

Guide for Bidding and Hosting the PRME Global Forum

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I. Introduction to PRME

The Principles for Responsible Management Education (PRME) is an initiative of the United Nations Global Compact founded in 2007 that aims to raise the profile of sustainability in business and management education through Seven Principles focused on serving society and safeguarding our planet.

PRME engages business and management schools and universities to ensure they provide future leaders with the skills needed to balance economic, environmental, and social goals, while drawing attention to the Sustainable Development Goals (SDGs) and aligning academic institutions with the work of the UN Global Compact. Driven by its mission to transform management education, PRME equips today's business students with the understanding and ability to deliver change tomorrow.

The Principles of PRME, as well as those of the UN Global Compact, offer a framework for continuous improvement in business practices and education focused on fostering sustainability and ethical conduct. These principles guide organizations toward achieving the SDGs. While the SDGs have specific timelines, the Principles are designed for ongoing guidance, promoting long-term sustainability.

As a voluntary initiative with over 870 signatories worldwide, PRME has become the largest organized relationship between the United Nations and management-related higher education institutions.

The PRME Secretariat is responsible for the day-to-day operations of the organization and is headquartered in New York City, USA.

II. The PRME Global Forum & RME Week

Responsible Management Education (RME) Week

The objective of RME Week is to advance responsible management education and its impact worldwide through convening and knowledge exchange. PRME's annual RME Week encompasses various discussions, talks, workshops, and social gatherings to provide educational players with the skills and inspiration needed to address important global concerns with the aim to transform the business education landscape. It welcomes researchers, deans and professors, students, young professionals, and business leaders to connect together, so we

may shape the future of business and management education, in an action oriented space to connect and build avenues for impactful collaboration.

PRME's RME Week is put on annually with a cohort of partners who engage in the following ways (*note: partner opportunities are separate from sponsorship*):

- **Hosting Partner(s):** The organization(s) that provides the physical space for the core partners of RME week.
- **Core Partner(s):** Key stakeholders who coordinate to host large gatherings, collaborating on event scheduling and profit-sharing. These organizers collectively decide the dates of RME Week to ensure seamless planning and avoid overlapping events.
- **Program Partner(s):** A Program Partner is an organization or institution that collaborates with a core partner to contribute to the program of an existing event. Their involvement may include organizing sessions, leading workshops, delivering keynote speeches, and facilitating panel discussions. Program Partners work closely with the core partner to ensure their contributions align with the overarching themes and objectives of RME Week.
- **Participants:** A participant hosts a side event, as approved by PRME, that complements the main agenda of the week. This side event is designed to delve deeper into specific topics related to responsible management education and sustainable development. By aligning with the overarching goals of RME Week, the side event enhances the overall impact of the week, offering additional opportunities for learning, networking, and creating actionable solutions. There is a limit of in-person and online side events determined each year based on location, space, and capacity.
- **Media Partner(s):** Media outlets with a strong presence in the fields of education, business, and sustainability. Their involvement includes providing comprehensive coverage of the event through various channels such as online articles, social media posts, interviews, and live streaming of key sessions.

PRME Global Forum

The Principles for Responsible Management Education (PRME) Global Forum originated in 2008 as an event intended to bring together all of PRME's stakeholders: students, faculty, and deans from Signatory Members, advisory board members, business and corporate representatives, UN agencies and others, in discussion about the latest innovations and challenges in responsible management education.

Starting in 2026, the PRME Global Forum will take place in a different location around the world each year to accommodate a global audience. The language of presentation in all sessions is English unless specified otherwise.

- **Timing:** Historically the PRME Global Forum has been hosted in June or July. Pairing with other local events, conferences, or fora is encouraged in order to maximize participation and engagement.
Please note: PRME Global Forum is preferred to be hosted in June or July, but compelling arguments that can be made for other months of the year will also be taken into consideration.
- **Collaborating:** Suggestions may include connecting with local, regional, national, or international partnerships - such as academies of management, accreditation bodies, interest groups, or special events that may be happening in parallel.
- **Global Balance:** Decentralizing the hosting of the PRME Global Forum strives to give greater access to PRME community members around the world. We recognize that annual travel to New York City is unsustainable for many, and also creates a negative climate output for all members striving to live sustainably. With this spirit in mind, the PRME Global Forum locations will vary regionally from year to year. Institutions within the same city or region are encouraged to work together in order to maximize meeting space and resources.
- **Attendance:** Average between 300-500 participants
- **Participant profile:** Predominantly faculty, deans, students, and administrators from PRME Signatory Members. Limited participation from industry and NGOs. Participants will represent 60+ countries, with the geographical spread dependent upon location.

