



## Request for Proposal (RfP) for the Appointment of Professional Congress Organiser

For the **11<sup>th</sup> General Assembly of the International Agency for the Prevention of Blindness**  
To be held in **Auckland**  
From **10-12 March 2020 (provisional)**

The International Agency for the Prevention of Blindness (IAPB), host for the above Congress, and the Royal Australian and New Zealand College of Ophthalmologists (RANZCO), local organising partner (together the “Organisers”), are pleased to invite your organisation to tender for the appointment as Professional Congress Organiser (PCO) in respect of the above Congress.

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### 1. TIME FRAME FOR TENDER PROCESS

- Invitation to Tender forwarded to PCO Companies (Tenderers) **12 December 2016**
- Closing date/time for tender submission **22 January 2017**
- Interview of selected Tenderers **week commencing 6 February 2017**
- Announcement of decision (subject to Contract negotiation) **end of February 2017**

### 2. SUBMISSION OF TENDER DEADLINE

Requests for further information and written submissions should be forwarded to:

**Alessandro Di Capua, IAPB**

E: [adicapua@iapb.org](mailto:adicapua@iapb.org)

Please note that we reserve the right to advise, at our discretion, all parties issued with an RfP, of further information/clarification of tender requirements resulting from any enquiry.

### 3. CONGRESS NAME, VENUE AND DATE

The Congress is the **IAPB’s 11<sup>th</sup> General Assembly**, known as **11GA**. It is to be held at the **NZ International Convention Centre** in Auckland from **10-12 March 2020 (provisional)**.

A provisional booking has been made at the venue but contracts have not been negotiated or signed.

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#### **4. BRIEF HISTORY OF THE CONGRESS**

The International Agency for the Prevention of Blindness (IAPB) leads an alliance of civil society organisations, corporates and professional bodies in promoting eye health through advocacy, knowledge and partnerships.

IAPB's mission is to eliminate the main causes of avoidable blindness and visual impairment by bringing together governments and non-governmental agencies to facilitate the planning, development and implementation of sustainable national eye care programmes.

The General Assembly of IAPB brings together the key players from among eye care providers, International Non-Governmental Organisations (INGOs), UN bodies, representatives from civil society, corporations, and all those who share the vision of achieving a world without needless blindness.

A General Assembly is held once every four years. The Assembly provides a forum for people involved in the fight against blindness and visual impairment to share information and exchange ideas. It normally includes a 3-4 days of scientific lectures, panel discussions, symposia and courses; social events, including an opening and celebration ceremonies and gala dinner; and a trade exhibition for equipment manufacturers and NGOs to showcase products and projects.

The costs of the Assembly are met through registration fees, exhibitors' charges and sponsorships.

The 10th General Assembly (10GA) was held in Durban, South Africa, on 27-30 September 2016. The Theme for the Assembly was "Stronger Together". 10GA saw close to 1200 delegates attending a scientific programme of 3 symposia and 40 concurrent courses featuring over 200 speakers, as well as satellite sessions comprising of 10 breakfast/lunch meetings and 25 short 'pavilion' presentations (which took place in the exhibition hall), alongside a trade exhibition with around 40 exhibitors over 3 days. Social events included the Opening Ceremony and Welcome Reception on the evening prior to the opening of the programme, Gala Dinner and a Celebration Ceremony to close the proceedings.

Pre- and post-meetings were held by up to 10 other organisations (including IAPB Board and AGM meetings), so that overall GA-connected meetings stretched over 9 days, from 24 October to 1 November.

The 9<sup>th</sup> Assembly (9GA), held in Hyderabad, India, in 2012, attracted around 1500 registrants from 60 countries over four days.

See below for further helpful information and statistics on most recent congresses –

	<b>10GA – Durban</b>	<b>9GA – Hyderabad</b>
<b>Total delegates no.</b>		
	1150	1507
<b>Registration fees</b>		
	IAPB Member USD475/600 International USD500/600 African USD250/500 Student USD250/350 Acc. Person USD150/200	IAPB Member USD475/600 International USD525/650 Indian INR6500/9000 Student USD300/400 Acc. Person USD225/300
<b>Income</b>		
	Registration USD357,200 Sponsorship USD346,200 Exhibition USD130,000	Registration USD353,566 Sponsorship USD306,612 Exhibition USD82,121
<b>Trade exhibition</b>		
	40 exhibitor booths	47 exhibitor booths
<b>Abstracts</b>		
	Total submitted 470 Accepted as oral 81 Accepted as poster 300	Total submitted 600+ Accepted as oral 200+ Accepted as poster 400

Copies of the 10GA and 9GA programmes are attached for your information.

## 5. EXPECTED ATTENDANCE

The Congress expects to attract between **1000** and **1200** delegates, **50** accompanying persons and **50/80** exhibitors. It should be appreciated that these figures are, at this stage, a best estimate based on past attendances at such Congresses.

