

## **UKPON CONFERENCE HOST Licence**

As an organisation UKPON will co-host with a member Pride an Annual Conference. This will be held in the autumn and will be open to members and associate members as well as invited guests.

### **1. Licensing the title "UKPON Conference Host"**

- a. UKPON licenses the title " UK PRIDE Conference Host (year)" only to a member. This member must have organized at least two Pride events within the last four years. (excluding 2020)
- b. It is required that the decision to award the title shall take place at the Autumn Conference of UKPON one year before the proposed event.
- c. UKPON reserves the right to withdraw the title at any time.
- d. The selected member shall give reports bi-monthly to the Board of UKPON.

### **2. Application**

- a. Applicants shall notify UKPON of their intention to bid to host conference by e-mail in English to UKPON 60 calendar days prior to the Autumn Conference. The applicant must be present at the conference for the presentation and voting.
- b. The proposal to host must contain - Name, full postal address, telephone and e-mail address of the candidate and contact person(s).
- c. The proposed date of the event, the geographic location, and a timeline for planning.
- d. General information about the city/region/country including International airport location, transportation, health and safety issues, accommodation location and costs.
- e. A brief description of lesbian, gay, bisexual, transgender life in the host city/region.
- f. A description of any special political, cultural or social reasons for hosting the event

The application must comply fully with these rules of procedure and the constitution UKPON.

The applicant must attend the Annual General Meeting of UKPON where the application is considered and at least one subsequently after the event.

The applicant will be required to make a 10-minute presentation of their "bid" to the conference prior to the voting process taking place.

### **3. Decision**

- a. The decision to award the title UK PRIDE Conference Host will be taken by secret ballot at the Autumn Conference with a simple majority vote. This decision will take place one year before the actual event.

### **4. Process**

- a. The applicant shall keep UKPON informed about the organising of the event and any probable difficulties.
- b. The applicant will agree, in advance, with the UKPON Board the details of the programme, and shall not plan sessions or speakers until the overall programme is agreed.
- c. The applicant will give sufficient time in the programme to UKPON Official business – the voting and selection of board members, UK Pride and AGM business.
- d. The applicant will be responsible for the administration of the event in close and regular contact with the UKPON Board. Communication in respect of bookings and joining instructions will be the responsibility of the host pride.
- e. The UKPON Board will be responsible for ratifying membership for any Pride organisation making bookings and will also be responsible for any and all voting carried out at the conference.
- f. Any costs associated with the delivery of the event will be met by the host pride. Sponsorship of the event is allowed, on the understanding that this is agreed with UKPON and the sponsors uphold similar aims to that of UKPON and are specifically supportive and inclusive of the community in their day-to-day operations.
- g. Any costs associated with members attendance at Conference will be handled by the host Pride.

### **5. Cancellation or withdrawal of license**

- a. The board can choose to withdraw the license in the following cases:
  1. Licensee does not respect the vision of UKPON
  2. Licensee does fail to deliver proper planning and details of the event.
  3. Licensee faces financial issues such as deficit, bankruptcy or other related situations.

4. Licensee ceases to exist.
  5. Licensee sells or passes on the UK PRIDE license to a third (commercial) party.
- b. Decision to withdraw the license has to be made by 2/3-majority and can not be contested.
  - c. An alternate host may be selected by the Board, who will receive the title and the right to host the conference.