



WORLD FEDERATION OF ENGINEERING ORGANIZATIONS
FÉDÉRATION MONDIALE DES ORGANISATIONS D'INGÉNIEURS

Paris, 07 April 2026

To all WFEO Member institutions

Subject: Call for Proposals to host the World Engineering Day main celebration event (2027, 2028, and 2029)

Dear Members of the Federation,

The World Federation of Engineering Organizations (WFEO) is pleased to launch a call for proposals to its members to host the main celebration event of the World Engineering Day for Sustainable Development (WED) for the upcoming editions 2027, 2028, and 2029.

WFEO therefore invites its members interested in hosting an official WED event in their country to submit applications for one of these three editions. The host organization will work in close coordination with the WFEO Secretariat to organize a high-level international event aligned with the annual WED theme and accessible to a global audience. Further details regarding hosting responsibilities and event expectations are available in Annex A.

Interested WFEO members are invited to submit a proposal including:

- Official letter of intent signed by the organization's President;
- Duly completed and signed submission form (see Annex B), including any additional documents that will help the assessment of the corresponding application.

All proposals and related communications should be addressed to:

WFEO Secretariat: secretariat@wfeo.org

Subject line: **[Year] WED Main Event Hosting Application – [Country]**

The successful bidder will enter into a formal hosting agreement with WFEO. Incomplete bids will not be considered.

Please send your proposals no later than **30 April 2026**.

Yours sincerely,

Moez Chakchouk
Executive Director of WFEO

INTERNATIONAL ENGINEERING LEADERSHIP FOR SUSTAINABLE DEVELOPMENT

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World Federation of Engineering Organizations
Fédération Mondiale des Organisations d'Ingénieurs

World Engineering Day for Sustainable Development (WED)

Annex A - Main International Event Bidding Requirements

1. Governance Requirements

1.1 Institutional Oversight

1. WFEO retains full ownership of the WED concept, name, logo, and global positioning.
2. The Host acts on behalf of WFEO for the delivery of the Main Event.
3. All strategic decisions require prior written approval from WFEO. Unless otherwise specified, WFEO will provide feedback or approval within a reasonable timeframe to avoid delays in event preparation.

1.2 Coordination Mechanism

A Joint Organizing Committee (JOC) shall be established, composed of:

1. WFEO Executive Vice President and Secretariat representatives;
2. Host Organization committee Chairman and their respective teams point of contact (POC);
 - a. Logistic & Technical POC;
 - b. Program & Protocol POC;
 - c. Media and communications POC;

Regular coordination meetings (weekly minimum) shall begin no later than 9 months before 4 March.

Certain operational decisions may be delegated to the Host within an agreed timeline framework to ensure efficient implementation, while maintaining alignment with WFEO institutional standards.

1.3 Value for the Host Organization

Hosting the Main Event offers the selected organization and country increased global visibility, enhanced positioning in engineering and sustainable development discussions, and opportunities to engage national and international stakeholders across sectors.

2. Scope of Responsibilities – Host Organization

2.1 Sponsorship & Financial Requirements

The Host is primarily responsible for the financial planning and execution of the Main WED Event in coordination with the WFEO.

- The Host shall:
 1. Conduct fundraising activities in compliance with national regulations and WFEO institutional requirements as specified by the WFEO.
 2. Secure local sponsors and financial partners.
 3. Develop and manage the complete event budget.
 4. Assume full financial responsibility for all local organizational expenses:
 - a. cover all venue, production, hospitality, protocol, and on-site logistics expenses.
 - b. cover all costs associated with streaming, interpretation, audiovisual production, branding implementation, and event staffing.
 5. Remit an official hosting contribution of EUR 10,000 to WFEO, 50% shall be paid after signing the contract agreement with WFEO, the remaining 50% shall be paid 3 months before the event. The contribution is non-refundable if the host country withdraws from hosting.

All sponsorship and fundraising arrangements must align with the institutional positioning of the World Federation of Engineering Organizations (WFEO) and any sponsorship or partnership agreements concluded by WFEO for the celebration of the WED.

- Sponsor visibility must:
 1. Respect the institutional neutrality of WFEO.
 2. Avoid political, partisan, or controversial associations.
 3. Be submitted to WFEO Secretariat for prior written approval.
 4. Not override or dilute the visibility of WFEO and the official WED brand identity.

- Participation Fees:

In a spirit of equity and in recognition of WFEO's global membership structure:

1. The Host must clearly communicate the full fee structure in advance and ensure transparency.

2. Members of the WFEO Executive Council, WFEO Past Presidents, and Secretariat Delegation, shall not be charged participation or registration fees for the Main Event.
3. WFEO-Members and general participants shall be subject to discounted registration fees as determined by the Host.

