



## Application to Host a Council Meeting

Please fill out all the necessary information and submit it to the International Secretariat by **12 January 2009**.  
Fax +1 212 599-1332 is preferred. Only **complete** applications will be considered.

### Basic Information

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Venue of Proposed Council Meeting

Proposed dates of the next Meeting: \_\_\_\_\_  
(please note dates near the end of October have often been preferred)

Proposed location of the Meeting: \_\_\_\_\_  
city country

Proposed main Meeting room: \_\_\_\_\_  
(seating capacity ~ 100 people)

Proposed secondary Meeting room: \_\_\_\_\_  
(seating capacity ~ 20 people)

Are both of the proposed rooms wheelchair/handicapped accessible? \_\_\_\_\_

Are refreshments (coffee, tea) or meals available at the proposed rooms? \_\_\_\_\_

### Availability of Necessary Equipment

Prior to and during the Council meeting the IS staff will need access to the equipment noted below. Please specify if they will be accessible at the host organization's office and/or the Meeting room(s). *Please circle all that apply.*

<b>computer</b>	office	meeting room	<b>printer</b>	office	meeting room
<b>internet</b>	office	meeting room	<b>photocopier</b>	office	meeting room
<b>phone</b>	office	meeting room	<b>fax</b>	office	meeting room

## Funding

Successful Council Meetings require adequate financial support to finance Travel Assistance Grants, Executive Committee Attendance Costs, Public Day Event costs, Hosting Meals and other events, and Reservations of Meeting Spaces. Hosting Organization are required to provide funding or demonstrate ability to secure funding of at least USD\$20,000.00. Please indicate below whether your organization has the ability to provide this support directly. If not, please indicate what other sources of funding your organization will secure prior to the Meeting and by what means. If you do not already have secured funding, please state the date by which funding will be finalized.

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## Staff Commitment

Successful Council Meetings also require staff on location to take care of the many details that the International Secretariat can not handle such as:

- Reserving the Meeting location and dining halls (if applicable)
- Issuing visa letters to Councilors and sending them to the appropriate parties
- Providing a map of the city including accommodations and Council Meeting location
- Preparing a list of transportation options to/from the airport and to/from the hotels to the meeting rooms
- Printing out and preparing information packets from materials submitted to the IS

The following time commitment from staff/volunteers of the hosting organization is necessary:

- 6 months prior to the Meeting: 1 person approximately 1 day per week
- 3 months prior to the Meeting: 1 person approximately 2-3 days per week
- 2 weeks prior to the Meeting: 2 people full time
- During the Meeting: Several people full time

Please indicate which staff members will be dedicating time to making Council Meeting arrangements

### Person 1

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Person 2

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Other Organizations

Council Meetings are an important opportunity to reach out to local and international organizations, parliamentarians and government officials to engage them in our work and allow for their participation in our special events. Please list other organizations/individuals that you will attempt to involve in this Meeting.

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## Public Events

In addition to the work of the Council, the Meeting allows for an opportunity to host a seminar on topics relevant to our movements work. Please specify which topics you would propose to discuss and list individuals who you would be able to invite to such events.

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suggested topic(s)

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speaker(s) to invite

## Accommodation Options

There should be at minimum a list of 3 hotels/hostels at least of each rate range category (moderate, medium or high). These hotels should either be physically near the Council Meetings or be easily accessible via public transportation from the Council Meeting venue. Please name the accommodation options and provide their anticipated rates.

### Moderate/Economic Option 1

Name: \_\_\_\_\_

Single Room \_\_\_\_\_ \$/night

Double Room \_\_\_\_\_ \$/night

### Moderate/Economic Option 2

Name: \_\_\_\_\_

Single Room \_\_\_\_\_ \$/night

Double Room \_\_\_\_\_ \$/night

### Medium (3-4 Star) Option 1

Name: \_\_\_\_\_

Single Room \_\_\_\_\_ \$/night

Double Room \_\_\_\_\_ \$/night

### Medium (3-4 Star) Option 2

Name: \_\_\_\_\_

Single Room \_\_\_\_\_ \$/night

Double Room \_\_\_\_\_ \$/night

### High (5 Star) Option 1

Name: \_\_\_\_\_

Single Room \_\_\_\_\_ \$/night

Double Room \_\_\_\_\_ \$/night

### High (5 Star) Option 2

Name: \_\_\_\_\_

Single Room \_\_\_\_\_ \$/night

Double Room \_\_\_\_\_ \$/night

## Additional Events

Council Meetings also provide a time for social events and cultural enrichment. Please list any special outings, or dinners, etc that your organization could organize at the time of the Council Meeting.

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## Media

Council Meetings are also opportunities to engage the media in the work of the World Federalist Movement. This is enticing to the media when either high-level government officials or well-known individuals will be attending a special event. Please indicate how your organization will attempt to engage the media. Closer to the Meeting date the IS will work with the host organization to send out media alerts and press releases.

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## Young Federalists

Council Meetings can also be a time to educate young people about world federalism and engage them in the exciting work that we are doing. Please describe below any ideas or opportunities you could provide at the Council Meeting to encourage the involvement of young people.

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suggested topic(s)

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speaker(s) to invite

By signing below, we submit our application and acknowledge our desire to host the next Council Meeting of the World Federalist Movement. The above information is complete and accurate and we commit to providing all of the resources stated above.

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Signature

Name

Date

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Signature

Name

Date

Please note all **complete** application forms received by **15 January 2009** will be reviewed by the WFM Executive Committee at their January Meeting to determine the best venue for the 2009 WFM Council Meetings.

Completed applications should be submitted to the International Secretariat:

Attn: Elisabeth Garrett  
Membership and Communications Officer  
World Federalist Movement-Institute for Global Policy  
708 Third Avenue, 24<sup>th</sup> floor  
New York, NY 10017

Or via email: [garrett@wfm-igp.org](mailto:garrett@wfm-igp.org)

Or via fax: +1 212 599 1332