

October 2004

Dear _____

Enclosed you will find a request for proposal to host a WACS Congress in your country. I hope you take a moment to review it and give serious consideration to submitting a proposal. The World Association of Cooks Societies is (insert description). There is great prestige in hosting a WACS Congress as it not only profiles your country's cuisine and chefs, it also brings potential tourism to your country and elevates your country's status within the international culinary community, opening doors globally and bringing some of the world's finest chefs to your doorstep.

If you have any questions, please don't hesitate to contact me.

Yours faithfully

DR BILL GALLAGHER
CHAIRMAN: WACS CONGRESS COMMITTEE
HONOURARY PRESIDENT

Request for Proposals WACS Congress 2010

What is the World Association of Cooks Societies?

The World Association of Cooks Societies, or WACS in short, is a global network of chefs associations first founded in October 1928 at the Sorbonne in Paris. At that first congress there were 65 delegates from 17 countries, representing 36 national and international associations, and the venerable August Escoffier was named the first Honourary President of WACS. Today, this global body has 72 official chefs associations as members, with three that just joined at the 31st World Congress in March. The biannual congress is a hallmark tradition of WACS and has been organised in over 20 cities across the world throughout its illustrious 74-year history, WACS is managed by an elected presidential body consisting of the WACS president, vice president, treasurer, secretary general and ambassador honourary president, as well as a board of continental directors that look after the regions of Asia, Europe, Africa, the Pacific and the Americas. A separate committee manages all culinary competition-related affairs. Relevant details can be found in the Who's Who (link) page of this website.

Mission Statment

The World Association of Cooks' Societies (WACS) is a non-political professional organization, dedicated to maintaining and improving the culinary standards of global cuisines.

We accomplish these goals through education, training and professional development of our international membership.

As an authority and opinion leader on food, W.A.C.S represents a global voice on all issues related to the culinary profession.

Why Host a WACS Congress?

A WACS Congress attracts between 300 and 800 delegates from all over the world. It is a unique opportunity to showcase your country's cuisine and its chefs and to capture the interest of the international culinary community. Hosting a WACS Congress boosts a member country's status within the international community, increases awareness of the country's cuisine and has the potential for increased tourism in the form of pre- and post-event tours.

Who are WACS members and where are they from?

Europe

- Austria
- Azerbaijan
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Finland
- France
- Germany
- Great Britain
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Luxembourg
- Latvia
- Malta
- Monaco
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Russia
- Scotland
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Ukraine
- Uzbekistan
- Wales

AMERICAS

- Argentina
- Bolivia
- Brazil
- Canada
- Chile
- Costa Rica
- Cuba
- Ecuador
- Guatemala
- Mexico
- Peru
- Uruguay
- U.S.A.

AFRICA MIDDLE EAST

- Egypt
- Israel
- Saudi Arabia
- South Africa
- United Arab Emirates

PACIFIC REGION

- Australia
- Fiji Island
- New Zealand

ASIA

- China
- Hong Kong
- D.P.R. Korea
- Indonesia
- Japan
- India
- Malaysia
- Mauritius
- Myanmar
- Philippines
- Singapore
- South Korea
- Sri Lanka
- Thailand

CANDIDATES 2004-2006

- Biela Russia
- Georgia
- Serbia-Montenegro
-

Countries to observe

- Belgium
- Botswana
- Colombia
- Congo
- Namibia
- Turkey
- Zimbabwe

Categories of WACS membership

- Honorary members
- Associate members
- Corporate members
- Country members
- F&B executives
- Educators
- Executive chefs
- Pastry chefs
- Chef de parties
- Junior chefs

Previous WACS Congress Venues

2008	Dubai, United Arab Emirates (awarded 2004)
2006	Auckland, New Zealand (awarded 2002)
2004	Dublin, Ireland
2002	Kyoto, Japan
2000	???
1998	???
1996	???
1994	???
1992	???
1990	???
1988	???
1996	???
1994	???
1992	???
1990	???

General Site Requirements

Location

The preferred venue will be one that is able to host all conference activities including general and concurrent educational sessions, and most meal functions under one roof. If multiple venues are used for accommodation, shuttle bus transportation must be provided between the venues.

All completed Request for Proposal submissions will be considered equally and judged on their merit.

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Dates

Dates in either **March or April** 2010 are being considered. Care should be taken to avoid religious holidays and national holidays as far as possible.

