



THE SU-MEET

the only
World Hub
where

Free & Special Economic Zones
meet
Investors & Business Partners

The Su-Meet: World Free & Special Economic Zones Summit 2021

Call for Proposal

The Su-Meet

FEMOZA (World Free and Special Economic Zones Federation) in collaboration with **UNIDO** (United Nations Industry and Development Organization), with the support of **UNCTAD** (United Nations Conference for Trade and Development) and **WAIPA** (World Association of Investment Promotion Agency) and other Associations, organizes every 2 years **The Su-Meet: World Free & Special Economic Zone Summit**.

The Su-Meet is conceived as the **meeting hub** where **Free & Special Economic Zones Managers** and **Foreign Investment Agencies** can meet with Officials from **Government** and **International Organizations**, potential **Investors** and **Business Partners**. The Su-Meet is the only event in the panorama of Free & Special Economic Zones where Investors and Service Companies could meet Zones managers **from all over the World** in an unique place, so to evaluate in a wider prospective the opportunities the different countries / zone could offer.

The program of the Su-Meet is designed to:

- Share first hand success stories among different Free & Special Economic Zones
- Provide updates on the recent innovations that can influence the Zones development
- Discuss of Best Practices in the different management areas of Zones
- Be educational providing first hand examples of management models that works
- Be a meeting hub for all the stakeholders involved in the field.

The first edition of the Su-Meet have been held in Monaco, at the Hotel Fairmont, from 13 to 15 November 2019. Please have a look to www.su-meet.org to get an idea of the conference.

First Edition has been attended by 200 high level participants representing Zones, IPAs, Governments, Investors and Service Companies. Attendance is expected to increase a bit for the next edition but it will remain limited targeting only high level executives.

The Su-Meet is organized with the organizing **Partner Publi Créations**, Professional Conference Organizer, specialized in International Conference Organization all over the World.

Call for Proposals

A call for Proposals is launched to select the hosting country / venue for the next edition of

The Su-Meet: Free & Special Economic Zones Summit

Planned in 2021.

Call for proposal is launched on December 13th, 2019.

Deadline to submit a proposal: February 15th, 2020.

Proposal could be submitted by e-mail to the address sumeet@publiccreations.com

Criteria & Process

All the proposals received will be evaluated based on the following 6 criteria

- A. Visa policy and flight connections (easiness to access)
- B. Security
- C. Infrastructures (venue, hotels, etc.) proposed
- D. Financial support to the conference
(public / sponsors / offered services)
- E. Model Free Zone(s) in the area –
to add to the conference a Zone(s) technical visit
- F. Overall costs

A short list of maximum 3 destinations will be considered for further detailed exploration that would include an interviews to shortlisted destinations and a site inspection to the finalist destination.

Femoza and Publi Créations will be the only decision makers for the next edition of the Su-Meet.

Congress detail

Period of the year: April – June or September – November, avoiding all religious holidays of the major religions

Duration: 3 days, ideally Monday to Wednesday or Tuesday to Thursday

Spaces: One plenary room for 200 - 300 participants school style
One breakout our room for 80 participants school style
Exhibition & Catering area ideally located just outside the plenary room
Few smaller rooms for private meetings and presentations

- Exhibition Space for 10 to 15 small stand or tables
Exhibition open on day 1 at 13.00 and close on day 3 at 14.h30.
- Speakers accomm. 30 rooms in a 4 or 5 stars hotel with international standards for 2 nights. Ideally hotel walking distance from the venue, or an hotel venue that includes accommodation.
- Pax accomm. One or more hotels to be offered to participants at their charge with different range of prices and standards. Expected occupation 100 to 150 rooms for 2 nights – occupation not guaranteed.
- Social Programme. A Welcome Reception will be offered on the first evening to all participants. Depending of cost it could be only an “aperitive” or a full cocktail dinatoire.
The welcome reception is expected to be held in the exhibition area or in especially significant venue walking distance from the venue (historical venue, museum, special building, etc.).
Based on Sponsors wishes a Farewell reception or a Closed Dinner (by invitation only) could be organized on the second evening.
Smaller dinner / evening cocktail and events could be organized by each sponsor / groups.

