**Checklist for Hosting the 36th ITI World Congress**

**Questions to be answered by the applicant Centre, to attach for the submission with deadline 10 September 2018.**

Name of the Centre:

Person responsible for the application: Name, Email, Mobile Phone

Proposed time for the 36th ITI World Congress:

Proposed location (city) for the 36th ITI World Congress:

With submitting the applications letter, you confirm that you agree with the goals, the values and the protocol of an ITI World Congress.

With filling out this form you are able to give ITI the information about what you can provide for an ITI World Congress and what you would like to provide and what you cannot provide. Please also inform where you have other ideas and more questions.

*Explanation:*
Text in red: Mandatory for holding the Congress
Possible: Means that the Centre is sure that it can provide it.
Not possible: Means that it is not possible for the Centre, please indicate in the comments why.
Intend to do: Means that the Centre would like to offer this but needs to find funds first.
Comments/Questions: Please comment and ask if you have doubts or think something need to be clarified.

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| **#** | **Items** | **Possible** | **Not possible** | **Intend to do** | **Comments /Questions** |
| **1.** | **Organization of the Congress** |  |  |  |  |
|  | Who are the additional partners to the General Secretariat, Executive Council & Congress Task Force for the 36th ITI World Congress. Please list the partners here: |  |  |  |  |
| **2.**  | **Activities** |  |  |  |  |
| **2a.** | **Artistic Part**  |  |  |  |  |
|  | Inclusion of theatre, dance and music theatre in the Congress |  |  |  |  |
|  | Only local Performances |  |  |  |  |
|  | Local and International Performances |  |  |  |  |
|  | International Collaboration Project |  |  |  |  |
| **2b.** | **Education Part & Humanistic Part** |  |  |  |  |
|  | Are you able to include 14 workshops or masterclasses or presentation? |  |  |  |  |
|  | Would you like to organize a conference on an artistic, educational and/or humanistic theme during the Congress? (If yes what theme?) |  |  |  |  |
| **2c.** | **Communication Part** |  |  |  |  |
|  | Congress orientation possible? |  |  |  |  |
|  | Centres´ Speed Dating possible? |  |  |  |  |
|  | Open Space possible? |  |  |  |  |
| **2d.** | **Statutory Part** |  |  |  |  |
|  | General Assembly (mandatory) |  |  |  |  |
|  | 15 Committee, Network, Project Group Meetings (mandatory) |  |  |  |  |
|  | 5 Regional Council meetings same time (mandatory) |  |  |  |  |
| **2e.** | **Student Festival** |  |  |  |  |
|  | Is it possible to host student festival for around 15 members (universities) of the ITI/UNESCO Network for Higher Education in the Performing Arts |  |  |  |  |
|  | Do you have an University that is part of the Network, can become part of the Network or another educational institutions that can be a partner for the Student Festival and help to organize the student Festival? |  |  |  |  |
|  | Do you prefer to do the Student Festival before the Congress (3-day prologue) |  |  |  |  |
|  | Do you prefer to do the Student Festival during the Congress?  |  |  |  |  |
| **3.** | **Ceremonies** |  |  |  |  |
|  | Opening Ceremony with Welcome Speeches and Flag Presentation |  |  |  |  |
|  | Closing Ceremony with Speeches, Presentation of Honorary Members, World Theatre Ambassadors, World Dance Ambassadors, Medal Award Ceremony |  |  |  |  |
| **4.** | **Needed Spaces** |  |  |  |  |
|  | Open Ceremony / Closing Ceremony: Space for 600 persons, seats, e.g. in a theatre venue |  |  |  |  |
|  | General Assembly: Space for 400 persons with table (for one day) |  |  |  |  |
|  | Committee, Network, Forum, Project Group, 15 x Space for 30 persons (one half day) |  |  |  |  |
|  | Keynote Speeches, Space for 150 persons (3 times 2 hours) |  |  |  |  |
|  | Workshop, Masterclass, Seminar, lecture (14 x Space for 30 persons, maybe the same space as for Committees, etc.) |  |  |  |  |
|  | Registration Space (at the beginning in a lobby or entrance space, plus during the Congress in a closed space) |  |  |  |  |
|  | Office for the Host (Secretariat for the host during the whole congress) |  |  |  |  |
|  | Office for the General Secretariat ITI worldwide (Secretariat for the GS for the whole congress) |  |  |  |  |
|  | Space for Executive Council (one Space for 3 x 2 hours, at beginning, middle and end of Congress, table with 24 seats) |  |  |  |  |
|  | Big Theatre Venue (Space for 400 or more seats, every evening) |  |  |  |  |
|  | Open Air venues |  |  |  |  |
|  | Small venue (2 to 3 spaces, around 100 seats) |  |  |  |  |
|  | If Student Festival: 2 venues with 200 seats or more |  |  |  |  |
|  | If Student Festival: 1 room for big gathering 100 persons |  |  |  |  |
|  | If Student Festival: 2 rooms for workshops 30 persons |  |  |  |  |
| **5.**  | **Technical Equipment** |  |  |  |  |
|  | Venues Spaces need technical equipment such as light, sounds etc  |  |  |  |  |
|  | Workshop Spaces need whiteboard, blackboard or flipchart |  |  |  |  |
|  | General Assembly Hall needs simultaneous translation equipment as projector, screen, sound system and rooms for simultaneous translators |  |  |  |  |
|  | Keynote Speech Space need same equipment as General Assembly |  |  |  |  |
| **6.** | **Time Frame** |  |  |  |  |
