

Bidding Process of Interota 2023

INTEROTA 2020 HONG KONG

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Disclaimer:

This section provides the information for bidding process. It is the responsibility of interested districts / clubs to read thoroughly the whole document and apply for bidding accordingly. At the same time, interested districts / clubs must provide accurate information and ensure efficient communication with Interota 2023 Bidding Convenor Team throughout the process. Interested districts / clubs are also recommended to observe the important dates such as the commencement dates of different registration phases for Interota 2020 Hong Kong and bidding process.

Interota 2023 Bidding Convenor Team shall be responsible for the confidentiality and fair treatment to all districts / clubs. It takes no decision or judgement on the contents of the application and the materials provided by the applicants.

Interota 2023 Bidding Convenor Team reserves the right to modify the Bidding Rules by “Amendment” for any reason at any time. The “Amendment” along with the Bidding Rules shall thereafter become part of the Bidding Rules.

A. Introduction

Bring Interota 2023 to your home in One Process - Two Stages

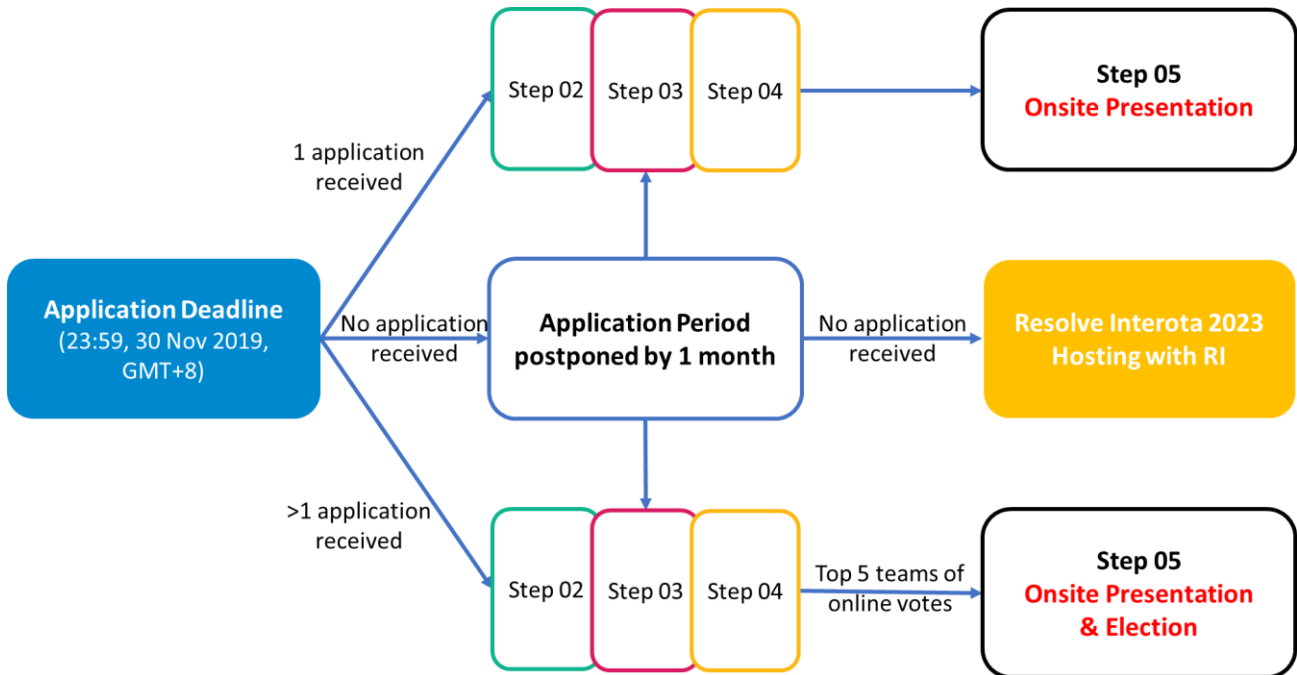
The Interota 2023 Bidding, designed by Interota 2023 Bidding Convenor Team, Interota 2020 Hong Kong Organizing Committee, aims to provide a platform for eligible voters to understand the proposal that bidder(s) presents to demonstrate their capabilities and willingness to host Interota 2023. With both online and onsite campaigns, it is hoped that bidder(s) could show their strength and support that they can gather, in their own way.

