



EUROPEAN
URBAN RESILIENCE
FORUM

Bidding Package

INCLUDES:

1. Bid Submission Format
2. Conference Outline
3. Conference Requirements

Please carefully check and consider all information before confirming in writing your commitment to meet all requirements, including all budget elements, on an official letter headed paper stating the organisation's interest and readiness to host the conference.

Prepared by the Events and Project Communications and Resilience & Climate Adaptation Teams at ICLEI Europe

Please direct all questions and bid to:

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1. BID SUBMISSION FORMAT/ EVALUATION

Bid submission format

The bid submission should include the following sections:

1. **Details of contact persons**
2. **A letter of commitment** on letter headed paper stating the organisation's interest and readiness to host the conference. This letter should include a formal commitment to cover the requested budget.
3. The **main body** of the submission should contain:
 - 3.1 **An executive summary (max. one page), including:**
 - Reasons for interest in hosting the conference
 - Foreseen benefits for the host city
 - Interests and activities related to climate change adaptation, disaster management, and the cultivation of urban resilience
 - Examples of key events organised by the host city
 - 3.2 **An explanation** of how the host city intends to meet the requirements listed under section 3. Conference requirements (see pages 6-8), i.e.:
 - summary of **funding sources** and, if applicable, an indication of **local, national and other partners/ sponsors** (max. half page)
 - available budget; indicate available budget by completing the relevant cells of the budget excel template; see also section 3.1; page 6
 - **short description of potential venue(s)** including aspects that will make the conference sustainable (max. one page)
 - **first ideas for exhibition, catering, evening events** (max one page)
 - **accommodation facilities** (max. half page)
 - 3.3 An indication of the **host's staff capacity** regarding the host's responsibilities as listed under 2.4 (see pages 5). (max. one page)

Supporting documents such as venue leaflets, transport connections and maps can be included in Annexes.

Evaluation

The commitment of the potential host and their ability to carry out a venture of this size will matter most in the evaluation.

Details and modes of cooperation can be discussed jointly once a host has been selected.

We hope this information helps you in preparing the bid, and we look forward to receiving your bidding documents and to see how we could potentially cooperate on the 13th European Urban Resilience Forum in 2026.

Deadline for submission of bids: 31 July 2025



2. CONFERENCE OUTLINE

2.1. Conference framework

Title	13 th European Urban Resilience Forum (EURESFO) (<i>Thematic title to be determined</i>)
Host and Place	TBD, based on bidding.
Date	2026 (exact date <i>subject to discussion with host</i>)
Elements	<p>EURESFO offers a dynamic and interactive format comprising:</p> <ul style="list-style-type: none">• High-level plenary sessions addressing resilience and adaptation policies• Thematic workshops and interactive sessions• Peer-to-peer exchange formats and co-creation labs• Site visits to local resilience and adaptation projects• Marketplace exhibition area• Networking events such as an evening reception and/or gala dinner <p>The forum is held over 2.5 days and embedded in a wider urban sustainability agenda, occasionally co-located with other events (e.g. in 2024 with the Valencia Cities Climate Week).</p>
Duration	2-3 days of plenary sessions, workshops, and site visits focused on urban resilience
Background	<p>Since 2013, the European Urban Resilience Forum (EURESFO) has been the key European platform for local governments to exchange knowledge, build partnerships, and advance climate resilience. Co-organised annually by ICLEI Europe and the European Environment Agency (EEA), the forum addresses pressing urban challenges linked to climate adaptation, risk reduction, and equity. It offers cities the opportunity to connect policy, science, and practice across thematic streams.</p> <p>Some previous EURESFO were held in Bonn 2019, Malmö 2021, Athens 2022, Cascais 2023, Valencia 2024, and Rotterdam 2025. https://urbanresilienceforum.eu for more information</p>
Exhibition	<p>The EURESFO Marketplace provides a vibrant exhibition space, fostering visibility and exchange:</p> <ul style="list-style-type: none">• Hosts 15–30 booths for EU-funded projects, institutions, city initiatives, and solution providers• Located in the heart of the networking area to ensure visibility and footfall• Opportunities for hands-on demos, project dissemination, and stakeholder interaction• Integrated within coffee and lunch break areas to maximise engagement
Languages	English will be the main language during the conference. No interpretation foreseen unless agreed otherwise.



