

# International Theatre Institute ITI

## World Organization for the Performing Arts



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To  
ITI Centres and Cooperating Members of ITI

UNESCO, Paris & Shanghai, May 2018

### Call for Candidature for the 36<sup>th</sup> ITI World Congress in 2020

Dear Colleagues, dear friends;

At the 148<sup>th</sup> Executive Council Session, the members of the Executive Council and the General Secretariat discussed the issue of the next ITI World Congress. Based on the outcome the General Secretariat of ITI is launching this open call to find a host for the 36<sup>th</sup> ITI World Congress in 2020.

Attached you will find general information about the ITI World Congress:

1. Questions and Answers regarding an ITI World Congress and what it means
2. The desired attitude of a host
3. A document to fill out if you are interested to hold the ITI World Congress 2020

It only contains the main issues so that a Centre, a Cooperating Member, or a partner which has an interest can evaluate whether the process of applying to host the 36<sup>th</sup> ITI World Congress should be started.

A further document is in preparation which explains an ITI World Congress in more in detail.

We invite you to have a look at the information provided in this document. It is based on the Charter of ITI and on all the documents that are available of the past Congresses of ITI.

Please get in touch with the Director General of ITI if you think about hosting the next Congress so that your questions can be answered.

If there is more than one candidate Centre or Cooperating Member it will be announced to all the applicants for transparency.

***Please inform us until 30 June. Deadline for the application: 10 September. Please see below for more details.***

With best regards,

Tobias Biancone  
Director General  
International Theatre Institute ITI

# I. Question and Answers about an ITI World Congress



## A. What is an ITI World Congress?

### What are the goals of an ITI World Congress?

The main goals of an ITI Congress are to unite its members from all over the world, to reflect on what has been done in the period between the two congresses, and to discuss and decide on future activities and strategies for the benefit of the performing arts, performing artists and ITI. An ITI World Congress is the place where ITI members, friends, guests, officials, etc. gather. It is the place where performing artists, educators in the performing arts, and people who use the performing arts for humanistic reasons are unite.

It is important that such a congress shows to the participants and guests the power of the performing arts in all their aspects.

Furthermore: An ITI World Congress must be an artistic event. The activities should include theatre, drama, music theatre and dance, as well as the related disciplines of the performing arts.

Another important goal is that such a congress is inclusive: it is a congress for all kinds of delegates (women, men, young people, seniors, disabled, etc.) from all over the world.

### What are the values of an ITI World Congress?

The atmosphere at the place where the congress is happening must be inspiring, respectful and friendly. The following values govern a congress:

- Respect to all participants
- Respect for the artistic values of artists, regardless of age, gender, nationality, culture, religion or ethnic background
- Respect for the cultural background of each participant, under the aspect of cultural diversity
- Friendliness and hospitality to all participants
- Equal rights for all participants
- Equal rights for all Committees, Networks, Forums, Project and Working Groups
- An attitude of listening to the what others have to say, in order to achieve mutual understanding with each other
- An attitude of creativity and innovation for the organization.

### Who are organizational partners for an ITI World Congress?

To organize a successful congress, the following partners collaborate with each other, each playing its role for the whole event.

- The Host (the organizing Centre of the Congress), under the leadership of the President and/or General Secretary of the Centre.
- The Municipality and any locally involved organizations (as appropriate).

- A University that is connected as a member of the ITI/UNESCO Network for Higher Education in the Performing Arts (especially if the Congress is organizing a Student Festival as well).
- The General Secretariat of ITI, under the leadership of the Director General.
- The Executive Council of ITI, under the leadership of the President.

These organizational partners may put together a Congress Task Force with delegated tasks for each member of the Task Force.

### **What are the main activities of an ITI World Congress**

The following activities are part of a Congress. They may change according to the possibilities of the location the Congress is held:

- The Artistic Part: It may consist of a showcase of local performances, international performances, keynote speeches, international artistic collaboration projects and similar activities.
- The Educational Part: It may consist of workshops, master classes, conferences, presentations, lectures and similar activities.
- The Humanistic Part: It may consist of presentations, workshops, audience involvement and similar activities.
- The Communication Part: It may consist of an ITI Centres' Speed Dating, Congress Orientation, Question and Answer Period with the General Secretariat, Open Space and similar activities.
- The Statutory Part: It must consist of the General Assembly, Committee/Project Group Meetings, Executive Board/Council Sessions and it also may include Regional Council Meetings.
- The Student Festival, under the guidance of the ITI/UNESCO Network for Higher Education in the Performing Arts.

Additionally, there will be Press/Media Conferences, VIP Receptions and other appropriate activities.

