

SUBUD WORLD CONGRESS - VENUE, LOCATION, FACILITIES

The following is a list of requirements regarding venue, location and facilities for proposals to host the 2018 World Congress. We recognise that sites vary enormously from place to place and this list should be used as an outline and gives general guidelines only. Perhaps the most important criteria for a potential site for a Subud World Congress are flexibility and space.

Proposals should be sent to WSA Executive (at wsa@subud.org) 6 months before 2014 World Congress i.e. by 1 February 2014 so that they can be circulated to delegates in good time for the World Congress in August 2014 where they will be presented to delegates.

LOCATION/AREA

- This should be easily accessible by air, rail and road.
- It should be an area where Subud members – families, young people, older people - feel comfortable.
- There should be a good mix of hotels and accommodation ranging in price and style and including backpackers lodges, youth hostels, YMCA's; B&B's, 5 star hotels; rental apartments and camp sites. These should be in close proximity to the main site if at all possible
- The area should be close to areas of natural beauty and touristic sites for day excursions.

THE MAIN SITE should have meeting rooms and facilities as follows:

- Two Large Spaces for Latihan
- Space for General Plenary sessions of 1,800 – 2,500 members i.e. delegates, council members, observers. The largest hall would be needed for 2 or 3 plenary sessions, plus Ibu Rahayu's talks.
- Smaller Spaces for WSA Delegate Meetings
- At least 40 Meeting spaces (more if possible) of differing sizes: for workshops / interest groups – seating capacity up to 200; for latihan and testing – varying capacity up to maximum 5 people standing/ moving around.
- Dining area for pre-paid meals
- Café's for beverages and snacks
- Spaces for Large Cultural Events - theatres, cinemas, concert halls
- Reception and Office Spaces for Registrations and admin
- Spaces for Exhibitions and Gift/Craft shop, Book shop
- Provisions and Spaces (indoor and outdoor) for Children and families
- Provisions and Spaces (indoor and outdoor) for Young People
- Open Spaces / Activity Spaces / Socializing Areas
- First Aid and Rest Facilities
- There should be adequate car parking spaces
- Simultaneous translation facilities and equipment required in main meeting rooms for plenary sessions, WSA Delegate meetings, Ibu Rahayu's talks and workshop rooms too, if possible
- Audio Visual facilities and equipment – all meeting rooms need wi-fi internet access, microphones (if necessary), projectors, screens, flip charts, wipe boards etc

THE TEAM

The World Congress Organising Team (WCOT) should include Subud members with relevant experience and skills in international conference organisation, finance, computer/internet, administration as well as enthusiastic volunteers willing to contribute time and effort.

SUBUD WORLD CONGRESS - VENUE, LOCATION, FACILITIES continued

Ibu Rahayu

ⁱⁱSuitable accommodation for Ibu Rahayu (who is in her late 80's) and her travelling companion should be provided as well as transport to and from the Congress venue and anything else that she needs if she were to attend.

OTHER FACILITIES & REQUIREMENTS

- Transport: Airport transfers and transport to hotel/accommodation if possible
- Visas: Requirements for visas need to be researched and liaison with immigration dept. set up if possible
- Business Plan: a draft business plan showing income from registrations and costs of venues and facilities needs to be drawn up.
- Public Relations: an outline plan of how the WCOT will interact with local authorities and local community through the media (newspapers, television, radio etc.) needs to be drawn up.

ⁱ Going on past experience, in the UK and Europe a space for general plenary sessions with seating for approximately 2,500 members could be required. In the Southern Hemisphere a space for general plenary sessions with seating for approximately 1800 members could be enough.

ⁱⁱ Given her age and health, Ibu Rahayu is unable to decide until the last moment whether she is able to attend the World Congress, but provisions should still be made for that eventuality.