

PEACE AND SPORT CONTINENTAL FORUM





This document is intended as a guideline to provide information for candidates Host of the Peace and Sport Continental Forum. The Host must meet the conditions set forth in this document to demonstrate their ability to receive and organize the Peace and Sport Continental Forum. The herein specifications book provides an overview of the organizational aspects needed for the Peace and Sport Continental Forum.

About

- Peace and Sport Continental Forum
- Editorial content and format
- Participants

The Peace and Sport Continental Forum:

Following the success of its International edition every two years in the Principality of Monaco, Peace and Sport, “L’Organisation pour la Paix par le Sport” is willing to foster international cooperation and spread the word of peace through sport around the globe by gathering the worlds of peace and sport in one high-level itinerant event, on an every-two-year basis: Peace and Sport Continental Forums.

Built in the same vein as the International version, Peace and Sport Continental Forums are designed to facilitate the exchange of experiences, meetings and operational decisions as well as the showcase of Host Country attractivity and its know-how in hosting events of international stature.

The Peace and Continental Forum promotes interaction between the highest authorities from the worlds of politics, sport, academia, civil society and the private sector around the common will of maintaining an international platform of cooperation which offer a pragmatic and operational framework for:

- The contribution that sport can make to sustainable peace within vulnerable communities of the region
- Sport used as a pragmatic tool for local policies aimed at young people living in areas of post-conflict, extreme poverty, and lack of social cohesion.

Peace and Sport :

Peace and Sport is an international, neutral and independent organization based in Monaco, which promotes peace through the power of sport. Founded in 2007 by Joël Bouzou, Olympic medallist and modern pentathlon World Champion, Peace and Sport is under the High Patronage of H.S.H. Prince Albert II of Monaco. Peace and Sport calls on international decision-makers to deploy the intentional use of sport as a tool for transmitting values for peace, relying on its universality, on its Champions for Peace and on field actors.



Editorial content and format:

Responsibility of the agenda, editorial theme, selection and preparation of speakers and moderators is under Peace and Sport Editorial management and will be presented to the Host. The Editorial management will make sure, in cooperation with the Host, to address a specific thematic in line with identified social issues of the Host in which sport can play its role of powerful catalyst.

Based on the same backbone as the Peace and Sport International Forum, the agenda is a combination of reflection on trending international topics related to peace through sport and highlight of good practices by local and international actors with the final aim of identifying priority areas for intervention and creating structuring partnerships at both levels, local and international.

1. Opening Session with Official Speeches

The opening session sets the tone for the entire Forum, featuring official speeches from distinguished guests, including Peace and Sport President and Founder, and the Host leader. This session aims to welcome participants, outline the key themes and objectives of the Forum, and inspire collective action towards promoting peace through sport.

2. Plenary Sessions (4-7)

The plenary sessions are central to addressing the global theme of the Forum, providing a platform for in-depth discussions and knowledge exchange. Each session will feature expert panelists, including champions for Peace, academics, policymakers, and field actors who will share insights and best practices on the Forum topics. These sessions are designed to stimulate critical thinking, encourage debate, and develop actionable strategies for leveraging sport to achieve peace and development goals.

3. Workshop

The workshop provides an interactive platform for attendees to delve deeper into specific topics related to peace and sport. Participants will engage with key leader(s) of Peace or sport related areas such as Nobel Peace Prize.

4. Peace and Sport Awards Ceremony

The Peace and Sport Awards Ceremony is a prestigious event celebrating outstanding contributions to peace through sport. This ceremony honors individuals, organizations, and initiatives that have demonstrated exceptional commitment to promoting peace, and positive change through sports. Awards will be presented in various categories, and the event will include inspirational stories.

5. Press Conference / Media Zone

A dedicated press conference or media zone will be established to facilitate interactions between the Forum's speakers, organizers, and the media. This space will provide opportunities for media representatives to ask questions, conduct interviews, and gather information for their coverage of the Forum.

6. Side Event (Sport with Champions for Peace, Cultural Ceremony, etc.)

The side event offers a unique opportunity for participants to engage in activities that showcase the practical application of the Forum's themes. This could include peace through sport activities with kids and Champions for Peace, cultural demonstration and #WhiteCard picture.

Participants at the Peace and Sport Forum :

The Host must provide logistic and financial coverage for a minimum of **100 pax**. **The categories, quotas, selection and level of coverage are detailed in this section:**

- Categories of the stakeholders

Peace and Sport Continental Forum shall bring together:

Political leaders:

Head of State, Sovereign rulers, Heads of Government, Ministers of Sport, Youth, Foreign Affairs and Education as well as Ambassadors and advisors to political leaders and governments.

World Sport Governance:

International Olympic Committee members and executives, Presidents and Secretary-Generals of Sport International Federations, Presidents and Secretary-Generals of National Olympic Committees, International Federations Confederations, Sport Associations (such as SportAccord, ASOIF, AIOWF...), National Federations from Host country as well as professional leagues, sports leaders, clubs and sports cooperatives.

