



Hosting the Global Botanic Gardens Congress

BGCI Guidelines for Botanic Gardens

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The Global Botanic Gardens Congress, held once every three years, is traditionally hosted by a BGCI botanic garden member, with Congress activities centred around the host botanic garden.

Where possible BGCI aims to reflect a broad geographical spread of Congress location to encourage participation from around the world. *Past Congresses have been held in Rio de Janeiro, Brazil (1992), Perth, Australia (1995), Cape Town, South Africa (1998), Carolina, USA (2000), Barcelona, Spain (2004), Wuhan, China (2007) and Dublin, Ireland (2010). The 2013 Congress will be held in Dunedin, New Zealand.*

Botanic gardens interested in hosting an international Congress with Botanic Gardens Conservation International should submit a Proposal to the Secretary General, BGCI, for consideration by the BGCI Board.

The Proposal

The Proposal should contain

- 1. A Bid ‘Letter of Invitation’** addressed to the Secretary General, outlining what the host botanic garden and city have to offer.
- 2. Justification** including the rationale for hosting the Congress, previous experience, accessibility of location.
- 3. Background Information** such as airport, rail and bus services, geography, language, exchange rates, conference venue portfolio, tourist attractions.
- 4. Letters of Support** for example, from prospective Congress Organisers, City Council/Tourist Bureau, National Parks Board noting Congresses previously organised.
- 5. Timing of Congress**
Recommendation should be made suggesting an appropriate date for the Congress taking into consideration climate, to enable delegates to travel at reasonable cost and to ensure good take up.
- 6. Conference Venue and Facilities**
See Guidelines further below.
- 7. Accommodation**

15-20 hotels should be listed with star ratings/ charges/ number of rooms/ proximity to Conference venue. The host botanic garden should provide periodic *shuttle services* where needed, e.g. from main hotels to meeting centre or from one congress venue to another.

8. Social Events/ Venues/ Congress Tours/

- *Pre- and Post Congress Tours* are usually offered prior to and following the Congress.
- *Mid-Congress tours* (half or whole day) provide an opportunity for international meetings to take place, such as Regional Botanic Garden Meetings, BGCI International Advisory Council or BGCI Board Meetings.
- *Welcome Reception* – usually held evening prior to the first day.
- *Congress Banquet* – usually held evening prior to the last day.
- *Other Social Events* on related topics.

Guidelines

1. Administration/ Communication

Congress Coordinator/s with well-developed organisational and communication skills will be required to liaise with BGCI. Hosting agencies must have institutional communication facilities including email, telephone and facsimile.

The role of the coordinator/s will be to work with BGCI staff to:

- canvas ideas and develop congress themes
- develop a Congress schedule
- develop, produce and distribute the first congress circular
- invite Keynote Speakers to address congress themes
- develop a Congress programme addressing Congress themes
- correspond with delegates
- compile the registration booklet
- liaise with caterers/venue/hotel managers
- arrange transportation for delegates during congress
- raise sponsorship to support congress.

It is expected that Congress Organisers will be appointed. A *Science Committee* and an *Organising Committee* will be appointed by BGCI and the host garden, to include representation from the host garden, BGCI staff and international experts.

2. Facilities and Resources

Minimum facilities and resources required by the botanic garden to host the Congress should include:

- Auditorium with capacity of up to 500 people
- Lecture rooms (~10) to accommodate approx. 20-30 people
- 1 large area for poster sessions - poster screens required
- other meeting venues with a note of capacity
- translation facilities
- PowerPoint data projectors for Auditorium and Lecture rooms
- Computer room for use of participants (10-15 computers)
- BGCI administration office to be available throughout the Congress – access to photocopier requested

- Where possible A4 floor plans to be made available

Proximity of hotels and Congress venues to the botanic garden should be provided.

3. Funding

A draft budget should be submitted with the Proposal. The host botanic garden will be expected to:

- Under-write the cost of the Congress and cover any financial shortfall;
- Seek and attract sponsorship for the Congress.

The Congress Budget should include

Sources of Income

- Registration fees
- Sponsorship from host institution, host city
- Corporate/ Commercial sponsorship
- Trade fair
- Congress Tours
- Pre-congress workshop fees

Expenditure

(i) Congress materials

- Design of materials (logo and layout)
- 1st and 2nd circulars, forms and distribution (printing, envelopes, postage and labour)
- Programme and abstract book
- CD Rom of Congress papers
- Congress website
- Translation of website
- Delegate materials (bag, certificates, pens, paper, name labels, list of participants)
- Banners and signs
- Translation of materials
- Flights for selected Keynote Speakers

(ii) Administrative Costs

- Auditorium
- Hire of rooms for parallel sessions and breakout groups with capacity of up to 30 delegates
- Hire of equipment for sessions, eg chairs, lectern, table, lights, audio-visual equipment (screens, data projector, flip chart, other)
- Simultaneous translation equipment
- Interpreters
- Pre-congress workshops
- Poster display area
- Trade Fair area
- BGCI stand and Registration area
- BGCI office with photocopier and internet connection
- Internet room for delegates
- Movement/Transport between hotels and congress venue and between session rooms
- Guides for delegates
- Technicians for audio-visual and simultaneous translation

- Transport and set up of session rooms (furniture, electrical equipment and banners)

Both, the host botanic garden and BGCI should aim to raise sponsorship for delegates from developing countries.

(iii) Secretariat

- Congress organisation/ Secretariat
- Registration of delegates
- Booking hotels
- Visa service
- Catering Services/ Tea and coffee breaks and Meals

(iv) BGCI Staff Time and travel costs

The Congress budget should cover the cost of two planning meetings and any necessary flights for BGCI staff and staff time.

(v) Social costs

- Welcome reception
- Congress dinner
- Congress tours
- Other events

(vi) Profits made from the Congress shall be divided equally between BGCI and the host botanic garden.

4. Promotion

The host botanic garden is expected to seek regional and national press coverage. The Congress will be profiled on the BGCI website and in relevant BGCI publications. BGCI and principal sponsors should be acknowledged in Congress promotion and publicity.

5. Announcement of following Congress Venue and Host

Traditionally BGCI endeavours to announce the successful bid (with prospective date) for hosting the next Congress at the end of the out-going Congress. BGCI will post this information on its website and in relevant BGCI publications.

6. Memorandum of Understanding

Following announcement of the successful bid, a Memorandum will be drawn up and signed detailing responsibilities of BGCI and of the host garden.