



One Young World
Host City Introduction Guide
www.oneyoungworld.com



Our mission is to create a world where leaders with integrity are empowered to build a fair, sustainable future for all.

We develop young leaders by:

- **Inspiring** them to increase their impact
- **Building** their expertise and capacity to act
- **Elevating** their profiles locally and globally

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Delegate Commitments



Host Cities play a vital role in ensuring the Summit is accessible to young leaders from the local area and host nation.

Host Cities are committed to enabling 175 national or regional Delegates to participate in the Summit. A minimum of 30 of these Delegate places should be awarded through a publicly accessible scholarship application.

Host Cities typically achieve their Delegate commitment through three approaches:

Engaging Business

Host Cities can engage with the local private-sector community to encourage businesses to sponsor delegations of their employees to participate in the Summit.

Employee delegations are a means for businesses to retain and develop top talent by giving their young leaders the opportunity to be heard and implement ideas for innovation.

One Young World has extensive experience in partnering with leading businesses to create employee delegations and will provide resources and case studies to assist Host Cities in creating and structuring local partnerships.

Convene Existing Networks

The One Young World Summit provides an opportunity to platform and deepen engagement with existing national and regional youth networks. Host cities can ensure these groups have a presence and voice at One Young World by sponsoring their members to participate in the Summit.

In July 2016, Canada's Prime Minister, Justin Trudeau announced plans to create the country's first Youth Counsel, of young Canadians to provide non-partisan advice to the Prime Minister and the Government of Canada on issues of importance to them and to all Canadians.

The inaugural cohort of council members made their first public appearance when they joined Prime Minister Trudeau onstage at the Opening Ceremony of the One Young World Summit 2016 in Ottawa. Over the course of the Summit, the Youth Council participated in a bespoke agenda which involved learning from members of equivalent groups attending from other nations.

Public Scholarship

Scholarships ensure that the Summit is accessible to young leaders from all backgrounds. Scholarship recipients should be selected through a publicly accessible application process to provide a route for young leaders not affiliated with the Host City or other local Delegate sponsors to participate.

One Young World can support host cities in delivering a scholarship by consulting on programme design, managing the application process, and co-ordinating the delegation once selected.

In 2017, The Bogotá Chamber of Commerce led a campaign to create the largest and most inclusive host nation delegation to participate in a One Young World Summit.

#JovenesPorElFuturo (Youth For the Future) rallied the support of leading businesses, NGOs and local and national governments to ensure 180 Colombian Delegates from across the country could experience the Summit.

Ahead of the Summit, the national delegation were welcomed to the Presidential Palace where they heard and were heard by President Juan Manuel Santos.

The Opening and Closing Ceremonies frame the key Summit days. The Opening Ceremony is a fantastic way for a host city to welcome One Young World and the Delegates to the City and showcase what is on offer. The Closing Ceremony is a chance to complete a successful Summit as well as handover to the next host city.

Both Opening and Closing Ceremonies need to be able to seat 2500+ attendees. Attendees who need to be included are:

- Delegates
- Ambassadors
- Partners
- Counsellors
- Counsellor guests
- Media (Local, global and corporate)
- One Young World crew
- If space allows, the hosty city can invite community partners (for example High Schools, University students and charities etc)

Opening and Closing Ceremony Guidelines



Opening Ceremony - Key Elements



- Welcome address from Founders, Kate Robertson and David Jones
- Entertainment from host nation/city
- Welcome from host city influential person (i.e Mayor, President etc)
- Keynote speech from VIP
- VIP pre drink reception for Counsellors and the advisory board members
- Flag Bearer ceremony
- Previous Summit highlights film and Ambassadors in action film
- Musical piece
- Thank you to sponsors (if applicable) - logos on display
- Giant One Young World flag carried across audience
- Following the Ceremony, the Delegates and Partner Executives will need to attend a dinner

Opening Ceremony - Venue

The venue can be at a different location or the same location as the main Summit, however if at the same location the stage must have a different set and allow for enough changeover time before day one of content.

The Opening Ceremony venue must include the following set up:

- Access the day before for rehearsals and production testing (sound/lighting)
- Weather resistant / or wet weather back up option
- A space for the Flagbearer group photograph to be taken before the start of the Ceremony
- Theatre seating- including accessibility seating for disabled Delegates and guests
- Lighting and sound capabilities including autocue monitors and space for film cameras
- Live streaming compatibility
- Press/ media area
- Stage large enough for performers and Counsellors to sit on (approx. 30-50)
- Backstage area for production crew and show caller
- Area to host the Counsellors prior to going on stage with bar facility
- Area to host Flag Bearers prior to going on stage
- Area for rehearsals during the day- flag bearers and performers. Food and drink to be provided
- Dressing rooms for star acts/ green room
- Live translation opportunity

Procedures

- One Young World must have final sign off for the running order and the script. One Young World will be responsible for the Founders script
- One Young World must receive updated stage renders throughout the planning stages
- One Young World must have set approval access 24 hours before production and will have final sign off
- Key One Young World to be given 'All Area' access on the night e.g highlights film crew, social media team and Counsellor liaison team
- Seating in the auditorium will be preferably unallocated. If tickets are mandatory, they must be e-tickets which can be distributed ahead of the evening and staff on the box office must be provided



Opening Ceremony - Examples

Manchester 2022 - Click [here](#) for photo album

The Opening Ceremony 2022 took place at Bridgewater Hall, welcoming Delegates to the newly regenerated Manchester. Hosted by Jenny Ryan, this year's Opening Ceremony showcased young Manchester based talent from across the creative and artistic industries. A post Opening Ceremony dinner was held at Escape To Freight Island.

