).

Global District Energy Climate Awards Event

Local Host Application

Communal Space

In addition to the meeting rooms there should be a communal area in the same building as the sessions for people to mingle and hold impromptu conversations. Catering facilities are to be provided in that area and budgeted for in the fee structure. The communal space might also be the location of any trade shows and/or commercial exhibits that might be arranged.

- II - Bid Requirements & Selection Process

There is a preferred format for responsive proposals from potential Local Hosts see [Application Form](#) at the end of this document. The selection process considers the following: how effectively the proposal addresses the items discussed in this document and listed in the Application Form; evidence that there is a true commitment to carry out the event and why the Awards Events should be held in proposed destination; creativity and innovation in event side activities; and the quality of the event site and facilities. Each of those items needs to be specifically addressed in the proposal as outlined in the Application Form.

The Bid

The proposal should be submitted by one Local Host. The proposal can be supported by as many co-hosting (organisations/companies active in the District Energy sector in the destination) as possible. The coordination of the bid book / proposal can be done by the Local Host directly or the city or the national convention bureau. The bid should demonstrate maximum local and/or national government support. The bid should include clear arguments for why the bidding destination believes it should play host to Global District Energy Climate Awards and the following:

- Letters of support from e.g. national District Energy Association, Utility, Government etc.
- Local Host budget

Deadline and Format for Bid Documents

An electronic copy of the bid for 2017 edition should reach events@euroheat.org by **1 February 2016** (in PDF format smaller than 5 MB). The main bid document needs to be a maximum of 32 pages in A4 format.

All points as set out in the GDECA Event Applications Form must be addressed in the same order, and should include all factual information specifically requested. Letters of support and back-up collateral (e.g. brochures of venue and destination) should not be included in the main bid document, but may be provided as appendixes or separate background items (these should be electronic copies also).

In case of multiple valid applications a shortlist of two or at most three bidding destinations will be made from all the bids received by the EHP events team, based on analysis of the written submissions and how these meet the bid criteria and strategic objectives.

It is important that the initial bid documents address each and every one of the key issues outlined in the Application Form.

Feedback will be given to both short-listed and rejected candidates, but the decision is final and there is no appeal process.

Final Decision

The GDECA Evaluation Panel Chairman and Jury members vote on the final written bid submissions. The Chairman will only vote in case of a tied vote. The decision will be made known immediately after the vote. A contract/letter of agreement will be signed by EHP and the Local Host based on the accepted bid document and on any other elements that both parties may wish to include. Contract signing will take place no later than 1 August 2016.

Global District Energy Climate Awards Event

Local Host Application

Time Path:

- 1 February 2016 – Fully completed bids to be received at events@euroheat.org
- <31 March 2016 – EHP events team shortlists two (max. three) bids
- 1 April 2016 – Shortlist announced
- April to May 2016 – EHP events team, only if required site inspections of the two (or three) bids / meeting with Local Hosts, final bid book submittal by 31 May 2016.
- <30 June 2016 – Announcement of winning bid.

- III - General Arrangements and Responsibilities

The organisation of the Global District Energy Climate Awards Event is a coordinated effort of Euroheat & Power (EHP) including the international District Energy representatives (UNEP, IEA, IDEA and the jury members) and the Local Host, each of which has distinct responsibilities.

The Local Host should work closely with the national District Energy representatives, Government, national tourist board and/or convention bureau in putting together the bid book and the actual Event, beginning with suggestions for the selection of the event venue, preparing advance marketing materials, organising local activities related to the event, assisting with preparation of the programme content, and working with Euroheat & Power throughout the event process. It is the primary role of the Local Host to ensure all of the local arrangements are handled thoroughly and competently in support of the event programme and that none of the organisers is put at financial risk.

EHP events team provides continuous support to the chosen Local Host. EHP secures the contract with the venue/hotel, manages registration of all attendees including on-site registration, and payment of all invoices.

