



World Sailing

The World Sailing Annual Conference

Information for
2026 / 2027 / 2028 Bidders

sport / nature / technology

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Welcome to World Sailing

World Sailing (WS) is the world governing body for the sport of Sailing, recognised by the International Olympic Committee (IOC). Founded in Paris in 1907, World Sailing now has 149 Member National Associations.





Introduction

World Sailing's Purpose

Inspire, empower and grow vibrant sailing communities around the world.



Mission

Develop sailing as a sport with integrity, trust and credibility at its heart, enabling global growth through innovation, backed by robust financial decisions to create lasting legacies for generations to come.

The Annual Conference is the central meeting point where the strategy of sailing is reviewed, discussed and celebrated. This is why the event is so important and we choose to work with strong and committed partners.

What is the World Sailing Annual Conference

- The most important gathering of World Sailing's decision makers
- A 6 day meeting of 300-400 global participants
- An opportunity to celebrate success
- A platform to plan the future, make important decisions and a forum to share best-practise and to generate new ideas
- An occasion to honour dedicated individuals who are committed to sailing
- A combination of formal meetings, forums, celebrations and tourism activities

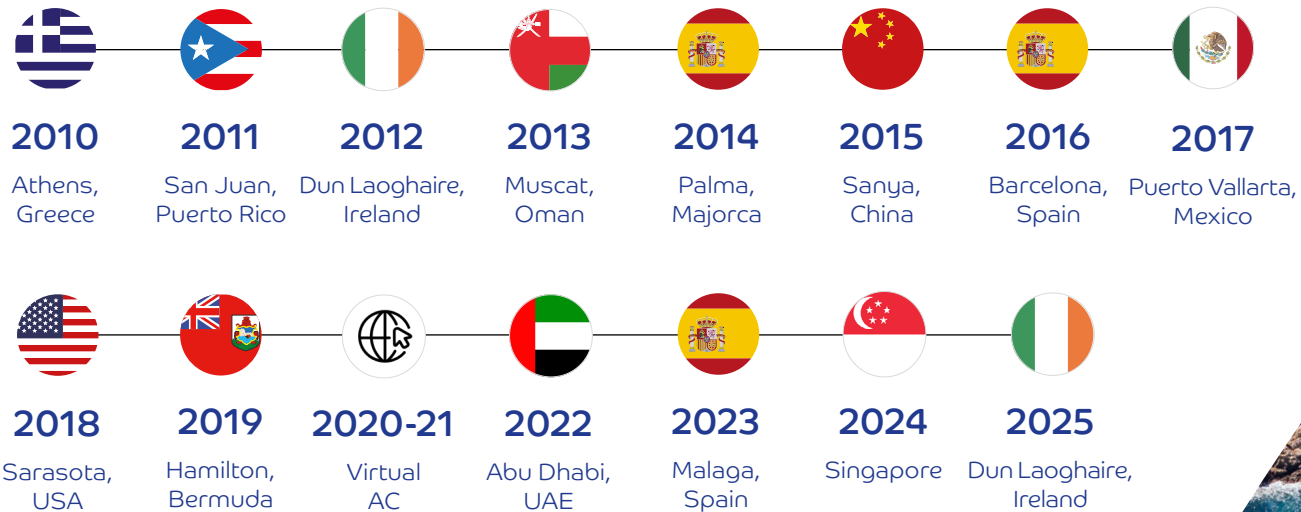


What does hosting the Annual Conference offer you?

- The opportunity to showcase your MNA and/or your city to the world through traditional, digital and social media
- The possibility to partner with an ambitious leading Olympic sports federation with a unique point of difference
- An event creating local and tourist spend including approximately 1,500 hotel nights, local transport use, spend at restaurants, shopping and tourist activities. Delegates often extend their stay to enjoy the host city and in many cases are joined by family and friends
- A platform to develop promotional and sponsorship opportunities
- The chance to bring the most influential people for the sport of sailing to your city



Past and future hosts



Section one

The makeup of a World Sailing Annual Conference

The decisions made at our Annual Conference are essential to the development of sailing. In order to set the right tone for these meetings, the image of these meetings should be coherent and reflect the excellence that World Sailing strives to attain. This will enable the Annual Conference and World Sailing to move sailing forward in the Olympic Family and around the globe.



