



POSNER CENTER SYMPOSIUM 2020

Request for Information: Event Management Services

The Posner Center for International Development convenes, connects and catalyzes the global development community to collaborate for greater impact. More information is available at posnercenter.org.

We are seeking an experienced, professional Event Manager to support event planning and execution of our next annual Symposium on February 27th - 28th, 2020 for approximately 200 event participants.

The event location is the Posner Center for International Development "Horse Barn" building at 1031 33rd St, Denver, CO 80205.

Symposium Agenda (tentative)

Thursday, February 27th, 2020

- 8am-9am: Light Breakfast
- 9am-12pm: Morning Workshops
- 12pm-1pm: Lunch
- 1pm-4pm: Afternoon Workshops
- 4pm-6pm: Reception at the Posner Center or off-site TBD, light food & beverage
- 6pm-8pm: VIP Dinner, off-site TBD

Friday, February 28th, 2020

- 8am-9am: Light Breakfast
- 9am-12pm: Morning Workshops
- 12pm-1pm: Lunch and Plenary
- 1pm-4pm: Afternoon Workshops
- 4pm-6pm: Networking at the Posner Center, or off-site TBD, light food & beverage

Responsibilities

The Event Manager will work under the direction, and in coordination with, Posner Center staff for the following scope of work:

Planning and event documentation

- Participate with Posner Staff on overall event and space management planning, including event agenda, event signage, technology, vendor/caterer services, and room set-up;
- Plan reception, networking event, and VIP dinner;
- Provide and support event process documentation to support future events;
- Participate in post-event evaluation and debrief; and

- Provide a post event report that details e.g., number of participants, no-shows, vendor and caterer costs, and total cost per person.

Registration

- Establish and manage symposium registration platform and process, including:
 - Software selection and configuration;
 - Setting pricing strategy in consultation with Posner team;
 - Early bird registrations and other stratified registration levels;
 - Managing event reminders; and
 - Tracking and reporting enrollments.

Contracting

- Through a request for information process/due diligence process:
 - Secure and manage vendor/catering contracts for any equipment rentals, and food and beverage, for the duration of the event;
 - Secure venue for VIP dinner and networking event;
 - Secure photographer/videographer and manage on the day of the event; and
 - Secure hotel discount if needed, depending on out-of-town registrations.

Day of Symposium

- Staff and manage participant, volunteer, and presenter check-in at the Symposium;
- Staff and manage any load-in not provided by vendors or caterers;
- Manage and post all event signage;
- Manage all audiovisual technology including installation and dismantle;
- Provide and manage building set-up and session transitions;
- Manage all vendor/catering services, including equipment rental, and food and beverage, including catering services;
- Staff and manage any participant day-of needs;
- Manage day-of janitorial services and volunteers; and
- Provide and manage event breakdown (taking down, striking of any equipment, room-set-up, and clearing away items).

Communications

- Coordinate communications plan and manage public relations and media announcements with Posner Center staff;
- Assist with the development and execution of the Symposium “conference pack”;

- Announce Symposium to media and invite media coverage through appropriate channels; and
- Review and send partner/sponsor/exhibitor appreciations post-event.

The Posner Center will cover the cost of venues, vendors, caterers and other contractors, including food and beverage, audiovisual equipment, janitorial services, signage, etc. and will share the overall budget with the Event Manager. The Event Manager proposal and contract includes event management services only, except where specified.

Request for Information

Please submit a PDF with answers to the following questions by **Friday, August 30, 2019** to Lauren Andraski at lauren@posnercenter.org with “Symposium Event Manager” in the subject line to be considered.

Questions

1. Please provide a brief overview (5-10 sentences) of your services and qualifications.
2. Please provide proposed pricing for your services relevant to the “Responsibilities” requirements.
3. Which event management software(s) do you have experience with, if any? Do you cover associated fees, or would there be additional costs for the Posner Center?
4. Please provide a brief overview (4-5 sentences) of your approach to registration pricing and management.
5. Please provide three references for other similar sized events.