Munich 2021 - Click [here](#) for photo album

One Young World gathers in person and in spirit to open the 2021 Munich Summit at Olympiahalle. One Young World Founders, Kate Robertson and David Jones, welcome attendees for the first time digitally and in-person. A post Opening Ceremony dinner was hosted at the Olympiahalle, Munich Olympic Stadium.

London 2019 - Click [here](#) for photo album

The One Young World 2019 Opening Ceremony was staged in the historical Royal Albert Hall, tackling the year's themes and global issues of diversity, inclusivity and sustainability. More than 200 performers from a range of backgrounds opened One Young World London 2019 to the soundtrack of "London's Calling" by The Clash, choreographed by Nikki Trow. The performances on the night served to highlight the platform that One Young World provides to young leaders across the globe to identify, promote and connect, to accelerate social impact. A post Opening Ceremony dinner was hosted at the National History Museum.

The Hague 2018 - Click [here](#) for photo album

The One Young World Opening Ceremony was held in front of The Peace Palace – the historic temple of Peace & Justice, an international law administrative building that houses the International Courts of Justice, the Permanent Court of Arbitration, the Hague Academy of International Law and the Peace Palace Library. A post Opening Ceremony dinner was hosted at the City Hall.

Bogotá 2017 - Click [here](#) for photo album

The Opening Ceremony 2017 welcomed One Young World Delegates to the historic Simón Bolívar Plaza in the heart of Bogotá, Colombia. The square is surrounded by historical landmarks including the Palace of Justice, Bogotá Cathedral and the Lievano Palace, seat of the Mayor of Bogotá. President Santos and Mayor Peñalosa received the Delegates and Counsellors offering them a wonderful welcome to Colombia's capital.

Ottawa 2016 - Click [here](#) for photo album

Taking place at the seat of Canada's Government, Parliament Hill. The Opening Ceremony included a performance by Orkidstra, a children's orchestra with a mission to empower children and build community through the universal language of music. The Mayor of Ottawa delivered a welcome address, One Young World Counsellors were introduced onto the stage as 196 members of the delegation, each bearing the national flag of their country, took part in the symbolic flag laying ceremony.



Bangkok 2015 - Click [here](#) for photo album

Delegates were taken to the formal Opening Ceremony at Sanam Luang, located in the historic centre of Bangkok. Sanam Luang has stunning views of the Grand Palace, the seat of the Thai Royal Family since 1782. This was the first non-Royal event held at Sanam Luang in its entire history.

Dublin 2014 - Click [here](#) for photo album

The Convention Centre Dublin is Ireland's first purpose-built convention centre, located in Spencer Dock in the heart of Dublin city. Flags of 196 countries are carried by young Delegates as they arrive processing into the Convention Centre Dublin, overlooking the River Liffey. Attended by Counsellors, Observers and the media; keynote speakers included Sir Bob Geldof and Mary Robinson, former President of Ireland. A performance from Ballymun Lullaby Children's Choir entertained Delegates with Summit songs.

Johannesburg 2013 - Click [here](#) for photo album

First National Bank Stadium hosted the Opening Ceremony. The presiding Mayor of Johannesburg welcomed all to the famous stadium and Counsellors and Founders were invited to the stage to present keynote speeches and welcome Delegates to the 2013 Summit. The flag ceremony took place in the open air stadium with the giant OYW flag floated down the stands.

Pittsburgh 2012 - Click [here](#) for photo album

The Summit began with an Opening Ceremony held at Heinz Hall for the Performing Arts, set to music from the world-famous Pittsburgh Symphony Orchestra and the Children's Festival Chorus of Pittsburgh, creating an inspiring flag-laying Ceremony. Joss Stone performs one of the One Young World songs and Delegates are invited to go onto the Bridge for their Opening Ceremony Party and fireworks display presented by the City of Pittsburgh.

Zurich 2011 - Click [here](#) for photo album

Delegates arrived on boats after a tour of Lake Zurich to the Opening Ceremony at Kongresshaus Zurich. OYW Zurich Choir performed, the Delegate flag procession took place, Founders and Counsellors spoke on stage and there were key notes from Bob Geldof, Muhammad Yunus and Archbishop Desmond Tutu. Sheng Wenjie performed two One Young World songs and the Declaration of the Opening Ceremony commenced.

London 2010 - Click [here](#) for photo album

OYW London Choir welcomed Delegates into the Old Billingsgate market. The founders welcomed the Delegates to the vision of the Summit and were accompanied by speeches from Archbishop Desmond Tutu, Boris Johnson and Bob Geldof.



Closing Ceremony - Key Elements



- Entertainment from host nation/city
- Baton handover to next host city Mayor
- Keynote speech from VIP

- Next host city entertainment piece and speech from city representative (e.g Naomi Campbell- for London 2019 at The Hague)
- Ribbon ceremony

- OYW special programme awards
- Joining the Ambassador community film
- Final goodbyes and thank yous from the Founders

Closing Ceremony - Venue

The venue can be at a different location or the same location as the main Summit, however if at the same location the stage must have a different set and allow for enough changeover time after the last session of content to accommodate for rehearsal and production time. The Summit is very intense so it is important the energy at the Closing Ceremony remains high throughout.