Section one

The makeup of a World Sailing Annual Conference

1.1 Overview

The Annual Conference is made up of a number of events which structure the schedule.

1. AGM and Council Meetings of delegates from over 75 nations
2. World Sailing Awards event
3. Networking Cocktail reception
4. Excursions / Tourist activities
5. Meetings and workshops
6. ORC Annual Meetings

The events take place during a period of approximately 6 days. This period is referred to in the document as the "Annual Conference".

The final programme is subject to change and will be decided upon by World Sailing.

The branding of the event will be agreed upon between World Sailing and the host.



Section one

The makeup of a World Sailing Annual Conference

1.2 Composition of the World Sailing Annual Conference

The following elements make up the World Sailing Annual Conference:

Staff Office

A fully functioning office with all the necessary facilities needs to be available 24/7 for World Sailing staff.

Welcome Desk

There must be an area dedicated to the welcome desk for registering and signing in delegates.

Welcome Cocktail Reception

This is an opportunity for the Host to welcome the delegates and showcase their city enabling any local or visiting officials to make a speech.

Excursions / Tourist Activities

The Host should provide a selection of excursions through a local service or the Tourist Board for the delegates accompanying guests. Special offers/discounts to popular tourist activities.

World Sailing Awards Dinner

This is typically held on the Wednesday evening and is an Awards Ceremony to celebrate outstanding achievement and contribution to the sport of sailing. Multiple awards are presented including the World Sailor of the Year award. World Sailing will organise this event and will choose the location.

Offshore Racing Congress (ORC)

In addition to the World Sailing Annual Conference, the ORC may host their Annual Conference in the same hotel requiring additional accommodation, meeting rooms and a venue for their Annual Gala Dinner. (Subject to separate charging agreement).



Section two

Organiser responsibilities

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Organiser responsibilities

2.1 Overview

World Sailing will require support leading up to the Annual Conference – liaising with the Tourist Board, streamlined visa application/letters and any other logistical and technical details necessary to the smooth running of the conference.