The PRME Global Forum usually takes place over a period of 2 days with learning journeys, cultural excursions, workshops, and social events optionally occurring on a third day, either before, after, or both. A light breakfast, lunch, and coffee breaks are provided. The main 2 days are built around [PRME's Seven Principles](#) which includes the following programme elements as designed by the PRME Global Forum Steering Committee and Secretariat:

- High-level plenaries and keynote addresses that highlight the Purpose and Values Principles (10%)
- High-level presentation of the annual Sharing Information on Progress (SIP) Report Analysis (5%)
- Parallel sessions selected by the PRME Secretariat from a pool of submissions from the community that demonstrate best practices, highlight student experiences, and facilitate knowledge exchange around the following Principles (40%):
 - Teach (aimed at faculty)
 - Partner (aimed at deans)
 - Practice (aimed at administrators)
 - Research (aimed at researchers)
- Session dedicated to theme, location, current context, etc. that is student led and student focused (15%)
- Community meet-ups (15%)
- Opening and closing reflections (2%)

Common Associated Events

Additional events which may be included on the agenda include the following.

PRME Advisory Board Meeting

The PRME Advisory Board meets a maximum of in-person twice a year, with one of the meetings typically held the day before the Global Forum. This is a full day event that usually includes a dinner.

PRME Champions Meeting

The PRME Champions meet in-person three times a year, with one of the meetings typically held the day before the Global Forum. This is a full day event and hosting space should be large enough to facilitate our community of 50+ Champions schools and their affiliated representatives.

Award Reception

PRME awards faculty, students, and Signatory Members annually for their contributions to teaching, student action, and SIP reporting respectively. These recognitions are usually made during an award reception at the end of the Global Forum. This award reception can also be held in partnership with the core partners of RME week to recognize those in the RME ecosystem beyond PRME.

III. Organizers and Involved Parties

PRME Secretariat

The PRME Secretariat is responsible for the logistical aspects of the Global Forum including budgeting, registration, website creation, marketing, and the contracting of any third parties, if applicable. The PRME Secretariat is also responsible for the plenaries and thought leadership components of the Global Forum programme as well as any associated events.

RME Week Organizing Committee

In charge of coordinating logistics and strategy amongst PRME, host organization(s) and core partner(s).

Appointed

- Head of PRME
- PRME Global Forum Lead
- PRME Communications Coordinator
- Two representatives from each core partner

PRME Global Forum Organizing Committee

In charge of organizing the PRME Global Forum.

Appointed

- Head of PRME
- PRME Global Forum Lead
- PRME Communications Coordinator
- Others as determined annually by the Secretariat

IV. Past PRME Global Forum Locations

RME Week was introduced in 2023.

<i>Year</i>	<i>Format</i>	<i>Dates</i>	<i>Location</i>	<i>Attendance</i>
2026	In-Person	28-29 June	Onsi Sawiris School of Business at The American University in Cairo, Egypt	213 for GF 326 for RME Week
2025	In-Person	9-10 June	SC Johnson College of Business, New York, USA	244 for GF 352 for RME Week
2024	Virtual	17-18 June	Online (Zoom events)	791
2023	Hybrid	13-14 June	Fordham University, New York, USA	In-person: 420 Online: 127
2022	Virtual	3 June	Online (Hopin)	1060+
2021	Virtual	17 June	Online (Hopin, mostly pre-recorded)	2000+
2020	Virtual	17-18 June	Online (Hopin)	1000+
2017	In-Person	18-19 July	Fordham University, New York, USA	300+
2015	In-Person	23-24 June	New York, NY	300+
2012	In-Person	29-30 May	Rio de Janeiro, Brazil	300+
2010	In-Person	23 June	Fordham University, New York, USA	200+
2008	In-Person	4-5 December	United Nations, New York, USA	300+

V. Future Global Forum Locations

Year	Rotation Target	Bidding Status	Notes
2026	Non-North America	Closed	Onsi Sawiris School of Business at The American University in Cairo, Egypt
2027	SE Asia	Closed	Sunway Business School in Kuala Lumpur, Malaysia
2028	TBD	Open	Opened 1 Jan, 2026
2029	TBD	Not yet open	Will open 1 Jan, 2027
2030	NYC for the final year of the SDGs	Not yet open	Hosting will only be open to schools in NYC due to the proximity to the UN in the final year of the SDGs

Note: For “open” years, the destinations identified are preferred locations. However, PRME maintains flexibility in considering alternate locations or years for bids, mainly to accommodate contingencies that may restrict the bidding ability of the local party (e.g., country-wide, or city-wide events, anniversaries, administrative deadlines or considerations, construction schedule, etc.).