The Closing Ceremony venue must include the following set up:

- Stage large enough for entertainment performances
- Theatre seating
- Lighting and sound capabilities. Multiple camera facilities for filming
- Dressing rooms for star acts/ green room
- Backstage area for production crew and show caller
- Plinth for Ribbon Ball to sit on stage
- Weather resistant / or wet weather back up option
- Live streaming compatibility

Procedures

- One Young World must have final sign off for the running order and the script. One Young World will be responsible for the Founders script
- One Young World must receive updated stage renders throughout the planning stages
- One Young World must have set approval access 24 hours before production and will have final sign off
- Key One Young World to be given 'All Area' access on the night e.g highlights film crew, security team, social media team and Counsellor liaison team
- Seating in the auditorium will be preferably unallocated. If tickets are mandatory, they must be e-tickets which can be distributed ahead of the evening and staff on the box office must be provided



Closing Ceremony - Examples

Manchester 2022 - Click [here](#) for photo album

The 2022 Closing Ceremony followed the day's content at Manchester Central. Speeches and awards took place however, due to the passing of Queen Elizabeth II the entertainment was postponed out of respect. A post Closing Ceremony dinner took place at Depot, Mayfield.

Munich 2021 - Click [here](#) for photo album

Post the Plenary Stage content the Closing Ceremony began at the Olympiahalle, with the official baton handover and formal proceedings. The social and dinner element was then hosted across the park at BMW Welt with a mix of traditional Bavarian and Japanese entertainment.

London 2019 - Click [here](#) for photo album

The Closing Ceremony was located at Central Hall Westminster and included a programme of speeches and special entertainment. An official hand over of the baton to the One Young World 2020 Host City, Munich, Germany took place with a traditional Bavarian band. A post Closing Ceremony party was held at Hawker House street food venue.

The Hague 2018 - Click [here](#) for photo album

Following the end of the main stage content, Delegates travel to Circustheatre. Circustheatre was originally used as a proper circus until the 1960s. It was converted into a theatre and now stages some of the biggest musical productions in the Netherlands. The Closing Ceremony is a chance to reflect and celebrate the achievements of the past few days and officially hand over the baton to the One Young World 2019 Host City, London, United Kingdom. A post Closing Ceremony party was held at the Circus Theatre.

Bogotá 2017 - Click [here](#) for photo album

One Young World 2017 Bogotá's Closing Ceremony took place at the Simón Bolívar Park. Delegates were hosted in the open air park seating and watched the Founders speeches alongside performances from Cher, Hussain Manawer, and the baton handover celebration to The Hague.

Ottawa 2016

The finale of the Summit took place at The Shaw Centre. The Closing Ceremony included a Colombian cultural performance, introducing One Young World to the next host city, Bogotá, a Ribbon Tying Ceremony in which Summit Ambassadors wrote their personal commitments to action post Summit on individual ribbons which were then tied together to show unity.



Bangkok 2015 - [Click here](#) for photo album

The Ceremony took place at the campus of Chulalongkorn University in downtown Bangkok, the premier research university in Thailand. It included an official handover from the Governor of the Bangkok Metropolitan Authority to the Mayor of Ottawa, Canada, the host of the One Young World Summit 2016.

Dublin 2014

A presentation by 2015 Host City Bangkok and a handover of the baton from the Mayor of Dublin to the 2015 Host City Mayor took place at the Convention Centre Dublin.

Johannesburg 2013

The First National Bank Stadium also hosted the Closing Ceremony where a handover to Bangkok took place along with keynote speeches and Founders closing speeches.

Pittsburgh 2012

The Closing ceremony took place at the David L. Lawrence Convention Center where the Summit had taken place that week. The baton handover took place with Johannesburg for 2013.

Zurich 2011

The Closing Ceremony took place at Kongresshaus Zurich with founders closing speeches, induction of the Ambassadors and the promise of the Closing Ceremony.

London 2010

Excel Centre London hosted the Closing Ceremony. A successful close to the first ever One Young World Summit took place with a pledge to handover to Zurich 2011.



Counsellor / VIP Dinner



The host city will be responsible for hosting and organising the VIP/Counsellor dinner.

This dinner will need to include the following:

- A premium venue e.g. historical or important City landmark
- Minimum capacity of 100
- A minimum of a three course dinner
- Champagne reception
- Beer, wine and mocktail bar offering
- Entertainment
- Flowers
- Gifts
- Be accessible for any disabilities
- Have a no single use plastic tolerance

Examples of past dinner locations include:

- Manchester 2022 - Manchester Art Gallery
- Munich 2021 - Antiquarium
- London 2019 - The Serpentine Gallery
- The Hague 2018- Mauritshuis Art Museum
- Bogotá 2017 - Casa de Nariño (Residence of President of Bogotá)
- Ottawa 2016 - National Museum Canadian History
- Bangkok 2015 - Suan Pakkad Palace (Residence of Governor of Bangkok)

Delegate Social Programmes - At the Summit



During the Summit Delegates participate in four transformative days of speeches, panels, networking, roundtable discussions, mentoring sessions and workshops. They have the opportunity to challenge, interact and be mentored by world leaders. Delegates make lasting connections throughout the Summit, and celebrate their participation at social events such as the evening dinners.

Partners/sponsors have the opportunity to host One Young World Delegates for dinners.

Each dinner would take place at iconic venues on each night of the Summit; Opening Ceremony evening, night two, night three and the Closing Ceremony evening. The purpose of these dinners is to allow Delegates time to network and relax in a friendly environment. Partners have the opportunity to address Delegates and showcase their values and initiatives and contribute to showcasing the host city.

The Opening and Closing ceremony evenings will need to take place at one single venue involving all Delegates and Partners. Evening two and three can be a mixture of a single venue or multiple iconic venues showcasing the best of the Host City.

