

#CDNGA23 – APPLICATION FOR HOST ORGANISATION

Name of applying organisation	
E-mail address of the organisation:	
Name of the contact person	
E-mail address of the contact person	
Phone number of the contact person	

<p>Explain the political and organisational importance of hosting this event</p>	
<p>What is your experience (if any) in organising similar events?</p>	
<p>What are the human capacities such as secretariat, members, volunteers, board etc. of your organisation? (In addition, contacts of the Local Prep Team are to be provided below)</p>	
<p>Please explain how do you think your organisation can contribute to the General Assembly preparations (special skills, knowledge, contacts,</p>	

etc.)?	
Do you already have thoughts regarding a session/public event that you would like to organise during the GA?	
What is your capacity to arrange the GA venue, accommodation, plenary requirements, to arrange visa-related issues and local transport?	

LOCAL PREP TEAM

Name of the local coordinator (prep team member)	
Position in the organisation	
E-mail address	
Phone number	

Name of the Assistant of local coordinator (prep team)	
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member)	
Position in the organisation	
E-mail address	
Phone number	

Name of the Assistant of local coordinator (prep team member)	
Position in the organisation	
E-mail address	

Phone number	
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LOGISTICS OVERVIEW

LOCATION¹:

ACCOMMODATION:

You can count on 20 to 35 EUR per day/per person. You will timely receive the budget updates, so we can act accordingly after the suggestion has been sent (so if one of the options goes a bit over 35 EUR that's okay, we could possibly arrange it). Check if we could also get a discount for a larger number of people. We usually go for inexpensive hotels/hostels that can accommodate 2-3 per room or 4-6 in dormitory room. The accommodation should have the capacity to host around 50 (TBC) people in total. The hotel/hostel should provide breakfast and

¹ You can suggest several cities or other locations per Option below

preferably be included in the price. It must be within a reasonable and walking distance from the selected venue.

	Option 1	Option 2	Option 3
Website			
Are we alone or with other guests			
Price range (per person/per day)			
Payment via bank transfer/card			
Number/capacity of hosting			

Room division – how many beds per room			
Bathrooms (shared, per room, on floor)			
Hot water and Heating			
Towels and Cleaning arrangement			
Additional comments/notes			

VENUE

As mentioned in the responsibilities, the plenary should have the capacity to host approximately 50 people. It should be isolated from noise, have good working WiFi, have suitable light and have enough fresh air. In addition, the plug-ins for the electronic devices should be available near the working table. Lastly, it would be a plus to have a printer as well as a small working space for Secretariat and EC. We should also have a working place that can be within the place we're sleeping or somewhere near - not further than 15min by foot. The budget for the working space is up to 300-400 EUR per day.

	Option 1	Option 2	Option 3
Within the accommodation/separate			
Website (if separate)			
Operating hours			

Have enough space for working groups, workshops			
Projector, flipchart available			
Good WiFi?			
Sound System			
Technical support and equipment for Live-Stream			
Heating			
Coffee breaks arrangement possibility/price			

Number small corners around for small groups, mingling			
Price per day			
Payment via bank transfer/card			
Additional comments/notes			

CATERING:

We should have 3 meals and 2 coffee breaks per working day. Dinner on the arrival date should be takeaway (sandwich, burger, etc.), breakfasts (including on the departure day) should be preferably included in the accommodation. All food must be vegetarian with vegan and other requirements-friendly (gluten-free, lactose-free, etc.) options. Since we're in Eastern Europe, many restaurants find this heavy/confusing so we need to properly discuss this and arrange menus with them. Food can also be arranged using catering, in the venue or close by. We should avoid using plastics. As for the coffee breaks and snacks, venue usually provide this but it is also not a problem for us to arrange this with your help in case they don't. The budget for meals and coffee breaks is around 20 to 30 EUR in total per day/per person.

Food/Coffee Breaks	Option 1	Option 2	Option 3
Within the accommodation/venue or separate			

Website (if separate)			
Lunch - Price range for per person/per day			
Dinner - Price range for per person/per day			
Price range for coffee breaks + snacks per person/per day (2 coffee breaks)			
Catering (if not available within)			
Payment via bank			

transfer/card			
Additional comments/notes			

ACCESSIBILITY AND SOCIAL ACTIVITIES:

	Option 1	Option 2	Option 3
Can international participants travel to the host city easily by train and bus?			

Which is the nearest international airport?			
What are the visa requirements for travelling within and outside the EU/Schengen area?			
Outside surrounding - small hubs, grass, benches			
Bar for drinks/can we bring our own?			
Party place			
Additional			

comments/notes			
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HELPFUL ADDITIONS:

- There is no need to organise the event in the city centre and/or fancy neighbourhood. We can go outside if it's safe, reasonable, reachable, and logistically not too complicated.
- Prices for accommodation and food tend to be cheaper outside touristic areas.
- If you feel the suggested budgets are lower than the market price in your respective country, still send the proposals and include a short explanation in the e-mail. There are limits but we will try to find a way to balance the budget accordingly.
- It's important that at least one or two members of LPT are around all the time - you can change.
- We will need invoices and documents for all the payments - accommodation, catering, venue, etc. in addition, we would create and sign a contract preferably.
- No payment can be made in Cash. It can happen only exceptionally and in very small and insignificant amounts.

If you have any questions, please don't hesitate to reach us:

- giorgi.ptskialadze@cdnee.org
- ivana.vojnov@cdnee.org