EHP takes on most of the financial administration. The following is a general introduction to events' financial responsibilities:

Organising and Financial Responsibilities

Responsibility for revenue raising relies heavily on the Local Host. Euroheat & Power and the Local Host must agree to a policy of Open Book Accounting in order to facilitate this partnership. The Local Host must, as a key element of their bid, produce a detailed budget (see Application Form)

This budget must be designed to break even. In case of profit, 35% of the net profit will be for the Local Host who is taking the financial risk, 25% for EHP and the remainder 40% should be set aside for future GDECA activities (in the form of educational activities, future editions of the Awards etc.). These activities are to be agreed jointly by the Local Host, Euroheat & Power and the other international District Energy Representatives.

Euroheat & Power calculates its own central costs, at 5,000.00 EUR covering administrative costs such as application tool, website hosting, production of the awards, jury conference call and meetings these cost must be integrated in the proposed budget.

Should the Local Host Budget make a loss as a result of any of the following, the Local Host will be responsible for making up the shortfall.

All revenue will be paid directly to Euroheat & Power aisbl.

Local/National Sponsorship

Local sponsorship is a vital part of the budget, and can include but not be limited to the following (includes both full and partial funding): AV equipment and personnel; transfers; photographer; internet café; printing; F&B (evening function, lunches and coffee breaks); advertising in publications. The Local Host must indicate all items for which they will guarantee to find a local sponsor.

Global District Energy Climate Awards Event

Local Host Application

International Sponsorship

International sponsorship will be mainly steered by Euroheat & Power and its sales agents, which will market the available packages to suitable members and contacts. This will include but not be limited to the following: Donors, Main sponsors...

Euroheat & Power and the Local Host will include sponsorship in early planning meetings and agree prices and responsibilities. When drawing up the budget, estimates for international sponsorship should be based on a total of approximately 5,000.00 EUR which is the typical amount raised in the past from non-local/national supporters.

Registration Fees

One of the major tasks of is to decide the registration fee. Although this will depend to a high degree on the overall financial model, and the forecast number of registrations, the decision should also take into account the previous fee levels. Experience suggests that, if possible the pre-registration fee should be less than 500 Euros. Attendance at the dinner is normally included in the registration fee with additional purchasable tickets for accompanying persons. A surcharge for late registration may be made. Organisers may also decide to make special financial arrangements for local delegates and others who may have financial difficulty in attending the Global District Energy Climate Award Event. Euroheat & Power will have the final decision on the level of registration fees.

Local taxes

The bid document should set out clearly all of the Value Added Tax or other local taxes which need to be taken into consideration in organising the event in this destination, and should recommend the most tax-efficient manner for Euroheat & Power to manage the event, including whether a tax exemption can be applied for or whether Euroheat & Power would need to register itself in the host country for tax purposes.

Liability

The Local Host should provide Euroheat & Power and the supporting organisations with full indemnity against claims arising from failure of services or from accidents within venues provided by the Local Host / co-hosting organisations.

Financial Settlement

A full financial settlement between the Local Host and Euroheat & Power will be made within 6 weeks after the event.

Global District Energy Climate Awards Event

Local Host Application

Awards Event Application form

Please return this form + all annexes as outlined to Euroheat & Power events@euroheat.org by **1st February 2016!**

Local Host Details

It is necessary to identify the Local Host (LH) organisation, as well as key support persons and to provide assurances that these key persons will be available to execute event planning and implementation duties beginning approx. 6 months prior to event.

Company / Organisation / Institution:

Contact Person:

Postal Address:

Email:

Telephone:

Website:

Interest in hosting the Event:

Provide a brief description of your interest in hosting the event

Support provided:

Local Host is required to provide a bank guarantee of the total costs of the logistics and hosting of the GDECA event in order to guarantee break even of the event.

Own financial means

Please insert the amount

Subvention and support

Please detail and insert in-kind or cash subventions from country, city, confirmed sponsor or any other partner.

Co-Host Details

In case several organisations are willing to support the event a Co-Host (CH) organisation can be nominated and their duties, responsibilities, financial support must clearly be described.

