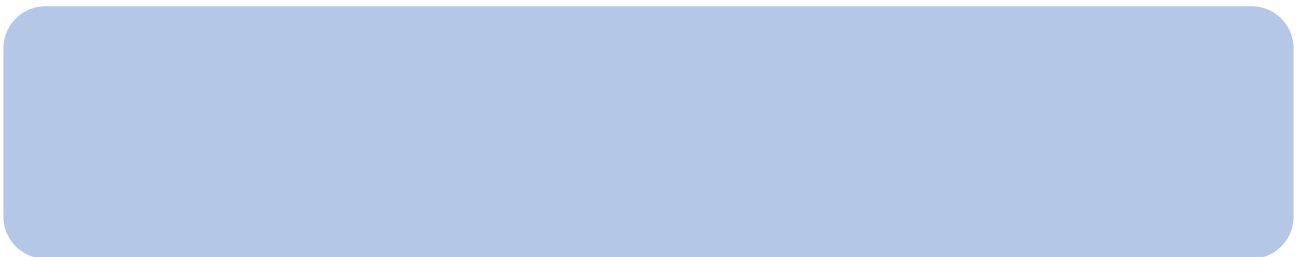




Please note that the



General of UNESCO. If no applications are submitted to UNESCO, the Organization will determine the modalities to host the XVIII Annual Conference.

2. Presentation of eligible application(s) to the member cities and launch of an online vote organized by UNESCO.
3. : The three applications with the highest voting scores are proposed to the Director-General of UNESCO for consideration and designation as the Host City for 2026.

Upon the designation of the Host City of the XVIII Annual Conference, UNESCO together with the Host City will decide the provisional dates, as well as develop the theme and the programme of the Annual Conference. However, UNESCO reserves the right to propose a date change through a formal request up to prior to the provisional dates of the Conference. This would occur only in the event of force majeure or justifiable unforeseen circumstances.

4. The selected Host City will be invited to make an official presentation of the proposed programme for the XVIII Annual Conference at the XVII Annual Conference, in 2025.
5. for organizing the Annual Conference must be signed with the

local projects with the participation of different local stakeholders in line with the UCCN Mission Statement within the last three years.

- The application shall propose a preliminary global programme for the Annual Conference and clearly state the commitment and capacity of the Host City to its implementation, including:
 - A maximum of two proposed conference theme(s) salient and pertinent both to the UCCN's mission and to the Host City's development priorities and strategy, contributing to the implementation of the Sustainable Development Goals through culture and creativity, and in line with the principles and the mandate of UNESCO to promote international dialogue and cooperation.
 - Innovative propositions, for example in terms of format and working methods, to enhance the attractiveness of the event to UCCN members and the general audience, and increase the visibility and the impact of the Annual Conference.
 - Possibilities of associating the proposed Annual Conference to a technical or academic meeting, such as an expert workshop or a conference, on issues related to the Network's thematic priorities, notably the implementation of the 2030 Agenda for Sustainable Development and its 17 Goals and of the MONDIACULT 2022 Declaration, upon consultation with and approval from UNESCO. As an associated event of the Annual Conference, such a meeting must be conceived, developed and organized in consultation with UNESCO, as well as provide a genuine added value to the Annual Conference.
 - Possibilities of associating the proposed Annual Conference to a major local or international event (festival, fair, conference, exhibition, etc.) consistent with the vision and the scope of actions of the Network as well as the proposed theme of the Annual Conference.
 - Possibilities of associating the proposed Annual Conference to a complementary event



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- The Host City shall provide accommodation for the representatives of UNESCO (max 8 staff members).
 - Delegates from member cities shall cover their own accommodation expenses. Negotiated rates and pre-booking service should be provided to all approved participants by the Host City in suitable hotels, covering a wide range of categories and rates, in close proximity to the meeting venues.
 - The Host City shall cover lunches, coffee/tea breaks and dinners for all approved participants including the UNESCO representatives and relevant stakeholders and partners during the whole official period of the Annual Conference, providing different diet options.