2.2. Benefits to the local host

By hosting EURESFO offers a wide range of strategic, reputational and practical benefits:

- Enhanced international visibility as a climate resilience frontrunner
- Platform to showcase local projects, policies, and innovations to a European audience
- Strengthened internal collaboration across city departments
- Close collaboration with ICLEI and the European Environment Agency
- Strong media and social media exposure coordinated by ICLEI
- Economic benefits linked to hosting up to 450 participants
- Networking with over 20 European and international partners
- Strategic positioning within the European Resilience Partnership and EU policy processes.

Bidders are invited to list expected additional benefits gained by hosting the conference in their bidding proposal.

2.3. Purpose, character, outcomes, sustainable event

Purpose	To serve as the main European platform for dialogue and exchange on urban resilience and climate change adaptation, tailored specifically for local governments.
Character	An open and informal atmosphere allowing for exchange between participants. A venue allowing for informal interaction, exchange and a friendly atmosphere is considered more relevant than a luxurious environment.
Expected outcomes	<p>EURESFO aims to:</p> <ul style="list-style-type: none"> • Foster peer-learning, co-creation, and capacity building for local resilience • Present and scale up innovative practices from across Europe • Strengthen multilevel and cross-sectoral cooperation on adaptation and resilience • Support cities in accessing funding and engaging with international initiatives • Trigger dialogue around urgent challenges such as water resilience, digitalisation, and post-conflict recovery • Contribute to the implementation of EU Green Deal objectives and Climate Missions • Provide policy recommendations and actionable roadmaps for local governments
Additional elements	<ul style="list-style-type: none"> • Integration of special thematic streams (e.g. Post-Conflict Resilience in 2024) • Presentation of EU projects (e.g. GoGreenRoutes, CARDIMED, RescueME) • Live graphic recordings and visual storytelling • European Resilience Partnership coordination space • Inclusion of vulnerable communities and marginalised voices • On-site cultural elements and local culinary experiences • Joint events with other sustainability fora where relevant
Sustainable event	ICLEI events are organised in such a way that sustainability concerns are at the forefront in decision-making. In the bidding proposal, potential host cities should outline how they intend to ensure this event is sustainable. Host cities are also asked to confirm the promotion of CO ₂ compensation payment to offset participants' air travel.



2.4. Roles & Cooperation

Partnership

EURESFO is co-organised by:

- ICLEI Europe – strategic lead and event organiser
- European Environment Agency (EEA) – co-organiser and content partner
- Over 20 partner organisations, including EU-funded projects, national platforms, NGOs, and institutional actors

The local host city becomes a co-organiser, alongside ICLEI and the EEA.

Organisation

ICLEI Europe leads:

- Programme development and speaker coordination
- Communications, media, and outreach
- Logistical and organisational support (with staff on site)

The Host City:

- Provides the venue, coordinates local logistics, and leads site visits
- Acts as local liaison with providers and stakeholders
- Host evening or cultural events

Overall responsibility

ICLEI retains overall responsibility for content, programme design, and event delivery. The host commits to:

- Support local implementation
- Ensure availability of facilities and staff
- Enable a sustainable, accessible and inclusive event

It is important that the local host acknowledges that ICLEI is an organisation representing a great variety of members and fully respects ICLEI's diversity and political independence, especially pertaining to the design of the programme and choice of speakers.

Important decisions regarding the course of the conference will be discussed jointly by ICLEI and the host and taken in mutual agreement. Coordination and reporting of tasks will be described and the share of tasks will be defined and agreed on by all the partners (ICLEI, local host, and if appropriate others).

ICLEI and the local host will sign a contract. This contract will include annexed documents such as the budget, share of tasks, timing, and payment conditions.

Responsibilities of the local host team

Apart from joining ICLEI in developing the overall conference strategy and preparing the conference programme, the main tasks for the host are expected to be:

- Provide the venue, including exhibition and networking areas, technical equipment and support (audio, lights, and staff on the ground), in coordination with ICLEI ensuring sustainability standards
- Lead organisation of at least 2 site visits aligned with the event's theme
- Manage and fund an evening reception and/or gala dinner
- Conduct press work at local, regional and/or national levels
- Provision of up to two local staffs

Hosting cities must be ICLEI members.