Athletes

Champions for Peace, Olympic and Paralympic athletes, associations of athletes and members of the World Olympian Association, agents and representatives of athletes.

International Organizations / Peace world

Nobel Peace Prizes laureates, goodwill ambassadors, the UN system (composed of 97 various organs, programs, funds and specialized agencies), the UN field offices and peace-keeping field missions, CONFEJES, Council of Europe...

Civil society

NGO's, NPO's, voluntary and professional associations, charities as well as voluntary and professional associations..

Private Sector

Foundations, philanthropists, CSR and sport-oriented international companies, sport marketing agencies, former Peace and Sport Continental and International Forum partners...

Academics and Universities

Students in sports management and peace conflict resolution, researchers, sport sociologists as well as research and development centres and strategy institutes.

Quotas for coverage

+20

VIPs
Big-names or
high-profile
personalities

+60

Guests
(Champions for
Peace, Speakers,
Partners)

+20

Staff,
volunteers
and providers

- Selection of guests

Peace and Sport is responsible for compiling a list of mandatory guests, which includes speakers, moderators, Champions for Peace, Peace and Sport governance; staff and providers. Host will enrich the invitation list by proposing relevant additions in line with local context, expertise and protocol, with the aim of developing the networking platform of the Event. (see the marketing rights section)

The procedure of invitations will be as follow:

Step 1: Write the template for the invitation letter from the President of Peace and Sport, jointly with Inviting force of Host.

Step 2: (M-8 months): Send the invitation to the selected personalities.

Step 3: (M-5 months): Follow-up 1: Personalized follow-up

Step 4: (M-2 months): Follow-up 2: Backup plan to finalise the invitations list

Once the invitations have been issued, delegates can register directly on a dedicated system, hosted on Peace and Sport's website. This interface will enable a participant or a delegation:

- To register by providing all necessary information (name, arrival/departure time, accommodation type, special requests, picture for credential, etc.).
- To download information about the Forum (practical information, session themes ...).

- Level of coverage

Level 1 : VIPs Big-names or high-profile personalities (Heads of states, International renowned athletes, Peace Nobel Prize, Peace and Sport representatives):

Requiring a very high level of service and protocol. This includes:

- visas arrangement;
 - round-trip premium-class air tickets;
 - transfer to and from the Host airport;
 - accommodation in a superior room, hotel 5***** international standards;
 - all meals for arrival to departure
 - Accompanying person to be added if needed.
 - Car on demand for ground transportation.
-

Level 2 : Guests (Champions for Peace, Speakers, Partners):

Requiring a high level of service and protocol. This includes :

- visas arrangement;
 - round-trip economy-class air tickets;
 - minivan transfer to and from the Host airport and ground transportation
 - standard-room accommodation, hotel 5***** international standards;
 - all meals from arrival to departure
-

Level 3 : Staff, volunteers and providers:

Requiring a good service and protocol to ensure to smooth running of the Event. This includes :

- visas arrangement
- round-trip economy-class air tickets;
- minivan transfer to and from the Host airport and ground transportation;
- standard-room accommodation, hotel 5***** international standards, close to the venue
- all meals from arrival to departure



Services & Logistics

The objective is to ensure smooth and efficient logistics management for all the participants.

All the levels of care are to be understood as a minimum, and the Host is free to increase the number of people invited or to raise the standards of hospitality. However, no reduction in these standards will be accepted.

Organizing the Peace and Sport Continental Forum involves a high level of attention to international standard protocol. International protocol rules will be followed during the event. **Any custom or local specificity must be addressed by the Host in order to comply with the Host usual protocol procedures.**

In case of conflict, between local and international standards, international rules will be followed.

Protocol specifications must be managed by the Host and included :

- Dress code
- Seating arrangement
- Order of proceedings
- Cultural sensitivity

This includes :

- Visas arrangement
- Flight booking
- Ground transportation
- Accomodation
- Food and banqueting

The Host will be able to cover a substantial amount of these costs via local partnership deals as part of its overall commercial strategy

Visas arrangement:

The Host must coordinate and assist with visa applications for all participants, ensuring timely processing and compliance with local regulations.

Flight booking

The Host must coordinate and assist with flight booking of all participants covered by agreement (100 pax).

Each trip must be cancellable and modifiable, booked at times suited to the event, on the most direct routes and with checked baggage.

- Requirements

Class of service:

VIPs and big names : Business Class

Other Guests and staff: Economy Class

Direct flights: Prefer direct flights to minimize travel time and connections. If direct flights are unavailable, ensure the shortest and most efficient route.

Preferred airlines: Utilize partner airlines where possible to ensure quality service and potential cost savings.

In case of conflicts, choose the participant preferred airline.

Eco-friendly options: Where possible, choose airlines and flight options that offer eco-friendly practices, such as carbon offset programs.

- Coordination and communication:

Booking coordination: All flight bookings must be coordinated through the Host's designated travel agency to ensure consistency and adherence to protocol.

24/7 Support: Provide a 24/7 contact number for travel support in case of emergencies or last-minute changes.