Requirements

Single accommodations constitute more than 90% of the WACS Congress room block. Note that with the exception of those listed below, the group does generally not require suites.

Rates are to be flat run of the house. Single and double rates should be the same. Confirmed rates are to be guaranteed at time of proposal submission. A 21-day cut-off is required. Reservations received after that date will be accepted at the group rate on a space available basis.

One complimentary presidential suite for the WACS President and three complimentary suites for the WACS Presidium is required.

Venue Requirements

Food and Beverage

Menu prices at each facility must be guaranteed fourteen months prior to conference.

Ground Transportation

Should a city propose using multiple hotels for housing in conjunction with a meeting venue or convention center, the Convention & Visitors Bureau, municipal government and/or hotels must agree to provide complimentary shuttle services to and from those hotels not connected to the center. Complimentary shuttle service is also required for any off-site evening functions.

Disabled facilities

Any facility used for housing, meeting and/or special functions must be able to provide the same access to venues and appropriate housing to disabled conference delegates as to delegates without disabilities.

Cancellation

WACS will review the quality of the sleeping rooms and function space at a site visit hosted by the successful country two years prior to the Congress. Should the facilities fall below WACS standards, WACS reserves the right to require standards be met or cancellation of event without penalty. Should a significant reduction in air service to the conference site dramatically and adversely affect attendance, WACS reserves the right to cancel the conference location, develop alternatives or substitute programming.

Recycling Programme/Food Bank Donations

Any facility used for housing, meeting and/or special functions should have a recycling program in effect to accommodate WACS's conservation efforts. Any food not consumed at a WACS function and is available for distribution in accordance with local health codes, should be donated to a local food bank or other group that address the needs of the less fortunate (e.g. Salvation Army) if local culture supports such efforts.

Function Space

WACS's meeting requirements are extensive; however this allows a hotel, or conference center to showcase the diversity of facilities and accommodations. A large amount of function space is required during the actual convention dates and prior to the convention for set up and auxiliary meetings.

Support and Sponsorship Requirements

The city as a whole must be in support of hosting a WACS Congress. By policy each proposal must be accompanied by a letter from the convention bureau, city government and the local WACS chapter, demonstrating their commitment in making the conference a success. It is also required that functions and activities are to be held at facilities having a WACS member on staff. If the property is part of a chain, the chain must have demonstrated active representation in WACS.

WACS encourages the host city and properties to creatively theme special events and sponsored functions in accordance with the respective congress theme.

WACS accepts and welcomes sponsorship in the areas of special events and local activities. The only restriction centers on the WACS requirement that participation must be open to all members and that the integrity of our educational content be maintained. Transportation, where required, is to be included at no cost to WACS. Sponsor recognition is at the sole discretion of WACS in order to ensure equity in recognition and appropriate visibility.

Marketing of the Congress

The executive committee of the host site's Chefs Association is expected to be well represented at the prior year's conference. Preferably the President/Chairman of the Association as well as other relevant staff should be present and attend to appropriately pre-market their destination as the next congress site.

The city must be committed to assisting WACS in conference promotion. This commitment would involve:

- Providing editorial and graphic support for printed materials and funding promotional activities during preceding conferences, including design of a WACS Congress 2010 logo.
- Welcome banners, signs and stickers should be provided for the airport greeters, hotel staff, etc, during the convention

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Information required in Bid Proposal

1. Event profile
 - Preferred dates
 - Alternate dates
 - Maximum number of delegates
 - Minimum number of delegates
 - Number of meeting rooms
 - Number of breakaways
 - Seating style
 - Food & beverage facilities
 - Audiovisual equipment
 - Parking space
 - Any other special events, ie dinners/cocktails/special events, entertainment programme, programme for accompanying persons, pre- and post tours
2. Venue
 - Location
 - Reasons for choice of venue
 - Capabilities of venue
3. Accommodation
 - Distance from the airport
 - Distance from the conference venue
 - Type of accommodation in terms of grading
 - Type of rooms
 - Number of rooms available in the vicinity
 - Arrival date
 - Departure date
 - Budget per room
4. External contractors or vendors
 - Conference organizer
 - Audio visual company
 - Any other contractors
5. Marketing plan
 - A marketing plan aimed at delegate boosting, including regular e-mails, teasers and attendance at the Congress in New Zealand in 2006 to market the destination and the Congress
6. Quoting currency
 - Quote in Euros

