



Request for Proposal (RFP): IAGLR RFP 2016-01

Date: October 4, 2016

Project Title: Coordination of the 2017 State of Lake Michigan Conference

Project description: The International Association for Great Lakes Research (IAGLR), Ann Arbor, MI is seeking proposals from qualified contractors or organizations interested in providing services to coordinate the State of Lake Michigan Conference to be held November 6-9, 2017 in Green Bay, WI. The services include: coordinating the program committee and local organizing committee, participating and facilitating planning calls, organizing and advertising the call for sessions and workshops, coordinating session selection with conference organizers, collection of abstracts, conference registration for participants, providing updated information to the IAGLR website for advertising and communicating with conference participants, coordination of conference-specific workshops, reviewing schedule and facility space to ensure appropriate for conference, seeking sponsors and conference partners, organization of the conference program book, travel to the conference site to review the facilities prior to the conference, and a post-conference report to IAGLR. IAGLR intends to organize an annual conference that focuses on an individual lake and integrates research and management with public outreach and reporting. The opportunity for contract renewal is contingent upon satisfactory performance of conference coordination.

Maximum Available Funds for this Conference Coordination: \$27,000.00 (USD)

Proposal Due Date and Time: October 18, 2016 at 5:00 PM EST.

Submit proposals to the following addresses:

Tomas Höök, President, IAGLR, email: president@iaglr.org

cc. Wendy Foster, Business Manager, IAGLR Business Office, email: office@iaglr.org

Address inquiries to: Dr. Tomas Höök, College of Agriculture, Purdue University, telephone: (765) 496-6799; Email: thook@purdue.edu.

This RFP will be posted as follows: IAGLR Homepage: <http://iaglr.org/>, IAGLR Twitter: <https://twitter.com/iaglr>, IAGLR Facebook: <https://www.facebook.com/iaglr>, Great Lakes Information Network (GLIN): <https://glc-lists.merit.edu/sympa/info/glin-announce>

ATTACHMENT 1

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SCOPE OF WORK

Background

The International Association for Great Lakes Research (IAGLR; the Association) intends to organize a series of conferences to facilitate exchange of information between researchers and managers, while also highlighting public outreach, education and reporting. To this end, the Association has committed itself to hosting the State of Lake Michigan meeting November 6-9, 2017 in Green Bay, WI. This meeting will build from past State of Lake Michigan meetings organized by several other partners. Moreover, IAGLR's 2017 State of Lake Michigan Conference will be followed by similar meetings concerning Lake Superior (2018), Lake Huron (2019), Lake Erie (2020), and Lake Ontario (2021). This five-year cycle will match the cycle of CSMI (Coordinated Science and Management Initiative) and will facilitate CSMI coordination and reporting. However, the intent of IAGLR's State of Lake Michigan meeting is to address a very wide breadth of research, management and extension topics related to Lake Michigan and the Great Lakes (i.e., broader than those topics covered by CSMI). We envision a conference that includes not only technical oral and poster sessions, but also workshops (both open and invited), plenary speakers, networking events and field trips. To assist the Association with this new capacity, IAGLR seeks qualified contractors or organizations to coordinate these annual lake-specific meetings.

Tasks

The work shall consist of the following tasks:

1. Work with SOLM 2017 and IAGLR Conference Chairs on the conference's Scientific Program development and help to establish and coordinate a working Program Committee and Local Organizing Committee.
2. Draft and widely solicit the Call for Sessions and Workshops and Call for Abstracts
3. Monitor session and abstract submissions
4. Coordinate conference calls with the Site Conference Chair(s), Program Chair, Local Organizing Committee Chair and IAGLR Conference Chair to discuss progress on all Conference Activities.
5. Facilitate program and content information for conference website
6. Provide information for budget development and finalization
7. Solicit sponsorships, exhibitors and program book ads
8. Identify and solicit conference partners
9. Review schedule and facility space to ensure appropriate for conference

10. Provide content, review and edit the Program Book
11. Monitor registration and edit online registration information
12. Prepare summary report of the conference progress for the Board of Directors
13. Travel to the Conference site to review the facilities in detail to determine the Exhibitor area, Poster area, Registration area, Session rooms and Workshop locations. This would involve a one- or two-day visit to meet with the site chair(s), program committee and local organizing committee.
14. Attend conference and assist with registration, exhibitors and all conference logistics
15. Contribute to the IAGLR Conference Committee reports to the Board of Directors and prepare a final summary of the annual conference to the Board of Directors

Deliverables

1. Functioning website advertising the SOLM 2017 meeting with registration capacity.
2. A post-conference report to the IAGLR Board of Directors on SOLM 2017 achievements.

Timeline of Activities

1. Establishment of a working program committee and local organizing committee (December 2016)
2. Develop website (January 2017)
3. Call for Sessions and Workshops (February 2017)
4. Call for Abstracts (April-May 2017)
5. Development of Conference Program (June 2017)
6. Report to IAGLR Board on preparations (September 2017)
7. Site visit to coordinate set-up with conference site vendor (September 2017)
8. Participate in conference (November 2017)
9. Post-conference report to IAGLR Board (February 2018)

Requirements:

The contract will require an experienced specialist(s) who is (are): well trained in coordinating meetings, knowledgeable of the Great Lakes and the mission of IAGLR, has broad connections, collaboration, working experience with bi-national basin-wide federal, provincial, state, and local agencies, and has a good track of record of completing work on schedule.

The contractor will submit a 3- 4-page work plan, with additional pages of budget and resume of individuals involved with the work by the deadline of the RFP.