Scope of Commitment

The social programmes must encompass the following elements:

- If venues are more than a 15 minute walk away, transport needs to be provided to and from the venue
- Accessible location for all disabilities
- Weather suitable location
- Venue accessible ideally by public transport or coaches
- All dietary requirements to be catered for including but not limited to vegan, halal, kosher and coeliac
- Some seating areas with low tables and chairs (if standing layout) so the area is fully inclusive for Delegates in wheelchairs and other disabilities
- Minimum of two substantial courses served and must comprise of one hot course
- Drinks – mixture of alcoholic and non-alcoholic, however, in the past some dinner hosts have preferred to offer only non-alcoholic beverages
- Music – background or live (optional)
- Flexible start times - Summit content during the day can run over meaning Delegates might arrive at the dinner later than expected. Please allow a 45minute buffer
- The location must be compatible with 100% recyclable and sustainable produce with a strong ethos on no use of single use plastics
- One Young World will help manage Delegate numbers, but the partner / host is responsible for the management of the event itself, including venue, F&B and staffing
- One Young World will supply dietary and accessibility requirements two weeks in advance of the dinner

Details

- The catering can comprise of any cuisine and doesn't have to be typically of the host city, but it would be good to showcase products from the host country
- The catering can be set up in a buffet, street food or sit-down format as long as a minimum of two substantial hot courses are served, and some seating is provided
- One Young World will endeavour to supply final numbers one week out
- Any merchandise where OYW's brand is used must be signed off with OYW before production
- AV may be required for presentations and founder/host speakers and any entertainment taking place

Delegate Social Programmes - Examples

2022 Manchester

- After the Opening Ceremony at Bridgewater Hall attendees walked to Escape To Freight Island. Escape To Freight Island is an inspiring urban landscape rebuilt and rethought around a visionary food market, encompassing a unique selection of bars, food vendors and inventive culture spaces which Delegates could sample and explore using their food and drink vouchers.
- Dinners on the two middle evenings took place at various Revolution Bars across the city. Ranging from the exotic De Cuba venue to one of Manchester's key party locations at Deansgate Locks. Alongside the Revolution Bars, Delegates also got to attend the educational Science and Industry Museum.
- After the Closing Ceremony Delegates walked to Depot Mayfield, sponsored by Asahi. Due to the passing of Queen Elizabeth II, entertainment was postponed, however Delegates had the opportunity to sample the local food units, Ashai bar and use the time to network and reflect on an action packed week.

2021 Munich

- Following the Opening Ceremony, Delegates remained at the Olympia Park and enjoyed the beautiful outside spaces on offer that were created for the 1972 Munich Olympics. Delegates enjoyed typically Bavarian cuisine in a traditional beer garden style and entertainment throughout the evening
- Dinners took place at traditional beer gardens and beer houses across the city. Delegates experienced Bavarian food, hospitality and entertainment at its finest
- Delegates attended BMW Welt after the Closing Ceremony where speeches and Japanese entertainment continued with the emphasis on Tokyo as the next Host City.

London 2019

- After experiencing the festivities of the Opening Ceremony, Delegates were invited to dine in one of London's most famous museums- The Natural History Museum. The 100-year-old building was opened to all Delegates and partners for an informal evening of entertainment, music and bowl food
- Delegates attended venues on two nights around various locations in the City of London, Canary Wharf and Westminster. Dinners were sponsored by OYW partners and friends of the Lord Mayor of London. Iconic venues such as The Old Bailey, Google, Lancaster House, Colombian Embassy and the House of Lords took part. In total 22 venues and hosts welcomed Delegates for dinner.
- After the closing ceremony Delegates attended Hawker House; an expansive, split-level warehouse space housing a cluster of global street food stalls and bars. Delegates were given a food and drink passport and a DJ played throughout the night as entertainment.



The Hague 2018 - Click [here](#) for photo album

- After experiencing the festivities of the Opening Ceremony, Delegates were invited to dine in another of The Hague's architectural masterpieces. The Hague City Hall is the city hall of The Hague, Netherlands. Food stalls and bars were situated in the glass Atrium.
- One Young World Delegates attended The Hague's Scheveningen Pier to enjoy a fun evening with a comprehensive range of food stalls, drinks and music entertainment with a live DJ. All 2000 Delegates attended this evening.
- During the Summit on other evenings, twenty-one organisations hosted more than 1,800 Delegates at different locations in the city for a community dinner. The host organisations held talks during the dinner with the Delegates about their goals for a better world. These dinners took place at unusual locations, such as in community restaurants in different neighbourhoods e.g. Resto Van Harte, The Hague University, Humanity Hub, Malieveld, ADO Den Haag stadium, and even in an Albert Heijn supermarket.

Bogotá 2017

- After the Opening Ceremony in the historic Simón Bolívar Plaza Delegates had the opportunity to stay on and enjoy the hospitality provided by the Host City. Food, drink and entertainment was provided for all.
- Dinners also took place at La Plaza de Andres at El Retiro Mall, who hosted the Delegates for a traditional dinner in a large retro food hall.
- Delegates were moved to a hospitality tent after the Closing Ceremony at Simón Bolívar Park where a selection of hot food options and drinks were provided to allow Delegates to continue the party.

Ottawa 2016

- With its unrivalled view of Parliament Hill, the Grand Hall provided a breath-taking backdrop to the climax of the Summit. A food truck festival took place as part of the Closing Ceremony after party.

“The community dinners were by far the best thing of the Summit. It was great to interact with other locals, learn about what they are doing and share an evening with them.”