The bidding process for Interota 2023 consists of two stages:

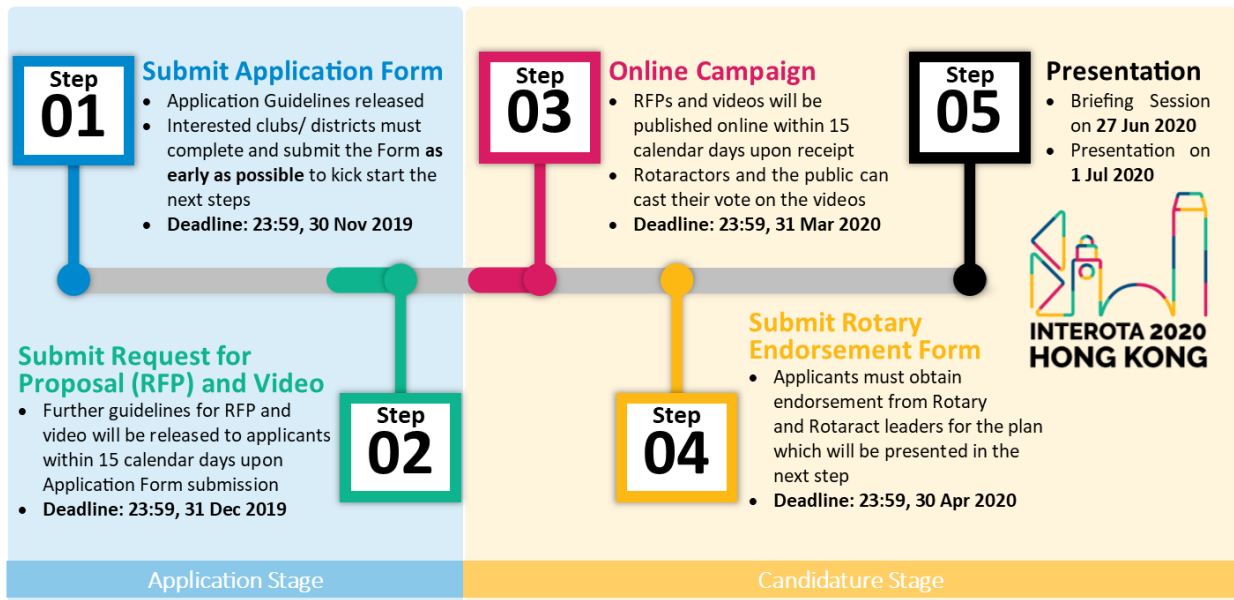
- Stage 1 – Application Stage (1 September to 31 December 2019)
- Stage 2 – Candidature Stage (January to June 2020)

Note 1: Should there be no bidding applications (step 01) by 23:59, 30 November 2019 (Hong Kong Standard Time, GMT+8), the application period will be extended by 1 month, and pre-event steps 02 to 04 shall be postponed by 1 month. Should there be no bidding applications after the 1-month extension period, the Interota 2023 Bidding Convenor shall notify Rotary International to resolve and determine the host of Interota 2023.

Note 2: Should there be only 1 bidding application (step 01) by 23:59, 30 November 2019 (Hong Kong Standard Time, GMT+8), the entire bidding process will still be proceeded, except for the replacement of step 05 Onsite Presentation & Election to only onsite presentation.



Timeline For Bidding Interota 2023



Remarks:
 1. All dates and time are referred to Hong Kong Standard Time (GMT+8).
 2. Please refer to the Application Guidelines for details.

Important Dates

Application Stage	Date
Official Launch of Application Stage	29 September 2019
Submission of Bidding Application Form	29 September to 30 November 2019
Release of Request for Proposal (RFP) & Video Guidelines	Within 15 calendar days upon receiving application
Submission of RFP and Video	Any time before 31 December 2019
Closure of Application Stage	31 December 2019

Candidature Stage	Date
Online Publish of RFP and Video	Within 15 calendar days upon receiving the materials
Online Campaign for Video Voting	From the published date to 31 March 2020
Submission of Rotary Endorsement Form	30 April 2020
Submission of Presentation Materials	During briefing session on 27 June 2020
Onsite Presentation & Election at Interota 2020 Hong Kong	1 July 2020

B. Stage Details

Stage 1: Application Stage

Objective

The Application Stage provides chance for interested districts / clubs to explore host opportunities and develop a detailed proposal. Meanwhile, it enables Interota 2023 Bidding Convenor Team to communicate with potential candidates about further preparation.

What to expect

The Application Stage officially starts on 29 September 2019 (Hong Kong Standard Time, GMT+8). The Bidding Application Guidelines and necessary documentation shall be released electronically on the official website of Interota 2020 Hong Kong (www.interota2020.org).

