



Proposal for hosting the next WFTO-Europe Biennial Conference

Brussels, 3 May 2019

Dear members,

As you know WFTO-Europe organises a Biennial Conference every 2 years to gather members in a physical place and discuss more about key topics of the network and the future of the organisation.

WFTO-Europe believes that this is a unique opportunity for members to share their practices and experiences with other Fair Trade actors and to let people be more familiar with their own national context. That is why WFTO-Europe strongly encourages members to present their candidature to host the next Biennial conference.

Based on previous experiences, the proposal should consider the following aspects:

- The Conference lasts 3 days, normally from Thursday at noon to Saturday afternoon. The AGM normally closes the Conference. *Other days could be considered according to the availability of venue.*
- The venue should be easily accessible by train/bus and with a good airport connection
- The venue should consist ideally of a conference centre offering accommodation for around 50/100 people and at least 3 conference rooms (one big and 2 small ones). *Please note however that only 30/40 people max attended the previous editions.*
- The cost for the venue will be covered by WFTO-Europe and be part of the fee that will be asked members to pay to attend the event. Therefore, the cost should be reasonable and the hosting organisation will be encouraged to get some external funding for the event.
- The hosting organisation should work closely with WFTO-Europe Secretary and take care of the logistics and the organisational details of the event.

If you are interested in hosting the next Biennial Conference, please do send an official proposal to the Regional Coordinator Francesca Giubilo at coordination@wfto-europe.org **by the 24th of May 2019.**

The proposal should be addressed to the WFTO-Europe Board and should include more detailed information regarding the points mentioned above.

The Board will take into account the different proposals and based on the criteria above, especially on the financial and logistical aspects, will take a final decision. The winner will be announced on the 7th of June 2019 at the closing session of the Members' meeting in Brussels.