

REQUEST FOR PROPOSALS
INTERNATIONAL ASSOCIATION FOR GREAT LAKES RESEARCH

2020/2021 CONFERENCE COORDINATOR

Project Title: Coordination of the 2020 and 2021 International Association for Great Lakes Research (IAGLR) annual conferences

IAGLR Annual Conference Background: IAGLR convenes an annual scientific conference that is held at a university or conference center, which represents the most visible activity of the Association. The annual conferences are also a significant source of monetary support for furthering the overall objectives of the Association. The task of planning the annual IAGLR conference, managing the scientific program, arranging the logistics for the facilities, ensuring continuity among conferences, and directing all related activities requires a tremendous amount of time, effort, follow-through and dedication to the entire process. It also requires a high level of understanding of the online abstract submission process, program scheduling software, and registration software. Therefore, maintaining the success and year-to-year integrity of the conference is very important for the Association.

Project description: The International Association for Great Lakes Research, Ann Arbor, Michigan, is seeking proposals from qualified and highly motivated contractors or organizations interested in providing services to coordinate the IAGLR Annual conferences to be held June 8-12, 2020 in Winnipeg, Manitoba and in 2021 (location and date are being negotiated). Successful candidates will work with the host Site Chair/Co-Chairs, who are responsible for planning and staging IAGLR conferences, and with the IAGLR Conference Committee Chair who serves as the liaison between the IAGLR Board of Directors, the site Chair/co-Chairs, and their local planning committees. For both conferences, attendance is expected to range between 600 and 750. The successful candidate will provide all labor, equipment, and supervision required to accomplish the following responsibilities, which include, but are not limited to:

1. Travel to conference site for initial consideration and follow-up (as necessary).
2. Coordinate up to 15 routine calls per year with conference organizing committee (coordinate scheduling, take notes, and follow up).
3. Prepare and advertise call for sessions and abstracts using Blackfin software.
4. Oversee selection of sessions and abstracts with conference committee using Blackfin software.
5. Work with Business Manager to develop and oversee conference registration for participants using Blackfin software.
6. Prepare and oversee conference budget. Report to IAGLR Business Manager and Treasurer and periodic updates to the Board of Directors.
7. Coordinate conference activities with IAGLR key staff (Business Manager, Communications Director, President, Treasurer, and Conference Committee Chair).
8. Identify, solicit, and secure conference sponsors and exhibitors.

9. Develop conference program and coordinate other relevant printed materials (name badges, registration packets, etc.).
10. Coordinate room logistics, A/V equipment, and catering with onsite conference staff.
11. Attend conference (up to 5 days on site) with travel reimbursed by IAGLR.
12. Host post conference update with committee and finalize budget.
13. Prepare summary reports on conference coordinator activities for fall, winter, and summer IAGLR Board of Director meetings and attend meetings as directed.
14. In 2021, begin planning for annual conference in 2022.

Other minor duties not listed here that directly support hosting of the conference.

Eligibility: Any individual, for-profit, or nonprofit organization is invited to submit to this request for proposals.

Compensation: Each applicant should review the tasks above and submit an estimate of the number of hours required to complete each task, provide the hourly rates for each key staff, and a total requested budget for the task. IAGLR reserves the right to review these estimates with applicants before finalizing a contract. Contractor will submit invoices for services and travel performed on a monthly basis.

Proposal Schedule:

Released: July 29, 2019, at 5 PM EST

Proposals due: Aug 15, 2019

Decision announced: August 29, 2019

Proposals should include the following components:

1. Cover letter stating applicant's interest in the position and key past experience.
2. Resume of primary staff that will be performing the work including three past references.
3. Project proposal that covers the above tasks, any additional tasks not covered but deemed necessary by the applicant, proposed project budget and hourly rate.

Submit proposals by email only to the following addresses:

Paul Sibley, President, IAGLR, president@iaglr.org

Wendy Foster, Business Manager, IAGLR, office@iaglr.org

Please direct all inquiries to president@iaglr.org