



EUROPEAN TRIATHLON UNION

EUROPEAN TRIATHLON UNION  
PRESIDENTS' CONFERENCE  
&  
GALA  
BID DOCUMENT

This document outlines the concept of, and the bid conditions for, the European Triathlon Union (ETU) Annual Presidents' Conference, which might include seminars for LOCs, coaches, marketing, BeClean,... & Gala Dinner. Unless otherwise agreed, the Presidents' Conference will take place on a weekend between the second half of January and the first weekend of February.

## 1. Introduction

1.1. This document is intended for ETU National Federations (NFs) interested in bidding to host the ETU Presidents' Conference and Gala.

1.2. The ETU Presidents' Conference feature:

- i) An informal meeting where all National Federations Presidents and Delegates are invited to join;
- ii) The Gala "black tie" Dinner where ETU celebrates the previous season and presents awards in several categories. In appendix 1 (page 6) you can find the categories and winners of the previous editions;
- iii) A social programme, such as site visit, morning run,...

## 2. ETU-the European governing body

2.1. The European Triathlon Union (ITU) was established in 1984.

2.2. ETU is the European governing body for the Olympic sport of Triathlon and for all related multisport such as Paratriathlon, Aquathlon, Duathlon, Long Distance Triathlon, Long Distance Duathlon, Cross Triathlon, Cross Duathlon, Aquabike and Winter Triathlon.

2.3. ETU is recognised by the International Triathlon Union (ITU) as the Continental Confederation in Europe.

2.4. More information about ETU can be found at [etu.triathlon.org](https://europe.triathlon.org). (<https://europe.triathlon.org>)

## 3. ETU Presidents' Conference & Gala overview

3.1. General information

- i) ETU Presidents' Conference & Gala are contracted by ETU to an affiliated NF;
- ii) ETU calls for bids annually. NFs are encouraged to develop visionary proposals that can enhance the scope, presentation and marketing of the events;
- iii) ETU exclusively owns the rights to the Presidents' Conference & Gala;
- iv) NFs must be fully aware of the concept, format, and scope of Presidents' Conference & Gala, as envisioned by ETU as defined in this document.

3.2. ETU Objectives

- i) Host an informal meeting to inspire and inform their stakeholders;
- ii) Celebrating different stakeholders by presenting awards in several categories;
- iii) Maximise media exposure for the Presidents' Conference & Gala nationally and in Europe;

- iv) Exhibit strong corporate support;
- v) Engage public institution support;
- vi) Establish strong partnerships;
- vii) Increase exposure for the hosting NF and ETU sponsors;
- viii) Host face-to-face meetings of the ETU development committee with the developing NFs that have submitted applications for the ETU development subsidies.

#### **4. Presidents' Conference & Gala Media Exposure**

##### **4.1. News Media**

Online news distribution can be provided for the event if quality footage is delivered in real time by the LOC.

##### **4.2. Online Media**

The Conference & Gala will receive exposure on [europe.triathlon.org](http://europe.triathlon.org) via news stories, photo galleries and award results. Videos related to the Gala award celebration may be published to [europe.triathlon.org](http://europe.triathlon.org) at ETU's discretion, if provided by the NF.

##### **4.3. Social Media**

The event will receive exposure on the ETU social media platforms with support of the ETU Media Coordinator.

#### **5. Presidents' Conference & Gala Host Responsibilities**

##### **5.1. General responsibilities**

- i) Provide and pay for transfer of the ETU Executive Board and staff (maximum 15 persons) from the airport to the hotel and back. Transfer for ETU guests need to be arranged as well but will be paid by ETU;
- ii) Organise and cover the cost of accommodation for the ETU Executive Board (10 persons) on a single occupancy base and for a maximum of 4 nights. Assist in organising accommodation for ETU staff, Award winners and ETU guests. This accommodation will be paid by ETU.
- iii) Arrange and cover the costs of a meeting room the day before the Presidents' Conference for the ETU Executive Board to meet. The room should include all audio-visual equipment necessary to project documents from a laptop;
- iv) Arrange and cover the costs of 2 meeting rooms, each seating 10 persons, on Friday and Sunday morning for the ETU Development Committee to have face-to-face meetings with ETU developing NFs;
- v) Provide information to ETU regarding the transfer and hotel options for the NFs, and delegates for the Seminars and guests attending the Conference and/or gala.
- vi) Provide 1 person as interface with ETU for the organisation of the event.

## 5.2. ETU Presidents' Conference

Arrange and cover the costs of a meeting room that gives space to maximum 100 persons. In the meeting room there should be all necessary audio-visual equipment in place to project documents from a laptop, a speaker table and microphone and chairs and tables for all delegates. A light lunch and two coffee breaks should also be planned and paid for.

## 5.3. ETU Seminars

Arrange and cover the costs for up to a maximum of 6 additional rooms for up to 20 people to be used for breakout workshops. In the meeting room there should be all necessary audio-visual equipment in place to project documents from a laptop and chairs and tables for all delegates. A light lunch and two coffee breaks should also be planned and paid for the people only attending the seminar(s) and not the Presidents' Conference.