Site Visit and Congress Bid Fees

The following fees are applicable for submission of Bid Proposals:

- A non-refundable registration fee of **EUR_____** must accompany all bid submissions;
- A hosting fee of **EUR_____** is payable by the successful host country

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Once the bid has been awarded, the country must appoint a Host Committee, consisting of:

- A Technical Sub-Committee, responsible for securing and co-ordinating speakers. One member of the WACS Congress Committee will sit on the Technical Sub-Committee and has final say on the selection of speakers, after consultation with the WACS Congress Committee;
- A Logistics Sub-Committee, responsible for co-ordination of the event, including logo design, accommodation, meals, bookings, etc.

The successful host country for the 2010 WACS Congress will be required to host a site visit by three members of the Congress Committee, two years prior to the event.

WORLD ASSOCIATION OF COOKS SOCIETIES



Bid Proposal

Note: Only complete proposals submitted in this format will be considered.

Section A: General Information

1. Date: _____
2. Destination: _____
3. This proposal is being submitted for the following programme (insert appropriate dates):

	Early Arrivals	Day 0 Move In	Day 1	Day 2	Day 3	Day 4	Day 5
Conference programme							
Junior programme							
Entertainment programme							
Accompanying persons programme							
Pre- and post tours							

Who will be the primary contact for WACS?

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Province: _____

Postal Code Country: _____

Telephone (Country and Area/City Codes): _____

Fax (Country and Area/City Codes): _____

Email Address: _____

WACS Member Since: _____

4. Does local government support this proposal?

Yes (attach letter of support)

No

5. Attachments:

5.1 Country information

- Brief overview of the country (one paragraph consisting of maximum of five lines)

5.2 City information

- Introduction and history
- Economics
- Transport – airport and road & rail transport
- Security
- Accommodation and hotels
- Entertainment, shopping and restaurants
- Culture
- People
- Experience of hosting international events

Section B: Accommodations

1. **Designate primary and, if necessary, secondary host hotel(s) including contact details.** Please check the appropriate box.

(a) Primary Hotel (attach brochure):

This hotel will will not accommodate estimated maximum total attendance of 800 delegates for International Conference. (If hotel cannot accommodate estimated maximum total attendance, or if your destination wishes to offer additional hotels at varying rates to provide delegates with alternatives, please list secondary hotel(s) as indicated.

Primary Hotel Information

List the Contact for the Primary Hotel for WACS Congress:

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Province: _____

Postal Code Country: _____

Telephone (Country and Area/City Codes): _____

Fax (Country and Area/City Codes): _____

Email Address: _____ Web Site: _____

Hotel Classification (five, four or three-star): _____

Rates Guaranteed (Single/Double): EUR _____ £ _____

Rates Applicable from (insert date) _____ to (insert date) _____
to accommodate pre/post tours

Number of guestrooms available at above rates: _____

Number of one-bedroom suites available: _____ at EUR _____

One complimentary Presidential Suite and four complimentary Suites are available for the WACS President and Presidium. Yes Please provide diagrams of the proposed suites.

Three complimentary single rooms available for a maximum of two site inspections for three nights each: Yes

List additional costs (e.g., room tax, gratuities, service charges etc.), if applicable:

(b) Secondary Hotel (attach brochure or indicate Internet address):

List the Contact for the Primary Hotel for SITE Headquarters:

List the Contact for the Primary Hotel for WACS Congress:

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Province: _____

Postal Code Country: _____

Telephone (Country and Area/City Codes): _____

Fax (Country and Area/City Codes): _____

Email Address: _____ Web Site: _____

Hotel Classification (five, four or three-star): _____

Rates Guaranteed (Single/Double): EUR _____ £ _____

Rates Applicable from (insert date) _____ to (insert date) _____
_____ to accommodate pre/post tours

Number of guestrooms available at above rates: _____

Number of one-bedroom suites available: _____ at EUR _____

One complimentary Presidential Suite and four complimentary Suites are available for the WACS President and Presidium. Yes Please provide diagrams of the proposed suites.

