



June 21, 2024

To: The Member Cities of the League of Historical Cities

**Extension of Application Period for Calling for Candidate Host Cities
for the 21st World Conference of Historical Cities**

Dear Mayor,

Firstly, we are pleased to inform to you that three candidacies have announced their will to be a host for the 20th World Conference held in 2026. The host will be elected at the Board of Directors Meeting held in Ljubljana, this November.

While, as for the 21st World Conference held in 2027, there is only one candidate city. It is also declared its candidacy for the 20th Conference, and if the city should be determined as the host city for the 20th Conference, we apprehend that there would be no candidate host city for the 21st Conference. In this concern, **we would like to inform you to extend the deadline of the candidacy for the 21st Conference to Monday, September 30, 2024 (Japan Time (UTC +0900) to call for other candidates.**

If you are interested in hosting the 21st conference in 2027, please send an official letter declaring candidacy under your name addressed to the Chairperson of the League, MATSUI Koji.

In principle, all candidate cities are requested to attend the 19th World Conference in Ljubljana, Slovenia in November 12 to 14, 2024. Each candidate city is required to make a presentation at the Board of Directors Meeting, and the host city will be determined by votes of the Directors.

The expenses which a host city shall bear are as follows;

- ◇ Expenses* for holding the conference, and for accepting the delegates of participating cities including accommodation, meals, excursions, transportation between the nearest airport of the host city and the city center.

*The host city may charge each participant a registration fee of generally 500 USD.

For more details, please refer to following pages. Please note that as mentioned in the details, normally a Board of Directors Meeting is held in the scheduled host city approximately one year before the World Conference hosted by the concerned city. However, as for the 21st World Conference held in 2027, the Board of Directors Meeting will be held in 2026 when the 20th Conference will be held, and its location will be the host city of the 20th Conference, and not the host city of the 21st Conference.

If you have any questions, feel free to contact us. We shall await your candidacy.

Yours Sincerely,

西松 卓哉

NISHIMATSU Takuya
Secretary General of the League of Historical Cities

Requirements for A Host City of World Conference of Historical Cities

1. Key Responsibilities

- In principle, a host city shall hold a two-day Board of Directors Meeting a year prior to the World Conference of Historical Cities (hereinafter referred to as a “Conference”).
- A Conference should be three day long with programs* such as opening and closing ceremonies, a General Assembly, a Board of Directors Meeting, keynote speeches, roundtables, expert meetings, youth programs, and excursions.

Note: The contents of the program will be planned by the host city in coordination with the secretariat, and approved at the Board of Directors Meeting.

2. Bearing of Costs

(1) Board of Directors Meeting (to be held a year before the Conference)

- Expenses for accommodation and meals for three participants from each Director City (maximum eight cities), and the Secretary General
- Transportation costs between the nearest airport and the city center (for all participants)
- Venue rental fees and all costs associated with holding the meeting
- Costs of inspection tours to the Conference venue and excursion destinations
- Preparation cost for online format if required

Note: In principle, each participant shall bear his/her international travel cost.

(2) Conference

- Registration fee for one participant from each Director City (maximum eight cities), and the Secretary General
- Cost for arranging simultaneous interpretation services in English and Japanese (Arrangement for other languages shall be consulted on a case-by-case basis, subject to the registration status of participants.)
- Transportation costs between the nearest airport and the city center (for all participants)
- Expenses for accommodation* for all participants during the Conference period
*Accommodation for a night before/after the Conference should be arranged depending on the program.
- Cost of meals during the Conference period for all participants, including welcome reception
- Venue rental fees and all costs associated with holding the Conference*
*A main hall for opening and closing ceremonies, roundtables, expert meetings, keynote speeches, and a General Assembly, a small hall for a Board of Directors Meeting, a meeting room for the Secretariat (for four days including a preparation period), etc.
- Excursion costs (for all participants)
- Costs for setting up an official website for the Conference and managing it, as well as for conducting other promotional activities
- Preparation cost for online format if required

Note: The host city may charge each participant a registration fee of about 500USD to allocate it to the expenses for accommodation, meals, excursions, transportation, etc.. In principle, each participant shall bear his/her international travel cost.

3. Presentation at Selection of the Host City

- Candidate host cities shall be requested to attend the Board of Directors Meeting to make a presentation, and the host city will be selected by vote of Director Cities at the meeting.

<Presentation Format>

Language: English (interpreters may be accompanied)

Duration: Within 10 mins including time for interpretation, with additional five minutes for Q&A

Contents: General information of the city, details of the Conference venue and accommodation, access to the city center from the airport, transportation in the city, practices for preserving historical heritages, introduction of candidate destinations for excursions, a proposal for concept and themes (if possible).

