



Hosting the 11th International Congress on Education in Botanic Gardens

BGCI Guidelines for Botanic Gardens

The International Congress on Education in Botanic Gardens, normally 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 Utrecht, The Netherlands (1991), Gran Canaria, Spain (1993), Brooklyn, USA (1996), Kerala, India (1999), Sydney, Australia (2002), Oxford, UK (2006), Durban, South Africa (2009), Mexico City, Mexico (2012), Missouri, USA (2015).* The 2018 Congress will be held in Warsaw, Poland.

The call for BGCI's 11th International Congress on Education is now open. Due to the date of the next Global Botanic Gardens Congress which is being held in Melbourne Australia in February 2021, the next Education Congress will be held in 2022.

Botanic gardens interested in hosting the 11th International Congress on Education with BGCI should submit a Proposal to the Secretary General, BGCI, for consideration by BGCI and BGCI's Board of Directors. Criteria assessed, and their relative weighting is outlined in **Annex 1**. The deadline for proposals is 7th January 2018.

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, specific expertise, theme of the Congress, special anniversary of the host institution, other reasons e.g. central location etc.
- 3. Background information** such as accessibility of the location, airport, rail and bus services, geography, language, exchange rates, value for money, tourist attractions, security/health, environmental sustainability.

4. Timing of Congress

A recommendation should be made suggesting an appropriate date during 2022 for the Congress taking into consideration climate, to enable delegates to travel at reasonable cost and to ensure good attendance.

5. Experience and capacity for administration of the Congress

See Guidelines Section 1 for further details below.

6. Conference venue, facilities and resources

See Guidelines Section 2 for further details below.

7. Accommodation

Suggestions/recommendations for congress accommodation (e.g. 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.

8. Social Events/ Venues/ Congress Tours

The following social events and tours are usually part of the Congress package:

- *Pre- and Post-Congress Tours* are usually offered prior to and following the Congress.
- *Mid-Congress tours* (half or whole day)
- *Welcome Reception* – usually held the evening prior to the first day.
- *Congress Banquet* – usually held the evening prior to the last day.
- *Other social events* on related topics.

9. Estimated budget and financial model

See Guidelines Section 3 for further details, below.

10. Promotion and publicity

How the Congress will be publicized, support from the municipal authorities, tourism authorities, etc.

11. Letters of Support

For example, from prospective Congress Organisers, City Council/Tourist Bureau, National Parks Board noting Congresses previously organised.

Guidelines

1. Administration and communication

A Congress coordinator with well-developed organisational and communication skills will be required to liaise with BGCI.

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 and will work with BGCI staff to organize the Congress. In addition BGCI will appoint a *Programme Committee* which will 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 250 people
- Lecture rooms (~6-8) to accommodate approx. 30-50 people. These rooms would be used for concurrent workshops during the congress
- 1 large area for poster sessions - poster screens required
- Translation facilities
- PowerPoint data projectors for Auditorium and Lecture rooms
- 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 and financial planning

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;

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

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.

The Congress Budget should include:

3.1. Sources of Income

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

3.2. Expenditure

3.2.1. Congress materials

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

3.2.2. Administrative Costs

- Auditorium
- Hire of rooms for parallel sessions and breakout groups with capacity of 30-50 delegates
- Hire of equipment for sessions, e.g. chairs, lectern, table, lights, audio-visual equipment (screens, data projector, flip chart, other)
- Simultaneous translation equipment (if possible)
- Interpreters (if possible)
- Pre-congress workshops
- Poster display area
- Trade Fair area
- BGCI stand and Registration area

- BGCI office with photocopier and internet connection
- Movement/Transport between hotels and congress venue and between session rooms
- Technicians for audio-visual and simultaneous translation
- Transport and set up of session rooms (furniture, electrical equipment and banners)

3.2.3. Secretariat

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

3.2.4. 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 to attend the meetings. In addition the budget should cover the cost of two flights and accommodation for two staff during the Congress.

3.2.5. Social costs

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

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

4. Promotion and publicity

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 materials 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.

Annex 1: Criteria assessed in proposals

Criterion	Weighting
Host is a botanic garden or arboretum	essential
Commitment to underwrite cost of the Congress	essential
Commitment to co-organise the Congress with BGCI	essential
Commitment to cover BGCI costs in Congress budget	essential
Discount offered to BGCI members	essential
Geographical balance	high
Accessibility, communication & transport links	high
Affordability & value for money	high
Congress facilities offered, including proximity to the botanic garden	high
Timing of meeting	high
Security & health	high
Capacity (number of delegates)	high
Capacity and plans to publicise the meeting	high
Translation services	high
Theme suggested	medium
Accommodation proximity, range of prices and quality	medium
Sponsorship	medium
Field trip & tour programme (including for accompanying persons)	medium
Support from local authorities	medium
Previous experience in hosting large meetings	medium
Environmental sustainability	medium
Host language	low
Congress materials offered	low
Climate	low
Link with other events and opportunities for organizing pre- / post-congress activities.	low