## 6. CONGRESS FORMAT

Although the format at this stage should be regarded as flexible, the following may be used as a guideline for initial planning purposes:

- 3 days of Congress
- 3 days of trade exhibition
- 1 day trade exhibition set-up
- Social functions to include Opening Ceremony, Welcome Reception, Gala Dinner and Closing Ceremony
- Scientific programme format to include:
  - Plenary sessions
  - 30/40 concurrent sessions
  - IAPB pre-meetings, including board committees, board, Annual General Meeting and work groups
  - Satellite sessions programme including breakfast and lunch meetings, as well as short 'pavilion' presentations taking place in the exhibition hall

## **7. ACCOMPANYING PERSONS' PROGRAMME / POST-CONGRESS TOURS**

In the past approximately 30/40 accompanying persons have attended the congress. A selection of tours has been organised, provided on a self-financing basis at the risk of the PCO or an appointed Destination Management Company (DMC), managed by the PCO, to run during the congress either as an inclusive package or to be sold as optional extras for accompanying persons. Similarly Post-Congress Tours of a touristic nature for all participants are to be offered to be provided on a self-financing basis. Similar arrangements would be sought for 11GA. Tours can also provide opportunities for generating income towards the costs of the Assembly by way of commissions and the PCO would be tasked with identifying and securing such opportunities.

## **8. CONTRACTING ORGANISATION**

The contracting organisation is the International Agency for the Prevention of Blindness of London School of Hygiene and Tropical Medicine, Keppel Street, London, WC1E 7HT, UK.

## **9. ORGANISATION TO DATE**

As the local IAPB member, who bid for 11GA to be held in New Zealand, RANZCO will act as the local organising partner. The Auckland Tourism, Events and Economic Development body has also already been involved in the initial planning stages.

RANZCO is also the host of the 2020 Asia-Pacific Academy of Ophthalmology (APAO) Congress, taking place in Auckland immediately prior to the 11GA. It is hoped that by connecting these two separate events, mutual positive spill-overs will be generated.

Traditionally an Organising Committee (comprising of representatives of IAPB, local organising partner, the PCO and other relevant local bodies such as convention bureau and tourism board) and a Programme Committee (responsible for the development of the scientific programme and made up of a Chair appointed by the IAPB Board and expert members selected by the Chair) are set up as the key bodies overseeing the General Assembly. A similar set-up is envisaged for 11GA and should take form in 2017.

### **Venue**

The **NZ International Convention Centre** in Auckland, currently under construction and to be finalised by 2019, has been identified as the venue for 11GA.

The PCO will be required to assist with venue negotiations and contract following appointment.

### **Hotel Accommodation**

The appointed PCO will be required manage a hotel booking service for all participants. This may be done by identifying, contracting and managing a local Destination Management Company (DMC) if necessary. The Congress should not be liable for any deposits to be paid, or cancellation penalties. The appointed PCO will be required to negotiate, directly or through the appointed DMC if applicable, favourable rates with the hotels.

## 10. SERVICES TO BE PROVIDED

The PCO is invited to tender for the provision of the following services. The list is not necessarily exhaustive and Tenderers are welcome to incorporate additional services as they believe would be required for the successful organisation of this Congress. If you are listing additional services please do so in an appendix to the main tender document.

The list is intended to be indicative of the responsibilities of the PCO as envisaged by the organisers at this preliminary point in time. Tenderers should indicate their ability to provide the areas of service or indicate that it is not a role that they would undertake. Where the Tenderer would sub-contract any such role this MUST be clearly stated.

### **Management, Planning & Committee Consultation**

- Prepare a planning schedule and critical path and flag who is responsible for each task e.g. IAPB, RANZCO or PCO.
- Provide regular updates and regularly pass on statistics to the Organisers.
- Attend Organising and Programme Committee (PC) meetings, as required, and prepare and distribute agenda and meeting notes.
- Set up a conference secretariat to handle all communication via fax, phone, mail and email, as required.
- Support IAPB and the RANZCO with content for and any necessary integration with the Conference website

### **Financial Management**

- Develop budgets, in consultation with the RANZCO and IAPB and continually monitor these, including keeping records and reporting on all monies received and expended.
- Obtain quotes for budgeted items and negotiate purchases as agreed. All quotes to be signed off by the RANZCO or IAPB.
- Manage relevant bank accounts, handle all receipts and payments and oversee cash flow.
- Provide on-site payment facilities.
- Follow up all outstanding debts and prepare a final statement of income and expenditure following the conferences and Congresses, as required.

### **Sponsorship / Exhibition Support**

- Support IAPB and the RANZCO in producing sponsorship / exhibition offerings and managing sponsor / exhibitor accounts.
- Communicate with all exhibitors and follow through with managing logistics, including managing all aspects of the exhibition, from planning to booth allocation to set up, on-site liaison and closure.

### **Venue & Supplier Management and Liaison**

- Liaise with the venues, including coordinating venue layout, room allocations, logistics, food and beverage and all signage.
- Supply briefs and secure quotes from suppliers and manage work and check invoices against quotes.
- Identify and manage Destination Management Company (DMC) if relevant.
- Undertake transport bookings as required, including for social events.