Itinerary confirmation: Provide a detailed travel itinerary to each participant at least three weeks prior to departure.

Ground transportation :

The Host is responsible for arranging all transfers between the airport and the official hotel, as well as the ground transportation between venues. These arrangements must adhere to all protocol requirements, including:

- Fleet requirements:

Vehicle standards: Use late-model, well-maintained vehicles that meet high standards of safety, comfort, and cleanliness.

Types of vehicles: Luxurious Sedans for VIPs, Minibuses (ex : Mercedes Vito) for guests.

Accessibility: Ensure availability of ADA-compliant vehicles equipped to accommodate guests with disabilities.

In-vehicle amenities: Equip vehicles with amenities such as air conditioning, comfortable seating, bottled water, and recharging batteries.

Personalization: Offer personalized services, welcome signage for VIPs, branding of the vehicle with the logo of the Event.

Eco-friendly options: Where possible, choose vehicles that offer eco-friendly practices.

- Staff requirements:

Professional drivers: Employ experienced, professionally trained, and courteous drivers who are familiar with local routes and traffic conditions. Drivers should also be multilingual to assist international guests. English mandatory.

Punctuality: Ensure timely pick-up and drop-off services, with drivers arriving at least 10 minutes before the scheduled time.

Assistance: Drivers should assist guests with luggage and provide a smooth, comfortable ride experience.

- Coordination and communication:

Transportation coordination: All ground transportation must be coordinated through the Host's designated agency to ensure consistency and adherence to protocol.

24/7 Support: Provide a 24/7 contact number for transportation support in case of emergencies or last-minute changes.

Communication: Provide a detailed schedule of shuttle to and from the airport and to and from the venue to all participants.

Accommodation :

The Host is responsible for organizing accommodation arrangements. It is imperative that the designated official hotel(s) adhere to international 5-star standards, ensuring the highest level of comfort and quality for guests.

- Hotel requirements :

Official hotel: All participants should be accommodated at the designated official hotel to ensure convenience and ease of access to the Peace and Sport Continental Forum' main venue.

Additional hotels: If additional accommodation is needed, select nearby hotels that meet the required standards and provide similar amenities and services (5***** international standards)

Fitness and Wellness: Ensure access to fitness centers and wellness facilities.

Eco-Friendly practices: Choose hotels that implement eco-friendly practices such as energy-efficient lighting, water conservation measures, and recycling programs.

- Room requirements:

VIPs and big names : Book suites or executive rooms that offer additional space and amenities.

Other Guests and staff: Reserve standard rooms that ensure comfort and necessary amenities.

Breakfast: Include breakfast in the room rate for all attendees.

Internet access: Ensure all rooms are equipped with high-speed internet access.

Additional requests: Cater to any specific requests such as adjoining rooms for families, or rooms with accessibility features for guests with disabilities.

24/7 reception: Ensure the hotel has a 24-hour reception desk to assist with any needs or issues that may arise.

- Coordination and communication:

Accommodation coordination:

Accommodation must be coordinated through the Host's designated agency or official hotel to ensure consistency and adherence to protocol.

Dedicated contact: Provide a dedicated contact person at the hotel for Peace and Sport Continental Forum participants to address any issues or special requests.

Arrival assistance: Arrange for a welcome desk with Event branded items or representative at the hotel lobby to assist attendees upon arrival.

Confirmation details: Provide each attendee with a booking confirmation that includes details of their accommodation, including room type, check-in/check-out dates, and hotel contact information, at least three weeks prior to arrival.

Food and banqueting:

The Host is responsible for organizing all food and banqueting services depending on the final agenda of the event.

As an example, you will find below an indicative schedule.

Date	Meal	Participant category
D-1	Lunch	Staff
D-1	Diner	Staff
D1	Lunch	Staff
D1	Diner	Big-names and guests
D1	Coffee break *2	Big-names and guests
D1	Déjeuner	Big-names and guests
D2	Gala Diner	Big-names and guests
D2	Déjeuner	Staff
D2	Coffee break	Big-names and guests

- Quality Standards:

Ingredients: All ingredients must be fresh, high-quality, and sourced from reputable suppliers. Preference should be given to organic and locally sourced products where possible.

Preparation: All food must be prepared in a clean, hygienic environment, adhering to the highest standards of food safety and sanitation.

Presentation: Dishes should be presented in an appealing and appetizing manner, with attention to detail in garnishing and plating

Dietary needs: Offer a variety of options to accommodate dietary restrictions and preferences, including vegetarian, vegan and others if required.

Cultural : Highlight the Host food culture with specialties.





Venue & Production

The objective is to ensure smooth and efficient running of the event.

Event production covers a wide range of services. All matters relating to the venue and production of the event **will be the responsibility of the host** with the supervision of Peace and Sport.

The host will appoint a provider after validation of Peace and Sport in charge of:

- Scenographic plan proposals and detailed estimates for selected spaces
- Design of a technical plan
- Management of production and technical operations.
- Supervision of equipment bump-in and bump-out, set-up and dismantling schedules.