Three complimentary single rooms available for a maximum of two site inspections for three nights each: Yes

List additional costs (e.g., room tax, gratuities, service charges etc.), if applicable:

If multiple hotels are being used for this programme, please specify the distance and estimated travel time from the primary hotel (or conference center) containing the meeting space to each of the secondary hotels:

From primary hotel (a) to secondary hotel (b) _____ miles/kilometers OR
_____ minutes by coach transfer

From primary hotel (a) to secondary hotel (c) _____ miles/kilometers OR
_____ minutes by coach transfer

2. Ground Transportation

Should a city propose using multiple hotels for housing in conjunction with a meeting venue or convention center the Convention & Visitors Bureau, municipal government and/or hotels must agree to provide complimentary shuttle services to and from those hotels not connected to the center. Complimentary shuttle service is also required for any off-site evening functions.

Section C: Meeting Space

1. Designate the venue* for all educational sessions:

**If different from the primary hotel listed above OR if the education sessions will be held in a conference/congress center or another facility, please specify below:*

Educational sessions venue: _____ (attach brochure)

List the Contact for the meeting venue for WACS Congress (if the venue is not the primary hotel):

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Province: _____

Postal Code Country: _____

Telephone (Country and Area/City Codes): _____

Fax (Country and Area/City Codes): _____

Email Address: _____

2. Is a conference organizer to be appointed? Yes No

If you replied "yes," please provide details, if possible: (attach brochure)

Name: _____

Title: _____

Company: _____

Address: _____

City/State/Province: _____

Postal Code Country: _____

Telephone (Country and Area/City Codes): _____

Fax (Country and Area/City Codes): _____

Email Address: _____

3. Regarding the A/V support services available at the meeting space venue:

(a) Are staging, pipe/drape, sound, lighting, rear screen projection available?
 Yes No

(b) Are A/V technical services available? Yes No

4. Are A/V support services provided?

Yes No

5. Meeting/Administration Space Availability (attach meeting space floor plan)

(a) Plenary/General Session Room (allow for rear screen projection and staging) – ideally an auditorium to accommodate 800 people

_____ Room Name

_____ Square feet/meters

_____ Maximum number of attendees – classroom style

_____ Maximum number of attendees – theater style

(b) Venue for luncheons

_____ Room Name

_____ Square feet/meters

_____ Maximum number of attendees/rounds of 8 persons

_____ Maximum number of attendees/rounds of 10 persons

(c) Total number of breakaway rooms available/maximum number of attendees (rounds of 6 persons)

_____ rooms available with maximum attendance of _____

_____ rooms available with maximum attendance of _____

_____ rooms available with maximum attendance of _____

_____ rooms available with maximum attendance of _____

(d) Registration area available: Yes No

Permanent registration area: Yes No

OR

Free-standing registration area: Yes No

(e) "Speaker ready" room available: Yes No

(f) Conference organisers office available on 24 hrs. basis from two days prior:

Yes No

Specify estimated EUR costs for installation and usage:

Telephone EUR _____

Fax EUR _____

Printer EUR _____

Copier EUR _____

- (g) WACS Board of Directors Meeting Room – hollow-square for 30-35 persons one-day meeting from 9am-5pm conducted one day prior to event and on Day 1 Yes No

6. Is a full-service business center available at meeting space venue (either primary hotel or conference center)? Yes No

If you replied “no,” please designate the nearest accessible business center and distance from the meeting space venue:

Section D: Transportation

1. Designate major airport(s):

(a) _____

(b) _____

2. Designate distance from each major airport to host hotel:

(a) Airport A: _____

_____ miles/kilometers and _____ minutes by coach transfer to host hotel

(b) Airport B: _____

_____ miles/kilometers and _____ minutes by coach transfer to host hotel

3. Will roundtrip airport/hotel transfers be provided on a complimentary basis to International Congress attendees?

Yes

No. If you replied “no,” please specify estimated EUR costs: EUR _____

**4. For what date(s) are arrival transfers available? _____
For what date(s) are departure transfers available? _____**

5. List all direct flights to the destination:

Region	Carriers Serving Area	Major Gateways to Destination
USA		
Canada		
Europe		
Latin America/ Caribbean		
Africa/Middle East		
Asia/Pacific		

6. Designate other transportation carriers (e.g., railways):

Section E: Proposed entertainment programme

Please detail the proposed evening entertainment programme for the Congress:

	Day 1	Day 2	Day 3	Day 4	Day 5
Activity					
Cost (if not included in the delegate fee)					

Section F: Programme for accompanying parties

Please detail the programme and related costs for accompany persons.