- Oversee health and safety aspects.

### **Accommodation**

- In collaboration with DMC, if relevant, select suitable hotels from different price ranges, negotiate best rates for accommodation, manage block bookings, collate rooming lists and cater for special requirements.

### **Registration**

- Provide a secure online registration system, including acknowledgement and complete maintenance of delegates' registration records and payments and a backup.
- Provide a hard copy registration form, as required.
- Organise on-site collateral, including production, design and distribution of delegates' bags, name badges, function tickets and other material as required.
- Provide a list of participants to IAPB and generate Certificates of Attendance for all delegates.
- Provide all necessary support, information and documentation to facilitate the visa application process of delegates.

### **Programme Management including Speakers & Audio Visual**

- Coordinate the call for abstracts, including online submission, review processes and notifications to accepted and rejected speakers.
- Work with the PC and IAPB to assign Session Convenors to the programme and manage speakers' invitations, acceptances and changes.
- Provide accepted speakers with all necessary information, including timing, room allocation, speaker preparation room information and AV requirements. Collect bios, photos etc. for inclusion in collateral and marketing materials.
- Liaise with Convenors about speaker allocations, changes and requests.
- Attend all Programme Committee meetings, preparing agendas and taking notes and distributing to Committee members.
- Liaise with IAPB, PC and Convenors about AV requirements and then negotiate, book and co-ordinate the supply and delivery of AV.
- Coordinate room allocation, set-up and catering (as necessary) for IAPB Board, AGM and Committee meetings.
- Oversee diary management of IAPB CEO and President
- Provide travel and logistical support for VIP speakers

### **Social Programme**

- Act as the main liaison with all on-site service providers, including venue management, caterers, AV suppliers etc.
- Work with DMC in ensuring provision of tour programme.
- Coordinate entertainment, theming, production, venue liaison, invitations, catering and transportation, including Opening Ceremony, Welcome Reception, Gala Dinner, Celebration Ceremony and others as required.

### **Onsite Services**

- Act as the main liaison with all on-site service providers, including venue management, caterers, AV suppliers, DMC, transport etc.
- Arrange the registration of delegates, room set-ups, location of signs and banners.
- Ensure all on-site staff are fully briefed and trained.

- Co-ordinate speakers' preview and preparation rooms with technical support.

### **Evaluation & Conference Report**

- Provide comprehensive reports to IAPB and the RANZCO, including all statistical information, recommendations for future conferences together with a summary analysis.
- Provide financial documentation to IAPB to enable the books and records to be audited.

## **11. CONDITIONS OF APPOINTMENT OF A PCO**

The successful Tenderer shall, as a minimum, be capable of providing professional congress managerial services for the Congress to international standards and best practice.

The Tenderer should demonstrate their ability to provide the following:

- Ability – Tenderers are required to demonstrate their ability to provide the required services as detailed in the 'Services to be Provided' above.
- Financial viability - Tenderers are required to demonstrate their financial credibility and proof may be requested.
- Proven track record - Tenderers are required to demonstrate their experience as a PCO by providing information on meetings they have managed - especially meetings of a similar size and complexity.
- References - Tenderers are required to submit at least three referees who will be contacted by representatives of the Organising Committee. Details required are name, contact information, meeting with which they were/are associated and position in relation to the organising of that meeting. Additional letters of reference may also be attached.
- Staffing - Tenderers are required to give an overview of their infrastructure including staffing, experience and accreditation.
- Electronic Management – Tenderers should demonstrate their IT capability, capacity and ability to provide electronic facilities in a secure environment.
- Financial Management - Tenderers are required to demonstrate their competence in the area of financial management including qualification of personnel in this respect.
- Fees and Cost Structure - Tenderers are required to clearly set down fees to be charged for services.

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## **12. FEES**

We understand there are many ways in which a PCO can charge depending upon cultural traditions and organisation structures. It would be helpful if the Tenderers' fee structure would as far as possible be split by the following services:

- General congress management and planning
- Financial management

- Sponsorship / exhibition support
- Venue & supplier management and liaison
- Accommodation
- Registration and delegate management
- Scientific programme management
- Social programme
- Onsite services
- Evaluation & conference report

Tenderers are asked to outline any other charges that may be made, such as mailings, telephone, e-mail, IT, general stationery, additional staff costs etc. Any additional service charges on other budget items should be clearly stated as should the Tenderers policy towards the receiving of commission from suppliers.

Tenderers are **not** asked to provide a budget to accompany their submission.

Please keep the tender document to a maximum of 20 pages.

### **13. AWARDING OF CONTRACT**

It should be noted that the Appointment of the PCO and the Awarding of this Contract will not be dependent only upon the fees quoted but will be dependent upon the proven ability of the PCO to have understood the requirements of the Congress and their ability based on experience to deliver the event. Any appointment will be subject to successful contract negotiation.