Interested districts / clubs should read this Bidding Rules document carefully and observe the rules and details of application procedures stated. Districts / clubs must complete and return the Bidding Application Form to bidding@interota2020.org to show their interest in hosting Interota 2023. The deadline of submission is 23:59, 30 November 2019 (Hong Kong Standard Time, GMT+8). **Any late submission will not be considered. Interested districts / clubs are highly recommended to submit the Bidding Application Form as early as possible for better preparation of the detailed proposal and promotion video.**

After submitting the Bidding Application Form, the **Bidding In-Charge** (valid Rotaractor within age of 18-30 (inclusive) as of 27 June 2020, which is day 1 of Interota 2020 Hong Kong, i.e. who was born between 28 June 1989 and 27 June 2002 (inclusive)) as the primary contact, supported by the **Bidding Advisor** (Rotarian agreed by the bidding team and appointed by the leading district's District Governor of Rotary Year 2019-2020) shall receive a confirmation email within 15 calendar days. The bidding applicant must further provide a Request for Proposal (RFP) and promotion video to illustrate the detailed plan and benefits of being the host of Interota 2023. Guidelines on RFP and video will be enclosed in the email for reference. RFP and video must be submitted at or before 23:59, 31 December 2019 (Hong Kong Standard Time, GMT+8), at which the Application Stage officially closes. Late submission is accepted with a risk of penalty. **Bidding Candidate(s) are highly recommended to submit the RFP and promotion video as early as possible to start the online voting process.**

All shortlisted Candidates will be announced in alphabetical order on the official website of Interota 2020 Hong Kong (www.interota2020.org) after the end of Application Stage.

Stage 2: Candidature Stage

Objective

Once the applicant submitted the RFP and video, the interested districts / clubs become the Bidding Candidate of Interota 2023. The Candidature Stage provides chance for all shortlisted Candidates to promote their proposal to all Rotaractors and gain support from them. Through Online Campaign and Onsite Presentation, Rotaractors worldwide can get a good understanding of different Candidates to assess and choose the most preferred place as the host of Interota 2023.

What to expect

The Candidature Stage starts when the interested districts / clubs submitted their RFP and video to Interota 2023 Bidding Convenor Team. The RFP and video will be published online on the official website of Interota 2020 Hong Kong (www.interota2020.org) within 15 calendar days. All Rotaractors and the public worldwide can access the RFP and video online.

Meanwhile, Candidates are encouraged to communicate with their district Rotary and Rotaract leaders to develop mutual support and understanding to the bidding. Candidates must obtain the consent and submit the Rotary Endorsement Form to bidding2023@interota2020.org to confirm their standing for the bidding for Interota 2023. The deadline of submission is 23:59, 30 April 2020 (Hong Kong Standard Time, GMT+8).

The Election

Online Campaign

Candidates are expected to promote their video to the Rotary family and public worldwide. All are welcomed to cast their votes on the video at or before 23:59, 31 March 2020 (Hong Kong Standard Time, GMT+8) on the official website of Interota 2020 Hong Kong (www.interota2020.org). The number of votes will contribute to the final mark of Candidates.

Note: Only the 5 Candidates with the highest number of votes will be eligible to proceed to the next round: Onsite Presentation & Election.

Onsite Presentation & Election

Participants attending full programme of Interota 2020 Hong Kong can vote for their preference on 1 July 2020 (i.e. day 5 of Interota 2020 Hong Kong). Before the election, all Candidates will present their plan and ideas to the audience. The presentation shall last for 10 to 15 minutes, upon final decision of Interota 2023 Bidding Convenor Team. All Candidates must attend the briefing session on 27 June 2020 (i.e. day 1 of Interota 2020 Hong Kong, exact time and location to be confirmed). Candidates

must submit their presentation materials during the briefing session.

Onsite Presentation shall be held on 1 July 2020 (i.e. day 5 of Interota 2020 Hong Kong) by Candidate(s), in the order determined in the briefing session on 27 June 2020. After presentations the stage will be opened to the floor for Questions & Answers Session.

Voting rights will be given to:

- 1) participants who have attended full programme including all bidding presentations, and
- 2) all Steering Committee members, Organizing Committee members and helpers with significant attendance to Interota 2020 Hong Kong and have attended all bidding presentations.

Members of the Interota 2023 Bidding Convenor Team shall not have voting rights to stay independent and neutral.

The Interota 2023 Bidding Convenor, witnessed by Rotary International representative(s), shall announce the result of the host for Interota 2023 on behalf of Interota 2020 Hong Kong Organizing Committee.

Appendix: Marking Scheme

Criteria	Marks	Allocation Method
Stage 1: Application Stage		
1) Submission of Bidding Application Form	15%	Full marks for on-time submission.
2) Submission of RFP and Video	5%	
Stage 2: Candidature Stage		
3) Number of votes for the Video on official website of Interota 2020 Hong Kong	25%	The Candidate with the highest votes takes all; whereas the others will be allocated proportionally.
4) Submission of Rotary Endorsement Form	5%	Full marks for on-time submission*.
5) Number of votes at Onsite Presentation & Election at Interota 2020 Hong Kong	50%	The Candidate with the highest votes takes all; whereas the others will be allocated proportionally.

Note:

*No marks will be allocated for late submission. If the Candidate fails to submit the form by 31 May 2020 (23:59 GMT+8), the Candidate cannot proceed to Onsite Presentation & Election.