Hosting Guidelines for
World Siphonist Championship

About World Siphonist Championship (WSC)
The WSC is a coffee competition held by the Specialty Coffee Association of Japan (SCAJ), and the WSC Organizing Committee in the SCAJ is in charge of its whole operation. The mission of the competition is to promote and disseminate the beauty of specialty coffee brewed with siphons.

The WSC Organizing Committee invites proposals for hosting the championships in the following years:

WSC2021
WSC2022

Interested parties should be non-profit organization or association who has legal personality (hereafter referred as 'host') and should submit a proposal indicating they can meet the specific financial and logistical requirements outlined in this document. Please create proposals according to the details in the Submission section of this document.

About World Siphonist Championship (WSC)
Based on the evaluation of coffee brewed in a siphon, including not only the taste evaluation but also the process leading to the serving, the evaluation is also made on adequacy, accuracy and consistency of all the process involved. This is an event in which competitors, judges and volunteers from around the world will participate.

The competition is comprised of competitors who won the national qualifying competitions held in countries throughout the world. Competitors serve judges with 3 cups of "blend coffee" and 3 cups of their "signature beverage" within a designated time limit (please note that this document only indicates the outline of the event. The details of the components and rules & regulations of the competition are stipulated in the official rules & regulations.

Rules & regulations of the competition and score sheets
Rules & regulations stipulated and decided by the organizing committee and designated score sheets should be used at the competition. No rules & regulations nor contents of the score sheets should be changed without approval of the WSC Organizing Committee regardless of the reasons.

(Rules & regulations and score sheets are revised every year, usually between January and February, and made available on the SCAJ website).

Judging
Only the judges who participated in and qualified from the WSC judging program held by the WSC Organizing Committee can serve as judges for the competition.
(Details and the application outline for the WSC judging program will be announced on the SCAJ website).

Floor Layout
The floor layout should include various areas and rooms including the competitor practice area and judge calibration room. The floor layout varies from year to year. Overall area should require approximately 700m^2 in total.

Minimum requirement for event hosting:

- The Stage Area should be approximately 18m x 12m (excluding the stands for audience), designed with a wall (barrier) from the seating area.
- Size and style of the stands can be varied to venues. The audience seating around the stage area should include a minimum of 250 seats.
- The preparation room for competitors should be sized 14m x 10m and have the capacity to accommodate preparation tables and chairs of the number of competitors. The preparation room should be built directly behind the stage area.
- The Competitor Practice Area should be sized approximately 6m x 12m and wide enough to accommodate a clean-up area with 2 large washing stations and fridge and freezer of 1000 liters (one of each should be acceptable). A Water boiler which can prepare water at 95 degrees centigrade or an electric appliance which constantly supplies hot water should also be prepared.
- The Scorekeeping room, office and storage area combined should be approximately 16 square meters and positioned adjacent to the stage area.
- The Judges Room should be approximately 18 square meters, or be spacious enough to accommodate meeting tables, chairs, a storage area and a refreshment area for 2 groups of 6 persons.
  *All the above-mentioned spaces need to be completely built and ready for use at least one full day before the start of the competition.
- The Workshop Room (calibration room) can be built either on the floor or provided as a separate room in thefacility. The room should hold up to 20 people in a classroom style arrangement with tables and chairs, a projector and room for at least 2 practice stations. This room will need to be available at least one full day before the event.

Facilities/ Utilities
The facilities should include water/drain and power in all areas, as listed in the Event Supply List and Facility Memos. The facility must have access to wired high-speed Internet connections at the designated speed for live streaming or blogging. All these utilities need to be provided by the host, at no cost to the WSC Organizing Committee.

Build
The host is responsible for planning the designated areas described under "Floor Layout." All walls, tables, chairs, furnishings and services are to be provided by the host, as described in the Event Supply List and Facilities Memos. The WSC Organizing Committee will examine all the items produced and grant the final approval.

Audio / Visual
An Audio/Visual crew will have exclusive access to produce live video footage and sound for the duration of the competition. The WSC Organizing Committee will own all rights to any intellectual property from the event, including recordings and broadcast of the live footage.

Sponsorship

The host and the WSC Organizing Committee will work closely to plan the sponsorship recognition areas to avoid conflicts or confusion with the global sponsors and the local sponsors. The WSC Organizing Committee should call for global sponsorship and the amount raised from the sponsorship will be halved. Local sponsorships should be raised by the host, and the whole sponsorship will be a part of hosting cost.

Events themes/Stage back design

The WSC Organizing Committee will plan and approve the design of the event stage back. The host will cover the costs of printing, rigging, hanging and any special placement of these signs on the exterior and interior of the facility and around areas of the event as directed by the WSC. The WSC Organizing Committee must approve any designs or texts produced by or for the host that relate to the event theme or mention the event.