Company / Organisation / Institution:

Contact Person:

Postal Address:

Email:

Telephone:

Website:

Interest in co-hosting the Event:

Provide a brief description of your interest.

Support provided:

List Co-Host involvement and support level.

Event Details

Suggested dates:

Host City:

Host City Profile:

Provide a profile of the host city and surrounding areas that may be of interest. Indicate if any part of the event, excluding pre- or post-visits, is in another location, such as an adjacent town

Suggested pre/post visit:

Global District Energy Climate Awards Event

Local Host Application

Event Date

The 2017 Global District Energy Climate Awards should be held in late summer / early autumn. It is preferred that the event dates not conflict with other related conferences unless integrated and major holidays. Proposed venue must be available on the proposed dates.

Event days:

Day 1 midday start _____

Day 2 finish early afternoon _____

Remarks:

List here which other event is taking place in the same time frame, highlight integration joint conference possibilities, potential conflict with public holidays or any other information you feel relevant.

Venue Details

In order to accommodate the separate events, it is helpful to identify your preference of facilities in the local area that can accommodate the meeting space requirements

Name:

Address:

City:

Zip/Postal Code:

Country:

Telephone Number (with country & area codes):

Fax Number (with country & area codes):

Web Site:

Premises:

Access & Registration:

Communal Space:

Main plenary Room:

Smaller meeting rooms:

Remarks:

Other comments:

m²

Th*

CIR*

Name of the room – area

m ²	Th*	CIR*	Name of the room – area
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide floor plans as annex

* Th = theatre style and CIR = Class room style

Hotel Details

In recent years, the per night room costs have ranged between 90.00 € and 215.00 € and it is important to identify appropriate venues that can meet comparable. Propose a max. of 3 accommodation in different categories 1x 3* and 1x 4* and 1x superior or 5* which form part of the venue or are located within walking distance. Cost will be a consideration in the site selection. It should be noted that the EHP Head of Events and the Local Host will be responsible for negotiating and finalising the contract with conference/hotel venue. Please indicate type of accommodation (hotel category, B&B etc.), number of rooms available and average cost per room or range of room costs

3* accommodation:

4* accommodation:

5* accommodation:

Global District Energy Climate Awards Event

Local Host Application

Transportation Details

It is necessary to identify and briefly assess available transportation facilities that serve the event site (air carriers, rail service, etc.), with some attention to typical costs (round trip) between major urban centres as well as frequency of service. This is especially important for those host destinations located outside major metropolitan areas. Transportation matters also need to be addressed in relation to the evening function.

Airport:

Train:

Public Transport:

Evening Function

It is a tradition at the Awards Event to have an official evening dinner function. Please list appropriate sites max 3, preferably with a budget of 80.00 € per attendee (± 100 Pax), which must cover the rental fee for the space, transportation to and from the venue/hotel, and food & beverage expenses as well as entertainment

Location name and website:

Transport:

Dinner:

Entertainment suggestion:

Location name and website:

Transport:

Dinner:

Entertainment suggestion:

Location name and website:

Transport:

Dinner:

Entertainment suggestion:

Budget

Event finances are managed on a daily basis by Euroheat & Power (EHP) but all financial risks are to be born by the Local Host without any direct subsidy from Euroheat & Power. Financial risk, which effectively means the underwriting of any potential loss, is held by the Local Host. A key success factor is a good relationship between EHP and the Local Host. The host should draw up a financial model based on realistic predictions and estimates, in order to formulate a balanced budget as a basis for managing expenditure and receipts against planned targets. The recommended financial model is a zero profit / zero loss outcomes. In case of profit 35% of the net profit will be for the Local Host who is taking the financial risk, 25% for EHP and the 40% remainder is to be channelled back for future GDECA activities.

