

# **WORLD ASSOCIATION FOR SYMPHONIC BANDS AND ENSEMBLES**

## **GUIDELINES FOR APPLYING TO HOST A WASBE INTERNATIONAL CONFERENCE**

### **1. Letter of Application**

A letter of application should be sent to the WASBE President requesting permission to make a presentation to the WASBE Board at a regularly scheduled Board Meeting. The WASBE Board will normally select the site for an international (biennial) conference four and a half years prior to the conference date. Therefore, the letter of application should be received by the WASBE President no later than October five years prior to the conference date. The letter of application should include the following supporting materials:

- a. A statement indicating what special features this site has which would make it an ideal location for an international conference.
- b. A statement indicating that the Local Organization is familiar with the *Guidelines for Organizing WASBE International (biennial) Conferences* and is willing to adhere to these Guidelines.
- c. A statement indicating that the Local Organizing Committee is willing, two years in advance of the conference, to sign a *Letter of Agreement* with WASBE specifying the duties and responsibilities of the WASBE Conference Committee and the Local Organization.

### **2. Presentation to the WASBE Council**

Upon invitation from the WASBE President, a presentation shall be made to the WASBE Board at one of its regularly scheduled meetings. In addition to the presentation, folders with the following materials shall be sent to all Board members, so that they are received by the Board members, at least three weeks prior to the scheduled presentation.

- a. A letter from a local official, normally the mayor of the city, inviting WASBE to hold a conference at this location.
- b. A statement indicating what advantage it would be to WASBE and its members to have a conference at this location.
- c. A statement indicating exactly who the Local Organizers would be and what experience they have in organizing conferences or festivals.
- d. A listing of the methods of travel available to and from the conference site and any specially planned travel packages.
- e. A detailed budget showing estimated costs and income and indicating how funding for the conference would be obtained.
- f. A detailed plan of the conference facilities, including:
  - i. Concert hall(s)
  - ii. Rooms for lectures, workshops, resource centers, etc.
  - iii. Exhibition area
  - iv. Rehearsal rooms
  - v. Reception area
  - vi. Dining facilities
  - vii. Room for the Conference Banquet
  - viii. Facilities for simultaneous translations
- g. A detailed listing of housing facilities for delegates and performing ensembles with estimated costs and proximity to the conference center.