



RFP for the 2024 EARMA Conference

**Author(s)**

Nik Claesen, Johanna Roodt

**12.05.2022**

**Level of confidentiality**

Public

RFP for the EARMA Annual Conference 2024

# Call process and information

EARMA is looking for a venue for its 2024 EARMA Conference.

**All bids and information should be submitted by 20 September 2022 at the latest to** **johanna.roodt@earma.org****.** Johanna Roodt, Community, Events & Annual Conference Project Manager at EARMA, is your contact. Please make sure you receive a receipt confirmation.

Bids are welcomed from all countries in the European zone except those having organised conferences recently or scheduled to have a conference. Countries that cannot participate are Malta (2017), Belgium (2018), Italy (2019), Oslo (2022), Czechia (2023) and Spain (2025 INORMS).

Conference dates are 3 consecutive days from Beginning of April to 1st week of May 2024 taking Easter into account. The first day (Welcome Day) will be used for pre-conference workshops and social activities (which will come at an additional cost to participants and are optional) as well as our General Assembly and a welcome reception. This means the full room requirements do not apply for the first day but we only need a space for early registration and one room for up to 400 delegates for 2 hours for our general assembly. Side event workshops do not need to be detailed or budgeted at this point and may be organised in hotels in such case the conference centre cannot accommodate them.

## Process:

The EARMA office will evaluate the venue, catering, dinner, hotel and city information provided in this document and make a proposal to the EARMA board in October. The outcome of the bid will be communicated latest by December 2024. EARMA will conduct a site visit of the preferred option or the highest ranked option and may request more information or conduct an interview.

Your proposal should include the information requested in the table below in addition to any information the bidder wishes to add as an annex or attachment. The table must be filled although you may refer to additional information where relevant. The budget file provided is mandatory but an additional budget in your own format with more information may be provided as an annex.

# About EARMA

EARMA is the European Association of Research Managers and Administrators. Please find out more about us at [www.earma.org](http://www.earma.org). Our community supports and manages research. EARMA aims to set standards, gain recognition for the profession, bring together and train practitioners with the ultimate goal of more effectively supporting research to deliver excellent research benefiting researchers and science as a whole.

# About the Conference:

The recent EARMA Annual Conference in Oslo, Norway reached 1150 delegates- our largest conference of all times. We would expect at least 1000 for our 2024 conference but are aiming for 1400 to 1600. a

The three days are as follows:

**Day 1 Welcome day including early registration**: Optional (social) side events for delegates followed by the General Assembly and a networking (standing) reception

**Day 2 Full conference day**: Start of the main programme in plenary with afterwards 6 parallel sessions (Including plenary room) throughout the day followed by a gala dinner with dancing for all delegates (seated dinner is mandatory), 2 separate venues are acceptable for the dinner.

**Day 3 Full conference day**: Full day starting with a plenary followed by 6 parallel sessions (including the plenary room).

EARMA is not committed to the dinner option(s) suggested nor any other suppliers by selecting the bid.

**Financial profile and requirements:**

The EARMA conference is an academic conference by nature and looks for a comfortable and correct delegate experience but it should not be overly luxurious and should reflect the wider context of the non-profit and publicly funded sector.

EARMA is currently using the following price which are likely to be similar but adjusted for inflation in 2024. Prices are exclusive of VAT which will need to be added in line with the national VAT rates and rules.

|  |  |
| --- | --- |
| **Registration Type** | **Fee (excl.VAT)** |
| Early Bird Participant Member | €595.00 |
| Regular Participant Member | €695.00 |
| Onsite Participant Member | €725.00 |
| Early Bird Participant Non-Member | €825.00 |
| Regular Participant Non-Member | €925.00 |
| Onsite Participant Non-Member | €1075.00 |

# The Location and Venue:

This call is only open to professional conference centres but not to not big halls that need to be fully staged nor other venues not specifically built for conferences.

1. the location and the venue must be easily accessible from all parts of the continent and the wider world by a variety of means;
2. the venue must be WiFi enabled and provide sufficient bandwidth to accommodate the needs of the participants;
3. the main plenary should be able to accommodate at least 1200 pax but 1600 is preferred.
4. there should be at least 5 additional parallel rooms with a joint capacity of at least 1000 pax with no room below 80 pax. The combined capacity of all rooms must be at least 2200 pax.
5. the location must have a variety of accommodation types from self-catering to 4 or 5 star accommodation within a reasonable walking distance or short commute of the venue,
6. the conference rooms must have a professional AV service or outside supplier (including adequate and appropriate support) to include digital projection, microphones, internet at the podium and recording in the main halls[[1]](#footnote-2);
7. a speaker preparation room and at least one other meeting room (20 people, boardroom) should be available; Exhibition space must be capable of hosting poster and sponsor booths (min 20 exhibitors, 3X2 M2 with power and internet access); No special power requirements are needed only standard electricity connection.
8. catering stations should be sufficient in size and number to provide for the minimum delay to participants at coffee and lunch breaks; catering stations must be able to be combined with the exhibition area so the catering is close to the exhibitors
9. There must be the possibility to set up a cloakroom.

## Conference Venue

**Please provide the information required in the tables below. You may also attach additional documents. Such documents should include information on the city, the hotel capacity, distance and travel time to a major airport and any incentives. The conference is set to be fully live in-person but there should be an option to go hybrid if the situation requires it. Information on hybrid options is NOT required at this point.**

If you work on a DDR basis, a delegate package or price per delegate please clearly outline what is included and what is not.

The costs requested below only refer to the venue and not any of the costs of DMC (Destination Management Company) or PCO (Professional Conference Organiser). E.g. Costs for registration, websites, promotion, etc do not need to be included. We do expect to work with a DMC or PCO able to function as a DMC (see below).