Global District Energy Climate Awards Event

Local Host Application

Budget layout:

Expenditure	Cost	N° of Participants			Comments
		75	100	150	
<u>Venue Rental</u>					
Access & Registration area					
Main plenary Room					
3 side meeting rooms					
Communal Space					
Other if applicable					
<u>AV, Furniture, equipment</u>					
<i>AV: Room to be equipped with: Sound system, Projector, Screen, Laser pointer, Preview screen for speakers, Microphones (Handheld 5x, Tie Microphones 5x, Headset 5x) AV equipment (Antenna Divider System, Graphic switcher, VGA Splitter, audio mixer, Radio-Cue light up to 100m, AV supplies such as extra cable, head set for technician etc.)</i>					
<i>Furniture: Room to be equipped with: stage, lectern, speaker table, chairs and tables for participants (class room style)</i>					
<i>WIFI available (free of charge to participants)</i>					
Technicians, Electrician etc.					
Power, Cleaning etc.					
<u>Catering @ Venue</u>					
<i>AM Coffee break: coffee, tea, juices, water, Danish pastries/biscuits</i>					<i>Usually catering is part of the deal with the venue (delegate package)</i>
<i>Lunch: buffet style</i>					
<i>PM Coffee break: coffee, tea, juices, water, biscuits.</i>					
<u>Evening Function</u>					
Venue hire					<i>Price often depends on how prestigious</i>
<i>Food and Drinks: dinner preferably buffet style to allow interaction</i>					
<i>Transportation: if not in walking distance</i>					
<i>Entertainment: local activity, music, other</i>					
<i>Staff: security, servers etc.</i>					
<u>Technical visit(s)</u>					
Visit 1					<i>Assume 1 bus per visit</i>
<i>List as many as LH deems appropriate</i>					
<u>Travel & Accommodation</u>					
Keynote speaker travel / hotel					(3-5 pers)
Organising staff travel / hotel					(3-5 pers)

Global District Energy Climate Awards Event

Local Host Application

Registration expenses					
Registration Tool	5.50 €	412.50	550.00	825.00	EHP uses at present CVENT = 5.5€ per pax at present(31/08/2015), rates subject to change
Credit card commission charge					= 3-5% of the registration fees charged
Participant material: bag, badge, lanyard, voucher etc.					
MarCom: Design and Production					
Printed programme					
Advertisement					
Misc.: postcards, flyers, web banner etc.					
Contractor / Temporary help					
Photographer / Video					
Sales Agent (commission = ±30%)					
Keynote Speaker (fees)					
EHP administration		5,000.00	5,000.00	5,000.00	= cost coverage of administrative expenses: application tool, website hosting, production of awards, jury conference calls ...
List any other costs					
TOTAL EXPENDITURE					

Income	Price	N° of Participants			Comments
		75	100	150	
Venue Rental					
Registration fees – Early Bird					± 350 € @ past stand alone events
Registration fees – Standard					± 450 € @ past stand alone events
Registration fees – Onsite					± 550 € @ past stand alone events
Students / Speakers					± 150 € @ past stand alone events
Visit attendance					± 30€ @ past stand alone events
Local Exhibition / Sponsors					Donors : as of 1000 € - Sponsors amount tbc
International Donors or Sponsors		5,000.00	5,000.00	5,000.00	
TOTAL INCOME					

OUTCOME

Local Taxes

Please elaborate the local tax policies and application

Global District Energy Climate Awards Event

Local Host Application

Other Information

Please highlight any other relevant information

For full consideration, complete proposals should be submitted to the Chair of the Evaluation Committee via the Euroheat & Power events team: events@euroheat.org before 1st February 2016.

Any questions about the proposal preparation process should be directed to events@euroheat.org.

Please, add all other useful information as indicated in this document as annexes such as letter of support, plans etc.

Please note that nomination as host does NOT guarantee to be part of the evaluation committee and will in no way influence the outcome of the awards selection process nor the members of the evaluation panel.

I have read the guidelines, and our organisation is able to fulfil the requirements and propose to host the next Global District Energy Climate Awards Event.

Date:	
Company / organisation:	
Name of authorized signature:	
Authorized signature:	
Stamp:	