

WCIT and GPPC Presentations and Meeting Procedures

September 17, 2007

World Congress on Information Technology (WCIT)

- Eligibility:** The eligibility of members bidding for the World Congress on Information Technology is determined by the WITSA Bylaws (<http://www.witsa.org/about/>); in particular Art. 9-11.
- Bid criteria:** The bid criteria are the WITSA Requests for Proposals (RFPs) posted at <http://www.witsa.org/rfp/>, in accordance with the Bylaws.
- Proceedings:** WITSA members seeking to host a WCIT will be required to make a presentation at the first WITSA Steering Committee meeting following the deadline for submitting proposals. Steering Committee members will have reviewed all eligible bids prior to the meeting
- Bidders are requested to have two (2) paper copies of their proposals for reference at the Steering Committee meeting.
 - The WITSA Chairman will announce the bids received and declare whether they are eligible in light of the terms established by the WITSA Bylaws and RFP.
 - Each bidding member association will be granted **thirty (30) minutes to present their WCIT host proposal.**
 - A computer will be available for such presentations, which are normally done in PowerPoint. The computer will be connected to a white screen and will have an audio hook-up, so that PC compatible videos can be played during the presentation
 - Bidders must consult with the WITSA about presentation formats prior to the meeting (Contact Anders Halvorsen at ahalvorsen@witsa.org).
 - The presentations should focus on the hosting requirements, as established in the relevant RFP.
 - Following each presentation, there will be a thirty (30) minute Open Discussion, where WITSA members are encouraged to ask the bidding associations questions related to their proposals.
 - Following the Open Discussion, the Steering Committee will meet in a closed session to vote by secret ballot. [*Note: All votes of the Steering Committee shall be carried with a simple majority of members present. Members of the Steering Committee must be present to vote. Only the designated voting member of the Steering Committee may vote unless the WITSA the Secretary-General is given written or e-mail notice.*]
 - An unsuccessful bidding effort will not adversely affect a member's chances of submitting a bid for a future WITSA event.
 - As only bids that meet the high standards established by the WITSA RFPs are considered by the Steering Committee, members are encouraged to re-submit proposals for future conferences.

The Global Public Policy Conference (GPPC)

Eligibility: The eligibility and bid criteria of members bidding for the Global Public Policy Conference is determined by the WITSA Requests for Proposals (RFPs) posted at <http://www.witsa.org/rfp/>.

Proceedings:

- WITSA members seeking to host a GPPC will normally be required to make a presentation at the first WITSA Steering Committee meeting following the deadline for submitting proposals.
- Steering Committee members will have reviewed all eligible bids prior to the meeting, so there is need to provide copies of proposals during the meeting.
- The WITSA Chairman will announce the bids received and declare whether they are eligible in light of the terms established by the RFP. Each bidding member association will be granted **fifteen (15) minutes to present their GPPC host proposal.**
- A computer will be available for such presentations, which are normally done in PowerPoint. The computer will be connected to a white screen and will have an audio hook-up, so that PC compatible videos can be played during the presentation (bidders must consult with the WITSA (Anders.Halvorsen.org) about presentation formats prior to the meeting).
- The presentations should focus on the hosting requirements, as established in the relevant RFP.
- Following the presentations, there will be a 15 minute Open Discussion, where WITSA members are encouraged to ask the bidding associations questions related to their proposals.
- Following the Open Discussion, the Steering Committee will meet in a closed session to vote by secret ballot. *[Note: All votes of the Steering Committee shall be carried with a simple majority of members present. Members of the Steering Committee must be present to vote. Only the designated voting member of the Steering Committee may vote unless the WITSA Secretariat is given written or e-mail notice.]*
- An unsuccessful bidding effort will not adversely affect a member's chances of submitting a bid for a future WITSA event.
- As only bids that meet the high standards established by the WITSA RFPs are considered by the Steering Committee, members are encouraged to re-submit proposals for future conferences.

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