



## **GUIDELINES FOR BOTANIC GARDENS INTERESTED IN HOSTING THE 10<sup>TH</sup> INTERNATIONAL CONGRESS ON EDUCATION IN BOTANIC GARDENS**

BGCI holds its education congress every three years. We endeavour to locate the congress in different countries and regions of the world to enable as many BGCI members as possible to attend over the years. To date, BGCI education congresses have been held in:

1. Utrecht, The Netherlands
2. Gran Canaria, Spain
3. Brooklyn, USA
4. Kerala, India
5. Sydney, Australia
6. Oxford, UK
7. Durban, South Africa
8. Mexico City, Mexico

### **Expression of Interest**

Botanic gardens interested in hosting an international congress on education in botanic gardens with Botanic Gardens Conservation International are asked to submit a brief proposal (max 4 pages) to BGCI's Secretary General. This proposal should outline what the interested host botanic garden has to offer concerning facilities and location and address the following criteria:

### **Scheduling of Congress**

A recommendation should be made as to the most appropriate time to conduct the congress taking into consideration other events in the host city or region, the climate, the availability of a congress venue and the preference for 'off peak' season to ensure availability and enable international delegates to travel at a reasonable price.

### **Administration**

A congress coordinator/s with well developed organisational and communication skills will be required to liaise with BGCI. Their role would 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.

### **Facilities and Resources**

The basic facilities and resources required by the botanic garden to host the congress are:

- an auditorium with a capacity of up to 250 people.
- 6-8 rooms with a seating capacity of between 30-50. These rooms would be used for concurrent workshops during the congress
- 1 large room for poster sessions
- translation facilities (if possible)
- 6-8 powerpoint data projectors

The host garden needs to consider congress accommodation (eg university campuses) that will enable delegates to stay in close proximity to each other and within easy reach of the congress venue. Budget priced accommodation also needs to be available for delegates with lower economical means.

### **Funding**

The hosting botanic garden will be expected to underwrite the cost of the congress. It should be noted that to date no international education in botanic gardens congress has managed to cover its administration costs. Although BGCI will work with the host botanic garden to address this, hosts should be aware that administration costs may be required as an 'in kind' contribution.

The host botanic garden is expected to seek and attract sponsorship for such an event and consideration should be given to other ways of raising funds such as a congress trade display.

The host botanic garden and BGCI are also expected to raise money to sponsor at least 10-15 delegates from developing countries

It should be noted that the registration fees do not generally arrive until just before the Congress. Therefore the host botanic garden would be expected to fund (up-front)

- the design costs of the congress flyer and registration booklet.
- the set up of a congress website
- the design and production costs of the congress and abstracts booklets
- any booking deposits for the congress venue and catering.

Visits by BGCI staff to the host country for two planning meetings will need to be included in the congress budget as well as the cost of two flights and BGCI accommodation during the congress. BGCI will endeavour to find sponsorship for necessary flights and will work with the host country to raise sponsorship to enable staff time to be paid. Any profits made during the congress will be divided equally between BGCI and the host botanic garden.

### **Promotion**

Host gardens are expected to seek regional and national press coverage. BGCI will be acknowledged in all congress promotion and publicity.

### **Announcement of next host**

BGCI will announce the Congress venue and dates on its website and in Roots.

# **Summary of key items of income and expenditure**

## **INCOME**

1. Registration fees
2. Sponsors: host institution, host city
3. Sponsors: commercial
4. Trade fair
5. Tours
6. Pre-congress workshop fees (if applicable)

## **EXPENDITURE**

### **Congress materials**

1. Design of materials (logo and layout)
2. 1st and 2nd circulars, forms and distribution (this could be done digitally)
3. Programme and abstract book
4. Congress website
5. Translation of website
6. Delegate materials (bag, certificates, pens, paper, name labels, list of participants)
7. Banners and signs
8. Translation of materials

### **Venue**

1. Plenary session room with capacity for 200-250 delegates
2. 5 further rooms for parallel sessions with capacity of 30-50 delegates
3. All rooms fitted with furniture (chairs, lectern, table, lights) audio-visual equipment (screens, data projector, flip chart, other)
4. Simultaneous translation equipment (if possible)
5. Interpreters (if possible)
6. Pre-congress workshops
7. Local hotel capacity for 200 delegates
8. Trade Fair area
9. Poster display area
10. BGCI stand and other educational stands
11. BGCI office with photocopier and internet connection
12. Internet room for delegates
13. Movement/Transport between hotels and congress venue and between session rooms
14. Guides for delegates
15. Technicians for audio-visual and simultaneous translation
16. Transport and set up of session rooms (furniture, electrical equipment and banners)
17. Coffee breaks and meals

### **Opportunities for delegates to meet each other (social events)**

1. Reception on first day
2. Congress dinner
3. Day trip for all delegates: buses, guides, meals
4. Pre- and post-congress tours
5. Other events

### **Secretariat costs**

1. Congress organisation (Host garden and BGCI)
2. Registration of delegates
3. Booking hotels
4. Visa service