The visual identity of the event is an important element. The Event must reflect the organization's professionalism without going overboard. The Event's graphic charter (**see Middle-East Forum Charter**) as well as the Peace and Sport's graphic charter must be used for all visuals and scenographic supports for the event. The technical aspects of the forum must meet the needs of the Event's format and scenography.

This includes :

- Venue selection
- List of technical needs
- Audiovisual production
- Signage
- Branded items
- Security

The Host will be able to cover a substantial amount of these costs via local partnership deals as part of its overall commercial strategy



Venue selection:

To ensure a successful and impactful Peace and Sport Continental Forum, please adhere to the following venue selection specifications:

- Localisation and accessibility:

Central location : The venue should be centrally located, offering convenient access to the official hotel and major transportation hubs, such as airports and train stations.

Transport links : Ensure the venue is well-connected by public transport and provide ample parking facilities for attendees and drop-off point for VIPs and big names.

- Capacity and layout:

Capacity : Select a venue with sufficient capacity to accommodate all attendees (participants guest, 100 pax and local and international attendees) From 200 - 500.

Flexible : Ensure the venue offers flexible spaces that can be adapted for different types of sessions, including plenary sessions, vips rooms, workshops, and networking areas.

- Facilities and requirements:

Accessibility : The venue must be fully accessible to individuals with disabilities, including accessible entrances, restrooms, and seating arrangements.

Restrooms : Provide ample and clean restroom facilities throughout the venue.

Storage : Ensure there are secure storage facilities for event materials and equipment.

Eco-Friendly practices : Choose a venue that prioritizes sustainability, such as energy-efficient lighting, waste reduction programs, and the use of recyclable materials.

Conference room:

- Stage

The stage, an essential element of the forum, must be adaptable to different session formats, such as TEDx or panel discussions with up to five speakers. The podium size should be defined based on the space and should feature high-quality carpet finishes. The overall setup should have a studio-like feel to ensure optimal TV-quality production.

- Furniture

The stage should accommodate a maximum of five speakers, with five modern seats and a debate table. The first row of the audience should have ten VIP seats equipped with tablets.

A stand with the event logo will be set up for the official speeches

- Video projection

Prefer video projection with a multi-channel system to display multiple content types on one screen (e.g., frame, camera signal, keynote presentation).

- Sound

High-quality sound system suited to the room's capacity (minimum of 200 attendees) and for broadcasting sessions via the event platform.

- Participants

A maximum of five speakers on stage, one moderator, one MC, and audience Q&A.

- Lighting

High-quality lighting suitable for the speakers, audience, and recording, creating a TV studio atmosphere.

- Translation/Interpretation

Instant translation booths with dedicated English/French/Host language translation space and 150 translation headsets. Translation should also be available on the event's digital platform.

- Recording

Record all sessions with live or delayed streaming on the event's digital platform. Use fixed and mobile cameras managed by a professional director.

- Décor

The décor should reflect the Peace and Sport spirit and align with the predefined event graphic charter. Technical control booth decoration if necessary.

Speakers' Preparation Room:

- Furniture

Seating, table, mirror.

- Video

Live feed of the broadcast.

- Refreshment Point

Awards room:

- Stage

Depending on the chosen space, the stage may be fixed. If not, an adaptable stage with high-quality carpet finishes should be planned. The size will be proposed based on the chosen space.

- Furniture

One stand for Peace and Sport Awards presentations and speeches, high stools (maximum of 3) for on-stage speeches if necessary.

- Autocue

Computerized autocue and autocue technician.

- Video Projection

Video projector or LED screen depending on the room's equipment and chosen scenography. Multi-channel broadcasting capability.

- Sound

Two headset microphones for the moderator and MC, four handheld wireless microphones, two stand microphones. High-quality sound system suited to the room's capacity and for broadcasting the ceremony via the event platform.

- Lighting

High-quality lighting suitable for the speakers, audience, and recording, with general stage lighting focused on speakers according to the chosen formats.

Translation/Interpretation

No on-site translation needed, but online translation of content.

- Recording

Record all Peace and Sport Awards with live or delayed streaming on the event's digital platform. Use fixed and mobile cameras managed by a professional director.

- Décor

The décor should reflect the spirit of the Peace and Sport Awards and align with the predefined event graphic charter. Technical control booth decoration, if necessary, camera podium.

Speakers' Preparation Room:

- Furniture

Seating, table, mirror.

- Video

Live feed of the broadcast.

- Refreshment Point

Networking area :

- Furniture

Some seating, and tables for informal meetings, and an information area with brochure stands/tablets.

Other facilities, such as an exhibition or booths, may be set up at the joint discretion of Peace and Sport and Host.

Reception area :

- Reception

Reception area furniture according to the chosen venue, simple signage to identify spaces, and visibility for event partners.

- Equipment

Black and white color inkjet printer for the reception area, and nearby storage space.

President's and Vice President's Office:

- Furniture:

Comfortable seating, table, excellent Wi-Fi connection.