	Day 1	Day 2	Day 3	Day 4	Day 5
Activity					
Cost (if not included in the delegate fee)					

Section G: Pre- and Post Tours

Please include details of optional tours which can be undertaken by delegates either before or after the conference. Attach proposed itinerary of tours and details of tour operators.

Tour Option 1:

Date:	
Destination:	
Accommodation:	
Description:	
Cost:	

Tour Option 2:

Date:	
Destination:	
Accommodation:	
Description:	
Cost:	

Tour Option 3:

Date:	
Destination:	
Accommodation:	
Description:	
Cost:	

Section H: Sponsorship (attach sponsorship letters of commitment)
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The following section refers any intention to obtain sponsorships to host the WACS Congress.

- 1. Is your destination committed to sponsoring a complimentary site visit by three members of the Congress Committee two years before the event?**
 Yes No
- 2. Complete all items in the grid, below, specifying the venue and description details to the extent they are known (attach letters of commitment).**

Event	Sponsor	Venue	Details of what the sponsorship will cover
WACS Junior Forum			
Hans Bueschkens Trophy			
WACS board meeting			
Day 1 - Welcome reception			
Day 2 – Tea breaks			
Day 2 – Luncheon			
Day 2 – Evening activity			
Day 3 – Tea breaks			
Day 3 - Luncheon			

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Event	Sponsor	Venue	Details of what the sponsorship will cover
Day 3 – Evening event			
Day 4 – Tea breaks			
Day 4 - Luncheon			
Day 4 – Evening event			
Day 5 – Tea breaks			
Day 5 - Luncheon			
Day 5 - Gala Event Evening			

Alternatively, if it is your intention to obtain overall sponsorship of the conference, and separate sponsorship only for the Junior Forum and/or the Hans Bueschkens Trophy, please provide details of this sponsorship and what it includes.

Section H: Delegate fees

Please specify the proposed delegate fee, including conference programme, opening function, Junior Congress, any special events built into the programme and all venue hire charges:

Delegate cost: Early bird discount rate: EUR _____

Normal rate: EUR _____

Accompanying persons: EUR _____

Section I: Recommended Host Committee

1. Identify recommended chairperson(s) of Host Committee (one of which will be approved by WACS):

Name: _____
Title: _____
Company: _____
Address: _____
City/State/Province: _____
Postal Code Country: _____
Telephone (Country and Area/City Codes): _____
Fax (Country and Area/City Codes): _____
Email Address: _____
WACS Member Since: _____

Name: _____
Title: _____
Company: _____
Address: _____
City/State/Province: _____
Postal Code Country: _____
Telephone (Country and Area/City Codes): _____
Fax (Country and Area/City Codes): _____
Email Address: _____
SITE Member Since: _____

2. Please specify other recommended volunteer members of Host Committee:

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Name _____
Company _____
SITE Member since _____
Intended portfolio _____

Proposal Review Schedule and Deadlines:

- WACS Congress 2010 bid submissions open – 1 July 2005
- WACS Congress 2010 bid submissions close – 30 September 2005
- Bids reviewed by WACS's Congress committee
- Congress Committee will select of five candidates to their proposals at the WACS Congress 2006 in Auckland, New Zealand. Successful candidates will be notified by 30 November 2005
- Presentations by the five finalists during the WACS Congress 2006
- Selection of the WACS Congress 2010 host country is by vote of member nations at the WACS Congress 2006 – one vote per country

Proposals must be submitted in a single presentation document and include the following (minimum) information:

- 1.) Letter of invitation by the WACS Continental Director, the Mayor and the President of the Convention and Visitors Bureau.
- 2.) Complete hotel proposals outlining the site requirements and a hotel promotional package.

Direct questions to: Bill Gallagher – (e): billg@southernsun.com; (t): +2711 510-7613

Submit proposals no later than 1 July 2005, to:

Bill Gallagher
Chairman of the Congress Committee
PO Box 787584
Sandton
2146
South Africa

This proposal has been completed by and is being submitted on behalf of the named organization representing the destination being presented.

Signature: _____
Name: _____
Title: _____
Company: _____
Address: _____
City/State/Province: _____
Postal Code Country: _____
Telephone (Country and Area/City Codes): _____
Fax (Country and Area/City Codes): _____
Email Address: _____
WACS Member Since: _____