

5th June 2019

Invitation to Host ICMA XXII

I write to you in my capacity as Chairman of the ICMA Steering Committee (Camila Mendes Vianna Cardoso, Rio de Janeiro; David Martowski, New York; Peter Schaumburg-Müller, Copenhagen and myself) to invite bids to host ICMA XXII. The next ICMA (XXI) will take place in Rio de Janeiro between March 8-13, 2020.

The ICMA structure provides for the Steering Committee to establish procedures for the making of applications to host future Congresses, to obtain views from national and regional associations on possible sites for ICMA and then to determine the venue for the next Congress.

Prior to March 2020 we must determine where ICMA XXII will be held (probably, though not certainly, in April/May 2022 or September/October 2022). To this end we invite views and/or applications for ICMA XXII.

Formal applications must contain the following:

- the proposed city and approximate dates
- the proposed duration of the Congress (usually a week)
- an indication of the kind of social programme that could be organised
- particulars (e.g. a brochure) of the proposed conference facilities and available hotel accommodation
- the best possible estimate of the likely cost for delegates, and for accompanying persons
- details of any likely co-sponsoring organisations
- any other information or material relevant to and supportive of the application
- details of pre-/post-Congress tours or events

**Applications must be sent to the members of the Steering Committee by email and post to arrive absolutely no later than 30<sup>th</sup> September 2019.**

It is essential that applications be received by the above date and that they contain all the information listed in the bullet points above. In the past, late or incomplete applications have caused problems: accordingly the Steering Committee will not accept any application that arrives late, and will not consider any that does not contain the required information.

If you have any questions on the above please do not hesitate to contact me or any member of the Steering Committee.

Yours truly,

Clive Aston

Chair of the ICMA Steering Committee





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