



WFOT International Congress:

Tender: Local Professional Congress Organiser Services Required for the WFOT Congress and Meetings in Paris 2022

Introduction

As the world leadership body of the occupational therapy profession, WFOT holds an international Congress every four years, in a different member country each time. The aim of the Congress is to provide a platform for the exchange and sharing of knowledge and information on an international scale and to enhance the development of the profession, to encourage fellowship, increase the profile of the profession in the host country and to promote worldwide evidence based and exemplar standards of practice. An Exhibition accompanies the international Congress. Immediately prior to the Congress, WFOT hosts three day Executive Meeting followed by a four day Council Meeting to progress the work and governance of the organisation.

WFOT is seeking to appoint a Local Professional Congress Organiser (LPCO) for the next WFOT Congress in Paris France, 28 – 31 March 2022 and associated Meetings.

The role would be coordinated by an International Professional Conference Organiser (IPCO) – Think Business Events - who has overall responsibility for the delivery of the Congress. The Local Professional Congress Organiser would undertake specific roles to deliver local aspects of the events. The aim of this structure is to ensure consistency of standards between Congresses, protection of WFOT values and the reliable delivery of financial outcomes.

Areas of Responsibility

The key areas for assistance will be:

- Management of social events
- Management of Council and Executive meetings
- Management of site visits
- Identification, recommendation and management of suitable suppliers
- Source and assist with the Management of onsite staff and volunteers
- Management of accommodation blocks
- Tax advice sources

Specific Responsibilities

Accommodation Management
Select and recommend suitable hotels based on delegate budgets and requirements. Negotiate best rates for accommodation, manage block bookings and cater for special requirements.
Provide information about the accommodation and booking process for the website.
Provide online booking portal OR provide information for delegates to make their own bookings. NOTE: Any accommodation contracts will be the sole responsibility of the LPCO. WFOT does not take any responsibility for accommodation contracts.
Social Events
Manage all coordination and logistics for the official WFOT Congress functions - the Welcome Reception, Congress Dinner – as well as performance for the Opening Ceremony.
Identify suitable venues, source quotes, contracting, negotiation and liaison (Dinner only)
Theming and production – providing theme and concept ideas
Sourcing, contracting, negotiation and logistics of entertainers, including arranging flights, accommodation, travel, catering etc. as required.
Supplier sourcing and liaison (including entertainment, catering, AV, production, theming, etc.)
Develop budget for the social events and opening performance, for approval by WFOT Executive. Monitor budget and provide regular reports on finances. Check invoices against quotes and send to the IPCO for processing and payment.
Provide regular updates to WFOT Executive and IPCO along with budget updates
Transportation to/from dinner venue from venue and hotels if required
Professional Site Visits
Sites around Paris will be identified as suitable to take groups of delegates. Visits are generally half day, and involve transport and catering management. There are expected to be eight tours running over two days.
Develop budget for the site visits, for approval by WFOT Executive. Monitor budget and provide regular reports on finances. Check invoices against quotes and send to IPCO for processing and payment.
Work with the local Association committee to identify suitable sites for professional visits.
Manage all logistics including site inspections (as required), timing, transport, catering and hosts, risk management paperwork etc.
Onsite and Volunteer Management
Provide resources for staffing onsite (will vary based on final requirements)
Drawing on resources from previous Congresses, prepare and distribute online application link for students from local universities to participate as volunteers.
Send out notifications to all applicants for volunteer programme, providing successful applicants with information packs.
Develop and manage the onsite rosters for the volunteers (approximately 30 – 50), including allocation of tasks.
Co-ordinate all volunteer merchandise including caps and T-shirts for distribution on site.
Manage volunteer's onsite including task allocation, monitoring of attendance, reporting lines, catering, breaks and transport.
Send 'thank you' letters along with 'Volunteer Certificates' post Congress to all participating volunteers.
Supplier Management
Provide recommendations on suppliers as requested by the IPCO. This may include providers for audio visual, merchandise, digital name badges, temporary staff, signage, print and design.
Supply briefs and secure quotes from suppliers as required. Provide advice/ recommendations as required to the IPCO.

Liaise with suppliers, manage work and check invoices against quotes (as required).
Ensure all materials/ work is in line with brand guidelines for WFOT and Congress, and ensure design, production and delivery of materials of a high quality and standard. Seek input and final sign-off from WFOT Executive and IPCO for all outputs.
General Management
Work with WFOT Executive and the IPCO to develop timelines/ critical path for task completion. Include a schedule of regular meetings as required
Provide regular updates to the IPCO to include in planning and co-ordination of WFOT Congress programme and other WFOT activities.
Provide regular content regarding social events etc. for marketing purposes and website information
Provide information on travel options and touring options for delegates.
Provide post-congress wrap-up upon finish: Provide final reports and all related documents (quotes, reports, recommendations).
Provide recommendations on handling of VAT, or recommendations for supplier of professional tax advice.

Executive and Council Meetings
<i>The Executive Management Team comprises of 7-9 participants and hold a 3 day business meeting prior to the Council Meeting. Approximate dates 19 – 21 March 2022</i>
<i>The Council Meeting comprises of 80 – 100 international participants for a 4 day business meeting prior to the Congress. Approximate dates 22 – 26 March 2022</i>
Manage budget for the Council and Executive Meetings, for approval by WFOT Executive, providing regular reports on finances. Check invoices against quotes and send to the IPCO for processing and payment.
Identify suitable venues and source quotes. Present recommendations to WFOT Executive and the IPCO for review.
Manage all venue logistics and communications (including site inspections, catering menus, room set-up, AV, photographer, audio recording etc.) and ensure all requirements are met.
Arrange printing of materials as required onsite.
Liaise directly with the designer for all onsite materials (e.g. signage, banners) and other necessary materials (in line with brand guidelines), and ensure design, production and delivery of materials. Seek input and final sign-off from WFOT Executive for all design outputs.
Manage accommodation (finding accommodation options, contract negotiations, site visits to selected hotels (as required)).
Liaise with IPCO regarding registrations and accommodation requirements for the Council and Executive participants.
Arrange all necessary transportation (to/from hotels or to/from social event venues as required) and options for airport transfers to/from accommodation venues.
Site visits to local occupational therapy services (3 – 5 venues) will be available to delegates to attend. Support required with transportation from venue to location and return. Usually half a day.
Manage name badges, lanyards, satchel packing, etc.
Manage onsite requirements and logistics including staffing to manage registration desk and onsite management.

Invitation for Proposal

WFOT invites your company to submit a proposal for the delivery of Local Professional Congress Organiser (LCPO) services for the next WFOT International Congress and Exhibition in Paris, France 28 – 31 March 2022 and associated Meetings.

Proposals should include and demonstrate:

- Competitive and accurate cost proposal
- Has the capacity to work in the language of the host country
- Main contact assigned is fluent in English
- Proven history of working with an IPCO and national/local teams
- Proven experience managing international events over 1000 pax
- Has a demonstrated large network of reliable suppliers
- Previous involvement in healthcare events
- Knowledge of the occupational therapy profession

Response

WFOT would be pleased to receive your proposal by **Monday 27th May 2019**, to:

Ritchard Ledgerd

Executive Director WFOT

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