Additional Requirements

The WSC Organizing Committee will require access to the facility two days prior to the start of the competition for production, workshops or meetings. The facility should be ready for these activities and equipped with the items as required on the Event Supply List and Facility Memos. The host will be required to provide staff to set-up, dismantle and clean the area on a daily and as-needed basis. The WSC Organizing Committee may also require 1 or 2 additional rooms for meetings and/or reasonable additional floor space for specific meeting. The final layout is to be determined a minimum of 6 months prior to the event date.

Date and Location

The WSC event can be held in conjunction with a coffee industry related conference or exhibition. The event should be located in an official exhibition center or major venue site within the host city.

Public Access & Attendance Fees

The host's conference or exhibition must be open and free to all event competitors, coaches, judges, and volunteers, and the staff of the WSC Organizing Committee. Free public access to the WSC event is highly recommended.

Online Registration

The WSC Organizing Committee highly recommends an online registration system for the host's conference or exhibition. Any registration system should accommodate both advance and on-site registration. Additionally, the host needs to prepare complimentary passes, which the WSC Organizing Committee can provide at its discretion.

Host City Profile

The host city should be a major metropolitan city. The city and surrounding areas should include areas of interest to the event attendees. Public transportation should be readily available as well as lodging within reasonable proximity to the event.

Planning Schedule

A minimum 3 persons from the WSC Organizing Committee must be involved in planning meetings and hold on-site reviews of the event facility. The meetings should be scheduled at approximately 6 months and 2 months prior to the event. The host will reimburse the airfare and

lodging expenses of the 3 representatives of the WSC Organizing Committee to the host city for the planning meetings (maximum 4 days each person per meeting, accordingly 12 nights in total per meeting). The WSC Organizing Committee requires the host to provide an event-planning document, a timeline and a budget document.

Staff Support

The WSC Organizing Committee will require all the WSC Event production vendors or contractors to be confirmed no later than 6 months prior to the WSC event date. The WSC Organizing Committee requires the host to provide a support team to liaise with the WSC Organizing Committee for the duration of the WSC event planning process. Staff should be available to manage the host's WSC event website, and a contact person should be provided to answer questions related directly to the host's conference or exhibition (exhibitor information, transportation, registration, etc). The host must also provide a minimum of 10 volunteer staff dedicated to specific daily roles to assist the competition for the duration of the event.

Lodging

The host city should have a variety of lodging options for the WSC Event. The host should provide a housing agent service for the WSC Event (free of charge), or allow WSC Organizing Committee to contract a housing agent directly. The WSC Organizing Committee will need an allocation of 15 rooms, paid for by the host, for use by WSC designated guests. The main hotel for these should be 3-star or more and have access to high-speed Internet. The duration of the room stay varies depending on the situation, but the host must bear the cost of up to 75 nights in total.

Transportation

The round-trip airfare of the 5 representatives of the WSC Organizing Committee from Japan to the host city should be borne by the host (3 of which must be business class). Transportation of some kind needs to be provided by the host from the WSC event hotels to the WSC Event, for all the WSC Event attendees. The transportation schedules should coordinate with WSC scheduled activities. Parking and public transportation should be easily accessible to all attendees.

Promotion of the WSC event

The host is required to promote the competition through press releases, social media, flyers, and other marketing materials leading up to the event. All marketing materials should explicitly mention the involvement of the SCAJ in the event and are subject to prior approval by the WSC Organizing Committee.

Financial Contribution

The host should be prepared financially to support the facility requirements and build-out of the WSC stage area, rooms, supplies and all other areas detailed in this document. A more complete breakdown of responsibility can be budgeted according to the WSC Supply List and Facility Memos.

Insurance & Licensing

The Host is responsible to secure and pay for all liability insurance as required by the WSC Organizing Committee for the WSC Event and music or other licensing rights for any activities during the WSC Event.

Review Process

The WSC Organizing Committee will review all the submissions for hosting the WSC. Submissions will be reviewed in consideration of the host's experience with conferences and exhibitions and ability to meet the requirements in this document. The host city will be considered for its areas of attraction, receptiveness for the WSC Event, and benefit to the WSC's global representation and outreach.

Submissions

All submissions should be sent as PDF documents. Please make sure the submissions include the following:

- Name and profile of the Host
- Name of Main Contact
- Name of Conference or exhibition
- Executive Summary on the Conference or exhibition
- Proposed Location and Venue
- Benefits of Partnering with Host's Conference or exhibition
- Information and Benefits of Host City
- Proposed Budget
- Proposal for Planning Schedule