



CANDIDATURE
TO HOST THE
2024
UIA
INTERNATIONAL
FORUM



BIDDING TO ORGANISE THE UIA INTERNATIONAL FORUM 2024

In order to enhance the relevance of its activities and to increase the frequency of substantive engagements with its Member Sections, the UIA is committed to holding interim Forums approximately mid-way between the triennial UIA World Congresses. The first UIA International Forum, Baku 2019, and the UIA 137th Council meeting and Extraordinary General Assembly, were held from 7-11 June 2019 in Azerbaijan. The second UIA International Forum, Madrid 2022, and the UIA 148th Council meeting and Extraordinary General Assembly, will be held from 17-20 May 2022 in Madrid, Spain. This is a call for proposals to host the next event of this type, to be held in November-December 2024.

1. PREFERRED DATES FOR THE UIA INTERNATIONAL FORUM 2024 :

The UIA wishes to hold the events in November or December of 2024, in order to maintain a sufficient period in advance of the Barcelona 2026 UIA World Congress and General Assembly.

2. DEADLINE FOR EVENT PROPOSALS :

Proposals must be submitted to the UIA Secretariat in Paris by close of business (17:30 ParisTime) on Monday, 28 February 2022.

3. SELECTION OF THE EVENT HOST :

The event host will be selected by a simple majority vote at the UIA Extraordinary General Assembly during the forum in Madrid, Spain from 18-20 May 2022.

4. COMMITMENTS OF THE EVENT HOST CANDIDATES:

4.1 General information:

The nominated host will stage an event consisting of five consecutive days: three days for the UIA International Forum 2024, one day for a UIA Council meeting, and one or two days for the General Assembly. The term “event” herein refers to the entire five or six-day period, comprised of the above activities.

4.2 Forum theme:

The theme proposed for the Forum should be a clear focus. The theme should build upon, not repeat, earlier discussions from previous UIA Congresses and Forums, and thus contribute to the harmonious growth and development of the profession for the benefit of the environment and community.

The discussions of the chosen theme at the Forum should culminate, by the conclusion of the event, in a declaration expressing the viewpoint of architects on the subject, and serve as a guide for the profession while defining the values that architects should respect at the global level.

Documents to be submitted: One (1) page of text

4.3 Forum title

The Forum title synthesises the Forum theme, facilitating the dissemination and communication of its content throughout the architectural community and to all concerned parties. Member Sections are not required to provide a final Forum title, but may choose a provisional title.

Documents to be submitted:

If Host candidate have already defined a Forum title/ they should produce a document elaborating it.

4.4 Proposals

Written proposals—simple in format and maximum twenty pages in length—must be submitted to the UIA Secretariat in Paris by close of business (17:30 Paris Time) on Monday, 28 February 2022. The written proposals must include the following documents:

1. A letter of commitment, signed by the relevant Member Section officer, agreeing to all terms and conditions outlined herein, including the agreement to abide by the financial provisions and conditions detailed in the reference agreement attached as Appendix 1.
2. A proposal of the Forum theme including, if desired, proposed session topics and speakers.
3. An outline of the proposed event programme and activities, including any preparatory work for the Forum, possible partners or stakeholders, focusing on the unique offerings and advantages of the host locations and venues.
4. A definition of the expected involvement of local, national or international government authorities and bodies, with at least provisional letters of commitment from those entities.
5. An assessment of the potential impacts and outcomes of the UIA International Forum 2024, including once the Forum is over.

4.5 Review of the candidacies

The UIA Secretariat will review proposals received by the prescribed deadline for compliance with these guidelines and by 15 March 2022 will advise all candidates if they have been selected to present their candidature before the UIA Extraordinary General Assembly during 18-20 May 2022 in Madrid, Spain.

4.6 On-site presentations

Each host candidate will have a strict limit of twenty minutes to make a presentation to the UIA General Assembly of its proposed programme for the UIA International Forum 2024, including a description of objectives and expected outcomes, with a calendar of key milestones. These presentations may not include performances of any kind; they are to be factual presentations, using slides if desired.

4.7 Financial provisions

As compensation for the rights accorded to the Member Section for organisation of the event, the candidate must commit, if elected, to pay to the UIA an administrative fee of 200,000 Euros, irrespective of the financial outcome of the event, in instalments over a two-year period after selection.

4.8 Written agreement

Immediately following selection of the host for the UIA International Forum 2024, the UIA will prepare an agreement based upon the clauses in Appendix 1, for signature within 3 months from the day of the selection.

Appendix 1: Reference agreement

APPENDIX I

MOST IMPORTANT CLAUSES APPLICABLE FOR THE CONTRACT THAT WILL HAVE TO BE SIGNED BETWEEN THE UIA AND THE ELECTED MEMBER SECTION, AS HOST CITY OF THE UIA INTERNATIONAL FORUM 2024

FIRST: GENERAL PROVISIONS

In the AGREEMENT, the term EVENT refers to the *UIA International Forum 2024* and all the activities related to it, including the General Assembly and the Council meeting before the *Forum*.