Meeting Room - Workshop:

- Furniture:

Board-style arrangement with tables and chairs.

- Video

Retroprojection system or plasma screen connected to a computer, excellent Wi-Fi connection.

Staff & Volunteers Room:

- Furniture

Board-style arrangement with tables and chairs.

- Video and technical needs

Retroprojection system or plasma screen connected to a computer, excellent Wi-Fi connection. Electrical connections for multiple computers and devices. Laser printer (A4-A3) color and black and white for the staff area. Refreshment point/coffee station

Staff & Volunteers Room:

- Furniture

Tables and chairs, excellent Wi-Fi connection, black and white color inkjet printer for media use. Electrical connections for multiple computers and devices, refreshment point.

- Content creation studio

Set up a versatile stand near the session area. This stand should include a photocall space with lighting, a media interview area with electrical connections. Quiet space.

Photocall area :

- Setup

A photocall area of at least 3.5m x 3m with lighting and a wooden frame should be installed at the entrance of the venue for participant and VIP photos. High quality carpet and electric connection.

Side event (to be confirmed) :

A demonstration sports event may be organized alongside the Forum. The list of requirements will be determined later jointly with Peace and Sport.



Audiovisual content :

The Host is responsible for organizing all audiovisual content.

Below is the list of audiovisual content to be produced for the Peace and Sport Continental forum:

- 1 Forum presentation jingle - using the forum's graphic charter in animation and session presentation images.
- Screen layout for each session - 6 jingles for each session title and 6 releases.
- 1 generic video introduction jingle, same work as the presentation jingle in short version
- 1 presentation key note with partner loop
- Session videos - frame, speakers' names

Peace and Sport Awards audiovisual content

Below is the list of audiovisual content and graphics to be produced for the Peace and Sport Awards:

- 1 Awards presentation jingle - based on the Peace and Sport Awards graphic charter, with animation and presentation images + one output
- 6 title jingles presenting the Awards categories
- 1 key note presenting the nominees with partner loop
- Video wrapping - frame, speakers' names
- Chartering and cutting of award nominee videos, maximum 12 videos

This list may be amended regarding the final agenda of the Event.



WELCOMING AND OPENING SPEECHES

THE PEACE AND SPORT AWARDS CEREMONY

SESSION 1 - VISION 2030 : SPORT IN SAUDI ARABIA

SESSION 2 - SPORT FOR GENDER EQUALITY: WOMEN'S EMPOWERMENT

SESSION 3 - CHAMPION ON AND OFF THE FIELD: THE JOURNEY OF NADIA NADIM

SESSION 4 - SPORT FOR YOUTH EMPOWERMENT: FROM KIDS TO YOUNG LEADERS

SESSION 5 - CULTURE OF PEACE THROUGH SPORT: BEST PRACTICES FROM THE FIELD

SESSION 6 - PEACE THROUGH SPORT: WHEN THE MYTH BECOMES REALITY

SESSION 7 - LIVING TOGETHER: THE MAJOR ROLE OF FOOTBALL

Video Best Of



Signage:

To ensure a smooth running of the Peace and Sport Continental Forum, please adhere to the following signage specifications:

- General requirements:

Visibility: Signage must be highly visible and easily readable from a distance. Ensure the use of large, clear fonts and high-contrast colors

Consistency: Maintain a consistent design theme that aligns with the branding of the Peace and Sport Continental Forum. This includes the use of official logos, colors, and fonts.

Language: All signs should be bilingual, featuring English and Host language text to cater to the local and international audience.

- Types of signage:

Directional and safety: to guide attendees to various locations within the venue (entrance, exit...), Existing equipment can be used.

Informational: to provide essential information about the event (schedule, registration...) and other relevant information.

Protocol : to assist protocol requirements such as names plates, seating tags.

Branding : to enhance brand visibility and create an event atmosphere. (entrance, exhibitions)

- Design:

Graphic charter: Use the official Continental Forum graphic charter.



Branded items:

The branded items for the Peace and Sport Continental Forum will enhance the attendee and participants experience, promote the event's values, and ensure high visibility for sponsors and partners. The Host must propose a selection of branded items meeting the following specifications :

- General requirements :

Consistency: All branded items must align with the Peace and Sport Continental Forum's branding guidelines, including the use of logos, colors, fonts, and overall design aesthetics.

Quality: Items should be of high quality, durable, and practical for use during and after the event.

Sustainability: Prefer eco-friendly materials and production methods to minimize environmental impact.

Quantity : Determine quantities based on the number of attendees, with an additional buffer for staff and unforeseen needs. min 200 pax.

Compliance and safety: Ensure all items comply with international safety and regulatory standards.

On-site distribution : Organize a system for efficient distribution of items at registration or designated distribution points.



