ABOUT ISPCAN

ISPCAN is an international non-profit organization with multidisciplinary members, working to prevent child abuse and neglect for over 40 years. The Executive Director leads the organization, along with a team based in Denver and our 19 Councilors who are global experts in child abuse research, practice and prevention. Our mission is to prevent and treat child abuse, neglect and all forms of violence against children. ISPCAN connects over 5,600 professionals each year from the fields of psychiatry, psychology, medicine, nursing, social work, education, law, public health and government. ISPCAN publishes a monthly research and practice Journal and we have advanced training, shared resources, special reports, and discussion forums for professionals working all over the world in this highly specialized field. We are the only international, multi-disciplinary organization that brings together professionals from 50 - 80 countries for each congress.

ISPCAN CONGRESSES

ISPCAN International Congresses are held in three different regions each year. ISPCAN rotates Congresses in every region every two years, with the exception of Europe, which is annual. Our congresses bring over $1.6M in tourism revenue to the city. We partner with a local child abuse and neglect organization in order to build capacity and awareness in the region. With each congress we hold in a different part of the world, we build and extend the safety net for children, one city at a time.

THE ISPCAN LEGACY

Each congress is more than an event. For the past 30 years, ISPCAN has constructed elements specifically designed to increase the footprint of the Congress to extend beyond the event, including building membership into our registration to expand membership throughout every region.

ISPCAN requires a local partner working in the field of child abuse and neglect as the foundation for building legacy. The Local Partner serves as scientific and financial Congress cohosts with ISPCAN to create a stronger system of prevention, diagnosis and care in the community. The knowledge transferred during the congress then drives new policy and solutions for protecting children within the region. With the conclusion of the Congress, our local partner is awarded country partner status for ISPCAN.

BENEFITS OF HOSTING AN ISPCAN CONGRESS

- Professional education on best practices in prevention, data and research in the field of child maltreatment and protection
- Raise awareness about child abuse and neglect in your region
- Skills transfer for prevention and treatment of physical, emotional and sexual abuse
- Community engagement and social impact
- Youth engagement through Youth Forums
- Data collection and reporting systems education
- Legal, judicial and public policy advancements
- Delegate economic impact of $1.6M+ for your city
ISPCAN CONGRESS REGIONS

- **Americas:** Antigua, Argentina, Bahamas, Barbados, Barbuda, Belize, Bolivia, Brazil, Canada, Chile, Colombia, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, United States of America, Uruguay, Venezuela

- **Australia + Asia:** Australia, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Cook Islands, Democratic People’s Republic of Korea, Fiji, India, Indonesia, Japan, Kiribati, Lao People’s Democratic Republic, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Mongolia, Myanmar, Nauru, Nepal, New Zealand, Niue, Palau, Papua New Guinea, Philippines, Republic of Solomon Islands, Korea, Samoa, Singapore, Sri Lanka, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, Vietnam.

- **Europe + Russia:** Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Greenland, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan Kyrgyzstan, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, The Former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Ukraine, United Kingdom, Uzbekistan.

- **Middle East + North Africa:** Afghanistan, Algeria, Bahrain, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Morocco, Iran, Oman, Pakistan, Qatar, Saudi Arabia, Somalia, Sudan, Syria Arab Republic, Tunisia, United Arab Emirates, Yemen.

- **Sub-Saharan Africa:** Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Republic, Chad, Comoros, Central African Côte d’Ivoire, Democratic Republic of the Congo, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Mali, Mauritania, Mauritius, Mozambique, Namibia, Madagascar, Malawi, Niger, Nigeria, Republic of the Congo, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, South Africa, Swaziland, Togo, Uganda, United Republic of Tanzania, Zambia, Zimbabwe.