- Delegate from The Hague 2018 Summit



Bangkok 2015

- Dinner after the Opening Ceremony at The Grand Palace took place in the beautiful open-air royal gardens. After the opening ceremony, Delegates and participants enjoyed Thai Ancient Markets from the four regions exhibiting the liveliness of Thailand in the past, alongside enjoyable activities and Thai games.

Dublin 2014

- Dublin welcomed One Young World Delegates with a 'One Thousand Welcomes' tour. Smaller groups of Delegates were introduced to a young Dubliner who then took them on a local's tour of Dublin to see the real sights and sounds of the city. All walking tours ended outside Trinity College and Dublin Bus kindly provided complimentary shuttles to the Guinness Storehouse for an evening event.

Johannesburg 2013

- The Opening Ceremony dinner took place at the iconic Opening Ceremony venue 'Soccer City Stadium'. Delegates were joined beforehand by 10,000 children sponsored by Grassroots Soccer- using soccer in the fight against HIV. The Counsellor dinner and sponsors dinner also took place in the stadium in their VIP private hospitality suites.
- Community dinners took place between Lion Park- the 600 hectare wilderness reserve and the 28 breakout sessions around the city.

Pittsburgh 2012

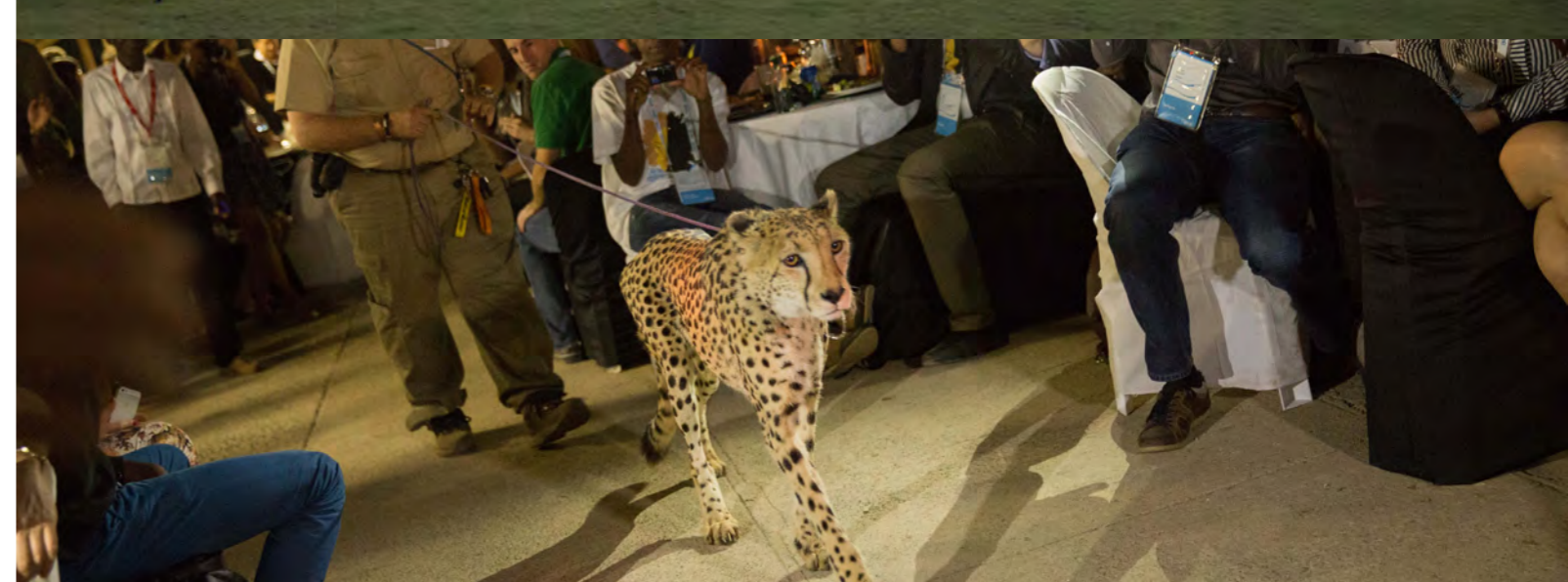
- Following the Opening ceremony, Delegates moved out onto the street for a Welcome Bridge Party with fireworks on the Roberto Clemente Bridge. Street food and entertainers were placed along the bridge.
- Delegates enjoyed evening dinners in Heinz Field and with families all over the city, who opened their doors and hearts to One Young World. 100+ families hosted dinners for all Delegates.
- A steamboat ride was organised for Delegates down the Three Rivers.
- A pub and gallery crawl was organised by the Pittsburgh Cultural Trust where Delegates could visit local businesses in the area and receive a free meal and drink. This was a great way for Delegates to see the sights of Pittsburgh whilst networking with the locals.

Zurich 2011

- Delegates were taken on a boat ride down the river.
- Delegates attended a dinner party at an Alpine lodge where traditional food was served as a buffet and alcohol was served until midnight. Entertainment was provided along with a snow machine.

London 2010

- Delegates were taken on a boat ride down the river Thames.



Volunteers

Volunteers are an incredible support network at the Summit. Based across multiple roles and venues they support the core One Young World team.

The Summit requires a minimum of 150 volunteers. Volunteers can be recruited through a variety of channels. In the past these have been local universities, event schools, national/ local volunteer programmes, youth groups and the OYW friends and family network.