The UIA delegates to the elected Section, in its capacity as UIA Member, to undertake the organization of the entire EVENT.

SECOND: FINANCIAL PROVISIONS

As compensation for the rights accorded for the organization of the EVENT, the elected Section shall pay to the UIA the amount of 200.000,00 Euros, irrespective of the financial outcome of the EVENT. The above amount shall be considered as final upon signing of the AGREEMENT right after the election.

The guaranteed amount mentioned above shall be paid to the UIA in 3 instalments as follows:

The first payment:	Euro 70,000.00 at the signing of this contract
The second payment:	Euro 70,000.00
The third payment:	Euro 60,000.00

The schedule of payment for second and third instalments shall be negotiated and decided by the contracting parties.

If any one of the instalments are not paid within the fixed deadline, this breach will be for the UIA a legitimate reason for withdrawal from this AGREEMENT.

In the case of withdrawal, the elected Section financial commitment, as provided above, shall be limited to the total amounts effectively payable on such date, with the exclusion of the non-matured instalment, which shall definitively be considered as waived.

Under the present AGREEMENT, the elected Section shall retain all the revenue that arises from publications, visual property and souvenir sales, rentals, sub-contracts, interests, rental of floor/exhibition space, etc. Reciprocally, the elected Section shall undertake at its charge all obligations arising from the management of the entire EVENT and shall expressly refrain from any repercussions or compensations affecting the economic rights granted to the UIA.

THIRD: REGISTRATION FEES

Any registration fees for those attending the Forum are the responsibility of the elected Section and will be decided in agreement with the UIA.

FOURTH: RIGHT TO PRODUCE AND USE SYMBOLS, ANAGRAMS, AND LOGOS

The UIA hereby grants to the elected Section the right to reproduce and use UIA trademarks, trade names, symbols, anagrams, and logos in relation with the promotion, funding, and organization of the EVENT. The UIA warrants that it has the entire right, title and interest in the UIA trademarks, trade names, related symbols, anagrams, and logos and is fully authorized to accord the above rights to the elected Section.

The elected Section may produce a specific trademark, trade name, symbol, anagram, and/or logo for the EVENT to use in addition to those of the UIA in relation to the promotion, funding, and organization of the EVENT.

The elected Section may file the above in international or national trademark registries, but the elected Section shall always use the EVENT-specific trademarks, trade names, symbols, anagrams, and logos only in conjunction with those of the UIA.

FIFTH: ORIGINAL CREATIONS

The rights of intellectual property on all *Forum* outputs and conclusions are reserved to the UIA for the purpose of use and publication of any reports or white papers, and their dissemination.

SIXTH: GENERAL RESPONSIBILITIES OF THE ELECTED SECTION FOR THE EVENT

The elected Section will engage all possible measures to ensure that the relevant national authorities grant visas to all participants in the event.

The elected Section shall have full responsibility for organizing the EVENT and all its related activities, which shall be open to participants from all countries of the world. It shall:

1. provide assistance in the transit (entry and exit) of all documents and objects to be presented at the Forum and provide assistance in the printing of documents on site;
2. develop an intensive policy of communication with the media to promote the UIA International Forum;
3. provide free accommodation for the members of the UIA Bureau and Council, one director for each of the four Commissions and the UIA staff attending the event, (a maximum of 40 persons in total);
4. provide morning and afternoon coffee/tea during the breaks for all participants at the Council meeting and the General Assembly;
5. provide lunch for the members of the Council and Commissions directors at the Council meeting and the General Assembly;
6. reimburse the travel expenses (economy class for all flights lasting less than 9 hours and business or equivalent for flights lasting 9 hours or more) and hotel accommodation necessary for up to four visits by the UIA representatives (a maximum of 3 persons per visit) in charge of providing advice and monitoring the preparation of the EVENT;

SEVENTH: COUNCIL MEETING, ELECTED SECTION'S RESPONSIBILITIES

The Council meetings consist of one full day immediately prior to the Forum Opening. The elected Section shall provide:

1. A room seating approximately 40 people with a hollow square or U-shape configuration, with sufficient space for members to take notes, and to consult documents on laptop computers.
2. Simultaneous interpretation of the sessions into English and French, including personnel and equipment;
3. Sufficient number of table-top microphones and power sockets to meet needs of all participants.
4. Audio recording;

EIGHTH: UIA GENERAL ASSEMBLY, ELECTED SECTION'S RESPONSIBILITIES

The UIA General Assembly will take place during one full day right after the Forum. The elected Section shall provide:

1. space for UIA staff to accredit UIA delegates to the General Assembly. Adequate equipment must be provided for the UIA staff;
2. simultaneous interpretation services in English and French, including personnel and equipment for the Assembly business sessions, and audio recording;

3. a hall with seating capacity for 250 people with sufficient table space for delegates to take notes and consult their documents. A stage or podium with a table facing the delegates so that the UIA Bureau can chair the meeting (+screens facing Bureau to see what is projected).
4. the necessary facilities, staff, and equipment for electronic voting and detailed information about the system of voting, including testing during the Assembly;
5. the necessary equipment for video projection, podium, table, and floor microphones;
6. an annexed office space where the UIA Secretariat can work and store the material required to run the Assembly. This space must be equipped with computer, printer, Internet access, and copy machine;
7. all rooms and facilities must be accessible for persons with reduced mobility;
8. nameplates for delegations and badges for delegates.

