Hosting IUCN Leaders Forum 2026
Statement of Requirements

The Statement of Requirements provided below sets out the necessary needs and guidelines for national or subnational entities, convention bureaux, and conference venues that are interested in hosting the IUCN Leaders Forum in 2026. This document serves as a crucial guide for potential hosts, as it details the essential requirements that must be met to be considered in the selection process.

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About the IUCN Leaders Forum

The **IUCN Leaders Forum** is an annual event, gathering about 500 participants including leaders and changemakers from around the world, in-person, to discuss innovative solutions to critical global challenges, make bold commitments, build partnerships and catalyse action for impactful change in nature conservation and sustainability. The event aims to be a "Davos-for-Nature" with three primary objectives:

- Convene influential and innovative leaders (government, private sector, civil society, sub-national authorities, Indigenous Peoples and Local Community organisations, etc.) with the aim of:
  - o Facilitating dialogue and building trust across different groups
  - o Building relationships, new partnerships and alliances
  - o Identifying innovative collective, multistakeholder solutions to critical conservation and biodiversity challenges
  - o Advancing the international environmental policy agenda

- Offer a platform for global leaders to convene annually in a safe space, to discuss existing and emerging environmental issues and trends, and to continue evaluating / monitoring / tracking progress in ensuring nature remains front and centre as countries work towards 2030 targets and beyond.

- Create a networking opportunity between corporates and young changemakers who are implementing environmental action projects and report back on their progress at the next annual Leaders Forum.

Previous & current host cities:
- IUCN Leaders Forum 2022, 13-15 October 2022, Jeju, South Korea Jeju's Province
- IUCN Leaders Forum 2023, 11-13 October 2023, Geneva, Switzerland
- IUCN Leaders Forum 2024, 8-10 October 2024, Geneva, Switzerland

Event Format
The event covers 2.5 days on-site with selected sessions available for remote participation. The focus is on networking (formal and informal), targeted business meetings, pitch events, and other occasions for leaders and changemakers from across sectors to connect and build partnerships. There are also high-level segments for executives to present to the audience as a whole. The purpose is to enable participants to "rub shoulders" in a relatively small and intimate venue, and to emphasize the discussions that are much more likely to produce results with an in-person dimension. The overall number of onsite participants should not exceed 500.

Attendees

The IUCN Leaders Forum convenes government leaders at the highest level (both national and subnational), business and finance executives, Heads of International Organisations (GEF, Green Climate Fund, UNEP, UNESCO etc.), as well as leaders from civil society organisations (NGOs, Indigenous Peoples and Local Communities, etc.). The [stellar line-up of speakers](#) demonstrates the value of the event to key stakeholders.

Influential and innovative leaders from around the world are invited to create an environment conducive to constructive and rich exchanges. The aim is to offer a platform that can translate priorities of the international agenda into actionable items, spur the creation of new coalitions, and enable multi-stakeholder exchanges in an inclusive and safe space.

Benefits linked to hosting the IUCN Leaders Forum

Hosting the IUCN Leaders Forum provides a unique opportunity for a country and city to demonstrate and promote its leadership on global environmental and sustainability issues. It enables them to showcase national and local conservation programmes and activities, and its linkages to other sectors of government and the economy. The host government and host city can use the IUCN Leaders Forum as a vehicle to launch national or local campaigns on nature-related issues in order to mobilise civil society, businesses and government agencies around key sustainability challenges. In addition, host countries can use the IUCN Leaders Forum to drive the international environmental agenda by rallying global leaders at the Forum to launch new initiatives or advance existing ones. Finally, the host country and city's biodiversity, history and culture will gain international exposure.

Requirements

Venue Requirements

The venue must have the capacity to accommodate between 300 and 500 participants and provide adequate rooms and facilities for the 2.5-day event in Autumn 2026 and preferably October. Annex 1 outlines the minimum requirements for the venue, which include appropriate staging, soundproofing, and state-of-the-art audio-visual equipment for all sessions rooms. Additional space requirements are outlined in Annex 2 and must be equipped to the same standards as those in Annex 1. In addition, the venue should offer a high-speed internet connection and enough high-speed Wi-Fi and hotpots set up throughout the facility. Essential services such as water consumption, electricity, AC/heating, lighting, rigging, decoration and furniture, setup and dismantling labour, cleaning, first aid and security plan, and staff must also be provided by the venue. Furthermore, all session rooms should be equipped for livestreaming to the virtual platform.