Accreditation



Lanyards



Notebooks and USB devices



Bottles of water



Mugs



Uniforms
Volunteers shirts
Security pins
Ushers scarfs

Security :

The first objective is to ensure the safety and well-being of all categories of participants and attendees. We aim to create a secure environment where everyone can engage in the Forum's activities without concern for their personal safety. The Host needs to provide :

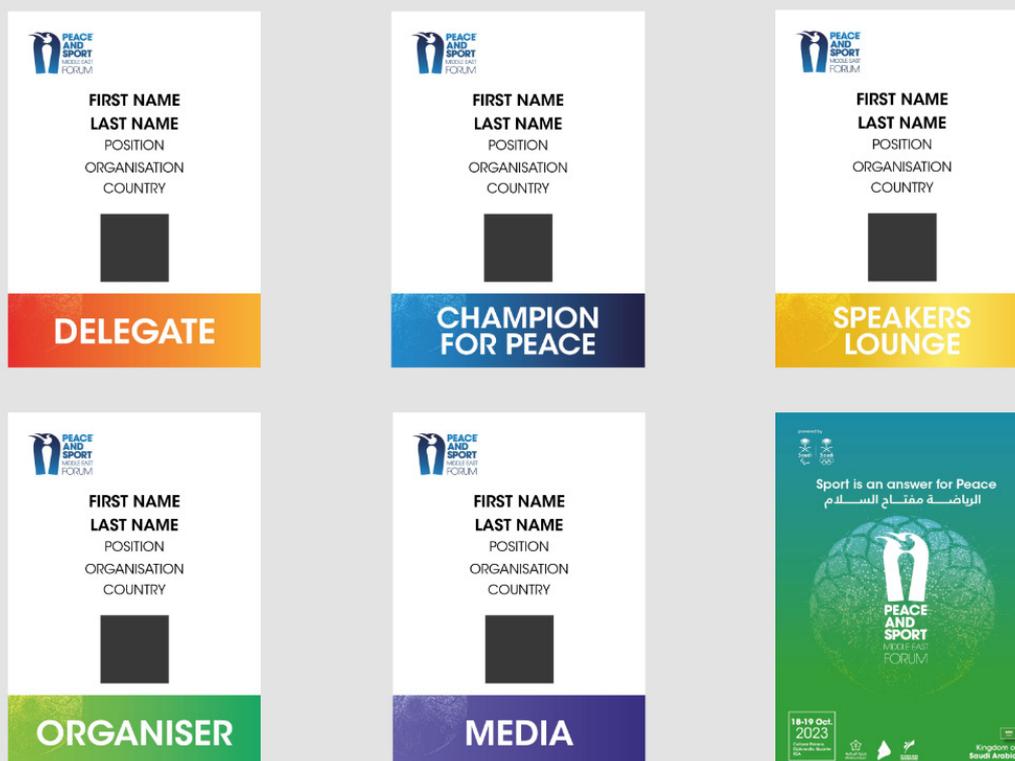
- The local laws and regulations regarding event security
- Risk assesment analysis to identify potential threats, vulnerabilities, and specific security needs.
- Prevention plan to address any incidents swiftly and effectively, ensuring minimal disruption to the event.
- Hire qualified and experienced security agency or security expert.

- Access control

Prior the event : Prior to the event, participants **are required to register online.** (Peace and Sport Event Platform) During the registration process, they will provide necessary personal information, including their full name, contact details, organization, and a government-issued identification number. This information will be used to pre-verify identities and expedite the on-site screening process.

Onsite checking : Participants must present a government-issued photo ID (e.g., passport, driver's license) to confirm their identity. Once identity is verified, participants will receive their event badges. Badges will be color-coded as below

Monitoring : Throughout the event, security personnel will monitor entrances and key areas to ensure ongoing compliance with security protocols





Communication

The objective is to ensure a global and local recognition of the Event:

Communication and press relations are essential components of the Event's organization. They contribute to the success of the Forum in terms of attracting attendees and to promote its worldwide reputation as a major event. The Forum's communication strategy is usually divided in two, with a clear focus on the Host specific market but also an important attention given to international media, following the activity of the peace through sport movement. The general objectives of communication are :

1. Peace and Sport and Host awareness :
By explaining common vision and mission. **Peace is our goal, sport is our tool.**
2. Promote dialogue : By providing a neutral platform to bring people together and facilitate positive exchanges.
3. Highlight best practices : By spotlighting continental athletes, organizations... that use **sport as a vector for peace.**
4. Inspiration for others countries : By showcasing the success and positive impact of the Peace and Sport Continental Forum, the forum could inspire other regions around the world to undertake similar efforts.

This includes :

- Messaging
- Press
- Social Media
- Communication supports
- Specific staff

The Host will be able to cover a substantial amount of these costs via local partnership deals as part of its overall commercial strategy

Messaging and communication action plan

The messaging, in line with the event's editorial content, will be proposed by Peace and Sport in coordination with the Host. The local and international communication plan will be structured as follows:

Save the Date - 6 month to go before the Event

- Website and registration launching
- Media alert (Date, location and topic)
- Social Media announcement (in collaboration with the Host)

Before the Event - From 6 mont till 1 week before the Event

- Global multicanal campaign to promote the event : Mail, press, advertising, social media, press event.