**CONGRESS ROTATION SCHEDULE & SUBMISSION DEADLINES**

<table>
<thead>
<tr>
<th>2020 (Even Years)</th>
<th>2021 (Odd Years)</th>
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<tbody>
<tr>
<td><strong>Middle East + N. Africa</strong>&lt;br&gt;Jan-April&lt;br&gt;EOI Due: Jan 1, 2019&lt;br&gt;Bid Due: Jan 30, 2019</td>
<td><strong>Americas</strong>&lt;br&gt;Jan-April&lt;br&gt;EOI Due: Jan 1, 2020&lt;br&gt;Bid Due: Jan 30, 2020</td>
</tr>
<tr>
<td><strong>Europe + Russia</strong>&lt;br&gt;May-August&lt;br&gt;EOI Due: May 1, 2019&lt;br&gt;Bid Due: May 30, 2019</td>
<td><strong>Europe + Russia</strong>&lt;br&gt;May-August&lt;br&gt;EOI Due: May 1, 2020&lt;br&gt;Bid Due: May 30, 2020</td>
</tr>
<tr>
<td><strong>Australia + Asia</strong>&lt;br&gt;September-December&lt;br&gt;EOI Due: Sept. 1, 2019&lt;br&gt;Bid Due: Sept 10, 2019</td>
<td><strong>Sub-Saharan Africa</strong>&lt;br&gt;September-December&lt;br&gt;EOI Due: Sept. 1, 2020&lt;br&gt;Bid Due: Sept 30, 2020</td>
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</tbody>
</table>

**CONGRESS PARTNERS**

**ISPCAN SECRETARIAT AND COUNCIL:** The ISPCAN Secretariat, based in Denver, USA is responsible for oversight and management of the planning process and event, including abstract, global marketing, registration and financial management. ISPCAN Councilors also co-manage the scientific content with the Local Partner Organization. The Executive Director, President and Congress Committee oversees the bid award process and execution of all congress processes to ensure an impartial and consistent implementation.

**LOCAL ORGANIZING COMMITTEE:** The first step for planning an ISPCAN International Congress is to form a partnership between a Convention and Visitor’s Bureau and a local Child Abuse and Neglect expert partner organization to submit the Expression of Interest and Bid. The local partnership remains active and works.
together with ISPCAN throughout the bidding, planning, and execution of the Congress.

- **The Convention and Visitors’ Bureau (CB)** and/or Ministry of Tourism provides government, patron, dignitary and business endorsement, financial support and contacts, source the venue, cultural dinner site, arrange the site visit, help to hire a reputable PCO, and develop a press / social media publicity plan for the Congress to maximize opportunities for community awareness. The CB delivers the city support package (delegate transportation, welcome gift, conference bag). Finally, they develop promotional video of the city, inviting delegates, arranging for a tour company booth at the Congress, and assisting with preparation of the Expression of Interest and Bid Proposal.

- The **Local Child Abuse and Neglect partner** is a University, non-profit, government, ministry, institution or foundation working to prevent child abuse and neglect. They must be an ISPCAN member by the time an EOI is submitted. The local partner is responsible for the scientific content and program in collaboration with ISPCAN. It is strongly suggested that this local partner collaborate and include other important partners from the sectors listed above to populate the subcommittees planning the Congress to have adequate support, marketing and expertise to share in the work of planning the Congress.

- The **Professional Congress Organizer (PCO)** or Destination Management Company is jointly hired by ISPCAN and the Local Partnership for sponsorship, marketing, destination management, sales, on-site logistics, legacy management and reporting during and after the Congress. In some cases the PCO assumes financial liability.
SCIENTIFIC CONTENT

KEY ELEMENTS OF PROGRAM

- Local partner identifies a Congress theme and 5-7 child abuse and neglect prevention topics of focus
- 5-10 session tracks (based on attendance projections)
- 3 full days and optional additional days which may include working groups, tours of local child abuse treatment and research centers, community events, training and/or workshops. Congress is typically held Monday-Wednesday, days are flexible depending on Local Partner’s recommendations
- CME/CEU’s: Continuing Education or Medical Credits offered for professional learning via a local university
- Youth Forum for youth leaders and young professionals
- 2 hour skill building Core competency courses (beginner and advanced)
- 6 keynote presentations (1 international speaker, 1 World Health Organization expert, 4 regional speakers)
- Awards ceremony to honor top child abuse and neglect prevention experts in the region
- Cultural dinner & performance
- Scientific, corporate and local artist exhibitor booths
- Posters and ignite presentations
- Conference Mobile App & printed program
- Press coverage & community awareness
- Optional language specific track / virtual conference attendees
- ISPCAN Member meeting & reception

