**Expression of Interest**

**CityNet Executive Committee Meeting Host Bid Form**

I. Please read instructions carefully and answer thoroughly. Please read the Guidelines by contacting the CityNet Secretariat before answering the bid form.

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| **Basic Profile** |  |
| Name of the City/ Organization: |  |
| Name of Mayor/Head of Organization: |  |
| Official address: |  |
| Contact numbers/official email: |  |
| Primary contact person: |  |
| Position: |  |
| Contact numbers/official email: |  |
| Other contact person/s: |  |
| Contact numbers/official email: |  |
|  |  |

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|  | **Please check one** | | | |
| ExCom Meetings are usually done between October-November. **Which month is your city interested to host in?** | October  November  Other, please mention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| CityNet ExCom meeting is usually held in conjunction with an international seminar/workshop that is hosted by the city as well. **Is your city interested to host and organize a regional/ international seminar/ workshop?** | Yes  No | | | |
| If applicable, what regional/ international events is the city planning for 2020? |  | | | |
| Does your proposed hosting coincide with national and/or local elections? | Yes  No | If Yes, given this political context and leadership priority, will your city be able to secure local budget and provide leadership support and presence in the activities? | | Yes  No |
| Are the city and meeting venues accessible to your country’s international airport/s, or at least within 45-minute drive? | Yes  No | | | |
| Does the city have sufficient number of four-five star hotels? | Yes  No | | | |
| Will the city bear the full accommodation costs of CityNet international participants to your selected hotel Excom Meeting venue? | Yes  No | If Yes, how many international participants is the city willing to sponsor for accommodation? | at least 25  between 26-50  between 51-70 | |
| Will the city able to provide visa assistance and city endorsement to the participants? | Yes  No | | | |
| Will the city be able to arrange with its country’s immigration office for possible courtesy lane for CityNet participants upon their arrival and departure? | Yes  No | | | |
| Will the city provide local transfers/ shuttle services to participants from airport – hotel - airport? | Yes  No | | | |
| Will the city be able to provide shuttle services to the participants for any field visits, as maybe required in the program? | Yes  No | | | |
| Will the city provide lunch, refreshments, select dinners and farewell reception for the entire stay of CityNet participants and provide food options for Muslims and vegetarian as well? | Yes  No | | | |
| Will the city provide sufficient number of English-speaking local personnel to coordinate with CityNet Secretariat on the preparations and actual conduct of the Excom Meeting? | Yes  No | | | |
| Will the city provide basic and video documentation of the international seminar and ExCom meetings? | Yes  No | | | |
| Will the city be able to provide local/ national media coverage to events and CityNet ExCom Meeting? | Yes  No | | | |
| Will the city be able to provide measures (i.e. hospital emergency and local police stand by) that will prevent any threats to safety for the international participants? | Yes  No | | | |
| Will the city be able to provide measures to reduce paper waste (i.e. print only upon request) and to prevent excessive consumption of food, water and energy in the conduct of its activities? | Yes  No | | | |
| Relative to the activities, will the city be able to promote its local products and apply environmental, social and sustainability considerations when procuring goods and services? | Yes  No | | | |
| Will your city be able to provide Wifi connectivity to the event? | Yes  No | | | |
| Due to impacts of climate change, weather disruptions may occur, will your city be able to minimize disruption should unlikely changes in weather occur at least during the event week? | Yes  No | | | |
| Subject to further negotiation, will your city be able to provide airfare to select few CityNet-endorsed participants? | Yes  No | | | |

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| **What best practices, site visits, or points of interests is your city looking forward to sharing with CityNet Members?** |
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| **Why do you want to host this event?** |
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**DECLARATION**

**I, undersigned, being the person authorized, certify the information given in this application is true and correct**

Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_