Criteria

Volunteers will need to meet the following criteria:

- 18+ years and older
- Be based in the country of the Summit
- Fluent in English
- Be flexible with the role assigned
- Be flexible with hours
- Be willing, hospitable and reliable
- Be able to travel

One Young World cannot guarantee:

- Volunteers will be allocated to a specific role based on selected preference or skill set
- Volunteers will remain in the same role throughout their placement
- Volunteers will be able to watch the Summit content. Some roles may be based off site and around various venues in London

One Young World does not support:

- Flights or transport to the Summit
- Visa applications
- Expenses
- Accommodation (unless role is based at the hotel)

Roles

The host city will need to develop volunteer staffing needs across all Summit elements.

Volunteer teams will need to be positioned at:

- Airport terminals
- Delegate hotels
- Counsellor hotel(s)
- All evening social activities including dinners
- Opening ceremony
- Closing ceremony (including after party)
- Workshop sessions (internal and external)
- The main Summit venues

The Host City will also need to create and implement specific volunteer support for Delegates with accessibility requirements.

The roles for volunteers are: [OYW Roles & Responsibilities \(3\).pdf](#)

Volunteer Management

The Host City will need to recruit for volunteer staffing needs including:

- Volunteer manager
- Volunteer team leaders

Ahead of the Summit and during, the volunteer manager will need to:

- Schedule and rota all volunteer participation and activity
- Provide all communication with volunteers pre and during the summit
- Train and fully brief all volunteers and create a briefing document
- Manage all volunteers onsite
- Arrange any applicable volunteer accommodation and travel
- Ensure all volunteers have signed the OYW volunteer contracts and have read and agreed to the Code of Conduct
- Collect all volunteer emergency and key contact details as well as allergens and accessibility requirements



Transport

The best method of transport needs to be considered in the Host City for moving Delegates and Counsellors around during the Summit. Elements which may affect this decision are:

- Public transport network
- Safety
- Distance between venues/hotels
- Carbon emissions and sustainability
- Traffic- roadworks on key routes during the Summit route
- Availability of coaches and buses

We encourage walking between venues but it can be no longer than 18 minutes max and must be safe to do so at all times. Where walking is not appropriate, from an environmental perspective, public transport is the preferred method. Past Summits have used a mix of coaches and trains to move Delegates around the cities. If no public transport is available then coaches/buses can be the sole transport use however this needs to be a hybrid or electric option.

Public Transport

If choosing public transport the following will need to be considered:

- Delegates will need to be provided with a prepaid ticket/card to cover all journeys during the Summit including airport transfers and evening social programmes
- Stations/ stops will need to be within a 18 minute max walking distance to venues and hotels
- The transport management company ie. Transport For London (TFL) will need to be contacted prior to the event to have a conversation around station usage/ capacities and possible staffing assistance
- Station/ stops will need to be 100% accessible for all disabilities
- Rush hour clashes with locals
- Contingency options if services are cancelled/ on strike

Coaches and Buses

If choosing coaches/buses the following will need to be considered:

- Availability of a large network of vehicles
- Parking at all venues and hotels
- Legal driver working hours
- Coordination of vehicles
- Traffic jams
- Electric/ hybrid vehicle options
- Branding on vehicles
- Accessible for all disabilities- if coaches/buses aren't accessible disability cars will need to be provided



VIP Transport

One Young World takes responsibility for the Counsellors transport. Counsellors will need to be transported in private vehicles which can be managed centrally. In the past these have been sponsored by partner companies such as BMW and Jaguar Land Rover. Important factors to note are:

- Parking at hotels and venues
- Traffic in the city
- Legal driver working hours
- Branding on vehicles
- Electric vehicle options

Airports

When Delegates arrive at the local airport One Young World will need access to an area in the arrivals terminal for a welcome desk where volunteers can greet Delegates and direct them to the arranged transport.

Drivers are to greet Counsellors at the arrival terminal with name plaques and help them to their car. Where possible a VIP meet and greet service from plane to car through customs should be implemented for VVIPs.

Host City branding opportunities in the airports are extremely important; not only to greet the Delegates but these placements are an opportunity to advertise One Young World's presence in the city to all visitors.

With Delegates and Counsellor arriving from over 190+ countries, a custom fast track lane helps to make the arrivals and departures process incredibly smooth. It also means Delegates and Counsellors will travel quickly through the airport to the waiting transport methods.

Transport Manager

The Host City and the One Young World appointed production team transport manager will need to work closely together to make sure the travel plans are implemented seamlessly and the Delegates/Counsellor journey is a smooth and pleasant process. Arrivals in particular can be the Delegates and Counsellors first impressions of the Host City.

Communications



The Host City will have exposure on multiple platforms at One Young World. This is a chance to promote the city in advance of the Summit.

One Young World will require information for:

- The Summit website page
- Digital Platform
- Social media posts

Digital Platform

Our Digital event platform for 2022 was built to nurture engagement and interaction between our young leaders. Allowing Delegates to access even more content, ranging from pre-recorded sessions with Counsellors and guest speakers to virtual networking with their peers worldwide.

Delegates could create a profile, plan their schedules, arrange meetings in advance, post videos and photos on the community event feed, network with other Delegates and browse sessions by stage, speakers, or hashtags. All the content was also on demand after the summit for a few weeks, making for an immersive and unforgettable experience for all.



Host City Logo

The Host City will need to create a logo which demonstrates the partnership of the city with One Young World. This logo will appear on all media platforms and branding pre and during the Summit. The Host City logo must be approved by One Young World before being published publicly.