ABSTRACT PROCESS

- 150-300 global abstracts to be included in the final program
- Managed by ISPCAN and overseen by co-chairs of the scientific committee (local and ISPCAN)
- Double blind peer review process
- Oral, poster, workshops, symposia and multi-media formats

DELEGATE REGISTRATION

- ISPCAN manages the registration process in concert with our membership database
- Discounted fees are available for developing country delegates, students and ISPCAN members
- Non-member pricing includes a one-year ISPCAN membership
- Early bird, online and onsite pricing

LEGACY WORK

- Develop a plan describing community events that would supplement the congress
- Develop a public relations, media and marketing plan to promote the congress
- Conduct a Youth Forum and create a plan for sharing key objectives and learning via social media
- Announce and publish a formal Congress Declaration to drive policy change within the region
- Local Partners become ISPCAN Country Partners to remain a long term valued partner for ISPCAN in the region.
- Option for post Congress special issue of the ISPCAN Child Abuse and Neglect Prevention
International Journal. Work with the journal editors to publish the work of regional authors

**PROGRAM MODEL**

Elements and scheduling are flexible

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-10:30 AM</td>
<td>Opening Ceremony and Award Presentations</td>
<td>2 Keynote Speakers (WHO partner + regional expert)</td>
<td>2 Keynote Speakers (Regional expert + Survivor/ Inspirational) + Youth performance</td>
</tr>
<tr>
<td></td>
<td>2 Keynote Speakers</td>
<td>Youth Forum Presentation</td>
<td></td>
</tr>
<tr>
<td>11-5</td>
<td>5-10 Scientific Sessions</td>
<td>5-10 Scientific Sessions</td>
<td>5-10 Scientific Sessions</td>
</tr>
<tr>
<td></td>
<td>Youth Forum</td>
<td>Working Groups</td>
<td>Partner Meetings</td>
</tr>
<tr>
<td></td>
<td>Partner Meetings</td>
<td>Core Competency Courses and/or Master Class</td>
<td>Core Competency Courses and/or Master Class</td>
</tr>
<tr>
<td>5PM</td>
<td>Member Meeting</td>
<td>Partner Meetings</td>
<td>Award Ceremony</td>
</tr>
<tr>
<td></td>
<td>Welcome Reception</td>
<td></td>
<td>Closing Ceremony</td>
</tr>
<tr>
<td>6PM</td>
<td></td>
<td>Cultural Dinner &amp; Show</td>
<td></td>
</tr>
</tbody>
</table>

*Coffee breaks (2) and Lunch break are daily*
FINANCIAL ELEMENTS

FINANCIAL MODELS
The bid proposal will include a financial model for the Congress, defining how the break out of the percent liability/profit for the local parties will be undertaken with ISPCAN in the contract.

**Option 1** is 2 party contract: **ISPCAN and the Local Partner** each assume 50% Congress financial profit/liability. The PCO is paid a flat fee as a subcontractor for destination management services.

**Option 2** is 2 party contract: **ISPCAN and the Local Partner** have an agreement where ISPCAN is paid a flat administrative fee for having equal responsibility with the local partner for planning and managing all aspects of the scientific program in the Congress. The local partner assumes 100% Congress financial profit/liability, manages all aspects of the finances and hires PCO directly. ISPCAN must still be involved and approve all final arrangements.

**Option 3** is 3 party contract: **ISPCAN and the PCO** each assume 50% Congress financial profit/liability. The local partner is paid a fee or % profit for planning and managing the Congress scientific program.

