



CALL FOR SOCIAL / CULTURAL EVENTS AND PRIVATE MEETINGS Guidelines for submission

HEALTH AND SAFETY MEASURES FOR PARC CHANOT, MARSEILLE

In response to the COVID-19 pandemic, IUCN, the Government of France and local authorities are working on a variety of health and safety measures for the IUCN Congress 2020 (7-15 January 2021). These measures may include changes to the layout and/or scheduling of social / cultural events and private meetings, to ensure adequate physical distancing and / or physical barriers where necessary, as well as an updated cleaning and disinfection protocol for the venue. The entire Parc Chanot, Marseille will have hand-washing facilities and hand sanitiser at all critical locations.

Due to the constantly evolving nature of the situation, we are unable to provide specific details of these measures at this stage. However, based on the evolution of the pandemic over the next several months, an initial health and safety plan for January 2021 will be made available on the Congress website by October. Rest assured that we will use all necessary means to ensure the safety of all participants at Parc Chanot, Marseille, including those organising and attending social / cultural events and private meetings. We will keep you updated as these health and safety measures develop, and will do our best to make all social / cultural events and private meetings at Congress a success during these uncertain times.

The *Call for Social / Cultural Events and Private Meetings* will be open until **30 June 2020, 13:00 GMT**.

Proposals for the following types of events can be submitted:

- **Social events** – include coffee breaks, receptions, happy hours and other social gatherings
- **Cultural events** – include dances, concerts, art performances, art exhibits, film screenings, movies, etc.
- **Private meetings** – small private meetings with very limited capacity

NOTE

- Space and time availabilities are limited at the Parc Chanot - Marseille. IUCN will not be able to accommodate all proposals received. We therefore strongly urge all applicants to carefully review the selection criteria below prior to submitting a proposal.
- Space within the venue will be assigned to event organisers according to the event proposal submitted. IUCN will try to accommodate organisers' preferred dates and times but cannot ensure that it will always be feasible due to logistical constraints.
- Accepted social and cultural events will feature in the [IUCN Congress 2020 Official Programme](#); private meetings **will not** be listed in the Official Programme.

Selection criteria

The following are selection criteria applied to all events, complemented by criteria applied to specific types of Social/Cultural events, and private meetings.

For all events

Successful proposals will need to address the following selection criteria (mandatory):

- ✓ The event must be linked to the [IUCN Congress 2020 themes](#)
- ✓ The event must be aligned with the [My Green Congress policy](#)
- ✓ The event organisers will need to have secured all required funding for the event, including a list of event sponsors/partners (if any)

For cultural events

In addition to the above mandatory selection criteria applied to [all events](#), the following criteria will be considered to evaluate **Proposals for Cultural events** more specifically:

- Is the artwork/performance appealing, appropriate and relevant to the Congress audience?
- Will the artwork/performance create a discussion and/or inspire people to conserve nature and biodiversity?
- Does the proposal demonstrate professionalism, and national or international experiences?
- Does the proposal demonstrate originality, creativity, and imagination?
- Does the event reflect regional and cultural diversity?
- Does the event consider cultural and religious sensitivity?
- Gender-responsiveness: will the event contribute to mainstreaming gender issues?
- Does the event engage the next generations? To what extent will the event include and mainstream youth (aged 15-24) and young professionals (under 35 years of age)?

For Social Events

In addition to the above mandatory selection criteria applied to [all events](#), the following criteria will be considered to evaluate **Proposals for Social Events** more specifically:

- Will the event generate interaction and networking?
- Does the event reflect regional and cultural diversity?
- Does the event consider cultural and religious sensitivity?
- Gender-responsiveness: will the event contribute to mainstreaming gender issues?
- Does the event engage the next generations? To what extent will the event include and mainstream youth (aged 15-24) and young professionals (under 35 years of age)?

For Private Meetings

In addition to the above mandatory selection criteria applied to [all events](#), *Proposals for Private meetings* will be selected on a first-come first-served basis. Private meetings will not be advertised in the official Congress programme and should not be promoted by the event organiser as a Congress event. Such events are strictly private and will not be publicly announced.

Available dates & timeslots

For Cultural events (except Art exhibits)

Cultural events should be a maximum of 90 minutes (including set-up, the event itself and dismantling). Types of cultural events include dance performances, concerts, theatrical performances, fashion shows, film screenings etc.

These events can be proposed for the following dates and times:

Date	Available time slots to propose a cultural event (except Art Exhibit)
8 January – 15 January 2021	12:30 – 14:00
8 January – 14 January 2021	18:30 – 20:30

For Art Exhibits

Art Exhibits will be displayed for the duration of the IUCN Congress 2020 (i.e. 7 – 15 January inclusive).

Art exhibits include paintings, sculptures, photography, etc.

Depending on the allocated space, the date and time for the set-up will be confirmed by the Congress logistics team, but this could be between 4 January and 7 January 2021.

For Social Events

Social events include receptions with drinks & nibbles, lunch, coffee breaks, dinner, etc.