During the Event

- Immersive communication ; live coverage, strong stories, digital focus and highlight of a special moment

Post Event

- Availability of content videos and photos
- All sessions will be available on Peace and Sport website
- Building bridges with the next Peace and Sport International Forum



Media :

Media plays a crucial role in amplifying the message and reach of the Peace and Sport Continental Forum. The following requirements are outlined to ensure effective media coverage and engagement with diverse audiences:

- General requirements :

Media tools diffusion and translation :

All media tools (press releases, press kits, etc.) will be provided by Peace and Sport in English. The Host must ensure that they are translated into the Host's language and distributed to a qualified media base.

Media database : the host must be able to access a qualified media base on the themes of sport and society.

Media accreditation process: Online registration system will be provided by Peace and Sport. Verification process, credentials and qualifications of media to ensure legitimacy will be proceed by both the Host and Peace and Sport team.

Media facilities and services: Photocall area for ITWs, acces to the content creator studio, media room (see venue)

Media ressources : Photos and videos must be available online in real time + 12 hours at the latest)

Buying media space : this part will be at the free initiative of the Host depending to its marketing strategy.

- Coordination and communication

Media liaison officer: Appoint a dedicated media liaison officer or an agency to deal with all media aspects and liaise with Peace and Sport dedicated team

Meetings : Organise weekly meeting to ensure the smooth running of all media aspects.

Social media serves as a powerful tool to amplify the reach and impact of the Peace and Sport Continental Forum. The following requirements are outlined to ensure effective social media engagement and communication with diverse audiences:

- General requirements :

Social media platforms : There will be no specific social media handles for the event. The social media strategy will be spread across Peace and Sport's handles (Instagram, LinkedIn, Twitter, Facebook and TikTok) and those of the Host.

Hashtag campaigns: Create and promote event-specific hashtags to encourage participation, facilitate conversations, and track social media engagement.

Influencer identification: Identify and collaborate and invite with influencers and key opinion leaders in the peace, sport, and social impact space to amplify the Forum's message and reach new audiences. Peace and Sport will propose Champions for Peace as ambassadors.

Content strategy: Develop a content strategy using official graphic charter and official messaging, outlining the types of content to be shared, frequency of posts, and messaging themes.

Sponsored posts: this part will be at the free initiative of the Host depending to its marketing strategy.

- Coordination and communication

Social Media liaison officer: Appoint a dedicated social media liaison officer or an agency to deal with all social media aspects and liaise with Peace and Sport dedicated team

Content calendar: Develop a shared content calendar, including key events, sessions, and announcements during the Forum. And maintain an active and consistent presence on selected platforms

Meetings : Organise weekly meeting to ensure the smooth running of all social media aspects.

Communication supports :

These supports are designed to facilitate information dissemination, engagement, and brand consistency.

- Website

The official Event website and registration link will be provided by Peace and Sport in both English and French.

The Host will be free to use the link of the website and integrate it in their own website. Registration form may be translated upon request.

- Mailings campaigns

Peace and Sport will plan to send 5 mass email to its database, announcing the main information of the Event. The Host will be free to use the native files to translate it and send it to its database.

- Event guide

The host may produce event information guides covering the programme and main themes

Specific staff :

- Photograph

A professional photograph and professional editor will be hired by the Host to cover the Peace and Sport Continental Forum. The brief will be jointly produce with Peace and Sport.

- Social media creator

A professional social media creator needs to be appointed to create imersive and live content such as reels, ITWs and lives

- Videast

A mobile cameraman should be hired to capture networking, official arrivals and backstage moments.





Commercial rights encompass all revenue-generating opportunities related to the event.

Each revenue-generating activity, including partnerships, ticketing, TV rights, merchandising, and others must adhere to the established standards and obtain necessary approvals from Peace and Sport to ensure consistency and compliance with the organization's goals and ethical standards.

The principles outlined here ensure that all commercial rights are leveraged to their full potential while maintaining the values of Peace and Sport.

Commercial Rights

The objective is to generate revenue through various commercial activities associated with the Peace and Sport Continental Forum.

This includes :

- Partnerships
- Ticketing
- TV rights
- Merchandising
- Others



Partnerships

The Host is authorized to seek local sponsors to contribute to the fundings of the event organizing costs.

All funds raised from sponsors will be fully retained by the Host.

- General requirements

Approval of partnerships: Partnerships developed by the Host must be approved in advance to ensure they adhere to the ethical guidelines and image rights set forth by Peace and Sport. These partnerships must not compete with the exclusive sectors of Peace and Sport's partners.

Proposal details: Provide comprehensive proposals for each potential partnership including objectives, expected contributions and alignment with event goals.

Financial transparency: Maintain transparent financial records of all sponsorship funds received.

- Coordination and communication

Timely validation: Peace and Sport will regularly inform the organizer of any changes in exclusive sectors and undertakes to process partnership validations within 3 days.

TV rights :

The Host is authorized to negotiate the broadcasting rights of the event with any national media broadcaster. This includes live broadcasting, immediate re-runs, and promotional uses directly related to the event itself. The broadcast must also be accessible via Peace and Sport's platforms, such as the YouTube channel.