2.2 Travel & Accommodation

The Host shall support and facilitate travel arrangements for designated official WFEO Executive Council members and Secretariat delegation.

- The Host shall:
 1. Cover the international airfare for:
 - a. The WFEO President;
 - b. Up to two (2) members of the WFEO Secretariat, as designated by the Secretariat.

(Economy class minimum; business class for the WFEO President subject to prior agreement.)

2. Cover hotel accommodation for:
 - a. The WFEO President;
 - b. Up to two (2) Secretariat representatives.

(for the full duration of the official program, including required arrival and departure days.)

- The Host shall also:
 1. Publish clear visa requirements no later than four (4) months prior to the event.
 2. Provide official individual and personalized visa support letters for all WFEO members, speakers, and invited participants requiring visas.
 3. Share detailed logistical information (transport schedules, hotel information, emergency contacts) at least four (4) months prior to the event.
 4. Ensure that the recommended hotel(s) meet appropriate international standards of safety, accessibility, and proximity to the venue.
 5. Provide dedicated protocol assistance for high-level guests.
- The Host shall further:
 1. Identify and recommend one or more hotels, located in close proximity to the event venue and offering a range of price categories, for:
 - a. WFEO Executive Council members;
 - b. WFEO Secretariat Delegation;
 - c. WFEO Members and Associates representatives,
 - d. Speakers and moderators;

- e. High-level guests.
2. If the Main Event and the official program-related functions (including ceremonial events and gala dinners) are held outside the recommended hotel, provide organized shuttle transportation for members of the WFEO Executive Council and the WFEO Secretariat Delegation.
3. Fully or partially cover, if financially feasible, the travel and accommodation costs of a number (to be decided by the host) WFEO Member and Associate delegates from countries designated as Least Developed Countries (LDCs) by the United Nations (UN) (See the list here: <https://unctad.org/topic/least-developed-countries/list>).

Hotel and airfare costs for WFEO members and associates (other than the President and the WFEO Secretariat), and general participants *remain their responsibility* unless otherwise agreed in writing.

2.3 Event Planning, Program & Speakers

The Host shall assume full responsibility for the operational delivery and program development of the Main WED Event.

- The Host shall:
 1. Secure an appropriate venue capable of hosting approximately 800 participants (in person), as a target capacity.
 2. Provide at the venue:
 - a. A plenary hall;
 - b. VIP and bilateral meeting rooms;
 - c. A media room;
 - d. A working space dedicated to the WFEO Secretariat with an internet connection and a printer.
 3. Design and structure the program in alignment with the official annual WED theme.
 4. Submit the draft program and proposed speakers for prior validation by the WFEO.
 5. Propose a speakers list aligned with theme reflecting:
 - a. Technical excellence;
 - b. Gender balance;
 - c. Geographic diversity;
 - d. Inclusion of youth and emerging engineers.
 6. Reserve official key speaker roles and protocol precedence for:
 - a. The WFEO President and/or President-elect;

- b. The WFEO Executive Director;
 - c. A UNESCO representative (if confirmed);
- 7. Manage high-level protocol arrangements (seating, order of speakers, flags, escort).
- The Host shall further:
 1. Ensure accessibility compliance.
 2. Manage on-site registration, accreditation, and security coordination.
 3. Arrange simultaneous interpretation (English mandatory; additional languages as appropriate).
 4. Provide professional audiovisual production, including streaming
 5. Organize formal opening and closing ceremonies in accordance with agreed protocol.
- The program shall include:
 1. The Executive Board meeting;
 2. The Executive Council meeting;
 3. The Executive Board Committees meetings prior to the main event;
 4. The 2-day conference with the sub-theme aligned with the main theme by UNESCO/WFEO.

All program and operational elements remain subject to WFEO approval.

2.4 Website & Registration Microsite

1. The official global WED website remains under WFEO authority.
2. The Host may create a dedicated local event microsite, which could work as a registration platform for the Main Event.
 - a. It must:
 - Clearly state that it is the official Main Event hosted by [WFEO National Member] under WFEO's authority.
 - Include a direct and visible link to the official global WED website.
 - Avoid parallel branding confusion (Respect official branding, official event logo, and official social content such as hashtags).
 - b. It must fully comply with official WED branding, including the approved event logo, visual identity, and official hashtags.
 - c. It must avoid parallel branding, alternative logos, or messaging that may create institutional ambiguity.
3. The Host is responsible for the provision and management of the event registration platform (if applicable).

4. WFEO must approve website layout before publication.

2.5 Branding & Communication

The Host shall ensure full compliance with the branding, communication, and digital standards of the Main WED Event.