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- The application should clearly demonstrate the candidate city's commitment and capacity to organize the event in conformity with UNESCO's Rules and procedures, including:
 - Provide the name of the proposed venue for the conference for at least 1000 participants and a detailed floor plan, highlighting the venue's capacity, its location and at least two other major events that have been organized there.
 - Fully equipped main conference room(s) for the plenary sessions of the Annual Conference with sufficient capacity for at least 1000 participants;
 - Interpretation booths for at least the two UNESCO working languages (English and French), as per UNESCO protocol;
 - No less than seven small or medium-sized conference rooms for the seven parallel sub-network meetings and other sessions of the Annual Conference;
 - A suitable meeting room for the Coordination Group working sessions, as well as suitable and equipped venues and spaces for other relevant activities to be organized in the framework of the Annual Conference;
 - A dedicated and suitable office for the UNESCO Secretariat; including computers with English or French keyboard, printers connected to all computers, broadband Internet connection, as well as necessary office stationery as required by UNESCO (ideally all equipment is located in the same spaces);
 - Press and media areas for journalists, including a dedicated press room with Internet connection, as well as a suitable, identifiable and accessible location for interviews in the main venue of the Annual Conference.
 - Provide necessary provision of security on all premises, venues and direct surroundings of the Annual Conference over the whole period of the event in accordance with relevant security rules and regulations of UNESCO, as well as the guidelines on the provision of security at special events and conferences co-organized by the United Nations Organizations.
 - Designate a liaison person representing the Host City for all issues related to security who shall be in regular contact with the Security Focal Point and the Secretariat of UNESCO and seek its relevant national authorities for support if necessary to ensure the security in the framework of the Annual Conference (specific terms on security will be included in the Host Country agreement).
 - Necessary health protocols to ensure the safety of the conference participants as well as staff of the organizing teams. The protocols shall be directed by the guidelines developed

- in line with the latest UNESCO's and host country's health guidelines, and can be reconsidered at any time if necessary.
 - Necessary measures to prevent and protect the risk of propagation from and into the Annual Conference venues and facilities, hotel accommodation as well as catering and transport services assigned for the event.
- Upon designation, a UNESCO Secretariat Preparatory onsite mission shall be enabled, as follows:
 - Provide the necessary logistical services including catering, local and international transport, accommodation, and related expenses, for no more than three representatives of UNESCO during their onsite mission in the framework of the preparation of the Annual Conference.
 - Make available at least one dedicated person from the Host City's working group, ideally the team leader or the Focal Point of the city, who will accompany the representatives of UNESCO to facilitate the onsite mission, including inspection of the venues, meetings with city officials and the working group, as well as other relevant local stakeholders and partners, etc.

UNESCO Secretariat. These temporary staff members will serve as the liaison between

- Possibilities of engaging specialized communication agencies for the conceptualization and implementation of an effective plan on communication and promotion, to be consulted and approved by UNESCO beforehand.
 - A dedicated and regularly updated website for the Annual Conference in English and French (and eventually in the Host City's language as well) and all necessary information and technical documents.
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- The relevant technical and working documents for the conference, prepared together by UNESCO and the Host City shall be made available electronically to participants prior to the conference.
 - Along with audio and/or video recordings, proceedings of the conference in English or French, prepared by experienced, specialized professionals from the Host City, shall be submitted to UNESCO within two months following the Conference.
 - Creation of a press review folder including major local, national and international media coverage of the Annual Conference to be submitted to UNESCO.
 - A general report on the preparation, implementation and follow-up of the event to be submitted to UNESCO within two months after the Annual Conference.
 - The Host City shall provide UNESCO with the complete final list of participants as well as other documents and materials produced by the Host City for the Annual Conference within two months after the Annual Conference.
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- Commitment to taking environmental considerations into account at all stages of the services and resources necessary to implement a climate neutral and sustainable event, in accordance with the Organization's related rules and practices.
- Proposal of a detailed action plan to UNESCO with measures to reduce the environmental impact of the Annual Conference, including developing innovative and practical measures