### **Who can attend an ITI World Congress?**

The delegates of the Congress consist of:

- Members of the ITI Centres
- Members of the Cooperating Members of ITI
- Members of the ITI/UNESCO Network for Higher Education in the Performing Arts – leaders and students
- Members of the Partner Organizations of ITI
- Honorary Presidents and Honorary Members of ITI
- World Theatre Ambassadors and World Dance Ambassadors

- Performing artists, keynote speakers and educators who are invited to act during the Congress

The guests of the Congress may consist of:

- Members of UNESCO, the United Nations and other UN organizations
- Local and national authorities (Government, Ministries, Municipality as appropriate)
- Nobel Prize Winners (Performing Arts)
- Donors, sponsors, foundations who are supporting the event or ITI
- Any other VIPs and authorities as considered appropriate

### **What is the protocol of the Congress?**

The protocol of the Congress consists of:

- An Opening Ceremony
- Flag presentation (Leader of the last Congress hands over the ITI Flag to the leader of the current Congress, in presence of President, DG and Executive Council)
- Welcoming of the delegates
- Welcoming of the guests
- Speeches
- Expressions of gratitude to outgoing EC members, Presidents, staff, etc.
- Presentation of new EC members, President, Vice- President(s), Board
- Approval of the DG (when appropriate)
- Presentation of existing and new World Theatre Ambassadors
- Presentation of existing and new World Dance Ambassador
- ITI Medal Award Ceremony
- Closing Ceremony

### **What format can an ITI World Congress have?**

If a Centre in collaboration with local and national authorities (government, municipality, district, ministries) intends to host a Congress, it is important that the Congress plays the main role (is the main event).

In the past there were two models that were applied:

- 1) The Centre was hosting the statutory part, the communication part, the educational part and the humanistic part. For the artistic part the hosting Centre prepared a showcase of theatre and dance of its country and hosted only international collaboration projects. Additionally, it was hosting a Student Festival
- 2) The other model had the same elements, but extended the artistic part for international productions.

### **What are the spaces needed for an ITI World Congress?**

Based on the last congresses these are the spaces that have to be provided for the organization of a Congress:

- Hall for the General Assembly for around 300 persons (with tables for the delegations for 200 persons). This can be any kind of hall.
- Around 15 rooms for Committee, Network, Forum, Project Group meetings (each for around 30 persons), The rooms may also be used for Executive Council and Regional Council meetings.
- A room for keynote speeches (for around 100 persons, may be the Hall for the General Assembly).
- 20 rooms for presentations, workshops, master classes and other meetings (may be the same as for the committees).
- A space or room for registration at the beginning of the Congress, preferably at a central location of the Congress.
- A space for information during the whole time of the Congress, at a central location of the Congress.
- A Space where people can meet, have a drink, etc. - a space for networking, meeting and greeting (capacity for around 100 persons, preferably central location)
- Venues:
  - A theatre venue for the Opening and Closing Ceremony (for 400 persons)
  - One or more large theatres for performances (400 persons or more)
  - Several theatre spaces (100 persons)
  - Open performing spaces (if the Congress is in summer)

### **When must a Congress happen and for how long?**

In the past, the Congress happened from March until November (except August). The duration of a Congress is ideally:

- Nine days – three days Congress Prologue (Student Festival) and six days Main Congress.
- Six days without Student Festival.

To allow time for preparation, the 36<sup>th</sup> ITI World Congress must happen in 2020.

### **Who is to be hosted by an ITI World Congress?**

Hosting for a Congress means to offer a hotel room with breakfast for the duration of the Congress. If the main Congress is six days, hosting is for seven days.

- Head of delegations (100 persons, the leader of an ITI Centre or Cooperating Member of ITI – if the Centre or Cooperating Member is up to date with its contribution to ITI for the year of the last Congress)
- Keynote speakers (3 to 5 persons)

- Members of the Executive Council (14 persons for the Executive Council 2017-2020)
- Members of the General Secretariat (6 persons)
- Honorary Presidents of ITI (max three persons)
- One leader of each Partner Organization of ITI (max four persons)
- World Theatre Ambassadors and World Dance Ambassadors (max four persons)
- Workshop/Presentation leaders (12 persons)
- Performers (depending if there are international performances)
- VIPs such as the DG of UNESCO, Nobel Prize Winners, etc.

Optional, preferably:

- Leaders and students of the Student Festival (100 persons)
- Emerging Artists (young practitioners)

All other delegates and guests need to book the hotel themselves. Ideally, an agency might book the hotel for them. Different hotel categories are to be offered, including hostels or low-priced hotels.

If possible the Hosting Centre can sell or offer meal tickets that are accepted in certain hotels for the delegates. If the main activities are at one place a canteen or restaurant may offer lunch and dinner packages for a low price to all the delegates.

