



**Solicitation of Interest/ Request for Proposals
Conference Planning Services
Closing Date: January 18, 2019**

Community Health Nurses of Canada (CHNC)/Association des infirmières et infirmiers du Canada (CHNC) is currently looking for solicitation of interest from conference planners who would be interested in working with the CHNC National Conference Standing Committee to implement national conferences for community health nurses across Canada.

A conference planner is required to lead this conference planning process for the next **four years (2020 conference – 2024)** in collaboration with the CHNC National Conference Standing Committee and CHNC members.

A conference planner will meet the following criteria:

- Experience with national conferences held in the health sector
- Attendee capacity: for 300-350

Overall Conference Management:

- Coordinate and liaise with CHNC committees
- Facilitate meetings/teleconferences with various committees
- Review existing committees and planning framework to identify gaps and duplication and provide recommendations on committee structure
- Manage information for the overall event
- Disseminate information for the overall event management to key committee members

Critical Path and Timelines:

- Develop, manage and keep track of the event timeline and critical path and provide action notes, in consultation with the Annual Conference Committee
- Develop and discuss floor plans for various areas of the event
- Prepare the “Logistics Plan” to outline event details in full, which is provided to all committees

Registration Services:

- Develop and send out a Request for Proposal to appropriate registration solution provider companies, in consultation with the Annual Conference Committee, as needed
- Provide recommendations and facilitate contract negotiations with selected contractors
- Prepare registration system scope
- Manage contractor throughout the registration process
- Set-up on-line registration system to provide specific reports and data as requested
- Process registration forms received though mail and fax

- Determine with CHNC appropriate process for depositing registration fees in a conference bank account as required
- Provide alphabetized pre-registration materials, including name badges, function tickets, etc.
- Provide real-time updated statistical information on pre-registered attendees
- Distribute registration confirmations to registrants
- Oversee collection of materials for registration packages and assist with the assembly of kits ready for distribution
- Prepare alphabetical lists of pre-registrants in a variety of formats subject to requirements, e.g. affiliation, attendee status, etc.
- Assign workshop/seminar sessions as per delegate registration requests, if required
- Arrange fully trained registration staff for required hours
- Conduct on-site staff/volunteer briefing
- Provide on-site support and supervision of registration throughout the conference

Abstract Review:

- Establish electronic abstract submission and review process, in consultation with Annual Conference Committee
- Develop database to include:
 - receipt of abstracts on-line and in real time
 - regular updates on number of abstracts received to date
 - choice of submitting a paper to numerous sessions/themes
 - ability for submitters to modify or edit submissions until peer reviewed
 - confirmations by email when a paper has been peer reviewed through the different processes i.e. submitted to a session, in process peer reviewed, accepted into a session, scheduled for a session and date to upload Powerpoint presentation file (if applicable)
 - ability for reviewers to comment or select abstracts in real time

Program Management:

- Assist with program design and themes
- Confirm time/date/length of presentation with presenter and/or poster presenter following acceptance either as a CD or publication, if required
- Confirm the selected designer/printer
- Work closely with the Annual Conference Committee and the printer to prepare the Conference brief program (if required), including:
 - program details
 - abstracts
 - list of authors by last name
 - all advertising if appropriate
- Prepare brief program for posting on Client website
- Communicate with approved and declined submitters
- Collect presentations for posting on the CHNC website

Evaluation Management:

- Develop on-line evaluation process in consultation with the Annual Conference Committee
- Prepare evaluation format

- Provide report of evaluation results to the Annual Conference Committee within 4 weeks

Marketing Services:

- Assist the Annual Conference Committee with the creation, design and implementation of a delegate marketing plan
- Develop and manage the marketing database, in consultation with the Conference Marketing committee

Sponsorship and Exhibit Management:

- Work with the Annual Conference Committee to determine potential sponsors and exhibitors and prepare a sales target list
- Supervise and maintain a sponsor and exhibitor database
- Determine the cost of sponsorships and exhibits
- Develop and design a printed sponsor and exhibitor sales kit, including contracts
- Develop a sales marketing strategy in conjunction with the Annual Conference Committee
- Distribute announcement and prospectus to potential sponsors and exhibitors
- Telemarket and follow-up with contracted and potential sponsors and exhibitors
- Receive and track signed sponsor and exhibitor contracts
- Collect, deposit and post all payments
- Prepare and distribute an exhibit manual to all contracted exhibitors
- Maintain call sheets and records of response for all companies
- Coordinate delivery of sponsor materials to conference location
- Provide on-site liaison with all sponsors and exhibitors, including:
 - constant contact with confirmed sponsors and exhibitors
 - eblast regular news and updates as required
 - advise confirmed booth numbers
 - conveying exhibitors' names and contact information to contractors
 - confirmed list of booth attendants in advance and list for names badges
- Ensure the contracts are upheld and program is implemented as set-out
- Establish on-going relationship development for future support

