



World Environmental
Education Congress
Network

14th World Environmental Education Congress (WEEC) 2028

Candidacy Application form

Information for drawing up the candidacy Application form

Use English (British-English spelling) for the application form.

You must send by e-mail to secretariat@weecnetwork.org a detailed description in PDF format, and other documents you feel may be helpful also.

The Applicant must send:

1. A candidacy dossier with all the documents that can strengthen the presentation (letters of support etc.)
2. A letter of intent on letterhead and signed by the legal representative.

The Permanent Secretariat may provide advice and more information and can request clarifications and integrations.

After the approval of the hosting country, the Permanent Secretariat and the organisation selected to organise the 14th WEEC will sign a formal **Memorandum of Understanding**.

The WEEC Secretariat also provides a *Handbook* of guidelines about the WEEC congresses.

The *Handbook* is a vital part of the congress guidelines and the agreements.

Section 1

Information about the proponent

1.1. Proponent organisation

Name
Country
State (if needed)
Address
Fiscal code
Phone:
Website
E-mail:

Legal status

- State body
- Local authority
- Public corporation
- Other bodies governed by public law
- University
- Research centre
- Non profit organisation (NGO, etc.)

If the proponent is not a public institution, provide a clear and concise presentation of the proponent. Specify the legal status, organisational structure, sources of financing for your activity, curriculum vitae, experience in environmental education, experience in organising complex events, staff, and annual balance.

1.2. Legal representative

Surname and Name
Function
Phone:
E-mail:

1.3. Contact in the institution

Surname and Name
Function
Unit, department
Address
Country
Phone:
Website:
E-mail:

Section 2 Information about the Congress

2.1. Expected date.

2.2. City.

2.3. The original contribution the Applicant thinks it can give to developing reflection, research, and practice in environmental education.

2.4. Local Organising Committee and National (i.e. living and working in the country) **Socio-Scientific referents** *(even if the whole group of local/national members is provisional, indicate the principal reference persons, their affiliation and field of research).*

2.5. Networking: collaborations, backings and partnerships that are already certain *(Links and memberships with local and international actors working on EE as Public and Private Institutions, Universities and International Universities' Programmes, Organisations, Research centres, Civil Society, Companies, specifying types of collaborations with them as services providers, logistics, contacts, grants etc.).*

2.6. Location. Structure of the Congress facilities *(explain the characteristics, number of rooms available and seating capacity of each hall, the availability of spaces for exhibiting posters, the technical equipment available to the delegates, etc.).*

2.7. Draft side events, social programmes, visits and meetings in the territory, etc.

2.8. Collaborations, backings and partnerships you intend to use.

2.9. Other languages for the Congress website, simultaneous translations in the plenary sessions, and simultaneous translations in parallel sessions/workgroups/ other activities at the Congress *(English, French, and Spanish are mandatory at least both for the website and during the Congress in the plenary sessions. Translations into additional languages will be the task of the LOC).*

2.10. High-Tech systems included in WEEC 2028
(Web streaming, social networks, e-meetings, webinars, etc.).

Section 3

3.1. Budget estimate

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(Expected revenues and expenditures – distinguish between already sure financing and what is requested or expected and the highest degree of your expectations in fundraising strategies for grants, public or private contacts).

The Applicant will carry out all the costs needed for the activities described in the application form, and, in case of budgetary deficit, the Applicant will fund it.

Section 3.2.

Information about the participation

3.2.1. Proposed registration fees: Early bird and late registration *(delegate, students/youth, options for developing countries, NGOs, groups, other reductions for different categories of participants, etc.).*

According to point 8 of the Call for bids, cheaper fees are a priority.

3.2.3. Services and materials included in the fees.

(i.e. Admission to scientific sessions, poster area, exhibition area, excursions, Welcome Reception and Coffee breaks...)

3.2.4. Specify provisions for economic aid for some categories of participants, what amount and how many, and reductions of the fees.

(Criteria 8 and 9 of the Call).

3.2.5. Characteristics and approximate costs of hotel facilities and the solutions you intend to adopt for hosting the participants at a reduced price *(discount for groups, accommodation in families, camping or other low-cost accommodation solutions, etc.).*

Section 4

Information about the eco-sustainability of the Congress

4.1. Expected measures to ensure the Congress is ecologically consistent and minimise the event's footprint (see WEEC Guidelines).