VI. General PRME Global Forum Requirements

Destination

The city must have a nearby international airport hub and not have overly stringent visa requirements. It should provide ample local transportation, a variety of meeting venues and lodging options, and high-quality infrastructure critical to a successful conference (e.g., reliable electricity, air conditioning, internet connection, and audio/video equipment).

Conference Venue

The venue must accommodate the following minimum requirements:

- **Plenary Hall:** Minimum 400 capacity
- **Panel/Presentation Rooms:** 8-9 rooms (minimum 30 capacity)
- **Bilateral Rooms:** 6 rooms (minimum 12-15 capacity)
- **Catering Area:** Space for coffee breaks and light buffet lunches for approximately 500-700 people
- **Registration Area:** space for 4-5 counters and 40-50 people
- **Other Space:** Additional flexible space preferred

PRME typically prefers this space to be in a single building or two adjacent buildings (no more than a 5-minute walk). The venue should be in a central location, close to public transportation and hotels. Facility rental fees, catering costs, and audio/video costs are significant considerations in the selection process.

Accommodations

Hotels should be available in different star categories and close to the conference venue. The most important factor is that accommodation is available to easily accommodate all conference attendees without logistical or financial hardship.

Cost

PRME evaluates locations with costs in mind for both participants and the organization. Affordability of airfare, lodging rates, local transportation costs, and venue fees are critical evaluation criteria. Competitive bids will be given priority.

VII. Responsibilities and Commitments of the Hosting Partner

Award Reception

PRME hosts an Award Reception alongside the Global Forum every year, awarding our students, faculty and SIPs. Organizing the Award Reception at a venue of local historical or cultural significance for 500-700 participants is the responsibility of the hosting partner. The local host handles logistics, menu selection, entertainment, security, and other arrangements. PRME reimburses costs for additional participants and transportation if necessary.

Promotion of the Event in the Preceding Year's Conference

Representatives of the local host are encouraged to attend the preceding year's conference to promote the upcoming event.

Assistance in Conference Planning

The local host should designate one or more representatives from the host institution that will be committed to providing ongoing assistance to the PRME Secretariat with the various aspects of the planning process for the conference. This process will include assistance with identifying potential conference venues and lodging options (including low-cost housing options for students attending the conference). Similarly, assistance with identifying various vendors, such as a transportation company, a tour company, a professional photographer, local audio-visual services companies, and possibly a local printer to print the conference program and proceedings and conference bags (if PRME decides to source these locally). If the destination comes with visa requirements that include a letter of invitation, the local host may need to provide such letters to participants.

Volunteers

The local host is also asked to arrange for 10-15 student volunteers to assist the PRME staff for approximately 10 hours per student a few days before and during the conference with various logistical tasks. These tasks include filling conference bags, staffing the registration and information desks, and running various errands (photocopying, delivering materials, etc.). A more detailed schedule and a more specific list of volunteer needs will be provided by the PRME Secretariat closer to the conference. Each student volunteer gets a complimentary registration to the conference, making this offer very attractive to most Master's or Doctorate level students.

Local Promotion

The local host is also responsible for promoting the conference at the local level, to universities in the country where the conference is being held, and to the national and local press.

VIII. Benefits Provided to the Local Host

Hosting the PRME Global Forum offers various benefits, including:

1. **Visibility and Prestige:** Hosting the conference brings international recognition to the host institution and city. It showcases the host's commitment to responsible management education and offers opportunities for networking with leading academics, practitioners, and policymakers.
2. **Academic and Professional Development:** The conference provides a platform for faculty, students, and professionals to present their research, attend workshops, and engage in discussions on the latest trends in responsible management education.
3. **Local Economic Impact:** The influx of conference participants can positively impact the local economy, including hotels, restaurants, and local businesses.
4. **Enhanced Collaborations:** The event fosters new partnerships and collaborations among academic institutions, businesses, and NGOs, potentially leading to joint research projects, exchange programs, and other initiatives.
5. **External Capacity Building:** We hope that working with other institutions in your area may also bolster regional synergies that last beyond the conference and bring the DNA of responsible management education into new avenues of your local community.