CONGRESS BUDGET
The Local Partnership (Convention Bureau + LOCAL CAN ORGANIZATION) must determine the preferred financial model for the ISPCAN Congress.

**ISPCAN Budget Template**: Please see [www.ispcan.org](http://www.ispcan.org) for a fillable version of the required ISPCAN Budget Template. The template has built in formulas to extrapolate registration number patterns based on past attendance trends, when High and Low delegate numbers are entered.

**GOAL**: Achieve a break-even budget must be at 60% of the projected LOW number of delegates. By ensuring this from the start, all parties minimize our financial risk due to normal fluctuations in attendance and unexpected costs, etc.

REQUIRED BUDGET ELEMENTS

1. Estimated number of delegates: Provide a range of lowest to highest expected attendance.
2. VAT % rate on registrations
3. VAT% rate on other revenues

REVENUE

4. Number of delegates by ticket type: Number of delegates per ticket type will auto-populate into the budget template once the lowest and highest estimated number of delegates is entered. These estimates can be edited as needed.
5. Planned ticket prices. There are 4 registration ticket types for an ISPCAN Congress; member and non-member each for residents of developed and developing countries. Each of these registration ticket types require a proposed ticket price for early, late and on-site registration periods.
6. ISPCAN Membership Fees: Each Congress requires current ISPCAN membership fees to be built into the registration ticket price for non-members ($165 for Developed Country
ISPCAN CONGRESS RFP

residents/$65 for Developing Country residents). Members receive discounted registration rates. The membership fees are collected and remitted directly to ISPCAN in US dollars and do not factor into the congress budget.

**SAMPLE REGISTRATION FEES BY TICKET TYPE**

<table>
<thead>
<tr>
<th>Delegate Country of Residence*</th>
<th>Delegate Category**</th>
<th>Author Early Registration</th>
<th>Late Registration</th>
<th>On-Site Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developed</td>
<td>Member</td>
<td>500</td>
<td>550</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>Non-Member (Incl. $165 ISPCAN Membership.)</td>
<td>665</td>
<td>715</td>
<td>765</td>
</tr>
<tr>
<td>Developing (or student)</td>
<td>Member</td>
<td>300</td>
<td>350</td>
<td>400</td>
</tr>
<tr>
<td></td>
<td>Non-Member (Incl. $65 ISPCAN Membership.)</td>
<td>365</td>
<td>415</td>
<td>465</td>
</tr>
</tbody>
</table>

* As determined by World Bank Classification.
** Membership must be current through Congress dates to receive Member pricing.

7. **Funding:** List all confirmed Congress funding (grants, sponsorship, etc.) by source and amount confirmed in US$. The amount included in the submitted budget and/or used to calculate the break-even budget will be the liability of the local partnership, as a commitment upon which the bid was awarded. ISPCAN will assume the contracted percent profit/liability after the sponsorship and funding included in the submitted bid budget is attained.

8. **Exhibition Booths:** Enter revenue from non-profit and for-profit exhibitors.

9. **Advertisements:** Included revenue from any ads sold.

10. **Hotel Commissions:** Group rates will be negotiated by PCO and booking link provided as a convenience to delegates. Room blocks are not accepted. Any commissions or free rooms will be included here as part of the Congress budget.

11. **Other revenue sources:** Any additional confirmed or projected revenue sources are reported here.

**EXPENSES**

12. **Venue:** Source reasonably costed venues to fit the high and low numbers of anticipated delegates. The “Venue Meeting Space Rental” line item is inclusive of ALL meeting space requirements listed in the “Venue Requirements” table in Additional Reference Information. Enter an additional line item expense EACH for venue signage, décor, exhibit and poster display set up/tear down and meeting cancellation insurance.

13. **Audio and Visual:** Enter one line item expense for ALL the audio and visual requirements listed in the “Venue Requirement” table in Additional Reference Information.

14. **Food & Beverage:** Enter one line item summary expense for EACH of the food and beverage requirements listed in the “Venue Requirement” table in Additional Reference Information.