4. Preparations for the Conference

- Main duties:
 - Coordinating with the Secretariat to set the date for the Board of Directors Meeting and the Conference period.
 - Establishing an executive committee, an expert advisory committee, etc., and deciding on contractors if necessary.
 - Setting up an official website of the Conference, and regularly updating the contents (Information on the host city and the Conference, and the registration pages)
 - Note: The host city shall coordinate with the Secretariat to decide the content and timing of each release. It is preferable that the website should be open before the invitations are sent out.
 - Deciding on the contents, including excursion destinations and performances to be given at the opening and closing ceremonies.
 - Determining keynote speakers and moderators for each session
 - Calling for participation to friendship cities and neighboring cities
 - Coordinating with the Secretariat to draft a declaration.

Time Frame (Proposal)*

*This is only a proposal based on previous Conferences; therefore, it may be adjusted according to the circumstances.

After a host city is determined/ before the Board of Directors Meeting in the preceding year to the Conference	<ul style="list-style-type: none">● Coordinating with the Secretariat to fix the date for the Board of Directors Meeting● Coordinating with the Secretariat to make proposals on the Conference theme, subthemes, and youth programs● Sharing information on the above-mentioned with the Director Cities through the Secretariat● Sending the Director Cities invitations to the Board of Directors Meeting through the Secretariat● Making arrangements for receiving the Director Cities (i.e. Accommodation, meals, and transportation between the local airport and the host city as well as within the city)● Preparing online format, if necessary (ex. connection test)
Approx. a year prior to the Conference	<u>Board of Directors Meeting (For 2 days)</u> Day 1: Board of Directors Meeting*, courtesy visit to the city hall, etc. Day 2: Inspection of the Conference venue, city center, and candidate excursion destinations

	<p>*The direction of the Conference shall be discussed based on proposals from the host city such as Conference period, venue, a main theme and subthemes, youth programs, excursions, etc.</p>
After the Meeting	<ul style="list-style-type: none"> ● Providing materials such as photos to the Secretariat (for LHC bulletins) ● Announcing the Conference period to Member Cities through the Secretariat ● Setting up an official website of the Conference ● Deciding on the content, timetable, excursion destinations ● Selecting keynote speakers* *A celebrity speaker can help attract participants. ● Coordinating with the Secretariat to make program drafts, and outlines of each session and youth programs ● Considering making cultural programs to enhance the content and attract participants and onsite exchange programs, and to set up PR booths of participating cities, etc. (to the extent possible)
6-10 months before the conference	<p><u>Sending invitations of the Conference</u></p> <ul style="list-style-type: none"> ● Sending out invitation letters signed by the mayor of the host city and the Chairperson of the League Note: The Secretariat will send out the letters to member cities, and the host city shall send them to its friendship cities, domestic cities, etc. ● Releasing information on drafted timetables and contents, keynote speakers, registration fees and payment methods, youth programs and others through the LHC bulletin published by the Secretariat ● Starting registration for participants ● Starting to call for presenters for the Roundtable and Expert Meeting ● Starting to call for participants in Youth Program
After sending out the invitations	<ul style="list-style-type: none"> ● Managing registrations (until just before the Conference) ● Continuing to call for presenters and others ● Coordinating with the Secretariat to draft a declaration ● Conducting PR activities for the Conference by calling for participation to the parties such as non-member cities, related organizations, and universities. ● Making arrangements for receiving participants (i.e. visas, accommodation, meals, transportation between the local airport and the city center and within the city, etc.
Approx. a month before the Conference	<ul style="list-style-type: none"> ● Making a booklet with information on program details, presenters, and outlines of each presentation to distribute to participants. ● Preparing PR booths of member cities to set up at the Conference, if necessary (for participating cities only) ● Conducting a connection test for online participants, if necessary
	<p><u>Conference (For 3 days)</u></p> <p>Day 1: Opening Ceremony and Sessions</p> <p>Day 2: Sessions, Excursions, and Board of Directors Meeting (for Director Cities and candidate host cities only*) *For the other members, excursions are organized.</p> <p>Day 3: General Assembly and Closing Ceremony</p>
After the Conference	<ul style="list-style-type: none"> ● Reporting the number of participating cities and participants to the Secretariat ● Posting archive photos and videos of the Conference on the Conference official website ● Making a brief report of the Conference in English for the LHC official website ● Submitting the audio recording of the Conference to the Secretariat
2-6 months after the Conference	<ul style="list-style-type: none"> ● Sending the Conference materials such as photos to the Secretariat for the bulletin