- All materials and platforms must:
 1. Use the official event logo, annual theme, and approved visual identity.
 2. Comply with the brand guidelines of WFEO.
 3. Include official hashtags as provided by WFEO.
 4. Include acknowledgment of UNESCO where applicable and in accordance with guidance.
 5. Avoid any co-branding arrangement that diminishes or visually overrides WFEO institutional identity.
- The Host is responsible for:
 1. Local and regional media outreach.
 2. Press conference organization (if applicable).
 3. Social media campaign implementation.
 4. Event photography and videography.
 5. Branded stage design.
 6. Production of event materials:
 - a. badges;
 - b. banners;
 - c. goodies;
 - d. digital screens at the event venue;
 - e. backdrop;
 - f. signage.
- WFEO retains final approval over:
 1. Official communication toolkit:
 - a. press releases;
 - b. promotional materials;
 - c. social media.
 2. Key visuals and stage backdrop.
 3. Promotional videos and official trailers.
 4. Final event program and speaker order.
 5. Any public-facing digital or printed material referencing WED.

2.6 Hybrid & Digital Delivery

The Host shall ensure that the Main Event is globally accessible through professional hybrid delivery.

- The Host must:
 1. Provide high-quality live streaming (Full HD).
 2. Ensure stable internet infrastructure.
 3. Provide full recording of all sessions.
 - a. Deliver edited session recordings to WFEO within seven (7) days after the event.
 4. Enable interactive online participation, including moderated Q&A.
 5. Provide digital backdrop aligned with official branding.
 6. Consider global time zones when scheduling key sessions.
- The selected streaming platform must allow:
 1. Secure participant registration and data management.
 2. Exportable participant analytics for reporting purposes.

All digital assets and recordings remain available for WFEO institutional use.

2.7 WFEO Hackathon

The WFEO Hackathon is an official initiative organized by WFEO in advance of the annual Main Event.

- The Host shall:
 1. Support the integration of the WFEO Hackathon outcomes into the official Main Event program.
- The Host shall further:
 1. Include the official announcement and recognition of WFEO Hackathon winners within the Main Event program, in accordance with protocol arrangements approved by WFEO.
 2. Provide appropriate program time, stage arrangements, and audiovisual support for the WFEO Hackathon results presentation and award ceremony.
 3. Coordinate with WFEO regarding scheduling, format of recognition, and participation of winners or representatives.

4. Ensure that all references to the WFEO Hackathon comply with official branding, communication standards, and institutional positioning requirements.
5. Facilitate, where appropriate, the presentation or showcase of selected WFEO Hackathon solutions as part of the Main Event program.

All content, communication, and recognition related to the WFEO Hackathon shall remain subject to prior validation by WFEO.

3. Indicative Timeline Framework

The timeline below provides a general framework. Adjustments may be made in agreement between WFEO and the Host to accommodate specific local, logistical, or institutional constraints.

TIMELINE	DELIVERABLE
T-9 months	Host selection and contract agreement with WFEO
T-9 months	JOC creation
T-7 months	Venue secure; confirmation of WED Theme with UNESCO
T-6 months	Fundraising strategy validated
T-4 months	Speaker longlist submitted
T-4 months	Registration platform launched
T-4 months	Visa process and accommodation information
T-3 months	Global Communication Campaign launched
T-1 month	Final speaker list and program approved
T-2 days	WFEO Secretariat Arrival
Event week around 4 March	Event Week Delivery
+7 days	Video and Recap delivery
+30 days	Final report submission



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Annex B - Application Submission Checklist

	CRITERIA	INFORMATION	REPLY/COMMENT
Applicant Information	WFEO Membership Status	Confirm that the applicant is a WFEO National Member	
	Hosting Year:		
	Specify the year for which the bid is submitted.	Year 2027	
		Year 2028	
		Year 2029	
Letter or Intent	Provide an official letter of intent signed by the President or authorized representative of the organization.		

Event Proposal	Experience Hosting	Brief description of previous international conferences or events organized.	
	Event Budget	An estimated total event budget proposal	
	Proposed Venue	Name and location of the proposed venue that has been identified for the event, including capacity (minimum 800 participants).	
	Preliminary Program	A preliminary program outlined showing an overview of the proposed conference structure and main themes.	

Logistics Support	Accommodation and logistics Plan	Overview of recommended hotels and logistical arrangements for participants.	
	Visa Facilitation	Confirmation that the host will provide visa support letters and guidance for international participants.	
	VIP Transportation	Confirmation that transportation coordination will be provided for speakers and official guests when required.	
Operational Commitment	Hybrid Event	Confirmation that the event will be delivered in hybrid format (in-person and live streaming).	
	Communication Plan	Brief outline of the communication and media strategy.	
	Sponsorship Strategy	Outline of the fundraising and sponsorship approach.	

	Organizing Chair	Commitment to coordinate with WFEO through a Joint Organizing Committee (JOC)	
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Applicant Organization: _____

Country: _____

Name of Representative: _____

Title: _____

Signature: _____

Date: _____