**13th Canadian Science Policy Conference 2021,
Request for Proposal – Virtual Conference Planning Services and Virtual Conference Platform Services**

CSPC welcomes proposals for event planning services and virtual technology platforms. **You can submit a proposal for one of the two services, or both combined.**

Purpose: Canadian Science Policy Centre (CSPC) is issuing a request for proposals to provide event planning and coordination **and/or** a Virtual conference platform for the organization of the 13th Canadian Science Policy Conference taking place virtually in November 2021. The conference will be held over one week, with full programming from morning to evening and will additionally host a number of pre-conference sessions and symposiums during the preceding week.

About CSPC:

Established in 2009, the Canadian Science Policy Conference (CSPC) is Canada's most comprehensive, multi-sector, and multidisciplinary forum on science and innovation policy, attracting the "who's who" from both the current leadership cadre and the next generation of Canada's top scientists, business leaders, and science policy experts.

The 12th Annual Canadian Science Policy Conference took place virtually for the first time in 2020 as a result of the pandemic. CSPC 2020 hosted 1700+ participants, mainly from Canada but also internationally, over 400 speakers, 73 panel sessions, and 3 pre-conference symposia. Please check the [CSPC 2020 Proceedings page](#) for more information. The CSPC 2020 conference website can also be found [here](#).

All other previous conference proceedings and more about the Centre can be found here: https://sciencepolicy.ca/

Information Requests: Proposals should address the following essential items, as applicable:

1. High-level overview of how you would handle all the logistics and the challenge of increasing attendance.

2. Background and experience with similar events. Specific examples are preferred. Virtual event experience preferred.

3. References, including contact information of at least 2 similar event clients.

4. If coordinating other events in November or December, please indicate any timing conflicts related to these events and how you plan to address them.

5. Expected remuneration for your services. CSPC is looking for a budget for the entire project and will not be accepting proposals based on a per-hour cost. Note that CSPC is a small non-profit organization with limited financial resources, the pricing will be a contributing factor to the decision.

CSPC 2021 Expected Features:

- Approximately 65 sessions over one week (week of Nov. 22)
- Approximately 10 sessions during the two weeks leading up to the conference
- Approximately 2000 participants
- 350 plus panelists
- Expected 20-30 sponsors

RFP for Event Planning Services:

Please note that CSPC does not expect extensive documentation with the proposal.
A minimal application that addresses the requested information is sufficient.

Main Areas of Responsibility:

Act as conference secretariat

Complete management of the following:

- The operational logistics of the entire conference including virtual platform, graphic design, website, sponsorship, and exhibit management.
- Client communication while acting as point of contact and managing all vendors.
- Conference finances
- Speaker management. *
- Event planners should be on duty (online) for the entire duration of the conference to manage and coordinate all operations.
- Online registration
- Support of the organizing committee efforts in the solicitation of sponsorship and outreach to stakeholders across the country
- Preparation of a detailed event scenario, including detailed schedules and action lists
- Risk analysis, including assessments of possible risks and mitigation
- Development of conference material, including website and online registration
- Support marketing and external communications, including electronic
- Support sponsorship campaign
- Final reports, budget, survey analysis, registration breakdown

*CSPC is fully responsible for the content, program development, and speaker recruitment for the conference.

Qualifications:
- · Previous conference/event planning and management experience.
- · Previous experience in managing a virtual conference
- · Excellent communication skills (verbal and written).
- · Access to a full team for website development, graphic design, etc.
- · Promptness and attention to detail
- · Professional demeanor

Assets:

- · Experience in producing conference materials and sponsorship prospectus
- · Bilingualism (English and French)

RFP for Virtual Platform:

Please note CSPC does not expect extensive documentation with the proposal. A minimal application that addresses the requested information is sufficient.