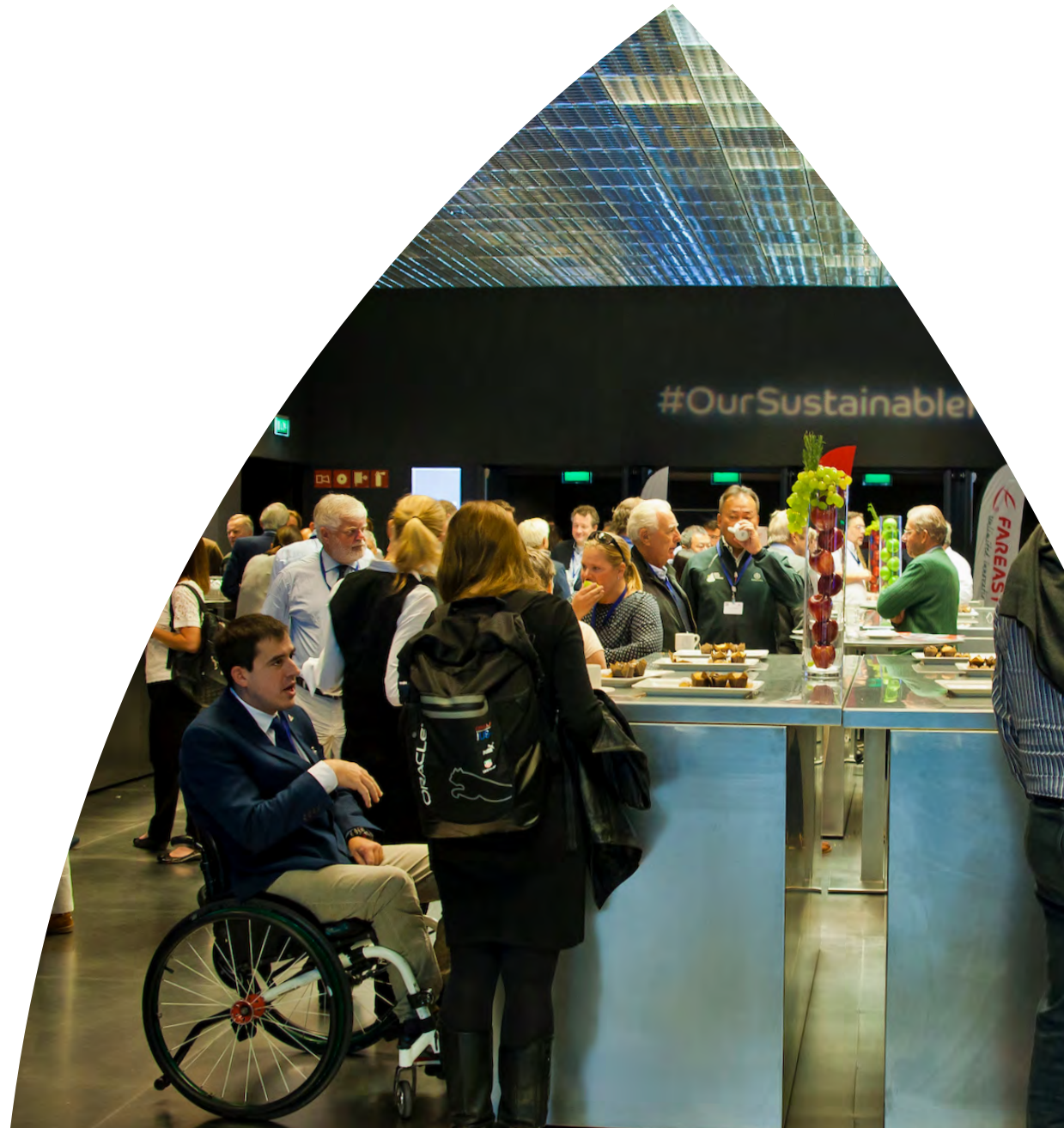
It is necessary that the contact person is fluent in English.

A detailed planning schedule including a timeline must be coordinated between the organizer and World Sailing in order to ship and order materials in advance of World Sailing's staff arrival.

A support team is required (volunteers) to help with the pack-up and distribution of the delegate's bags, excursions, local information etc. and support the Welcome Desk team where needed. World Sailing staff will run the desk, however, would need volunteers assistance where possible. Additionally, the volunteers could help delegates with way finding through-out the conference and assist with delegate flow into the big meetings (Forums, Council and AGM meetings).

The organiser should provide a Welcome Desk, manned by volunteers, at the airport.

Any logo or theme will be decided upon by World Sailing in consultation with the organiser.



2.2 Financial Information

The organiser is entitled and encouraged to seek financial support from government authorities, tourist boards or commercial sponsors to help meet the cost of hosting the Annual Conference and associated meetings. World Sailing authorization must be obtained for any potential funding partnerships to avoid any conflict with World Sailing sponsors. Approval will not be unreasonably withheld. In addition, the host city will benefit for direct and indirect spending associated with hosting the Annual Conference.

Delegates and Observers are responsible for and must pay their own accommodation and meals that are not provided.