## 5.4. ETU Gala Dinner

- i) Arrange and cover the costs for a room that gives space to 150 persons. In the room there should be all necessary up to date media equipment in place to project documents, play videos and music, a podium and chairs and tables for all delegates and guests ready for a gala dinner;
- ii) Cover the cost of the National Federations' delegates' dinner with a maximum of 2 per National Federation, the ETU Executive Board and partner (maximum 1), ETU and ITU guests (maximum 5 each) and award nominees and winners (maximum 15). In total this is about 100 free tickets. Additional tickets can be offered for purchase for a maximum of 75€/ticket. The income from those tickets is for the organiser of the Gala Dinner.

## 5.5. Others

- i) Provide and pay for a touristic sight visit on Sunday. It could be a bus tour or a morning run or walk sightseeing tour.
- ii) Assist ETU in finding a proper location to have a Presidents' invitation dinner for maximum 10 persons on the Friday prior to the Presidents' Conference & Gala date. The invitees will be the NFs award winners, the host NF Presidents and their partner. ETU will cover the costs of this dinner.

## 6. ETU Presidents' Conference & Gala ETU obligations and requirements

6.1. Invitations for the Presidents' Conference, Seminars and Gala will be sent by the ETU office after being signed off by the host National Federation;

6.2. The ETU will pay for all its guests attending the Gala, such as the winners of awards, the invited press, the ETU honorary members, etc.

## 7. The ETU Bid Process

### 7.1. Introduction

The ETU Presidents' Conference & Gala NFs will be selected through the bidding process. The bid process is launched according to the timeline in appendix 2 on page 7.

### 7.2. Bid Evaluation

- i) ETU will evaluate each bid based on a set of criteria:
  - Geographical location;
  - Experience of the NF;
  - Commitment of the city and other public agencies;
  - Marketing and promotions plan;
  - Sponsorship plan and secured sponsor agreements.
- ii) After the bid has been successful ETU might organise a pre visit from the ETU President, Vice-President and/or Secretary General if deemed necessary and once agreed by both parties. The bidder must cover the accommodation costs during such a visit.
- iii) ETU may eliminate bids that are not in line with the criteria as laid out in this bid document. ETU will only shortlist a bidder if it is convinced that the bidder has the capability and resources to stage an ETU Presidents' Conference & Gala at the quality required and to fulfil all the obligations of the ETU Presidents' Conference & Gala host.
- iv) The decision on the selection will be made by the ETU Executive Board.

### 7.3. Bid Application Documentation

The purpose of this section is to assist bid committees in the preparation of a comprehensive bid package

- i) Documents should be prepared in a simple format at a modest cost.
- ii) All documents must be submitted to the ETU in English.
- iii) Bids are evaluated on substance and content.
- iv) The Bid Committee Credentials (see appendix 3 page 7) should be completed.
- v) Maps and diagrams should be accurate and of good quality.
- vi) Digital photos should be included.

### 7.4. "Bid Package" Contents

The following materials should be included:

- i) Letters of support:
  - A letter of support from other relevant public Institutions;
  - A letter of support from the city or region including any anticipated financial assistance;
  - A letter outlining commitments from media for the event;
  - A letter describing any existing or planned commercial sponsorship commitments.

- ii) A visual presentation from the candidate city.
- iii) The structure of the organizing committee along with a brief curriculum vitae of the key people.
- iv) Draft budget outlining revenue and expenses.
- iv) Draft marketing and promotion plan.
- vii) Proposed venue for both the Conference and the Gala.
- viii) Proposed event date, with at least one alternative date.

#### 7.5. Submissions

The bid documents and supporting materials must be submitted electronically in PDF format to [etu\\_hq@etu.com](mailto:etu_hq@etu.com) or by regular mail to the ETU office: European Triathlon Union, for the attention of: **Kathleen Smet, Koolmijnlaan 185, B-3582 Beringen, Belgium.**

APPENDIX 1 – award categories and winners

Award	2016	2017	2018	2019
Male athlete	Javier Gomez (ESP)	Alistair Brownlee (GBR)	Joao Pereira (POR)	
Female athlete	Nicola Spirig (SUI)	Nicola Spirig (SUI)	Jessica Learmonth (GBR)	
Technical Official	Jorge Garcia (ESP) and Bela Varga (HUN)	Stéfane Mauris (SUI)	Sarah Taylor Hough (GBR)	
National Federation	Great Britain	Great Britain	Spain	
Emerging NF	Croatia	Slovenia	Romania	
ETU event	Geneva (SUI)	Tiszaújváros (HUN)	Kitzbühel (AUT)	
EB award	France NF	Kaidi Kivioja (EST)	Enrique Quesada (ESP)	

APPENDIX 2 – timeline bid process ETU Presidents’ Conference and Gala Dinner 2019

Deadline	Event
24 April 2018	Opening of the Bid Process
18 June 2018	Submission of bid documents
19-27 June 2018	Bid evaluation Period by ETU
28 June 2018	Selection of 2019 ETU Presidents’ Conference & Gala venue and date
29 June 2018	Announcement of 2019 ETU Presidents’ Conference & Gala venue and date

APPENDIX 3 - Bid Committee Credentials

Name of National Federation		
Responsible person within NF		
Address of Bid Entity	Street Address	
	Phone Number	
	Email	
Event date proposal	Preferable date (mandatory)	
	Optional date (mandatory)	
	Optional date 2	