



INTERNATIONAL MONTESSORI CONGRESS

# 2025 CONGRESS BID PROCESS

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# CONGRESS GUIDELINES

An International Montessori Congress is an open event designed mainly to propagate and create interest in the ideas and principles of Maria Montessori for the full development of the human being. The congress should appeal to an international audience, and hence draw in participants from all over the world both within and beyond the Montessori community. It should provide information, inspiration, impetus and invigoration, relate to the culture of the host country, and have a positive effect on the status of Montessori.

Whilst a congress is an occasion for deepening of understanding and should set time aside to reflect, it is also par excellence the opportunity for participants to meet, exchange ideas, and strengthen connections within and beyond the international Montessori movement.

Speakers can either be trained or well-versed in Montessori or come from educational, academic or humanitarian backgrounds that relate to or touch upon our work.

An International Montessori Congress is generally organised around a theme, e.g. "The Child and Communication" (1997), "Maria Montessori Explicit and Implicit in the 20th Century" (1999), "Education as an Aid to Life" (2001), "Champion the Cause of All Children" (2005), "Sādhanā: Reflective Practice, Spontaneous Living" (2009), "Guided by Nature" (2013), "Pathways to Peace" (2017).

A Congress held in conjunction with AMI should be held independent of any specific occasion or celebration such as a jubilee or an opening ceremony of a school or centre occurring in the host group or country.

Other important AMI events are often held in conjunction with the Congress such as Board meetings, Trainers meetings, Research symposiums, and Affiliated Society gatherings.



What is an  
International  
Montessori  
Congress?

# PRACTICALITIES AND LOGISTICS

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## Local Organising Body

The Local Organising Body is responsible for organising the Congress on behalf of AMI.

## Consultations and Decision-Making

The Local Organising Body will keep AMI informed of the progress of all preparations concerning the Congress and reports regularly to an agreed timeline. The Local Organising Body will liaise closely with AMI in respect of the programme, speakers and activities to be offered. In order to profit from local know-how and to guarantee the best possible experience the Local Organising Body is responsible for organising the social and tourist programme.

## Programme and Speakers

The Congress theme, speakers, programme, announcements as well as the names of people to be invited as guests will have to be agreed upon by AMI and the Local Organising Body. To this end the Local Organising Body is invited to submit suggestions regarding these items to AMI.

## Publicity

The Local Organising Body will liaise with AMI concerning the design of any forms of publicity, whether digital or in print, to ensure consistency with AMI branding and correct use of the AMI logo. Once a final understanding on the above items has been reached, the Local Organising Body can start publicising the event, for which it will be responsible. AMI will advertise the event through its channels of communication as much as possible.

## Languages

The official written language for AMI, and for the Congress, is British English. The Local Organising Body must have a high proficiency in written English. It is also vitally important that every effort is made to cater for other languages including translation of key publicity documents and simultaneous translation facilities for Congress plenary sessions and selected workshops.

## Finances

All costs of hosting the Congress are to be borne by the Local Organising Body. If there is a positive financial balance coming from the Congress then this will be shared in the ratio of 50/50 between AMI and the Local Organising Body. A negative balance will be borne solely by Local Organising Body. The Local Organising Body of the 2025 Congress will forward a set of audited financial accounts of the Congress to AMI no later than 1 March 2026, with payment of 50% of any profit to be made by 31 May 2026.

### AMI Exhibitions, Meetings and Membership

The Congress is AMI's flagship global event and as such attracts an enormous amount of contact and meetings. To facilitate this, the Local Organising Body will provide:

- Complimentary Congress registration for AMI staff and VIPs
- AMI staff accommodation
- Two meeting rooms at the main hotel and Congress venue
- AMI exhibition space and fabrication of booths and displays
- AMI signage throughout the Congress including at entrance, stage, podium
- Assistance with negotiating favourable rates for the AMI trainers meeting (funded by AMI) to be held in conjunction with the Congress
- AMI membership incentives such as including AMI membership in the Congress registration fee or by offering a discount on Congress registration to AMI members, AMI membership sign-up option with registration, and other strategies to promote AMI membership

### Exhibitions and Meetings by Other Montessori Groups

Manufacturers of AMI-approved materials and other Montessori groups may be granted permission by AMI in consultation with the Local Organising Body for exhibitions and meetings. Other Montessori organisations are invited to be Congress Cooperating Organisations. Only AMI approved Montessori materials and teacher training can be directly promoted.