IX. Responsibilities of the PRME Secretariat

The PRME Secretariat plays a crucial role in the successful execution of the Global Forum. Key responsibilities include:

1. **Logistics and Administration:** The Secretariat manages the overall logistics of the conference, including budgeting, registration, contracting third-party vendors, and ensuring the smooth operation of the event.
2. **Program Development:** In collaboration with the RME Week Organizing Committee, the Secretariat oversees the development of the conference program, including the call for sessions, submission and review process, plenaries, and scheduling.
3. **Marketing and Communication:** The Secretariat is responsible for marketing the event, managing the conference website, and coordinating communication with participants and stakeholders.
4. **Sponsorship and Fundraising:** The Secretariat secures sponsorships and funding to support the conference and reduce costs for participants.
5. **Post-Event Activities:** The Secretariat handles post-conference activities, including the publication of proceedings, surveys, and reporting. Unless otherwise noted by the hosting organizations as a value-add to their proposal.

X. The Bidding Process

The bidding process for hosting the PRME Global Forum is competitive and involves several steps:

1. **Expression of Interest:** Interested institutions should submit an Expression of Interest (EOI) to the PRME Secretariat. Please see the [EOI template](#) for the comprehensive details that should be included. Including these details in the EOI will provide a comprehensive and academically rigorous demonstration of the host institution's capability and preparedness to organize a successful PRME Global Forum and RME Week.
2. **Preliminary Proposal:** Based on the EOI, selected institutions will be invited to submit a detailed proposal. This proposal should include a budget and detailed information on the proposed venue, accommodation, transportation, and local support.
3. **Site Visit:** The PRME Secretariat may conduct a site visit to evaluate the facilities and infrastructure.
4. **Selection and Announcement:** The PRME Secretariat will select the host institution. The announcement will be made at the closing ceremony of the preceding PRME Global Forum or shortly thereafter.

XI. Writing a Final Proposal to Host the PRME Global Forum

A strong final proposal should include the following elements:

1. **Overview of the Institution and City:** Describe the institution's history, reputation, and commitment to responsible management education. Provide an overview of the city, including transportation, cultural attractions, and safety.
2. **Conference Venue:** Provide detailed information about the proposed venue, including room capacities, audio-visual facilities, and accessibility.
3. **Accommodation:** Describe the range of accommodation options available, including distance from the conference venue and price range.
4. **Local Support:** Outline the support available from local partners, including financial sponsorships, in-kind contributions, and logistical assistance.
5. **Budget and Financial Plan:** Provide a detailed budget, including projected costs for venue rental, catering, transportation, and other expenses.
6. **Local Promotion and Marketing:** Describe the local marketing strategy for the conference, including outreach to potential local participants and promotional activities.
7. **Sustainability and CSR Initiatives:** Highlight initiatives to minimize the environmental impact of the conference and promote social responsibility.
8. **Risk Management:** Outline a plan for managing potential risks, including health and safety measures, contingency plans, and insurance coverage.

By carefully addressing these elements, institutions can prepare a comprehensive and compelling proposal to host the PRME Global Forum. Hosting this prestigious event provides a unique opportunity to showcase the institution's dedication to responsible management education and its role in shaping the future of business and society.

XII. Submission Timeline for Proposals

To ensure a well-organized and timely selection process for hosting the PRME Global Forum, the following submission timeline should be adhered to:

Initial Announcement and Call for Proposals

Date: 1 January

Details: Official announcement and call for proposals are released by the PRME Secretariat.

Expression of Interest (EOI) Submission Deadline

Date: 31 July

Details: Interested institutions submit their EOIs, providing an overview of their suitability and interest in hosting the PRME Global Forum.

Review of EOIs

Date: 1 August - 15 August

Details: The PRME Secretariat reviews submitted EOIs to shortlist potential hosts.

Notification to Shortlisted Institutions

Date: 16 August

Details: Shortlisted institutions are notified and invited to submit detailed proposals.

Detailed Proposal Submission Deadline

Date: 31 October

Details: Shortlisted institutions submit comprehensive proposals, addressing all specified requirements.

Review of Detailed Proposals

Date: 1-21 November

Details: The PRME Secretariat reviews detailed proposals.

Final Selection and Notification to Finalists

Date: 1 December

Details: The final selection of the host institution and city is made, and successful applicants are notified.

Initial Planning Meeting

Date: 15 December

Details: Initial planning meeting between the PRME Secretariat and the host institution to begin detailed preparations for the event.

Public Announcement of Host

Date: January of the next year

Details: Official public announcement of the selected host for the PRME Global Forum.

By following this timeline, potential hosts can ensure they provide all necessary information in a timely manner, allowing for an efficient and thorough review process. This structured timeline also ensures that the selected host has ample time to prepare for a successful PRME Global Forum.

Questions? Please reach out to the PRME Secretariat:

Cheyenne Metz, metz@unglobalcompact.org
PRME Secretariat, info@unprme.org

Please find the submission template [here](#).

Template and supporting documents may be submitted to info@unprme.org.