Additional Requirements

In addition to the venue requirements, we request guarantees from the host to:

a) Provide all duly registered participants with a quick and fair visa application process, ensuring equal treatment and accessibility to the country and the venue without any discrimination.

b) To the maximum achievable, guarantee openness, transparency and respect including commitment to provide unrestricted access to internet for approved Forum Participants and freedom of the press and media during the Forum.

c) Provide a commitment that no financial or in-kind support will be provided by the host to any other major non-IUCN nature conservation-related event and that no such events will take place in the host city 6 months before and 4 months after the event.

d) Provide data on the hotel room capacity and assistance with the public and private room blocks as detailed in Annex 3.

e) Contribute to cover event expenditures (either cash or in-kind) such as, venue rental, catering, hotel rooms and/or Leaders Forum programmes. Details of suggested contributions can be found in Annex 4.

f) Confirm acknowledgment and commitment to support the full implementation of the below policies and strategies for the preparation and running of the Forum.

All IUCN events, including the IUCN Leaders Forum, aim to achieve gender equity in governance as well as in both active and passive participation in its events. IUCN makes it a priority to make the Forum a professional, respectful, inclusive and harassment-free experience for all. IUCN has therefore adopted a gender mainstreaming strategy and an anti-harassment policy for IUCN events.

- Anti-harassment policy, Including bullying and sexual harassment, for IUCN events & Annex 1

- [Gender mainstreaming strategy for IUCN events & Annex 1](#)

The Host is expected to support these efforts and ensure that all stakeholders involved in the preparations and operation of the Congress adhere to them.

In addition, IUCN applies the following policies and principles to all its operations, including the organisation of the Forum:

- [IUCN Anti-fraud policy](#)
- [IUCN Code of Conduct](#)
- [IUCN Data protection policy](#)
- [IUCN Operational Guidelines for Business Engagement](#)
- [IUCN Procurement Policy](#)

g) Proposal strategic value: the proposal should demonstrate the strategic value for IUCN to select the proposal (accordance with international agenda, Indigenous People and Local Communities representation, Youth Engagement, critical location for conservation actions, business engagement, access to sponsorship opportunities, etc.).

h) Quality of the submission:
Alignment with the submission requirements, and clarity for ease of review by the IUCN Evaluation Panel. In this sense, IUCN will evaluate whether or not the information has been provided and, separately, the quality of the submission.

Sustainable Event Management System

IUCN is seeking a candidate who is committed to sustainability and is willing to cover the cost of setting up a sustainable event management system. The ideal candidate will take active steps to implement sustainable event solutions and may pursue a sustainable event certification from a recognised national or international standard (i.e ISO 20121). In the event that the candidate chooses to pursue certification, the candidate will be responsible to select and cover the expenses for an expert to establish and implement the standard management system, as well as a qualified entity to carry out an independent third-party verification, if applicable. The candidate will be requested to seek IUCN's approval before pursuing any certification.

To ensure that best standard practices are aligned across IUCN events, IUCN is currently developing a best-in-class global events sustainability policy. This policy will provide a comprehensive framework for the responsible organisation and management of the event as a whole. The framework will include quantifiable objectives and indicators, progress monitoring, and stakeholder engagement.

Submission of a proposal

General

IUCN is not bound in any way to enter into any contractual or other arrangement with any Candidate as a result of issuing this SoR. IUCN is under no obligation to accept any Proposal. IUCN reserves the right to terminate the selection process at any time prior to contract award without incurring any liability to any of the bidding Host, and without any obligation to inform any of the bidding Host of the reasons for such cancellation.

IUCN may amend this SoR by issuing written notices to that effect to all candidates and may extend the SoR closing date if deemed appropriate.

Submission requirements

The Proposal must consist of the following separate documents:
Technical Proposal (see Annexes 1, 2 and 3 below)
Financial Proposal (see Annex 4 below)

Candidates should limit their response to a maximum of 30 pages and sections shall be clearly organised in line with this SoR.
Candidates must submit their Proposal to IUCN by email to IUCNLeadersForum@iucn.org **no later than 30 September 2024.**

Proposals must be in English and in pdf format (searchable).

The subject heading of the email shall be [IUCN Leaders Forum Proposal - bidder name].

The bidders may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. The bidders may not submit your Proposal by uploading it to a file-sharing tool.

IMPORTANT: **Submitted documents must be password-protected** so that they cannot be opened and read before the submission deadline. Please use the same password for all submitted documents. **After the deadline has passed and within 12 hours**, please send the password to the IUCN Contact. This will ensure a secure bid submission and opening process. **Please DO NOT email the password before the deadline for Proposal submission.**

Bidding Process Timeline

7 June 2024	Announcement of the Bidding Process
15 August 2024	**Deadline for submission of questions**
22 August 2024	**Planned publication of responses to questions**
30 September 2024	**Deadline for submission of Proposals to IUCN ("Submission Deadline")**
04 November 2024	Technical analysis of shortlisted proposals
November to December 2024	Site Inspections
06 January 2025	Final review and analysis of the proposals by IUCN evaluation panel
16 January 2025	Confirmation of the successful host city for the Leaders Forum 2024

Queries can be submitted to IUCNLeadersForum@iucn.org.