15. **PCO Fees:** Enter one summary line item expense for ALL fees related to the Professional Conference Organizer for tasks as outline in the PCO contract. See “Congress Task Division” under Additional Reference Information for a sample PCO task list. 3 bids for PCO must be reviewed by Local Partner Organization and ISPCAN (for financial model option 1, 3).
16. Fixed Costs: Enter one line item expense EACH for supplies, bank fees, audit fees and credit card fees (calculated at 5% of registration revenue)

17. Marketing: Enter one line item expense EACH for the design, printing, assembly and delivery of award winner gifts/awards, banners, brochures, program, press kits, delegate badges, volunteer t-shirts, the book of abstracts flash drive and management of the Congress website.

18. Delegate Package: Enter one line item expense EACH for delegate bags, gift(s) for delegate bags, plastic badge pouches, lanyards and badge sheets for printing.

19. Youth Forum: Enter one line item expense EACH for venue, supplies, food, beverage and audio/visual to be supplied for this closed event.

20. Keynote and VIP Speakers: Enter one line item expense EACH for security detail (if required), economy airfare, 2 nights accommodation, roundtrip airport transfers, gifts and gift wrap for 6 Keynote and VIP Speakers.

21. ISPCAN Councilors and Staff: Enter one line item expense EACH for economy airfare, 5 nights accommodation, roundtrip airport transfers for 4 Councilors (provide expertise and training) and 5 Staff Members. Post congress council meeting space for 30 for 2.5 days.

22. Complimentary Registration: Enter one line item expense EACH for 6 Keynote/VIP Speakers, 9 ISPCAN Staff and Councilors and 4 Local Organizing Committee Co-Chairs.

23. Complimentary ISPCAN Membership: Enter one line item expense for 6 Keynote/VIP Speakers.

24. ISPCAN Support Budget: As an international non-profit association, ISPCAN must recover administrative costs for staff time during planning, execution and follow up of the congress. Exact support budget costs will be determined by ISPCAN and the work split. Please contact ISPCAN for this amount.

25. Registration and Abstract Management Systems: Apply a cost of $2,000 for the use of ISPCAN’s registration system. Apply a cost of $4000 for the ISPCAN’s abstract management system.

26. ISPCAN Congress Mobile App: $2500 fee
ISPCAN CONGRESS RFP

ISPCAN BID PROCESS

STEP BY STEP INSTRUCTIONS
ISPCAN receives multiple bids for each Congress and it is a competitive, yet consultative process. ISPCAN is dedicated to providing support, feedback, and assistance every step of the way to prepare your strongest bid possible. Strong, successful bids not selected for their first choice of dates will be offered alternative dates for their Congress.

STEP 1:
Complete and submit online Expression of Interest Form

STEP 2:
Complete and submit online Bid Proposal Form and ISPCAN Budget Template

STEP 3:
Review Conference Manual Begin pre-planning

Additional information needed requested via email or technical assistance call

ISPCAN will notify of acceptance and request a full bid in 7 days.

ISPCAN will notify of award in 30 days.

CONGRESS DEFERRED to a later date

CONGRESS AWARDED

SCIENTIFIC SPONSORSHIP AWARDED
REQUEST FOR BIDS AND DEADLINES

**NOTE: Check www.ispican.org for the most up to date information on regions open for bid

<table>
<thead>
<tr>
<th>Year</th>
<th>Region</th>
<th>Congress Dates</th>
<th>EOI Due</th>
<th>Bid Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Middle East + North Africa</td>
<td>January-April</td>
<td>Jan 1, 2019</td>
<td>Jan 30, 2019</td>
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<td></td>
<td>Europe + Russia</td>
<td>May-August</td>
<td>May 1, 2019</td>
<td>May 30, 2019</td>
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<td></td>
<td>Australia + Asia</td>
<td>September-December</td>
<td>Sept. 1, 2019</td>
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<td></td>
<td>Sub-Saharan Africa</td>
<td>September-December</td>
<td>Sept. 1, 2020</td>
<td>Sept 30, 2020</td>
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<td>September-December</td>
<td>Sept. 1, 2022</td>
<td>Sept 30, 2022</td>
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</tbody>
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EXPRESSION OF INTEREST CHECKLIST