|  | Is 10-day Congress possible, with 3-day pre congress (student festival) plus 6-day main Congress? |  |  |  |  |
|  | Is 6-day Congress possible, just main Congress? |  |  |  |  |
| **7.** | **Hosting** (Bed and breakfast) |  |  |  |  |
|  | Head of Delegations (around 70 persons) |  |  |  |  |
|  | Members of the Executive Council (14 persons) |  |  |  |  |
|  | Members of the General Secretariat (6 persons) |  |  |  |  |
|  | Honorary Presidents (max. 2 persons) |  |  |  |  |
|  | One leader of the Partner Organizations (max. 6 persons) |  |  |  |  |
|  | World Theatre Ambassadors / World Dance Ambassadors (max. 4 persons) |  |  |  |  |
|  | Workshop / Presentation leaders (max. 14 persons) |  |  |  |  |
|  | Performers (if international: max. 20 persons) |  |  |  |  |
|  | VIPs (such as DG of UNESCO, max. 4 persons) |  |  |  |  |
|  | Keynote Speakers (max. 3 persons) |  |  |  |  |
|  | Leaders of the Universities of the Student Festival (max. 20 persons) |  |  |  |  |
|  | Students of the Student Festival (max. 100 persons) |  |  |  |  |
|  | Emerging Artists (max. 14 persons) |  |  |  |  |
|  | Can you provide hotels that non-hosting guests can book? |  |  |  |  |
|  | System for lunch and dinner at local restaurants to a cheaper price (only food, no drinks) |  |  |  |  |
| **8.** | **Travel Assistance** |  |  |  |  |
|  | Can you provide an Airline Partnership for cheaper airline tickets? |  |  |  |  |
|  | Members of the African Centres (max. 10 persons) |  |  |  |  |
|  | Members of the General Secretariat (max. 6 persons) |  |  |  |  |
|  | Keynote Speakers (max. 3 persons) |  |  |  |  |
|  | Members of the Executive Council (max. 3 persons) |  |  |  |  |
|  | Emerging Artists (max. 10 persons) |  |  |  |  |
|  | Performers (max. 20 persons) |  |  |  |  |
|  | Honorary Members or Ambassadors ( Max 3 persons) |  |  |  |  |
| **9.** | **Translation** |  |  |  |  |
|  | Simultaneous Translation for General Assembly (one day) |  |  |  |  |
|  | Simultaneous Translation for Keynote Speeches (speeches will be available before for translation) |  |  |  |  |
|  | Translation assistance for delegates, workshop leaders, presentation, etc. |  |  |  |  |
| **10.** | **Local Transportation** |  |  |  |  |
|  | Airport Pickup and Dropoff (for all the Congress delegates, guests, students, artists, around 700 persons) |  |  |  |  |
|  | Local Transportation (from hotel to venues, if needed) |  |  |  |  |
|  | Transportation for disabled people (one car if needed) |  |  |  |  |
|  | Transportation for international performance group ( if needed) |  |  |  |  |
| **11.** | **Visa Assistance** |  |  |  |  |
|  | Contact with the Ministry of Foreign Affairs to facilitate visa procedure |  |  |  |  |
|  | Invitation Letter for all delegates who need visa or need to apply for funds in their country |  |  |  |  |
|  | Check if Visa on Arrival is possible |  |  |  |  |
|  | Check if there is a need for vaccination in the congress´ country |  |  |  |  |
|  | Provide the visa fee for African Centres members  |  |  |  |  |
| **12.** | **Funding** |  |  |  |  |
|  | Please note here where the funds for the Congress come from: |  |  |  |  |
| **13.**  | **Photographer / Cameraman** |  |  |  |  |
|  | Providing professional photographer(s) for the Congress |  |  |  |  |
|  | Providing professional Cameraman for the Congress |  |  |  |  |
|  | Providing all pictures, no later than one week after the Congress |  |  |  |  |
|  | Providing all videos, no later than one week after the Congress |  |  |  |  |
| **14.**  | **Media/Press**  |  |  |  |  |
|  | Organisation of a Media/Press Conference before the Congress |  |  |  |  |
|  | Media/Press Relation during the Congress |  |  |  |  |
|  | Main responsible person for collecting all Media/Press articles before, during and after the congress and creating a press clipping  |  |  |  |  |
| **15.**  | **Staff & Helpers for the Congress** |  |  |  |  |
|  | Simultaneous Translators (English-French, French-English, local language-English, English-local language, local language-French, French-local language) |  |  |  |  |
|  | Translator English to French and French to English print issues |  |  |  |  |
|  | Main responsible person of the host for the Congress preparation and for the Congress itself |  |  |  |  |
|  | Person responsible for the coordination with the statutory part |  |  |  |  |
|  | Person responsible for the workshops and presentations coordination |  |  |  |  |
|  | Person responsible for the committees, networks, forums and project groups meetings |  |  |  |  |
|  | Person responsible for the performances (coordination, technical rider, contact with technical equipment provider) |  |  |  |  |
|  | If Student Festival: Coordinator for the Student Festival |  |  |  |  |
|  | Person responsible for the security of the Congress and delegates |  |  |  |  |
|  | Person responsible for the airport pickup and dropoff coordination |  |  |  |  |
|  | Helpers  |  |  |  |  |
| **16.**  | **Print**  |  |  |  |  |
|  | Congress Programme in English, French and local language |  |  |  |  |
|  | Plan of the venues, locations, restaurant and hotels |  |  |  |  |
|  | Useful information for Congress delegates |  |  |  |  |
|  | Banners, posters, leaflets for local people |  |  |  |  |
| **17.** | **Excursion** |  |  |  |  |
|  | If the host city wants to offer an excursion for free or lower price, please indicate. |  |  |  |  |