



REQUEST FOR PROPOSALS 2019 STATE OF LAKE HURON CONFERENCE COORDINATOR

Project Title: Coordination of the 2019 State of Lake Huron Conference

Project description: The International Association for Great Lakes Research (IAGLR), Ann Arbor, Mich., is seeking proposals from qualified and highly motivated contractors or organizations interested in providing services to coordinate the State of Lake Huron Conference to be held in early October 2019 in Saginaw, Mich., at Saginaw Valley State University. Expected conference attendance is between 200 to 300 attendees. Responsibilities include, but are not limited to:

1. Facilitate conference organizing committee with up to 15 routine calls (coordinate scheduling, take notes, and follow up).
2. Prepare and advertise call for sessions and abstracts using X-CD software.
3. Oversee selection of sessions and abstracts with conference committee using X-CD software.
4. Develop and oversee conference registration for participants using X-CD software.
5. Prepare and oversee conference budget. Report to IAGLR business manager and treasurer. Update budget as needed.
6. Coordinate conference activities with IAGLR key staff (business manager, communications director, president, treasurer, and State of Lake Committee chair).
7. Support conference sponsor identification and follow-up.
8. Develop conference program and coordinate other relevant printed materials, name badges, registration packets, etc.
9. Coordinate with onsite conference staff about room logistics, A/V equipment, and catering.
10. Attend conference (up to 5 days on site) with travel paid by IAGLR.
11. Host post conference update with committee and finalize budget.
12. Other minor duties not listed here that directly support hosting of the conference.

Eligibility: Any individual, for-profit or nonprofit organization is allowed 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 performed on a monthly basis.

Proposal Due: February 8, 2019, at 5 PM EST

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:

Michael Twiss, President, IAGLR, president@iaglr.org

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

Please direct all inquiries to president@iaglr.org

This RFP will be posted on IAGLR's website (iaglr.org), Twitter ([@IAGLR](https://twitter.com/IAGLR)), and Facebook ([@iaglr](https://www.facebook.com/iaglr)), as well as [GLIN-Announce](#), a popular email group serving the Great Lakes community.