Broadcasting

At the Opening Ceremony, Closing Ceremony and main Summit days One Young World live streams content and conducts live interviews. It is imperative that One Young World has access to venues which have either an inbuilt fibre optic satellite link or space for a satellite truck. If there is a broadcast studio within close proximity of the main Summit venue this can also be used for live interviews. During the Summit 1000+ pieces of press coverage goes out, with 100+ journalists covering the Summit content.

One Young World works with Seven Hills who are the official media partner. It is important that the Host City, Seven Hills and the One Young World production team work together closely to set up and conduct all media elements throughout the Summit.

Social Media

One Young World is currently active across the following social media platforms:

- Twitter
- Instagram
- LinkedIn
- Facebook
- Youtube

The official Summit hashtag will be #OYW2020(or the year of the Summit) - we will use this in all social media posts related to the Summit and encourage the Host City and partners to do so too.

It is normal for Summit Delegates to use other hashtags when posting about the Summit, including for example #OYW20 #oneyoungworld #OYWMunich. We suggest ensuring all possible variations are being monitored closely. One Young World recommends, wherever possible, tagging @OneYoungWorld in all social media posts. We will reshare/like/comment on all posts from the Host City related to the Summit.

While we will be posting extensively throughout the duration of the Summit, and can share our social media strategy with your team closer to the time, it is also recommended that the Host City has a strong plan and strategy as we approach October - including three core elements:

- Pre Summit Communications
- During Summit Communications
- Post Summit Communications

One Young World would be delighted to assist with your Host City social media planning and strategy.

Sustainability - Examples

Sustainability is a top priority at One Young World and is a core part of our operations. The Host City is responsible for upholding this ethos when contracting with venues and suppliers.

Examples of past sustainability projects include:

Minimise single-use plastics

- One Young World has a zero single use plastic tolerance.
- Coca Cola have provided Freestyle machines in London and Manchester. They provided reusable drinks flasks to all Delegates.
- Recycling bins provided alongside all food and drinks stations.
- OYW provides plastic-free badges and sustainable lanyards.
- Exhibition stand suppliers are advised to minimise waste and use sustainable products in their builds.
- Any excess furniture in Manchester was donated by Ikea to Barnardos children charity.



Meat Reduction

- Delegates have had the option of vegan/vegetarian meals at all venues during the London Summit. Delegates were only offered a vegetarian lunch and sponsors/partners of the evening social programmes were advised to serve vegetarian options.



Electric transport

- BMW have provided electric and hybrid car options for Counsellors in The Hague, London, Munich and Manchester.
- One Young World recommends always looking for the most sustainable, eco friendly and fair trade products available.



ISO 20121 Sustainable Events

One Young World's event management system and Summit processes were independently assessed by the British Standards Institute (BSI), the UK's National Standards Body. One Young World was subsequently awarded the ISO 20121 certification, which covers all aspects of the annual One Young World Summit.

All partners must work alongside One Young World to uphold the sustainability requirements of the Summit. One Young World recommends always looking for the most sustainable, eco friendly and fair trade products available.

Registration



Registration will open between 9am-12pm depending on the venue access for setting up on the first day of the Summit. The exhibition area should open between 10am-12pm.

Any guests attending on behalf of the Host City must be pre approved by One Young World and registered before the start of the Summit. There are multiple badge types which need to be considered.



Exhibition



The Host City will have an exhibition stand assigned to them within the exhibition space at the Summit the year before and of their Summit. There is also the option for city branding to be positioned in the Summit venues and surrounding areas as long as it is agreed with the venue and One Young World first. One Young World must approve the stand before it is produced and installed.

Security



One Young World works with Matrix security who are responsible for all venue security plan reviews. Matrix will assist where necessary with the onsite venue security teams however, they will not replace venue security. Onsite Matrix will also be responsible for VIP security.

The Host City will be responsible for coordinating meetings between the local police/ army, Matrix and One Young World. The Host City must supply One Young World with the relevant security briefing documents and relevant contact information for officials.

Content

One Young World is responsible for the Summit content and the management of the agenda. The Host City is to assist with inviting relevant local/national speakers where appropriate.

One Young World's agenda is for young leaders, by young leaders. Each year, One Young World consults with its ambassador community, via the Global Consultation Process, to determine which topics, issues and key questions are addressed during the main Plenary Sessions of the next Summit. The Global Consultation Process is a survey that takes place in three-stages. The first stage consists of more general questions to determine broad areas of interest while the second stage is designed in order to dig deeper into the emerging themes. The final round involves consulting focus groups of young leaders. The Global Consultation Process helps to shape the Summit's content to ensure it is relevant, compelling and representative of critical global issues.

Special Content

The agenda often reflects the issues that are pertinent to the region or country the Summit is taking part in. Past examples include:

- Peace and Reconciliation featured heavily as a content theme in Bogotá following the conflict and resulting peace treaty. The session featured President Santos of Colombia, the creator of the Treaty
- Dublin was Peace and Security inspired by the reconciliation work done to address the long running tension between Ireland and Northern Ireland. Speakers included former members of Sinn Féin
- The South African Summit featured a tribute to Nelson Mandela with speakers such as Francois Pienaar and Winnie Mandela
- The 2018 Summit at The Hague included sessions on Justice and Human Rights as well as speeches from ICC chief prosecutor Fatou Bensouda and ICJ president Abdulqawi Ahmed Yusuf.

By tailoring the content and agenda to the geographic location of the Summit, young leaders establish a more sophisticated understanding of the Host City, its history and its hopes for the future.