Planning Structure Services:

- Provide a minimum of two persons with full working knowledge of the project assigned to the account
- Attend meetings and/or teleconferences as required
- Provide reports to the Annual Conference Committee
- Review all contracts including venue, contractors and insurances

On-Site Support Services:

- Provide fully trained support (2 people minimum) throughout the conference
- Ensure that all services are performed on-site at the facility as per requirements
- Co-ordinate an on-site communication system, e.g. cell phones
- Set-up of registration area
- Staff and orientate on-site registration personnel and volunteers
- Supervise set-up for all sessions
- Arrange faculty/presenter rehearsals and on-site equipment and material checks, as needed

- Set up signage, banners, etc.
- Co-ordinate contractors
- Liaise with and supervise all suppliers
- Any and all services reasonably required to be performed to complete the conference

Facility Management Services:

- Liaise with facility to ensure appropriate arrangements for:
 - meeting room allocation and set-up, including required audiovisual, staging, technical support, etc.
 - hotel room block, including special room assignments
 - guests with special needs, i.e.: wheelchair access, special dietary needs, etc.
 - menu creation for all meals
 - final guarantees and special dietary needs
 - sponsorship and exhibit requirements
 - presenter rehearsals
 - registration and information desks
 - security
- Determine supplier requirements including:
 - food & beverage provider
 - show services company
 - audio visual services company
 - translation
 - online registration company
 - electrical company
 - security
 - décor and entertainment companies
 - destination management company
- Develop and send out Request for Proposal to appropriate service companies
- Recommend and approve contracts with required service companies
- Preparation of event specifications guide for facility and all contractors
- Conduct “tie down” meeting(s) with the facility and relevant contractors
- Follow-up any outstanding issues

Financial Management:

- Assist with preparation of preliminary and working budget
- Offer recommendations and guidelines for ensuring adherence to the budget
- Identify and implement cost saving opportunities and measures
- Receive and safe keep all revenue and pay all expenses, if required
- Process invoices through established billing process
- Prepare monthly financial reports and updates for CHNC
- Prepare a final budget reconciliation at the end of each event

Creative and Collateral Services:

- Assist with design, production and assembly of all of materials used for marketing and promoting conference
- Use selected design on all event printed materials, signage, badges
- Co-ordinate all details regarding layout, copy, editing, printing and delivery of all printed materials

- Provide assistance with co-ordination of conference materials:
 - registration form
 - conference program
 - badges
 - signage
 - audio visual support materials
 - creative booth design
- Coordinate delivery of collateral materials to facility

Speaker Management:

- Develop and implement a personalized communication strategy for speakers, including; invitation, confirmations, e-newsletters, participation and post event follow up
- Contact speakers:
 - confirm time/date/length of presentation
 - request for AV equipment requirements
 - collection of biographies, photographs, etc, if required
 - co-ordination and collection of speaker materials
 - co-ordinate travel, transportation and accommodation requirements
 - confirm all travel arrangements
 - arrange rehearsals, where required
 - secure publication/recording release forms, if required
 - prepare thank-you gifts and/or letters
 - arrange protocol where necessary

Volunteer Management:

- Determine roles available for volunteers at the conference;
- Identify volunteer schedules and prepare volunteer packages;
- Review protocols, answer questions, etc.
- Summarize volunteer reports for evaluation of event.

Security:

- Provide recommendations and/or set up systems to ensure the security of delegates, equipment, intellectual property, etc.

Logistics:

- Provide assistance with any logistical details that are relevant to the event and fall outside of the areas noted in these sections

Speciality Programs

- Prepare Contingency Plans
- Coordinate and manage VIP visits
- Manage international registrants and/or presenters

Post Event Management:

- Attend debriefing meeting
- Prepare conference management report:
 - final budget reconciliation
 - results of evaluations and summary of results

- delegate profiles
- recommendations for future events
- Send out thank you notes following the event

| In partnership with CHNC, the conference planner will provide overall conference management which will continue until after the conference to ensure lessons learned are carried forward into planning for the next year.

The selection criteria for this conference planner are:

- Successfully track record of national conference planning
- Meet all the stated criteria listed above.

If you are interested in working with CHNC in this capacity, please submit a copy of your proposal to Joyce Fox, Executive Director, at ed.chnc@gmail.com and Cindy Baker-Barill at cindy.baker-barill@smdhu.org by **January 18, 2019** including three references.