2.5. Participants

Number of participants 350-450

Target groups The target group consists of:

- City and regional officials
- Urban planners, adaptation, and resilience officers
- Researchers and practitioners
- Representatives from EU institutions and international organisations
- Civil society and NGOs
- Private sector and solution providers
- EU project consortia and networks
- Journalists and media representatives

Participation fee The event is **free of charge for participants**.

3. CONFERENCE REQUIREMENTS

3.1. Financial aspects

Financial support The **host city** is expected to:

- Provide the venue (rooms for plenary sessions, parallel seminars, common areas for exhibition stands) + on-site technical support
- Host an evening reception and/or gala dinner
- Lead organisation of the site visits (incl. costs)
- Support the general organisation of the event
- Support communication with local providers

ICLEI and EEA are expected to:

- Cover catering costs for lunch and breaks
- Invite and reimburse travel and accommodation for international speakers (political and technical)
- Programme of international relevance
- Provide on-site staff for logistical and organisational support
- Handle communication and ensure media visibility for the event

Budget The budget estimation is based on information from previous similar events. The budget to be covered by the host city consists of:

Costs administered directly by ICLEI to cover:

- Office and Communication (IT services: installation of conference website, conference database, mailing of invitation, and other specific dissemination costs)
- Conference material (graphics, printing of invitation material and announcements (letters, leaflets, forms), material for participants, media, facilitation material, badges, translation of documents), fees for videographer and photographer
- Travel budget for the ICLEI conference team (both for preparation and for the actual conference)
- Cover catering costs for lunch and breaks
- Financial support for speakers



Local costs which may be covered and administered directly by the host include:

- Conference venue, including all equipment, sound, IT, technical support and signage
- Host an evening reception and/or gala dinner
- Logistical costs related to site visits

These costs depend on local circumstances.

Subcontractors ICLEI and the local host will mutually agree on subcontracts with third party providers for certain conference elements (e.g. venue, hotels, etc.).

3.2. Logistics

Venue	<p>The venue should offer a friendly, informal atmosphere, including possibilities for small-group meetings and exchange. Luxury and formalities are not a priority. Those responsible for management of the venue should agree to make all possible efforts towards greening the event.</p> <p>English-speaking staff should be available at all times throughout the event.</p> <p>Both a plenary room (for a minimum of 350 participants) and at least 3 additional rooms (of mixed size, each accommodating 30 to 70 people) should be offered.</p> <p>The chosen venue will have abundant daylight in the rooms and in the outside spaces used by the delegates (lunch area, hallways, etc.). Venue rooms should have good acoustics and be flexible in their structure to allow creative setups (where necessary).</p> <p>A space must be reserved for ICLEI's conference secretariat (more details will be provided at a later time) and working or storage space.</p> <p>Ample space between meeting rooms is important to provide for a central registration area, coffee breaks, spontaneous meetings and areas for the dissemination of materials.</p> <p>Should more than one facility be used, these should be very close to one another in order to avoid transportation problems.</p>
Exhibition	<p>As part of the venue, an exhibition space to host 15-30 booths will be required in the space where coffee breaks take place.</p>
Evening Events	<p>An organised social programme element should be held on one evening, as a gala dinner or informal evening networking reception. Venue, catering, and logistics to be provided by the host. Events should reflect the city's local character and be climate-friendly.</p>
Cultural Element	<p>Throughout the conference, the host is encouraged to provide short cultural entertainment (opening ceremony, coffee breaks, lunches, etc.).</p>
Technical equipment	<p>All rooms must be equipped with a LCD projector, a computer (to connect to the LCD projector), projection screen and sound system.</p> <p>The venue of choice should offer wireless internet access in all rooms. Technical support should be provided for IT services and audio-visual operations.</p>
Transport	<p>The conference area (venue and hotels) should be connected to the train station, airport, and the city centre by an efficient and reliable public transport system.</p> <p>Should this not be the case, transport will need to be organised from and to the train station or airport on the arrival and departure days. Additionally, transport to the city centre should be facilitated at certain times.</p>



Accommodation All participants should be able to choose between a small number of recommended hotels that are closely situated to the convention venue (ideally 5-15 minutes walking distance).
Hotels will need to be of various 'star' categories with varying price ranges that are affordable to participants travelling with a limited budget.