NINTH: UIA FORUM, ELECTED SECTION'S RESPONSIBILITIES

The UIA Forum will take place over three days.

The elected Section shall provide the following services in relation to the needed spaces:

1. simultaneous interpretation into English and French, including personnel and equipment, for the opening ceremonies, and the plenary and working sessions.
2. audio recording of the full proceedings of the Forum and all speeches and discussions.
3. an efficient signposting system, in English and local language, in the venue
4. computers, printer, internet access, and photocopier in the respective office allocated to the UIA Secretariat and in the one for the President and Secretary General.
5. The elected Section shall be responsible for the preparation and printing of the Forum thematic documentation, including summaries of presentations and/or selected presentations, to be given to participants upon arrival.
 - a) All documentation prepared by the elected Section shall be translated, at least, to English and French.
 - b) Links to final Forum documentation shall be forwarded, by the elected Section, to the UIA Council at the latest 2 months after the end of the Forum.
6. The Official Forum website shall be set up by the elected Section, and hyperlinks shall be established between this site and the UIA's website in order to promote the Forum.
7. The speakers shall be selected in consultation with the UIA. All cost related to the selected speakers regardless whether they are invited by the elected Section or by the UIA shall be borne by the elected Section.

TENTH: RESPONSIBILITIES OF THE UIA

The UIA shall provide the following services to the EVENT:

1. For the UIA Council meeting, the UIA shall provide and distribute, the agenda and other meeting materials.
2. For the UIA General Assembly the UIA shall provide and distribute:
 - a) the agenda and other meeting materials to the official delegates representing the UIA Member Sections;
 - b) all voting information for the Assembly sessions.
3. For the UIA Forum the UIA will:
 - a) Provide assistance in the development of the intellectual content of the Forum, for which the elected Section shall be primarily responsible. The UIA's Secretary General shall be responsible for the day-to-day liaison between the UIA and the elected Section;
 - b) solicit papers responding to the thematic requirements of the Forum, in one of the working UIA languages, from the UIA Commissions, Work Programmes and Member Sections.
 - c) solicit the support, representation, and attendance of the Presidents and members of the UIA Member Sections;
 - d) provide wide coverage in the UIA communication channels, encouraging attendance to the Forum;

- e) help the elected Section representatives with the organization of the Forum and facilitate the elected Section direct access to all information concerning such organization;
- f) obtain from the speakers (invited by UIA) and authors (invited by UIA) of written papers or of exhibitions, permission to record, translate, print and disseminate their reports. The subsequent written permission obtained by the UIA shall be shared with the elected Section.

ELEVENTH: FORCE MAJEURE

1. Force Majeure conditions are defined by the parties as any circumstances beyond the control of the parties caused by terrorist acts, pandemics/epidemics, the occurrence of an act of God, and including but not limited to fire, typhoon, flood, earthquake, strike, riots, insurrection, war, embargoes, failure of carriers, slowdown, acts of the public enemy, compliance with law, regulation or other governmental order whether or not valid, or any other causes beyond the reasonable control of the parties.
2. If one of the two parties cannot fulfil its responsibilities as stated in the agreement because of Force Majeure, the affected party must notify the other party in writing, giving the details of the situation. Both parties will engage negotiations to determine the most reasonable solution.
3. If an event of Force Majeure occurs, neither party shall be responsible for any damages, increased costs, or losses to the other party that result from it. Any failures or delays resulting from an event of Force Majeure shall not be considered as a breach of this agreement.
4. A party claiming inability to meet the requirements of this agreement due to an event of Force Majeure shall take appropriate measures to minimize or remove the obligation affected by Force Majeure.
5. If the circumstances of Force Majeure are such to prevent the realization of the event or its continuation the remaining payments mentioned in the Second Clause will be considered waived, and only the sums already received by the UIA and considered non-reimbursable will remain the property of the UIA.

TWELFTH: APPLICABLE LAW AND ARBITRATION

1. The agreement between the UIA and the elected Section shall be governed by the French law.
2. If a dispute arises between the UIA and the elected Section out of or in connection with this agreement, its formation, its validity, its interpretation, its performance and/or its termination, the complainant shall set out in writing the nature of the dispute and communicate it to the other party. Both parties' Presidents shall make every effort to resolve the dispute by mutual negotiation within a period of 3 months.
3. If no mutual agreement is reached, the aforementioned disputes shall be settled by arbitration under the rules of Arbitration of the International Chamber of Commerce of Paris, by three (3) arbitrators appointed in accordance with said rules. The arbitration proceedings will be conducted in English.
4. The place of arbitration shall be Paris, France.
5. The parties hereto agree to be bound by the arbitration award and waive any other rights that they may have to any other jurisdiction.
6. This provision shall not preclude the right of either party to address any competent court or tribunal in regard to obtaining temporary or precautionary measures.