### Sponsorships, Exhibitors, Partnerships and Cooperating Organisations

The Congress attracts a large number of participants, including Montessori trainers, senior representatives from Montessori associations, school directors, teachers, consultants, students, parents, manufacturers of Montessori materials and other didactic materials. Government and key representatives from international educational and humanitarian organisations also attend. The Congress provides a unique opportunity to partner with a range of organisations and companies. Promotional opportunities include sponsorship, exhibition, publicity, product placement, branding, presentation opportunities, event hosting and many more. Major sponsors must be approved by AMI. Registration must include an opt-out for passing on contact details to sponsors. Only authorised bodies may circulate papers and or material during the Congress.



Exhibitions  
OVERVIEW



### Website

AMI will make available the domain name [montessoricongress2025.org](http://montessoricongress2025.org), which remains the digital property of AMI. Website development, maintenance and hosting is the responsibility of the Local Organising Body.

### Data and Files

The Local Organising Body will ensure that AMI has access to all the contact data collected as part of the Congress. On completion of the Congress, it will also ensure AMI has a copy of all key organisational files and photos and audio visual recordings of the Congress. A copy of the website will also be forwarded to AMI so that it can be maintained or stored for future reference.

### Agreement

Both parties will sign an agreement to adhere to the “Congress Guidelines”.

### Communication

In order to streamline communication, each party will identify a main point of contact. All official communications will be directed through these channels.

# BIDDING PROCESS

## Eligibility

AMI specifies different geographic regions for each Congress to ensure global representation. Bidding for the 2025 Congress is open to the following geographic regions: Africa, North America and South America. Organisations wishing to make a bid must be either an AMI Affiliated Society or AMI Training Centre.

## Submission

Parties wishing to host the 30th International Montessori Congress to be held in 2025 are requested to submit an application to AMI and produce a bid document (PDF) outlining the following information. The bid document should be no more than five pages in length with additional information attached as appendices.

**01**

### EXECUTIVE SUMMARY

- A short summary of the key aspects of the Congress bid

**02**

### ORGANISATION

- Local organising body
- Organising committee
- Support from local and regional Montessori communities
- Capacity and experience
- English language proficiency
- Multilingual support
- Technical and logistical resources
- Outreach and connections
- Communications and marketing

**03**

### PROGRAMME

- Dates
- Format (onsite and virtual components)
- Possible speakers
- Congress theme
- Congress objectives
- Alignment with AMI mission, vision and goals

**04****CITY**

- Accessibility (directness of flights/geographical location)
- Tourist options
- Social programme
- Support from government and local authorities

**05****VENUE**

- Proposed venue
- Suitability of venue
- Exhibition space
- Lecture rooms
- Catering facilities
- Technical support and facilities
- Ease of reach and access of venue
- Other facilities and services available

**06****ACCOMMODATION**

- Main Congress hotel
- Sufficient number of alternative rooms at 5, 4 and 3 star hotels in close proximity to the congress site
- Budget accommodation options such as home stay, hostels, student accommodation

**07****FINANCES**

- A draft budget outlining proposed income and expenditure
- Sponsorship, partnership, funds development opportunities

**08****COVID-19 PLAN**

- Outline of COVID-19 measures adopted by proposed venue
- Virtual participation options
- Contingency plans

## STEP 1

MAY 2020

AMI Board appoints the 2025 Congress Bid Review Committee comprising an independent chair (non AMI board or staff member), a board member, representatives of past Congresses, and other members as required. The AMI Chief Innovation Officer is assigned to support the work of the committee but does not have a vote. The Bid Process and Committee members will be publicised through AMI communication channels to further enhance transparency.

## STEP 2

SEPTEMBER 2020

2025 Congress Bid Process document is sent to all AMI Affiliated Societies and Training Centres.

Questions about the bid process or congress can be directed to [congress@montessori-ami.org](mailto:congress@montessori-ami.org).



Selection  
Process and  
Timetable  
2020

# Selection Process and Timetable 2021



## STEP 3

1 FEBRUARY 2021

Formal written bids (PDF) must be submitted by 1 February 2021 to AMI at [congress@montessori-ami.org](mailto:congress@montessori-ami.org).

## STEP 4

FEBRUARY - APRIL 2021

Each Bid Review Committee member will independently review the submissions and score them in each of the following areas:

- Organisation
- Programme
- City
- Venue
- Accommodation
- Finances
- COVID-19 Plan

Applicants are urged to address as many of the sub-areas identified in the Submission section of this brochure as possible. The Bid Review Committee will meet, collate scores, and make a recommendation for the 2025 Congress host city for ratification by the AMI board. The meeting and review process will be undertaken via email and telecommunication. No site visits will be undertaken or promotional materials received.

The successful host city and Local Organising Body will be announced by AMI by **May 2021**.

The official handover ceremony to the 2025 Congress will be held during the 2022 Bangkok Congress.