Section 5

Engagements/Commitments

Submitting the candidacy, **you agree with the criteria of the Call**, and especially **you agree** that:

5.1. All information in the Application form is correct and accurate.

5.2. You will support the WEEC International Environmental Education Network by allocating:

5.2.1. The local organizer undertakes to support the international network through a grant to the Permanent Secretariat, according to the following indicative payment schedule (25% in 2025, 25% in 2026, 25% in 2027 and 25% in 2028).

The donation cannot be less than 80,000 euros in total. A higher donation will constitute an element of comparative evaluation of the candidacy, other requirements being equal.

The donation is unconditional and does not involve the purchase of goods or services and does not confer any right to the LOC to use the WEEC trademark.

5.2.2. 5% of the registration fees, with bank transfer month by month.

5.2.3. The 50% of the eventual final surplus by 31st December 2028.

5.2.4. Benefits for the Secretariat and its staff: complimentary fees, accommodation.

5.2.5. Benefits for international Socio-Scientific Committee and Keynotes Speakers: complimentary registration fees (travel, and accommodation for Keynote speakers and – if possible - for the socio scientific members, depending on the budget).

5.3. You will guarantee:

5.3.1. The continuity and quality of the cultural project of WEEC congresses, in total agreement with the results and spirit of previous Congresses.

5.3.2. You will manage the Congress following an inclusive, constructive and collaborative approach, also according to the Handbook, and in close cooperation with the Permanent Secretariat that will co-chair the Congress and approve the Congress's final program.

5.3.3. The PS will approve the congress logo.

5.3.4. You will accept a schedule draft proposed by the Permanent Secretariat.

5.3.5. You will give the Congress database (including all participants' data: names, e-mails, country, affiliation and so on; other categories involved in the Congress as sponsors, partners, etc.) to the WEEC Permanent Secretariat month by month and the final database within 15 days after the conclusion of the Congress.

5.3.6. You will provide (directly and/or through external agencies and providers) all essential congress services (reception desk, staff, rooms for plenary sessions, thematic sessions and workshops, decoration, exterior and indoor advertisements, technical devices and IT facilities, workspaces and meeting points for congress participants, press room, press office, back-office as the issue of certificates of attendance, coffee breaks and

catering, side events and tours).

5.3.7. You know that the Secretariat can cancel the candidacy in case of substantial delays or serious disregard of the agreement.

5.3. The **Permanent Secretariat** intends to fulfil the following duties, before and after the Congress, to ensure the smooth running of the 14th WEEC, that is:

- To approve the candidacy, the location and the core theme of the Congress.
- To approve the budget (draft and definitive) and the registration fees proposed by the Applicant.
- To appoint about 30 members of the international Socio-Scientific Committee and the chair(s) of the Local Organizing Committee, the Applicant could integrate about 20 members proposed into the committee.
- To approve the final program of Congress.
- To coordinate and co-chair the congress organization, co-chair the Congress, co-chair the opening and closing plenary sessions, and during the WEEC baton handing-over ceremony.
- To provide advice concerning the environmental sustainability of the event.
- To give continuous assistance to the Applicant while organising the Congress.
- To organise technical meetings in Turin and/or on-site before the Congress.
- To launch an international information campaign on the 14th WEEC through the WEEC network's main website www.weecnetwork.org and release periodic newsletters in the official languages of the Congress: English, French, Spanish, in strict cooperation with the Applicant for the translations.
- To organise local or regional meetings, debates, webinars, and so on between the 13th and the 14th congress to engage a vast community of practice and research in EE.
- To promote the Congress during other congresses, conferences or meetings attended by the Permanent Secretariat.
- To cooperate with the Applicant in an international fundraising campaign among international organisations and sponsors.
- To contribute to spreading the congress results and deliverables (papers, posters, keynote speeches) through the website www.weecnetwork.org, the WEEC international newsletters and printed materials and/or e-publications of the proceedings.

SIGN AND SEND

- **A PDF copy by e-mail, signed by the legal representative**
- **A letter of intent on the letterhead of the Institution/Organization, signed by the legal representative.**

To:

WEEC Permanent Secretariat
secretariat@weecnetwork.org