Social events can be proposed for the following dates and times:

Date	Available time slots to propose a social event
8 January – 14 January 2021	12:30 – 14:00
8 January – 14 January 2021	18:30 – 20:30

For Private meetings

Private meetings can be proposed for the following dates and times:

Date	Available time slots to propose a private meeting
8 January – 11 January 2021	08:30 – 10:00
8 January – 11 January 2021	18:30 – 20:30
12 January – 14 January 2021	08:30 – 20:30
15 January 2021	08:30 – 14:00

Congress service conditions

Compliance requirements

Social / Cultural Events and Private meetings will need to comply with the following:

- The sustainability guidelines for the event (which will be published [here](#)), including that all members of event organising team as well as all participants are adequately briefed; in particular, event organisers are required to keep shipping to a strict minimum, to use sustainable and reusable material as much as possible, and to minimise the generation of waste
- [The Anti-harassment policy, including bullying and sexual harassment, for IUCN events](#)
- [The Gender Mainstreaming Strategy for IUCN events](#)

- d) The French Labour Law, with respect to event organisers' own staff as well as contracted temporary personnel and/or volunteers
- b) The Safety and Security Guidelines for the venue, as well as any obligations linked to access/security that may be imposed by the *Prefecture de Marseille*, including personal data and security screening of any suppliers, support staff that you may hire or bring for the organisation of your event etc.

Details on the registration process as well as any related charges, if applicable, will be provided to event organisers once an event has been accepted.

Event organisers are also responsible for safeguarding all goods, materials, equipment, or display items in the event area. IUCN, the National Host Committee and/or the Venue will not be responsible for personal injury, loss and/or damage to property resulting from the event. It is the responsibility of the event organiser to hold appropriate insurance coverage, and proof of such insurance may be requested by the venue. Further information and conditions will be available upon acceptance of the event into the official programme

Equipment

Please note: for events accepted through the *Call for Social / Cultural Events and Private Meetings*, IUCN and the Host Country will only be providing a physical space at the Congress venue at no cost. Equipment available by default in the assigned location can be used at no additional cost. IUCN cannot guarantee that the assigned location will meet the needs of the event organisers in terms of equipment.

Once an event has been accepted through the *Call for Social / Cultural Events and Private Meetings*, IUCN will inform the event organisers of the allocated venue, and equipment available in the specific venue.

Event organisers will have the option to order extra equipment and services **not included** in the assigned room by default. Equipment and services available to order will include AV/IT equipment, support staff, presentation boards, multi-socket power strips, cleaning, shipping, interpretation, registration, etc. Such orders are at the expense of the event organiser.

The Congress Team will be in touch with organisers of accepted events in due course, with further details and a link to the online platform through which the extra equipment and services can be ordered. In addition, event organisers will be provided with details of a catering services system, through which catering orders can be placed for accepted social events.

Financial obligation

All financial obligations associated with staging the event **must be met** by the event organiser.

Event organisers will be in charge of organising and paying for the following (list not exhaustive):

1. Registration fees for the event organisers as well as any speakers for the event
2. Shipping any material/equipment needed for the delivery of the event, to/from the venue, as well as donating and / or disposing of material after the event. IUCN will not be responsible for donating and / or disposing of art pieces or other material brought to the venue, following the event.
3. Set-up of the event
4. Food (for event organisers who do not wish to provide catering for an event, meeting participants will be able to purchase food in the restauration areas on site)
5. Any extra equipment and services (hosts/hostesses, interpretation, cleaning) needed for the event, and ordered through the online platform
6. For private meetings, manage invitations as well as access control at the entrance of the meeting room

Further information regarding costs listed above will be provided to organisers of accepted events in due course.

Languages

The official languages of IUCN World Conservation Congress 2020 are English, French and Spanish. Social and Cultural events must be held in one of these three languages.

Submission process

1. Log in to the [Congress website](#), complete and **submit** the online proposal form **before 30 June 2020, 13:00 GMT**. All proposals in draft mode will automatically be deleted from the system at this point. IUCN will not accept any late submissions.

To create a new proposal, once logged in to the Congress website, click on the green button **Submit a proposal for a social / cultural event or private meeting** under the TAKE ACTION tab on your user dashboard

To view / edit proposals in draft mode and submit, click on the green button **View / edit my proposal(s) for social / cultural events or private meetings** under the MY PERSONAL AREA tab on your user dashboard

2. All submitted proposals will be reviewed by IUCN according to the selection criteria detailed above and based on the available space.
3. Event organisers will be notified if their proposal has been accepted or rejected by early September.
4. Organisers of accepted events will receive a confirmation, which will include the allocated space/room, the date and time of the event, the list of services and equipment included in the allocated space/room (ex. Stage, AV IT equipment, onsite support etc.) and further information linked to the logistics of the event.
5. Accepted social / cultural events will be featured on the official Congress programme, visible to registered participants and the general public, as well as listed on the IUCN Congress 2020 Mobile App. Private meetings **will not** be listed in the official Congress programme nor on the IUCN Congress 2020 Mobile App.

QUESTIONS?

For any logistical questions prior to or after submitting an event proposal, contact: congresslogistics@iucn.org
For any questions regarding the content of the proposal as it relates to the Congress themes, or the Programme of Events for the Forum, contact: congressforum@iucn.org
For all other questions, contact: congress@iucn.org

**In your correspondence, please include the title of your proposal and the event organiser's name*