World Sailing requires the organiser and their potential sponsors to cover the following costs:

- A sanction fee of €250,000
- Free hire of meeting rooms (as per final schedule requirements) throughout the conference as well as set up and dismantle time built in
- 35 Hotel rooms for World Sailing staff and board for the duration of the conference
- A free upgrade of 3 standard rooms to suites
- A welcome cocktail reception (drinks and canapés) for 150 pax guests
- A venue for the World Sailing Awards (250 pax) seated dinner

2.3 Delegates

The organiser must provide useful information to delegates concerning their stay in the host nation.

World Sailing will be responsible for registration.

2.4 Hotel

The official hotel (minimum 4-star) is the principle venue for the Annual Conference.

All World Sailing Board and staff should be accommodated in the official hotel and most of the delegates.

Delegates should have the choice between the official hotel and alternative lower cost hotels within walking distance of the official hotel.

The application to host the Annual Conference and associated meetings should specify the cost of the hotels. The cost of a single room (bed & breakfast) at the official hotel should not exceed €180 (4 star) and for the alternative hotel €125 unless otherwise agreed between World Sailing and the Host. A hotel with a variety of room rates to accommodate all budgets can be suggested, as can another hotel/s within reasonable walking distance.

The meeting facilities should not be spread across different venues, instead it should be in one central hotel (official hotel).

Requirements

- Minimum 4-star accommodation – quoted price should include breakfast + taxes
- Free 100MB Wi-Fi access throughout the hotel, in all offices and meeting rooms, plus technicians on-hand to deal with any IT problems
- A large room to act as the World Sailing staff office space including full working office equipment to ideally include a separate/outside space for F&B as well as storage space
- A functioning Business Centre available to all delegates on a 24-hour basis
- Registration area at the entryway of the Annual Conference
- A selection of in-hotel restaurants and bars
- A list of recommended restaurants in the vicinity and a price list
- Quiet spaces within the hotel for private meetings
- Dedicated event support team to ensure smooth running of the event from the hotel side covering meetings, Food and Beverage (F&B), IT, accommodation, social activities etc.

Please note: World Sailing will promote the Conference hotel in the year leading up to the Annual Conference via its website and on all conference communications. This free promotion should form part of your negotiations in order to secure the best rates.

2.5 Transport

The organizer shall:

- provide information to the delegates / observers in regards to transport details and options from point of arrival to hotel (info re. public transport)
- provide a shuttle service between hotels and other venues if necessary

2.6 Branding

The theme of the Annual Conference week, as well as the overall look and feel concept of the event, including the Annual Conference brand identity will be determined by World Sailing.

The design of all artwork will be supplied by World Sailing. All additional artwork that might be required by the event organisers must receive World Sailing approval before production.

Branding Requirements

World Sailing will provide branding including directions for use and artwork. All branding must be implemented including hotel, exhibition room, dinner venues, transport and airport branding.

Costs

The cost of the artwork creation will be borne by World Sailing (unless otherwise negotiated) but the organizer will make a reasonable effort to facilitate production of the branding requirements.

2.7 Media

A media plan will be established.

2.8 Sustainability

World Sailing has a comprehensive sustainability strategy entitled 'Sustainability Agenda 2030' which sets out our long-term targets in line with the United Nations Sustainable Development Goals. Underpinning this is our sustainable event management system certified to ISO 20121.

As such, we like to work with our partners to adopt and promote sustainable practices. We therefore have a number of minimum requirements:

- No single use plastic at the event space i.e. straws, water bottles & bags
- Drinking water stations
- Non-PVC branding solutions
- Initiatives detailing how stationary and other unwanted purchased event items can be reused after the conference
- Full recycling programme with weight data recorded and supplied to World Sailing
- Report on the conference utility use
- Report detailing conference direct carbon footprint (not including flights) to be supplied within 1 month to World Sailing and carbon offset by host
- Prior to event, annual carbon footprint for hotel (third party verified) and number of rooms
- Details of fair wage policies for hotel employees

- Details of planned outreach activities with local community to enhance local environment
- Details of hotels sourcing policies and sustainably sourced food options

Preference will be given to venues who have internationally recognised environmental/sustainability management systems such as ISO 14001 or ISO 20121.



