

Annex D: Compliance with WFEO ROP



1. National Member Organisation:

This bid document to host the World Engineers' Convention (WEC) 2019 is submitted by Engineers Australia, a National Member of the World Federation of Engineering Organisations (WFEO) to the WFEO Executive Director.

2. Visas:

A letter of support has been obtained from Ms Felicity Ayliffe, Director, Client Service Coordination & Response Section, Visa & Offshore Services Division, Department of Immigration and Citizenship, Australian Government (please refer to the end of this section for a copy of the letter and accompanying fact sheet).

Under Australia's universal visa system, all visitors to Australia must have a valid visa to travel to and enter Australia (other than New Zealand passport holders and Norfolk Island permanent residents, who will normally be issued a visa on arrival in Australia). There are many visa options available to people wishing to visit Australia. The appropriate visa option will depend, among other things, on the person's purpose for visiting and the length of stay.

As soon as the 2019 Convention is awarded to Melbourne, Engineers Australia will make contact with the Department of Immigration and will work with them to ensure a smooth visa application process for all delegates. The International Event Coordinator Network (IECN) is a dedicated Federal Government Department that assists event organisers with the visa application process for delegates. Contacting the Department early will ensure that processing arrangements can be put in place.

www.immi.gov.au

3. WFEO Executive Travel Costs:

Engineers Australia in conjunction with the Melbourne Convention + Visitors Bureau (MCVB) will cover the travel and accommodation costs of the WFEO Executive Director and Staff Associate in relation to the 2019 Convention as well as the travel and accommodation costs for the WFEO Executive Director to visit Melbourne at a time appropriate to them (to check the status of preparations and facilities for the meeting).

Engineers Australia will also identify a responsible person six to seven months in advance to work with the WFEO Executive Director to facilitate smooth organisation of the WFEO meetings, to deal with invitation letters, registration, travel, visas, hotels, meeting rooms, special requests and other related matters.

4. WFEO Meetings and General Assembly :

It is proposed that the timing of the General Assembly and STC meetings of the WFEO will be:

Day One: Meetings of Committees, Task Groups

Day Two: Meetings of Committees, Task Groups

Day Three: Meeting of Executive Council

Day Four: General Assembly (Day One)

Day Five: General Assembly (Day Two) & Executive Council post GA.

It is also proposed that no technical events, not directly related to the WFEO General Assembly meetings will be scheduled during the days of the General Assembly or Executive Council meetings and such events should not interfere with the Committees and Task Group meetings.

5. Executive Council meeting:

It is proposed that the timing for a separate meeting of the Executive Council is:

Day One: Meeting of Committees, Task Groups

Day Two: Meeting of Committees, Task Groups / Meeting of Executive Board, if requested

Day Three: Meeting of Executive Council

(This timing allows the meeting of the Executive Council to be preceded or followed by a technical event).

6. Meeting Rooms:

Engineers Australia will ensure that the chosen venue, The Melbourne Convention and Exhibition Centre (MCEC) will accommodate all meeting room requirements as per Annex D, point 6 – 12.

6.1 Meetings of the Committees, Task Groups and Other

The MCEC can accommodate all meeting requests relating to the meetings of the Committee, Task Groups and Other (Boardroom style plus up to 10 observers, second row of chairs)

6.2 Meeting of the Executive Council

The MCEC can provide a room for 50 people, boardroom style plus up to 30 observers (second row of chairs)

6.3 Meeting of the General Assembly:

The MCEC can provide a room for 150 pax, classroom style with a presidential platform for 6 people; chairs and tables for 60 national delegations (3 delegates each), plus up to 40 observers on a row of seats around or behind the tables. It is understood that the order of the seats should be National Members by name of the country in alphabetical order, then international members in alphabetical order, then affiliates (Taiwan) and (Hong Kong) and associates also in alphabetical order. The MCEC can also accommodate the Opening Ceremony, if required, in a theatre style set up with seating capacity for up to 300

6.4 Meeting of the Executive Council (post the General Assembly)

The MCEC can provide a room for 35 people, boardroom style plus up to ten observers.

7. Room Equipment:

(The information below covers points 7.1-7.7 in the WFEO ROP Annex D)

Engineers Australia will work with the in-house audio visual team at the MCEC to ensure that all room equipment requirements are met/provided.

The latest audio visual, communications and information technology equipment required for a Convention is pre-installed at the MCEC. This will benefit Engineers Australia and the WFEO by removing the labour hire charges required for initial room set up and equipment removal.

Please refer to the following chart in attachment D.2 for information on equipment that is available and included in all meeting rooms at the Convention Centre. Unless additional equipment is required, no additional charges are applicable. Complimentary assistance with the operation of equipment is provided by the MCEC Technical Services Team who can also remotely monitor presentations during the Convention through the control room.

In addition to the required room equipment listed in points 7.1 – 7.7, Engineers Australia will ensure that country name boards are available for the General Assembly meeting and personal name boards for the Executive Council meeting (plus a table for documents attended by two persons near to the platform during the General Assembly and a table for documents and one person for the Executive Council meeting).

8. Secretariat :

(The information below covers WFEO ROP Annex D 8.1-8.4)

Engineers Australia will ensure that a room is provided at the MCEC for the Secretariat, in the vicinity of the meeting rooms, with separate working places for up to four people. A room for the use of the President and/or Officers will also be provided.

Two or more secretaries/assistants will also be made available to support the Secretariat from one hour before the start of a meeting through two hours after the close of the meeting.

9. Secretariat Equipment

(The information below covers WFEO ROP Annex D 9-9.5)

Engineers Australia will ensure that 2 (or more) word processors (with Word, Excel, PowerPoint), one printer and access to the internet will be provided. Please note that the Melbourne Convention and Exhibition Centre provide free Wi-Fi.

In addition, access to telephones and fax machines with international networks will be provided plus a photocopying machine with a high capacity, recto-verso, loading system. A supply of stationery (fax and copy paper, stapler, pens etc.) plus a ballot box for the General Assembly meeting will be made available.

10. Gala Dinner:

Engineers Australia will organise a Gala Dinner to which the General Assembly and/or Executive Council members will be invited (in addition to a certain number of personalities). It is proposed that the Gala Dinner takes place after the first day of the General Assembly meeting or after the Executive Council meeting.

11. Catering:

All catering, meaning lunch and coffee breaks, for the STC and GA meetings will be provided at no additional cost to WFEO delegates. The Melbourne Convention and Exhibition Centre is provided by the in-house catering team. The MCEC menus are fully flexible and can cater for any dietary requirement. The MCEC can also cater to all budgets and will tailor a menu specifically for the budget of the 2019 Convention.

12. Contract:

Engineers Australia understands a contract will have to be signed with the WFEO containing specific details regarding the 2019 Convention.