General schedule:

	Day 1	Day 2	Day 3
09:00		Registration	
09:30		Sessions and Panels	Parallel activities: B2B & B2G
10:00	Registration	Coffee break	Educational Workshops
10:30			
11:00		Sessions and Panels	
11:30			
12:00			
12:30		Working Lunch	
13:00			Farewell lunch
13:30	Welcome coffee		
14:00		Sessions and Panels	
14:30	Sessions & Key note lectures		
15:00			
15:30			
16:00	Coffee break	Coffee break	
16:30			
17:00	Keynote lectures	Sessions and Panels	
17:30			
18:00	Opening Ceremony	Conclusions - FEMOZA Awards - Closing Ceremony	
18:30			
19:00	Keynote lectures	<i>Farewell reception (sponsored) or Closed Dinner (on invitation only - sponsored)</i>	
19:30	<i>Welcome Reception for all participants and guests</i>		
20:00			
20:30			

The proposal

Please make sure to include in your proposal the following information.

Visa policy and flight connections (easiness to access)

Speakers, participants and sponsor to the Su-Meet comes from all Countries in the World. It is essential for them to feel welcome and to reach easily the destinations so please:

- Clearly describe the Visa policy of the hosting country.
- Clearly describe the main flights connections of the destination with the principal cities in Europe, Asia and Africa, North and South America.
- Please provide information on the main airport(s) serving the proposed destination and the main public and private connections with the venue proposed

Security

Please provide information about the situation of the destination in relation to foreign visitors security. Please suggest eventual precautions and / or actions to be performed to prevent participants to be involved in security treats.

Please inform us regarding special health treats affecting the countries and requested / suggested vaccinations (where applicable) to enter the country;

Infrastructures

Please details the venue you may propose considering the details provided in the previous paragraph, including, where possible, plan and pictures.

Please provide suggestion for hotel accommodation for speakers and participants.

Financial support to the conference

Femoza is a Not for Profit Association with very limited funding. The Su-Meet in therefore financed by sponsorshipq by public and private partners, of which the host country is usually the main contributor. Other financing source are registrations. If the Su-Meet can count on a nice financing by partners, registrations are lower specially for low income countries allowing a larger participation.

Please list, where applicable the financial supports offered to the conference.

The financial support can be offered

- by public entities (Country, Town, Convention Bureau, Tourist Office or local Investment Promotion Agency)
- by private entities / sponsors (Zones, Companies, etc.)

The financial support can be offered in the form of:

- Sponsorship (a value offered to conference to cover conference costs)
- Reduction of cost (es venue or speakers' accommodation offered)

The financial support offered should become operative at the confirmation of the destination with written agreement to be signed at the moment of the confirmation to the destination.

“Promised or possible” financing would not be considered in the evaluation of the proposal.

Model Free Zone(s) in the area

Please list the Free & Special Economic Zones located within or nearby the destination. Please provide contacts and a short description of the Zone structure and main activities.

Please verify if these Zones could be interested in sponsoring the event and to what extent.

Having Zones that could be taken as model is definitively a very high value for the conference and local managers will be invited to speak and present their experience in the Su-Meet. Furthermore, we would like to offer participants and especially investors, the possibility to visit before or after the conference the interesting nearby located Zones (organized technical visits).

Furthermore please provide a list of the local public and private bodies (Development Board, Chambers of Commerce, etc.) and associations that could be interesting to involve in the Su-Meet.

Overall costs

Please provide a detailed estimate of the following costs:

- Venue rental (based on the specific details provided)
- Estimate of basic A/V costs for plenary and break out room
- Catering costs for 200 pax (4 coffee breaks and 2 lunches)
- Welcome reception cost (rental and catering costs)
- Speakers accommodation costs per night
- Transfers costs from and to the airport (public and private options to be considered)

The ratio between Offered financial support and overall cost of the Su-meet will be one of the main criteria for the final choice.

While elaborating your proposal please keep to the K.I.S.S. mood – **Keep It Short and Simple.**

Questions and timeframe

In case of question please address them to sumeet@publiccreations.com. We will try to reply to all enquiries. Consider that all the most important data are provided in this request of proposal.

Short list is expected to be finalized within April 2020.

All the submitter will be informed of the outcome of the selection.



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