

## **IWG Women and Sport**

### **2026 Global Summit Organising Committee - Terms of Reference**

#### **Rationale:**

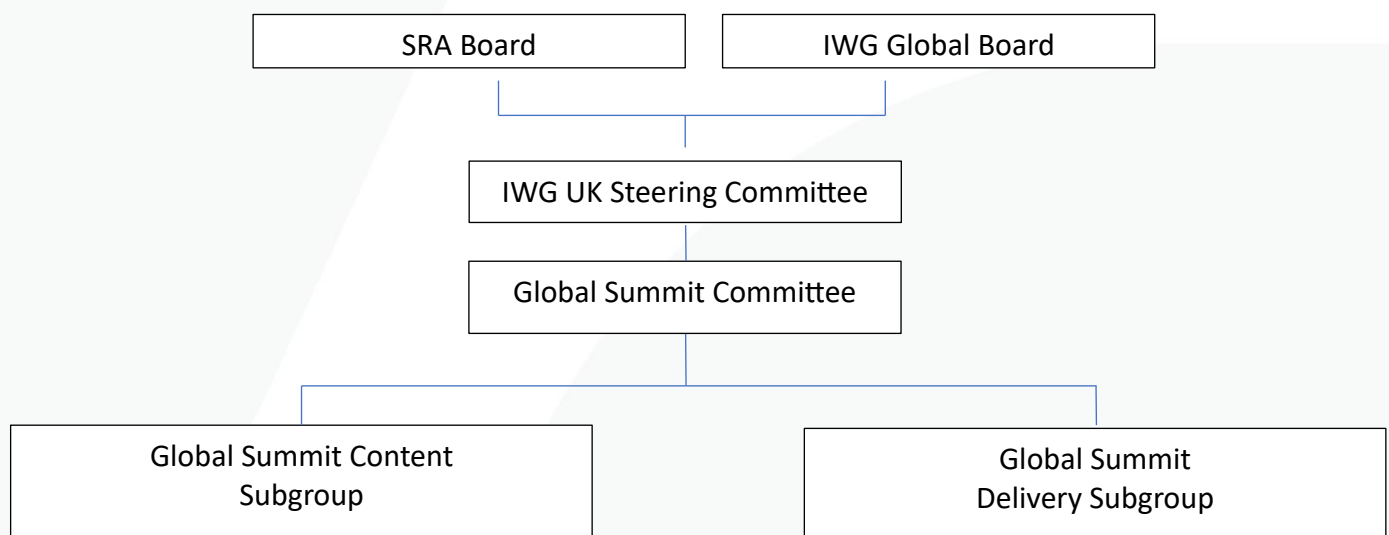
- The UK successfully bid to host the IWG Secretariat and 9<sup>th</sup> World Conference in the UK from July 2022 – September 2026.
- The priorities of the UK Secretariat are set out in the IWG 2022-26 Strategic Plan.
- Following a tender process, the ICC, Birmingham has been selected as the venue for the 9<sup>th</sup> World Conference.
- The event is planned to be the largest independent conference focused on gender equality in sport with 1200 delegates attending between Thursday 9 – Saturday 11 July 2026.

#### **Purpose & Role:**

- **IWG Global Summit Organising Committee** will be established to plan and deliver the IWG Global Summit ensuring that it is aligned to the IWG 2022-26 Strategic Plan and meeting the needs of the IWG network.
- The Summit Organising Committee will report directly into the IWG UK Steering Committee.
- There will be two subgroups of the Summit Organising Committee
  - **Content Subgroup** – identify themes, content, speakers and facilitators
  - **Delivery Subgroup** - focused on summit venue & logistics, exhibitor logistics, budget management, volunteer programme, transport, travel and city/social programme.

- Media, communications, marketing and speaker management will crossover both subgroups.
- A summit producer will be appointed to work with the Organising Committee to oversee all aspects of pre-production and delivery of the Summit. An expanded production team will be appointed in 2026.

**Fig 1: IWG Global Summit – Organising Committee & Subgroups**



### Scope of the Summit Organising Committee and Sub-Groups:

- **Programme Design** – identify content and secure speakers/facilitators (this includes the academic element of the programme sourced via call for speakers/papers).
- **Event Logistics** – venue and suppliers
- **Event Management**

- **Budget Management**
- **Commercial and Delegate Income**
- **Risk Management**
- **Delegate Support** – visas, accommodation, delegate services, registrations and payments
- **Event Branding**
- **Event Marketing and Communication**
- **Commercial Partners Programme and Exhibition**
- **Volunteer Programme** – on site volunteers to assist with delivery of Summit during event
- **Recognition Awards** – creation of IWG Awards as part of formal Summit dinner
- **Cultural/City Programme**
- **Stakeholder Side Event/s**
- **Accommodation**
- **Travel/Transport**

#### **Responsibilities of Members of the Committees:**

- Attend meetings (mix of remote and in person) at the frequency agreed by the Group with the Chair.
- Take on responsibility for an element of the scope (as listed above) and drive through to completion with the assistance of the IWG Secretariat as appropriate.

- Provide a short biography and photo for inclusion on the IWG Women and Sport website.

### **Membership:**

- Membership will comprise a mix of IWG UK Steering Committee, SRA Finance & Audit Committee, IWG Secretariat and co-opted members with appropriate knowledge and experience.
- The Group will be Chaired by a member of the IWG UK Steering Committee.
- The Chair of the Commercial Partnerships Group will be a member of the Summit Organising Committee.
- The following members of the IWG Secretariat shall attend all meetings as part of the Summit Organising Committee and/or Subgroups.
  - Secretary General
  - Summit Producer
  - Head of Strategic Communications
  - Digital Communities Manager
  - IWG Research Lead
- The term of office shall be from September 2024 to September 2026.

### **Chairing:**

- The Summit Organising Committee will be chaired by a member of the IWG UK Steering Committee appointed by the IWG UK Steering Committee Chair.

**Decision Making:**

- The Committee shall be responsible directly to the IWG UK Steering Committee and abide by the host body (Sport and Recreation Alliance) Code of Conduct and Conflicts of Interest Policies.
- The Committee must operate within the overall budget enveloped agreed with the IWG UK Steering Committee, with authority to flex budget lines up to 10% within the overall envelope. Requests outside of these limits must go to the IWG UK Steering Committee.

**Reporting:**

- A record of discussions and recommendations will be captured by a member of the IWG Secretariat and included within IWG Steering Committee papers.
- Progress will be reported back to the IWG UK Steering Committee through the sub-committee Chair, and where appropriate, scope leads.

**Remuneration:**

- All roles are voluntary. Expenses will be managed in accordance with the Sport and Recreation Alliance Expenses Policy.

August 2024