Hotels

The Host City is required to make introductions to local hotels within a 30 minute distance of the chosen conference centre. The Host City will need to help negotiate reduced rates with the hotels. Hotels must meet the following criteria:

- Be a minimum of 3 stars with a good level of standard throughout. A mixture of 3,4 and 5 star hotels are required
- Have enough rooms to cover the quantity of Delegates, Partner Executives and Counsellors
- Have twin and single rooms available
- Be accessible for all disabilities
- Be close to public transport or have parking for coaches/ taxis

One Young World is in charge of the hotel allocations and has final sign off on which hotels are appointed.

Visas

The Host City is required to make introductions for One Young World to the relevant connections in charge of visas in the country. With Delegates attending the Summit from over 190+ countries it is imperative that travel to the country is made as smooth as possible.

The Host City will also need to provide a visa waiver letter where applicable.

Host City Advisory Board

When organising a Summit, One Young World works with Host Cities to arrange two streams of local support. The first should be the Organising Committee – those involved with the logistics and general running of the Summit. Influential figures in the local community are also invited to sit on the Advisory Board.

One Young World has three key objectives for a Host City:

1. Focus the attention of the world on the city during the Summit
2. Boost city pride by creating and “Olympic-like” atmosphere, celebrating the city’s role in hosting the event
3. Create a living legacy of young leaders in the city with continuing infrastructure and support from organisations across the city

The Advisory Board is formed in order to help One Young World and the Host City achieve these objectives.

Purpose

The purpose of the Advisory Board is to raise the profile of the One Young World Summit and garner support in the Host City, throughout all sectors. The Founders issue the invitation to sit on the Advisory Board, it has traditionally been considered a special honour to be invited to be involved with the Summit at this high profile level.

The Advisory Board provides strategic direction to enable the Host City to fulfill its commitments. The Advisory Board is instrumental in:

- Realising the national delegation commitment, through the organisations of the Advisory Board members and through their networks
- Securing sponsorship and Value In Kind arrangements to enable the Host City to execute outstanding Opening and Closing Ceremonies and a unique Delegate social programme, particularly in facilitating access to exclusive venues
- Inviting and securing iconic speakers to attend One Young World from the host nation/region
- Delivering a city-wide marketing and PR plan to create and Olympic/World Cup-like hype during the One Young World Summit
- Advising on agenda content that pertains to the Host City (eg the Peace & Reconciliation programs in Bogotá & Dublin), providing frank and discreet guidance to One Young World on local political matters that may affect the Summit



Activities

The Advisory Board will meet once every two months in the run up to the Summit and will be joined at their meetings by Kate Robertson, Founder & CEO of One Young World or Ella Robertson, Managing Director of One Young World, who will provide an update on the progress being made with the Summit. Each Advisory Board member will have an individual responsibility, outlined below. The Organising Committee will send some members to attend the Advisory Board but logistics discussions will take place separately from the Advisory Board meetings.

Rights of the Advisory Board

The Advisory Board are the only attendees at the Counsellors dinner other than the Counsellors and the Founders – this is the VIP dinner held after the Opening Ceremony and is an exclusive event. Members of the Advisory Board will be thanked at the Opening Ceremony and will each be given a free observer pass for themselves and a guest for the duration of the Summit. There will also be additional opportunities for branding and media recognition in association with this high profile event.



Examples of Advisory Board Members

Advisory Board Member	Role	Ideal background
Chairman	Chair board meetings	Influential member of the government or business community, well known and highly respected in Host City
Government representatives	Ensure national and local government support, expedite logistics	Mayor or city executive & the city's international relations representative
Leading members of the local business community (this should be the largest group represented on the board)	Provide financial support to the Host City such as sponsorship and sending large delegations	CEOs of large companies
Education representative	Represent the education sector, sending a delegation of their own and encouraging other universities to do the same	Senior representative of a University
Media representative	Providing extensive media coverage in the run up to the Summit and during the Summit	Head of media group which can raise the profile of One Young World
Culture representatives	Inviting iconic speakers, ensures Summit engages with all areas of the city – sport, music and culture	President of key institutions, local sport teams, heads of museums and local cultural attractions

Example of previous Board members
Sy Holzer, Chairman PNC Bank (2012), Monica de Greiff, CEO Bogota Chamber of Commerce (2017), Nolitha Fakude, Executive Director Sasol (2013)
Governor Sukhumbhand Paribatra (Chair 2015), , Mayor Jim Watson (2016), Sophie Howe, Future Generations Commissioner for Wales (2019), Mayor Pauline Krikke (2018), Mike Doyle, US House of Representatives (2012)
Michael Izza, CEO Institute of Chartered Accountants for England and Wales (2019) Alfonso Gomez, CEO Telefonica Colombia (2017), Supachai, Chearavanont, CEO True Corp (2015), Geoff Rothschild, former Head of Johannesburg Stock Exchange (2013), William Johnson, CEO and Chairman HJ Heinz (2012),
Roseann O'Reilly Runte, President and Vice-Chancellor, Carleton University (2016) Paddy Prendergast, Provost of Trinity College Dublin (2014), Mark Nordenburg, Chancellor University of Pittsburgh (2012)
Dan Brooke, CMO Channel 4 (2019), Roberto Pombo, Owner and CEO El Tiempo (2017), Ian Mallon, Editor Irish Independent (2014), Trevor Ncube, Owner of the Mail & Guardian Media Group (2013)
Nora Steinhower, former Dutch Ambassador to the International Institutions of The Hague (2018), Surin Pitsuwan, Former 12th Secretary General of ASEAN (2015), Frank Coonelly, President Pittsburgh Pirates (2012), John Wetenhall, President Carnegie Museums (2012)

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