



11TH WORLD ADMINISTRATORS SUMMIT
30,31 Aug/1 Sept 2020
WELLINGTON, NEW ZEALAND

WORLD ADMINISTRATORS
SUMMIT

CALL FOR BIDS TO HOST THE 2024 13TH WORLD ADMINISTRATORS SUMMIT

Bid Deadline: 1 July 2020

NB: If you wish to complete this form electronically
email info@wa-summit.com to request a form

DEADLINES

This receipt deadline is absolute. There can be no exceptions – please do not ask for special consideration. Bids received after the deadline will be returned. Send Bids and related correspondence to:

The Chairman, World Administrators Summit Advisory Council
info@wa-summit.com

BID SUBMISSION:

You may use the following submission method:

1. Submission

Bids for the 13th World Administrators Summit (WA-Summit) in 2024 must be on the attached form and sent through within the timeframe and are for the event expected to be held in four years' time.

NB: If no bids are received at the 11th WA-Summit, a Call for Bids will be made at the 12th WA-Summit to be held in the United States of America, 2022.

NB: the timeframe may be amended during the Delegate discussions but would be no closer than two years and no longer than four years.

Special Note: It is possible that the Delegates may determine that no further Summits will be held, or they may not be in their current format. This is a part of Delegate discussions.

2. Presentation of Bids

Bid presentation at the 11th WA-Summit, whether being presented personally or through digital means must be limited to 5 minutes; it may include a digital presentation and/or a verbal presentation.

SELECTION PROCESS

All Bids submitted will be considered by the Advisory Council prior to the event and will be accommodated during the Summit. In special circumstances, late bids may be called for post the Summit event within a tightly specified timeframe. This is at the discretion of those Delegates present at the Summit and the Advisory Council

Bid Presentation: Bid presentation at the WA-Summit event may be no more than 5 mins in whatever form it is provided.

Final Decision: Where selection is from bids provided within the initial timeframe, decision on the winning bid will be made after the presentations and announced at the Gala Dinner. The decision will be made by the Chairman, one of the two Co-Convenors and two other nominated Delegates from those present at the 11th WA-Summit.

For questions regarding Bids for the next WA-Summit, contact:

Chairman, WA-Summit Advisory Council

Email: info@wa-summit.com

Skype: chaseth1

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The Summit is a 1.5 - 2 day working event with Delegates (not more than **3 per country**) discussing in an international forum, topics of importance and relevance to Administrative Professionals.

- The WA-Summit is a non-profit making event and generally a formally organised association is best equipped to manage what is required.
- The Summit content is organised by the WA-Summit Advisory Council, the Host country manages the local logistics making this an important partnership.
- Delegates will be committed to WA-Summit meetings and will not be able to participate in other activities during those two days.

Special Notes: The Host country may arrange a separate pre- or post- conference or event which delegates may choose to also attend. Where there is a post-WA-Summit conference or event then reporting back on decisions made to other participants may be undertaken during that event.

Name of Host Organisation:		
Country of Host Organisation:		
Time of Year you prefer e.g. July-October:		
If you have a representative on the Advisory Council, you may choose them to become the Co-Convener. Name and contact details of this person:		
If you do not have an Advisory Council representative, name and contact details of the person who you would nominate to take the role of Co-Convenor:		
Brief Outline of benefits of the WA-Summit being hosted in your country: (No more than 300 words)		

Please print, sign, scan and email to Chairman, WA-Summit Advisory Council.

Signed by: _____
 Authorised person (e.g. Country Association National President)

 Confirming signature (e.g. Country Association VP, Financial Officer)

Dated: _____