**You must fill the standard budget template provided in this call for the costs.** You may include your own budget template as an Annex as additional information IF you are also supplying the standard budget template.

**Bidders must use the tables below but may refer to add other documents where needed.** The table below may be introduced into the regular bid document of the bidder. You may change the layout and expand the cells as needed.

|  |  |  |
| --- | --- | --- |
|  | Item | Information (and costs where relevant) |
| 1 | City |  |
| 2 | Name of proposed main venue |  |
| 3 | Website of venue |  |

|  |  |  |
| --- | --- | --- |
| 4 | Is the venue available on the required dates (3 consecutive weekdays between 1 April- end of first week of May 2024)  |  |
| 5 | Outline Venue plenary capacity(at least 1200 pax in theatre style). Please include a picture or link to main hall |  |
| 6 | Outline Venue parallel capacity(at least 5 additional parallel rooms with a joint capacity of at least 1000 pax with no room below 80 pax) |  |
| 7 | Outline exhibition and catering space and capacity of the venue and specify costs (a separate standard attachment for the exhibition cost is acceptable) |  |

|  |  |  |
| --- | --- | --- |
| 8 | Venue rental cost price (per room) (including all the space requirements in RFP = minimum of 6 meeting rooms including 1 plenary, minimum 5 parallels, registration space, exhibition space and catering area for all delegates and exhibitors) 2 Full days + setup |  |
| 9 | Venue rental cost or DDR for the Welcome Day, early registration, GA (400 pax),reception 70% of Pax. GA requires water to be present for delegates but no other refreshments.  |  |
| 10 | Cost of AV for 6 meeting rooms to enable light, sound and video projection of slides including all staff and other related costs (per room). (include full list of AV cost if available as an annex or attachment) Welcome day + 2 Full days + setup |  |
| 11 | Price of additional costs e.g. cleaning, security, fire department, wardrobe, mandatory hosts,… Welcome day +2 full days + Setup |  |
| 11 | Exhibition costs for 20 exhibitors ( 3X2 M2 with power, internet access, table, chairs and tablecloth) |  |
| 12 | Price of Tea & Coffee Breaks including refreshments (per person per break) |  |
| 13 | Price of water available for duration of conference (per person per day or full cost at 1200 pax). |  |
| 14 | Lunch – price per person. Ideally hot and cold fork buffet and desserts. Hot & cold Beverages. Soft drinks not needed unless part of standard package. No alcohol. |  |
| 15 | Drinks and canapes for welcome day reception cost per person. Including alcoholic drinks. |  |
| 16 | Gala Dinner venue(s) rental price |  |
| 17 | Gala Dinner staging and AV cost including dance floor |  |
| 18 | 3-course Gala Dinner meal cost (sit down for all delegates, no spouses allowed). |  |
| 19 | Gala dinner drinks package cost |  |

|  |  |  |
| --- | --- | --- |
| 21 | Outline the venue business model e.g. Do we hire the whole venue, part of it and how will changes or add-ons be costed (included any relevant rules or documents in attachment) |  |

# Logistical or local partner (PCO, DMC, Convention Bureau…):

It is not required to propose a logistical partner or conference organiser at this point but you may suggest a partner and provide information from their side. EARMA will not be committed to work with this partner, but this partner will be the first one contacted. There is no obligation to detail the cost of this partner in this document. Any partner chosen will be responsible for the logistics in the country and working with local suppliers if so agreed. EARMA will handle all other aspects of the conference together with local academic partners.

## Academic or local member involvement (mandatory)

The table below is for any academic organisations who are leading or supporting this bid. Participation by academic organisations is mandatory in this bid. A link with EARMA and the Research Managers and Administrators community of the country is required. This cannot be limited to a signed letter by the head of the academic partner(s) although these should be included where relevant. Ideally, the national, regional or local network should engage with the bid when there is such a network. EARMA will liaise with the local partners about the content of the conference and social events of the successful bidder at a later stage.

|  |  |  |
| --- | --- | --- |
| 22 | Name of the academic organisation(s) supporting or leading this bid |  |
| 23 | Are the academic organisations EARMA members? |  |
| 24 | Motivation of the academic organisations for this bid |  |
| 25 | In what way can the Academic Partners reinforce or support the conference. |  |
| 26 | Any contributions in cash or in kind by the academic organisations |  |

Evaluation Criteria for this RfP in order of importance

* 1. Value for money (venue, food, location, size, flexibility
	2. Expected delegate experience including travel and accommodation (costs)
	3. Local and/or national engagement and support

Additional criteria after shortlisting (and site visit) (Information about Evaluation criteria d-f is not mandatory for this RfP but may be requested at a later stage)

* 1. Track record and references of commercial partners
	2. Contractual terms and flexibility
	3. Expected logistical or administrative difficulties

Practical information about bid and check list

You may present this bid in a document with your preferred layout but you must keep the information in the tables exactly as is and answer items 1-21.

You must work with the budget template provided but may add a budget of your own as an annex if you wish for information (fully optional).

You may provide information regarding hotels as an annex without any restrictions as to how you do this.

Checklist

* + - 1. My bid includes all the tables of this document with answers including amounts where relevant. These answers may include multiple options and those options should be detailed. The cells may be expanded as much as needed.
			2. My bid clearly shows academic engagement and a link with EARMA
			3. I have completed the mandatory excel budget table of which the layout may be adjusted. Rows and columns should only be added if judged to be crucial



Rue Joseph II, 36-39

B-1000 Brussels

Belgium

earma@earma.org

[www.earma.org](http://www.earma.org)

EARMA VAT No: BE.0831.444.012

Copyright © 2016 EARMA. All rights reserved.

1. [↑](#footnote-ref-2)