

## **UNESCO Global Network of Learning Cities (GNLC)**

### **Call for applications to host the fifth International Conference on Learning Cities in 2021**

**Application period: 15 July 2020 to 15 October 2020**

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#### **1. Background**

The fifth International Conference on Learning Cities (ICLC) is due to take place in autumn 2021. Under the working title 'Global health education and emergency response', it will provide a platform to share best practice in building learning cities, take stock of progress of the UNESCO Global Network of Learning Cities (GNLC) and their thematic clusters, and promote an integrated learning city approach for achieving lifelong learning and the Sustainable Development Goals (SDGs) at local level.

UNESCO invites member cities of the network to submit their applications, to host the ICLC in autumn 2021 to the UNESCO GNLC Coordination Team, at [learningcities@unesco.org](mailto:learningcities@unesco.org), no later than 15 October 2020.

#### **2. What are the requirements for being a host city?**

The host city will be responsible for providing, at its own expense, the police protection and security necessary for the proper functioning of all pre-session meetings, meetings and sessions of the main conferences, and any other meetings related to the event, in a calm and serene environment, and without interference of any kind.

To be eligible for consideration to host the conference, GNLC member cities must demonstrate that they are able to:

- arrange transportation to and from the hotel(s) for participants' arrival and departure;
- arrange for the correct protocol surrounding VIPs: separate, individualized pick-up and provide separate VIP lounge;
- provide high-standard hotel accommodation for approximately 650 participants and transportation to/from the conference venue;
- cover the accommodation of at least 150 of these participants; cover air tickets of at least 50 participants;
- cover the accommodation of the UNESCO Secretariat attending the conference;

- host one cocktail/reception for the conference participants and arrange and cover the meals (i.e. breakfast, lunch and dinner) and beverages for the duration of the conference for approximately 650 participants;
- organize a social-cultural programme;
- organize and cover the Learning City Award 2021 ceremony (approximately 80 participants) on the day prior to the conference including a cocktail reception;
- reserve suitable venues and facilities for the conference sessions, that are equipped with all the necessary technical facilities; including, but not limited to:
  - one large conference room (that can hold up to 650 participants);
  - at least five smaller rooms suitable for up to 150 participants each, to be used during the thematic sessions;
  - several smaller meeting and conference rooms (including technical equipment) necessary for the organization and management of the conference, for the press, for mayors, individual meetings, etc.
- supply interpretation services in English, French and Spanish, including interpretation booths for the three languages for all plenary, thematic and group sessions, as per UNESCO protocol and according to international standards; if desired, interpretation into national language should also be provided;
- cover costs for all technical and audio-visual equipment in relation to the conference;
- provide media services and a communications team;
- set up and maintain the website for the conference, with a means to keep clear track of the registration of conference participants;
- provide a staff member on secondment to the UNESCO Institute for Lifelong Learning premises in Hamburg, Germany, for four months in the lead-up to the conference.

Please note that these requirements are not exhaustive and aim to provide an initial overview of the responsibilities that come with hosting the fifth ICLC. The final arrangements will be included in a host agreement to be signed by the concerned parties. Please do note that the conference programme will be developed by the UNESCO GNLC in consultation with the authorities of the host city. The key speakers and panellists of the conference will also be selected by the UNESCO GNLC in consultation with the authorities of the host city.

### **Applications will be evaluated based on the following criteria:**

- Overall budget and commitment to the learning cities initiative;
- venues and logistical requirements;
- accommodation and catering;
- accessibility and local transport.

### **3. When can the cities submit their applications?**

Applications, endorsed by the mayor, must be received by the UNESCO GNLC Coordination Team (copying the National Commission for UNESCO) no later than 15 October 2020. The selected host city will be announced on 30 November 2020. Applications will be evaluated by the UNESCO Global Network of Learning Cities Secretariat. In evaluating applications, UNESCO strives to rotate the hosting of the conference to different UNESCO regions of the world.

### **4. Previous UNESCO GNLC conferences**

- [2013: 'Lifelong learning for all: Inclusion, prosperity and sustainability in cities', Beijing, China.](#) The conference opened the global discourse on learning cities and defined the UNESCO concept of a learning city.
- [2015: 'Sustainable learning cities', Mexico City, Mexico.](#) The conference saw the launch of the Guidelines for Building Learning Cities and the role of learning cities in achieving sustainable development defined.
- [2017: 'Global goals, local actions: Towards lifelong learning for all in 2030', Cork, Ireland.](#) The event focused on implementing lifelong learning to support the achievement of the SDGs by 2030.
- [2019: 'Inclusion – A principle for lifelong learning and sustainable cities' Medellín, Colombia.](#) Around 650 participants, including 50 mayors, as well as government representatives and experts from all UNESCO world regions, came together to share new initiatives that promote 'inclusion in learning cities.

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