Any broadcasting arrangements that will exceed the level of national broadcast must always receive the prior written approval from Peace and Sport.

All revenues generated as a result of awarding national broadcasting rights of the event will accrue to the exclusive benefit of the Host; in case of international broadcasting coverage of the event, the Host will share 50% of the NET revenues with Peace and Sport.

After the expiration of the short-term rights period (to be defined), the ownership and all associated long-term broadcasting rights will transition to Peace and Sport. This includes the rights for archival use, future broadcasts, and other long-term commercial uses.

- General requirements

Use: The Host is expected to use the imagery and footage from the event in a manner that aligns with the values and objectives of Peace and Sport.

- Coordination and communication

Content sharing: Share locally produced broadcast content with Peace and Sport to facilitate wider distribution and enhance the event's visibility.

Ticketing:

The Host can use the ticketing platform system provided by Peace and Sport for ticket management.

All revenues generated from ticket sales forms, including hospitality, will be fully retained by the Host, less a 10% commission representing service and administrative fees of the platforms and banks.

- General requirements

Currency : All ticketing transactions must be conducted in euros or dollars.

Security and accessibility : Ensure that all security measures are met for ticket sales and validation. Accessibility for all types of audiences must be guaranteed, including for people with reduced mobility.

Merchandising

Authorized products

Apparel, accessories, collectibles and printed materials directly related to the event.

Unauthorized products

Any merchandise that includes offensive material or inappropriate content, as judged by Peace and Sport, is not permitted.

The logo of the event can be used on general event merchandise or promotional goods.

All revenues generated from the sale of merchandise will be fully retained by the Host.

- General requirements

Submission for approval: The Host must submit all merchandise designs for approval to Peace and Sport at least 30 days prior to the event.

Quality and compliance : Merchandise must meet quality standards set by Peace and Sport and comply with all local and international regulations regarding product safety and material sourcing.

- Coordination and communication

Design approval : Communication regarding design submissions and approval will be handled via a designated contact person at Peace and Sport.

Event promotion: Coordination on how the merchandise will be promoted during the event will be discussed and agreed upon at least 2 months prior to the event.



Peace and Sport has gained significant strategical and operational expertise in managing forum content through eleven editions of the Peace and Sport International Forum and four editions of the Peace and Sport Forum abroad (Sochi 2012, Dubai 2013, Rhodes 2018, and Middle-East 2023). This experience has enabled Peace and Sport to effectively bring together leaders from the peace and sport sectors at its annual gatherings, whether in the Principality of Monaco or other locations.

Given this extensive background, Peace and Sport's primary responsibility will be to provide guidance and assessment to the Host to ensure the overall success of the event. However, leveraging its expertise and recognized strengths, Peace and Sport will be solely responsible for the following strategic tasks:

- Creating and managing the editorial content of the Peace and Sport Continental Forum.
- Selecting a list of 100 special guests from different background to serve as speakers and key people for the success of the Event
- Proposing and implementing tailor-made communication strategies.

Hosting terms

There is a management fee payable to Peace and Sport to cover the right to host the event and the supporting services provided by Peace and Sport.

The Host is responsible for the majority of the operational budget:

- Protocol
- Flight booking
- Ground transportation
- Accomodation
- Catering
- Venue hire
- Event production
- Audiovisual content
- Communication

The Host will be able to cover a substantial amount of these costs via local partnership deals as part of its overall commercial strategy



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Bidding and selection process 2025-2026

Under the direction of the Peace and Sport President and the Peace and Sport board, the Peace and Sport Continental Forum election process is in four stages:

Stage 1 : Host identification

Stage 2 : Initial assessment, review and short list

Stage 3 : Final selection

Stage 4 : Attendance at the 2024 Peace and Sport International Forum

If you need more info about this process or if you need any assistance please contact Forum@peace-sport.org



Level of coverage

Level 1 : VIPs Big-names or high-profile personalities (Heads of states, International renowned athletes, Peace Nobel Prize, Peace and Sport representatives):

Requiring a very high level of service and protocol. This includes:

- visas arrangement;
 - round-trip premium-class air tickets;
 - transfer to and from the Host airport;
 - accommodation in a superior room, hotel 5***** international standards;
 - all meals for arrival to departure
 - Accompanying person to be added if needed.
 - Car on demand for ground transportation.
-

Level 2 : Guests (Champions for Peace, Speakers, Partners):

Requiring a high level of service and protocol. This includes :

- visas arrangement;
 - round-trip economy-class air tickets;
 - minivan transfer to and from the Host airport and ground transportation
 - standard-room accommodation, hotel 5***** international standards;
 - all meals from arrival to departure
-

Level 3 : Staff, volunteers and providers:

Requiring a good service and protocol to ensure to smooth running of the Event. This includes :

- visas arrangement
- round-trip economy-class air tickets;
- minivan transfer to and from the Host airport and ground transportation;
- standard-room accommodation, hotel 5***** international standards, close to the venue
- all meals from arrival to departure