Section three

Detailed logistics and set-up requirements

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Detailed logistics and set-up requirements

Sample meeting schedule with Required Room Size:

The Annual Conference is always held during the first full week of November:

- for 2026 the dates run from 2-7 November (TBC).
- for 2027 the dates run from 1-6 November (TBC).
- for 2028 the dates run from 6-11 November (TBC).

Any meeting space should be exclusive to World Sailing without other meetings surrounding the space.

Sample
meeting
schedule
[click here](#)



Section four

Bidding process and timeline

Section four

Bidding process and timeline

4.1 Deadline

Any Host City wishing to apply to host and organize the 2026/2027/2028 Annual Conference should:

- a** Submit a bid by 15 September 2025.
- b** Review by Executive Office in September 2025.
- c** Site visits of the shortlisted cities to be completed as follows:

2026 - By 10 October 2025.
2027 & 2028 - By 31 May 2026.

Site visit to include flight and hotel accommodation only and will be paid for by the Bid applicant.
- d** Review of 2026 venue, Board decision and contract signed by 31 October 2025.

Please send your bids to:

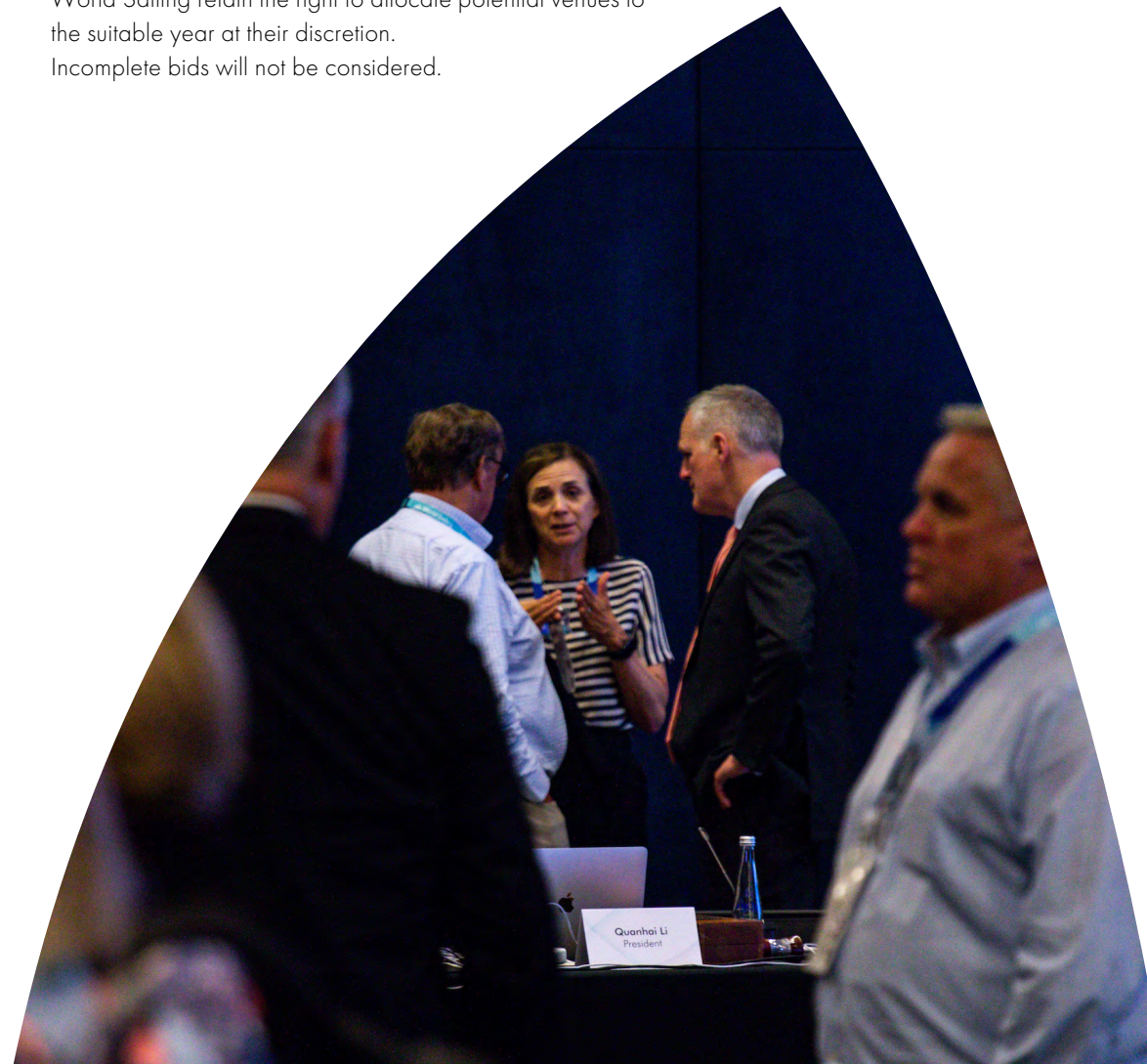
Nelia Smith
Via email: nelia.smith@sailing.org
Via phone: +44 7741907951

