

Each year the Global Cities Dialogue (GCD) organises an international Summit for Mayors called the **GCD Mayors Summit**. The *GCD Mayors Summit* is held in different countries of the world with a GCD member being the hosting city. The GCD is seeking proposals from member cities or organisations interested in hosting the 11th Summit for Mayors which will be held in October/November 2010.

Please note that the General Assembly Meeting (GAM) of GCD will be embedded in the annual Summit; the candidature should be presented by the Mayor of the respective applicant city (or any another High Political Representative (HPR) especially appointed for this issue). Applications will be reviewed by the **members of the Steering Committee**. The name of the selected city will then be communicated to all members via the website. Interested member cities or organisations are kindly invited to send their application to the Chair city and Secretary-General latest on **16 August 2010**.

Rules for the organisation of the GCD Mayors Summit

Following rules should be observed when applying:

1. Visibility of the Summit.

The Summit should be organized as a one-and-a-half day event around the issues of the Information and Knowledge Society addressing Mayors, High Political Representatives (HPR) as well as c-level executives of local authorities. The GAM itself will last for about few hours and whereas the GAM is reserved only to GCD-members, the Summit will be open to the public (e.g. interested cities, organisations, networks, experts and citizens), to foster the information and experience exchange among the members as well as with other initiatives and networks operating in the same field. The GCD Mayors Summit is the most important event of the network. On this occasion new cities will become members of the network by signing the Helsinki Declaration.

2. A signatory ceremony of the Helsinki Declaration should be planned to increase the political impact of the event. The specific rules for organising a signatory ceremony will be communicated to the hosting city by the GCD-Secretariat in due time.

3. The international and local press should be informed and invited to report on the Summit during a press conference **as well as the use of web 2.0 tools for increasing the external communication.**

4. The involvement of the politicians in this event should be confirmed. The GCD-politicians should plan slots in their agenda to participate in the proposed sessions and political debates with their colleagues, and not only for representative functions.

5. **The Team in charge of the organisation.** The proposing city will appoint one main contact person for managing the team that will be responsible for the Summit. This team will be in charge of setting up a Summit web site and will provide detailed information concerning the preliminary programme, the registration procedure, the hotel accommodation, the conference venue, as well as practical information regarding the logistics, the technical facilities, the possibility to have a translation, the contributions of speakers and moderators, etc.
6. **The proposing city to host the Summit** should determine the kind of hospitality that will be offered during the event, e.g. social programme, official dinners, pick-up service, catering, organisation of visits of IT applications etc. This kind of hospitality should be considered for **two representatives per city**, as agreed within GCD.
7. **The proposal** of the one-and-a-half day event should include a preliminary budget for the proposed Summit that demonstrates the anticipated financial viability of the undertaking. The budget should be developed and presented in Euros and included as part of the host's proposal.

How to structure your application?

The applications should comply with the following structure:

- General presentation of the applicant city
 - Main activities of the city in the IT-field
 - Commitment of the city within GCD
- The GCD Mayors Summit
 - The overall topic / Working session themes
 - Draft agenda
 - The Conference venue (possibly with pictures of the premises)
 - Organisation Team
 - Visibility of the event (Signatory ceremony, Press conference etc.)
 - Keynote speakers to be invited
 - Services offered to the participants
- Guided tour / Technical visits

The applications should be sent to the Chair city and Secretary-General latest on 16 August 2010:

Chair city: Issy-les-Moulineaux

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