Annexes

Annex 1 – Minimum Venue Requirements

Exclusive Area / Level Rooms fully equipped	Capacity	Setup	Stage needed	Move-in	Event Dates	Move-out
SR1	300-500 pax	theatre style	Yes	Day -1	Day 1 - Day 3	Day 4
SR2	80-200 pax	fishbowl	Yes	Day -1	Day 1 - Day 3	Day 4
SR3	80-150 pax	banquet or classroom	Yes	Day -1	Day 1 - Day 3	Day 4
SR4	80-150 pax	banquet or classroom	Yes	Day -1	Day 1- Day 3	Day 4
Meeting Room Closed Door 1	20-50 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Meeting Room Closed Door 2	20-50 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Meeting Room Closed Door 3	20-30 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Meeting Room Closed Door 4	20-30 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Press Conference Room / Media Centre	60 - 80 pax	classroom	Yes (or a stage area)	Day -1	Day 1 - Day 3	Day 4
IUCN Lounge	150 sqm			Day -1	Day 1 - Day 3	Day 4
Registration area	200 sqm			Day -2	Day -1 Day 3	Day 4
Executive Office Room 1	50 sqm	office		Day -1	Day 1 - Day 3	Day 4
Executive Office Room 2	50 sqm	office		Day -1	Day 1 - Day 3	Day 4
Executive Office Room 3	100 sqm	office		Day -1	Day 1 - Day 3	Day 4
Private Meeting Room 1	4-6 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Private Meeting Room 2	4-6 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Private Meeting Room 3	4-6 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Sponsor Office 1	4-6 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
Sponsor Office 2	4-6 pax	boardroom		Day -1	Day 1 - Day 3	Day 4
IUCN Office 1	20 pax	boardroom		Day - 3	Day 1 - Day 3	Day 4
IUCN Office 2	20 pax	boardroom		Day – 3	Day 1 - Day 3	Day 4

Annex 2 – Additional Venue Requirements

Exclusive Area / Level Rooms fully equipped	Capacity	Setup	Move-in	Event Dates	Move-out
Sponsor Office 3	4-6 pax	boardroom	Day -1	Day 1 - Day 3	Day 4
Executive Office Room 4	30 sqm	office	Day -1	Day 1 - Day 3	Day 4
Executive Office Room 5	30 sqm	office	Day -1	Day 1 - Day 3	Day 4
Executive Meeting Room	100 sqm	Boardroom	Day -1	Day 1 - Day 3	Day 4
Nursing Room	20 -30 sqm		Day -1	Day 1 - Day 3	Day 4
Relaxation Room	20 -30 sqm		Day -1	Day 1 - Day 3	Day 4
Prayer Room	20 -30 sqm		Day -1	Day 1 - Day 3	Day 4
Business centre	50 sqm		Day -1	Day 1 - Day 3	Day 4
IUCN Office 3	10 pax	boardroom	Day – 3	Day 1 - Day 3	Day 4
IUCN Office 4	10 pax	boardroom	Day – 3	Day 1 - Day 3	Day 4
Printing Station			Day -1	Day 1 - Day 3	Day 4
Networking Spaces (throughout the venue)					

Annex 3 – Accommodation Requirements

Block	Categories	Number of Rooms per night	Walking Distance from venue	Group
Public Block	5*	30	20' walk max	
Public Block	4* and 3*	240	20' walk max	
Public Block	2* and B&B	18	20' walk max	
Private Block	3*	20	10' walk max	IUCN Event staff
Private Block	2* and B&B	10	10' walk max	Key Suppliers
Private Block	4* and 5*	30	10' walk max	VIP / VVIP / Speakers / Others
Private Block	3*	30	10' walk max	IPLC / Changemakers
Private Block	4*	5	10' walk max	IUCN Executive Delegation

Annex 4 – Financial proposal

The Candidates are requested to fill out the IUCN Leaders Forum 2026 budget template, **available here,** in place of financial proposal.

The suggested contributions for the event are categorised as follows:

- Site-related costs. This includes expenses related to the venue such as, but not limited to, room and furniture rental, event insurance, venue security, cleaning, first aid, water consumption, electricity, AV/IT equipment, high speed internet and Wi-Fi, lighting, AC/heating, waste management, etc.

- Coffee breaks and lunches. This category covers the cost of providing food and beverages for participants and staff during coffee breaks and lunches. The support in this category will help ensure that everyone has access to refreshments and sustenance throughout the day.

- Opening, welcome and closing receptions. This category covers contributions for the support of the opening and welcome receptions, including cultural performances, cocktails, and dinner.

- Professional congress organiser. This cover expenses related to registration, badges, accommodation booking systems, interpretation, hostesses and local transportation.

- Young changemakers: Contributions to this category will support the participation of the next cohort of young changemakers at the event, including travel, daily subsistence allowance and accommodation expenses for the final selected candidates.

Additionally, IUCN highly appreciates destinations that can suggest sponsors and secure local high-level speakers. If candidates wish to cover contributions other than those suggested above, they should indicate them in the budget template within the designated budget line.