4.2 Decision

Host city 2026 will be informed of the successful bid through the Executive Office by 10 January 2026.

Whilst bidders may indicate their desire for a specific year, World Sailing retain the right to allocate potential venues to the suitable year at their discretion.

Incomplete bids will not be considered.



4.3 Bid

A digital version of your bid can be sent in either Word, PDF format or as a PowerPoint presentation to World Sailing and should include:

- a** Why you think World Sailing should consider your location for the Annual Conference – city, country and region information
- b** Financial information
 - Confirmation of full payment of the €250,000 sanction fee and the VIK items and information / guarantees on how these VIK items will be obtained for the Annual Conference
- c** Information on the Official Hotel / Accommodation costs
 - Cost of the accommodation for the delegates
 - Information about Technical assistance from the hotel
- d** World Sailing Staff office requirements
- e** Information on 2 / 3 alternative hotels with lower cost accommodation
- f** Distance from the official hotel to alternative accommodation (as detailed in (b) above)
- g** Number of meeting rooms in the official hotel (please provide a meeting room plan with the sizes of the meeting rooms) and how you would accommodate each meeting requirement
- h** Travel and equipment transportation information
 - An outline plan of the streamlined visa application process
 - Local connections and information (airplane, train, ferry, road, taxi, bus)
- Approximate cost of economy travel to the host city from the following main airport hubs around the world:
 - i. London Heathrow, GBR
 - ii. Schiphol, NED
 - iii. Dubai, UAE
 - iv. Hong Kong, HKG
 - v. Los Angeles, USA
- How many direct flights from major hubs are connected to the City?
- Distance to the official hotel from the nearest main airport
- Detailed logistic information regarding organised transport from the nearest airport to the official hotel
- Meet and greet service at the airport for the President of Honour, President of World Sailing and any other nominated VIP's.
- i** What volunteer services are you proposing?
 - To provide information on the city and tour excursions
- j** What is the host/sponsor contribution?
 - Provision of conference materials – e.g. delegate bags, co-branding, advertisements
 - Hosting of a welcome cocktail party for delegates
- k** The bid should include photographs to allow the Board members have a better understanding of the official hotel, city and local conditions

4.4 Contract

A draft contract will be provided to you on request, once you indicate your intention to bid. In order to be shortlisted, this contract needs to be pre-signed and returned undated. For the avoidance of doubt, World Sailing is not entering into any contractual relations with you until it has returned the contract signed and dated on its behalf to you.





World Sailing

Queries?

Do not hesitate to contact us if you have any queries
concerning the bid process or commitments
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sport / nature / technology

Official Partners



MUSTO

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