The bid process begins with first submitting your Expression of Interest (EOI). To submit your EOI, complete and submit the on-line form at: www.ispican.org/co-host-an-event-2/co-host-an-event/. The following information is required:

1. Congress Dates and Destination
   - Propose a minimum of 2 Congress dates for 3 full days that would fit best with the region’s work week
   - Propose Congress destination country, state/region and city.
   - Describe the child protection system in this region/country, including any laws against child abuse and neglect.
   - Describe peak and off-peak travel seasons in this region.
   - Provide the name and dates of any major religious or other holidays that fall within the proposed Congress dates or 3 months prior that would impact planning.
   - Describe weather conditions during proposed Congress dates.

2. Local Partner Organization
   - Organization name, email address, website, address and phone number.
   - Primary contact name, title, email address, address and phone number.
   - Describe briefly why you want to cohost the Congress.
   - Describe the organization’s programs and mission as it relates to child protection.
   - List whom within the Local Partner Organization are ISPCAN Members (ISPCAN Membership is required by at least 1 member of the Local Partner Organization).

3. Convention and Visitors' Bureau
   - Complete name and website URL
   - Primary contact name, title, email address, address and phone number.
   - Describe briefly how the bureau supports associations

4. Professional Conference Organizer (PCO)/Destination Management Company
   - Confirm whether or not a PCO or DMC will be employed to assist with Congress logistics. NOTE: If a PCO will be employed and the bid is awarded, 3 PCO bids will be required. ISPCAN can provide an RFP for the PCO selection process.
   - Review Tasks required in RFP for PCO company

5. Delegates
   - Project the high and low number of delegates who have attended similar types of conferences in the
ISPCAN CONGRESS RFP

region.
☐ Identify targeted primary audience by region.
☐ Identify targeted primary audience by discipline.

6. Congress Scientific Theme and Topics
☐ Propose the Congress Theme.
☐ Identify 4-6 topics which incorporate a multi-disciplinary approach to child abuse and neglect prevention.

7. Congress Legacy
☐ Describe the regional child protection challenges this Congress will address.
☐ Confirm commitment to the Congress Legacy.
☐ Need for any extra post congress trainings by ISPCAN for allied professionals in the community (police, teachers, parents, etc.)

8. Contract and Financial Model
☐ Describe the proposed contract model (2 party, 3 party or other model).
☐ List the parties entering the contract and the profit/liability percentage for each party.

9. Financial Support for the Congress
☐ Confirm 3-5 or more sources of financial support and total US$ pledged (E.g. Convention Bureau/tourism industry sponsorship, private donations, government grants, corporate funding, city support packages, corporate sponsorship, financial partners funding, other grants, etc.).
☐ Describe the Convention and Visitors' Bureau's Support Package. Include all financial sponsorship and incentives provided by/through the Convention and Visitors' Bureau (E.g. Public and private transportation, fire and police support, VIP care and security, airport welcome, airport transfers, media coverage, delegate bags, gifts etc.)
☐ List additional donated products/services, the source of the donation and the value in US$.

10. Planning Committee Leadership
☐ Identify 3 or more people from different organizations who have indicated they are willing to support the planning and execution of the Congress in a leadership capacity.
☐ List Non-Government Organizations (NGOs) contacted.