Platform Requirements:

- Ability to hold concurrent sessions multiple times within a day
- Interactivity options: polling, live Q+A during sessions, etc.
- Screen share capabilities for panelists
- Practice rooms available to panelists
- Visually appealing panel display: display of panelist names and affiliations and ability to display sponsor logos in rotation
- Ability for delegates to see who is attending each session
- Ability for session attendees to split into breakout rooms for delegates to discuss/ network during and after presentations
- Livestream and recorded playback sessions
- All sessions to be recorded to be available to delegates for viewing, within a few hours
- Live customer support before and during the conference for conference planners, panelists, and attendees
- Collection of participant analytics and feedback (survey questions will be provided)
- Collection and report of all attendee information per session: number of unique attendees, entry and exit time
- Networking options
- Chat function for delegates attending each session.
- Direct messaging system for delegates to message one another
- Platform to be functional for both low and high bandwidth (low bandwidth users can lose less integral components)
- Delegate profiles

Assets:
- A platform for networking sessions, including description of features to facilitate networking
- Video conferencing among delegates
- Translation functionality: English to French and French to English, live interpretation OR speech to text translator
- Registration system enabling delegates to attend whichever session they choose, but without the ability to share the link with anyone else (customized password/ password restrictions)
- Ability to integrate this platform into the existing conference website
- Ability to see who is marked to attend each session.
- A general chat line
- Mobile app
    - App must be similar to the website and include interactive features
    - Delegates to be able to listen to or watch panels via their phone, (while working on their laptops)
    - Delegate profiles
    - (Strength) Ability for delegates to interact with each other through the app before the conference begins

- Virtual Exhibition Hall
        - Ability for sponsors to contact delegates and vice versa
        - Ability to hold live video calls at the exhibit booth
- Training sessions for CSPC volunteers (organizers) and panelists in advance of the conference
- Gamification
- Ideas for a program equivalent of a gala dinner online or innovative ideas for networking
- Ability to present e-posters
- Possibility of Livestream via Facebook or YouTube

Additional questions to address in the Proposal:

- Plenary sessions - are there any special features to enhance presentations?
- Interactivity options - how can the audience be engaged in sessions?
- Are there any conferences currently being hosted on their platform that the CSPC team can view as an example?
- Pricing model
    - Possibility of non-profit discount?
    - Combined with Conference sponsorship
- What video conference platform is used: Zoom, WebX, other, or your own? If Zoom (or another external platform), does CSPC need to buy this extra license in addition to the platform?

- What type of customer support is offered: can we rely on your representatives if there are technical difficulties during the sessions? We need customer service available at all times by phone, email, and text during the conference
- The format, collection, and output of participant analytics

Deadline: Proposals should be received no later than **March 12th, 2021.**

Submission Details: Please provide an electronic copy of the proposal to info@sciencepolicy.ca with the subject line: ***Request for Proposal; Conference Planning Services – CSPC 2021***

We will contact only proposals that have been shortlisted.

Confidential Information of CSPC: All information provided by or obtained from CSPC in any form in connection with this request for RFP either before or after the issuance of this RFP:

(a) is the sole property of CSPC and must be treated as confidential;
(b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract;
(c) must not be disclosed without prior written authorization from CSPC; and (d) shall be returned by you to CSPC immediately upon the request of CSPC.

Proposal and Pre-Award Costs: No payment shall be made for costs incurred in the preparation and submission of a proposal in response to this RFP. No payments will be made for costs incurred for clarification(s) that may be required by CSPC.

Reserved Rights of CSPC: CSPC reserves the right to:

a) request written clarification or the submission of supplementary written information in relation to the clarification request from you and incorporate your response to that request for clarification into your proposal;
b) assess yours and other proposals on the basis of:
　　1. a financial analysis determining the actual cost of the proposal;
　　2. information provided by references;
　　3. information provided by you pursuant to CSPC exercising its clarification rights under this RFP process; or
　　4. other relevant information that arises during this RFP process;
c) waive formalities and accept proposals which substantially comply with the requirements of this RFP;
d) verify with you, other proponents, or with a third party any information set out in a proposal;
e) check references other than those provided by you;
f) disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
g) disqualify any proponent or the proposal of any proponent who has engaged in conduct prohibited by this RFP;
h) make changes, including substantial changes, to this RFP provided that those changes be communicated to you prior to accepting your proposal;

i) select any proponent other than the proponent whose proposal reflects the lowest cost to CSPC or the highest score;
j) cancel this RFP process at any stage;
k) cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
l) accept any proposal in whole or in part; or
m) reject any or all proposals;

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and CSPC shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from CSPC exercising any of its express or implied rights under this RFP.

By submitting a proposal, you authorize the collection by CSPC of the information described herein as contemplated above.

Contact Information: For further details about CSPC and Conferences, please visit our website.

Questions are welcome and encouraged and can be directed to info@sciencepolicy.ca