### **Who needs travel assistance from the hosting centre?**

Travel assistance means flight tickets in Economy Class, in exceptional cases Business Class.

The following people need travel assistance from the Hosting Centres:

- Members of African Centres (max. 10 flights for the most active African Centres)
- Members of the General Secretariat (max. 6 flights)
- Keynote Speakers (max. 3 flights, they might demand Business Class)
- Members of the Executive Council (max. for two members)

Preferable also:

- Emerging Artists (c. 10 young performing artists)
- Travel costs for the international performers, if applicable

If the host Centre can provide an international airline who can give lower airfares for the Congress participants, it will greatly be appreciated.

### **What kind of local transport has to be provided by the host?**

The following free transportation for Congress participants has to be offered by the Hosting Centre to all the Congress delegates. It is estimated that there will be around 600 persons participating in a Congress.

- Airport transfer from the nearest airport to the hotels at arrival for the Congress and back to the airport after the Congress.

- Local transport for all participants from the hotel to venues and back.

#### **Other assistance to be provided by the host;**

- To treat Congress participants equally, Visa Assistance is essential. In the past, it proved to be a successful step if the Hosting Centre collaborates with the Foreign or other Ministries of its country to make sure that Congress participants will have the right to enter the country. This step has to be taken as soon as the Hosting Centre has been decided by the Executive Council. Sometimes the government of a Country might reduce the visa fee or give it for free.
- Invitation letters for each participant who needs it. Such letters are essential for Congress participants, not only for visa issues but also for getting travel assistance from authorities or foundations.

#### **How much does an ITI World Congress cost? What are the sources of financing a Congress?**

The amount of budget that an ITI World Congress needs depends on the activities that happen at a Congress. The excellent Congresses that were held in the past had a budget of around 400,000 Euros or more. The finances may be smaller or bigger than this sum, depending on what is offered in kind such as hotel rooms, rooms and halls for activities, venues, etc.

The sources for hosting a Congress are under the responsibility of the Host Centre. In general, the finances for the hosting come from:

- The Municipality of the City where the Congress is happening
- The Ministry of Culture of the Country where the Congress is happening
- The District Government
- The Government of the Country
- Foundations
- Individual donors
- Sponsors
- Income through adds in the programme brochure
- The University that is participating in the Student Festival
- The reserves of the Hosting Centre.
- Etc.

#### **What are the biggest costs for an ITI World Congress?**

- The hosting of the delegates and guests
- The hosting of the special guests



- The simultaneous translation that is necessary for the General Assembly (3 half days) and for three keynote speeches (each one hour) - English-French, French-English, local language-English, English-local language, local language-French, French-local languages.
- Transport of the delegates, artists, students and guests to and from the airport and the transport from hotel to venues and back.
- The halls and rooms in which the activities of the Congress happen.
- The venues in which the artistic presentations happen.
- The technical requirements for the organization of the Congress – for the performances and for the educational, humanistic, communication and administrative part.
- Travel assistance.
- Printing of brochures and Congress materials.
- And so on.

### **What is the general attitude and responsibility a host must have?**

Hosting an ITI World Congress is a big responsibility. A host must be prepared for a huge intake of attendees (the 2017 Congress attracted over 700 guests), a full and intense artistic programme, obligatory statutory meetings and much else besides. The success of such a venture requires excellent skills of organization and effective communication between the General Secretariat, Executive Council, Congress Task Force and the host. Most importantly of all, a host must have a serving attitude and be willing to commit wholeheartedly to the project. Attendees depend on the host to deliver what they promise.

### **The first step for holding an ITI World Congress, more detailed info is in preparation...**

Any potential host of an ITI Congress must understand what a Congress is. More detailed information will follow provided by the General Secretariat of ITI to those who voice an interest in holding the Congress.

### **B. What are the Next Steps and the Selection Procedure**

1. If you are interested in evaluating the possibility of holding the 36<sup>th</sup> ITI World Congress, please get in touch with the Director-General and the General Secretariat to get any questions you may have answered.

**Deadline for contacting the General Secretariat: 30 June 2018.**

2. Please complete the Requirement Form and send a formal Cover Letter, stating your intention to hold the 36<sup>th</sup> ITI World Congress to the DG no later than 10 September 2018.

**Deadline for the application: 10 September 2018**

3. Then the General Secretariat will prepare a document for the Executive Council Session that happens 17 September 2018 for discussing where the next Congress will happen.
4. It is the plan that by the end of 2018 the ITI Centres and its members will be informed where the 36<sup>th</sup> ITI World Congress will happen.

The Basic Checklist will follow soon.

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