

Form to be completed for a preliminary proposal for the 2029 Euro-INBO international conference

Event Profile

- **Target Audience:** 200 to 300 delegates (representatives of river basin organizations, national governments, local authorities, international financial institutions, European institutions, United Nations agencies, and partner technical institutions).
- **Delegate Participation:** Access to sessions and social events is free. Delegates cover their own travel and accommodation costs.
- **Official Languages:** English, French, and Spanish, and the local language of the host country if necessary and desired.
- **Format:** 100% in-person, over 4 consecutive days, including:
 - interactive technical workshops, held sequentially or in parallel (1 day)
 - 1 high-level political opening session (½ day)
 - 5 thematic plenary sessions (1.5 days)
 - A technical and cultural visit (½ to 1 day)

Expectations of the host country

1. Thematic input and program planning

- **Local input:** Propose thematic priorities related to the host country's national context regarding water management and the environment.
- **Capacity to mobilize speakers:**
 - Invite and confirm the participation of national dignitaries (VIPs) for high-level segments (opening ceremonies, high-level panel, and closing ceremony)
 - Suggesting national speakers (representatives of river basin organizations, government agencies, and experts) for the thematic sessions

2. Logistics and Practical Organization

- **Venues and facilities:**

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Phone: +33 (0) 1 44 90 88 60 – Email: secretariat@inbo-news.org - Website: www.inbo-news.org

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The suggestion and arrangement of a venue that has:

- a plenary conference room with a capacity of 200 to 300 people,
- at least 3 other conference rooms for workshops and meetings,
- 1 room for VIPs and bilateral meetings,
- 1 room for the media and the secretariat (equipped with a printer)
- an exhibition space (for posters or presentations),
- sound systems, video projectors, and banners for the event, as well as dedicated areas for simultaneous interpretation.

The maximum capacity of all rooms combined must remain the same throughout the conference.

Preferably, the venue should be easily accessible from the airport or train station where participants will arrive, and close to their accommodations.

- **Logistical Organization:**
 - Print name badges and organize their distribution and the reception of participants at the conference venue
 - Serve as the liaison between the interpreters, the technical teams, and the INBO Secretariat starting 3 weeks before the start of Euro-INBO
- **Language services: Provide simultaneous interpretation** in INBO's official languages (English, French) and in the local language if necessary. Simultaneous interpretation must be available in all rooms and for the entire duration of Euro-INBO.
- **Accommodations and Transportation:**
 - Negotiate preferential rates for delegates at local hotels.
 - Organize local transportation (shuttles between the airport/train station, hotels, and the event venue) as appropriate (depending on whether or not there is an efficient public transportation system).
- **Technical and cultural visit:** Plan a half-day or full-day tour with a capacity equal to that of the plenary session's room, incorporating technical and cultural elements representative of the host country.
- **Social events reflecting local culture:** Organize coffee breaks, 3 lunches (ideally as buffets), and 3 evening receptions (including a welcome cocktail party, an official gala dinner, and a closing cocktail party).

3. Hosting participants:

- Allocate a budget to cover the participation of a limited number of VIPs jointly identified by INBO and the host authorities (e.g., ministers, water directors, or heads of river basin organizations whose presence is deemed important for the impact of the high-level political segments of the conference program).

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- Coordinate with the Ministry of Foreign Affairs to guide participants through their visa applications and facilitate visa procedures, as needed (for potential participation and presentations by representatives from countries outside the Schengen Area).

4. Communication and Visibility

- **Media outreach:** Collaborate with INBO to engage the national and international press and ensure media coverage of the event.
- **Logistical Support:**
 - Provide signage, banners, and local announcements at the event venue.
 - Arrange for video and photo recording equipment and provide the corresponding files to INBO.

5. Funding

- Responsibility for securing the necessary financial resources for the event: financial partnerships primarily with public organizations, and potentially with private organizations. Financial support from private organizations may entitle them to special visibility (posters or booths at the conference venue, excluding a speaking slot in the thematic plenary sessions).
- The host country and INBO will enter into a specific financial agreement, which may be a detailed separate document. The organizing fee, payable to INBO, is set for the 2029 edition at a minimum of €80,000 net of taxes. This organizing fee must be paid no later than December 31st of the year preceding the Euro-INBO, i.e. 31 December 2028 for the 2029 edition.

Submission deadline: January 31st, 2027

Please send to: secretariat@inbo-news.org

Learn more:

<https://www.inbo-news.org/call-for-application-to-host-the-2029-euro-inbo-international-conference/>

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Form to be completed by the applicant

I. Information on the candidate organization

- **Candidate country:**
- **Institution or organization submitting the application:**
- **Scope of the organization's activities in the field of water resources management (100 to 200 words)**
- **Address:**
- **Manager - First name, last name, email address:**
- **Focal point(s) - First name(s), last name(s), email address(es):**
 1. XX
 2. XX
 3. XX

II. Thematic contribution

- **Proposals for 1 to 3 thematic priorities to be included in the program, in line with the national and environmental context of the host country.**
 1. XX
 2. XX
 3. XX
- **Suggestions for national organizations or individuals who could participate (cite the name of the organization or the title/position of the individual considered):**
 - during the high-level opening and closing segments (ministers, secretaries of state, etc.):
 - XX
 - XX
 - during thematic sessions (representatives of basin organizations, administrations, experts):
 - XX
 - XX

III. Logistics and practical organization

- **Proposed venue(s) where the event could be held:**
 1. **Name of proposed venue:** XX
 - Address:
 - Brief description/Website:
 - Details on accessibility if not available online:

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2. XX
3. XX

- **Language in which the event will be interpreted, in addition to English and French (optional):**

- **Proposals for technical and cultural elements to be included in the tour (optional, descriptions in a few lines):**

1. XX
2. XX
3. XX

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