BID PROPOSAL CHECKLIST

Once your EOI has been submitted and approved, you will be requested to submit a full Bid Proposal. To submit your Bid Proposal, please complete and submit the on-line form at: www.ispcan.org/co-host-an-event-2/co-host-an-event/. This form is designed as a continuation of your submitted EOI. The following information is required:
Scientific:
- Review and confirm the Congress Themes and subthemes in case they may have been modified.
- List core competency courses desired that ISPCAN Councilors would deliver or help organize
- List working groups desired at pre congress
- List YF topics of interest
- Upload a Congress logo representing children and capturing the spirit of the region

11. Venue
☐ Recommend a minimum of 2 Congress Venues. For each venue, provide a link to layouts, photos and/or videos of meeting spaces.
☐ Actual costing sheet from the venue must be uploaded with rooms, AV, Wi-Fi and all costs described

12. Housing
☐ Recommend a minimum of 3 housing options with easy access to the Congress venue, representing a range of price points. NOTE: Hotel blocks are not accepted. Discounted group rates and links for booking are required.
☐ What is the price range for 3 star hotels:
☐ What is the price range for 4 star hotels:

13. Budget
☐ Complete and upload ISPCAN Budget Template with actual costs. Download the fillable Budget
14. **Advocacy**
   - Describe participation and other endorsement from regional, national and international government, ministries and agencies.
   - Upload letters of support for the Congress.

15. **Patronage**
   - Describe attendance and other endorsements from national and international political figures, patrons, dignitaries and royalty.

16. **Marketing**
   - Describe in detail all the ways the press will be involved in promotions before, during and after the Congress.
   - Upload the Media Marketing Plan to include traditional and social medial publicity pre, during and post Congress.

17. **Travel Information**
   - Describe all visa requirements and travel restrictions.
   - Describe any entry, exit and any other travel restrictions based on nationality, culture, religion etc.
   - Describe local and international airport and railway travel options.
   - List public and private local transportation options and pricing, including airport transfers.
   - List required and recommended vaccinations.
   - List local currency, exchange rates and VAT requirements.

18. **Cultural Event and Tours**
   - Recommend Cultural Dinner options, including venues, menus and entertainment.
   - List recommended optional tours and sightseeing trips for purchase.
   - Propose half day educational tours of local child abuse and neglect prevention facilities (E.g. treatment facilities, Children’s Hospitals, Juvenile Justice Facilities, Refugee Relocation Centers, etc.)
   - Propose half day observation/shadow opportunities with local child abuse and neglect prevention organizations/experts.

**BID SELECTION**

**SELECTION PROCESS**

Bidding for an ISPCAN Congress is a competitive process. Multiple confidential bids are considered for each Congress. ISPCAN is dedicated to a Consultative relationship with bidding parties. Our staff is available to you to answer questions, resolve challenges, review a draft bid, provide guidance and meet for consultation calls with you and your team. We will work with you every step of the way to ensure your final bid is the strongest and most complete proposal possible. If your bid rates well but is not selected for your first choice of dates, you will be offered an alternate year for hosting an ISPCAN Congress. **NOTE: DO NOT DELAY THE SUBMISSION OF YOUR BID**

The timelines represent **minimum** suggested submission and planning timelines. When all other factors are equal, the earliest bid submitted will be awarded the first choice of dates.

**SELECTION CRITERIA**

- Local Partner’s track record and accomplishments in the field of child abuse and neglect. Must be a new or established ISPCAN member.
- Themes / Subthemes / Vision for the Congress
- Child Protection Systems & Support from Government / Political Will
- Commitment to the ISPCAN Legacy: propose activities planned to continue education, training or policy work during and after the Congress.
- Scientific Support for Local Partner: Local CAN Partner organization’s relationships with other CAN
organizations throughout the region, demonstrated by a minimum of 5 letters of support from government ministries, related NGO’s, corporations, institutes, or universities.

- Financial Support for the Congress: committed sponsorship, discounts, in kind support, grants, subvention funds, transportation passes, secured scholarship sources for delegates from developing countries, regional and international corporate financial committing financial contributions and/or donated products/services that offset Congress costs. Please include the pledged financial support in US dollars within the bid proposal.

- Proposed budget: Must use ISPCAN Budget Template. The budget must be detailed, transparent, include actual costs and fully disclose all costs. PCO commissions must be disclosed.

- Process of bidding is competitive, and other interested parties will not be disclosed.

- All bids that are well developed even if not selected for their first choice of dates will be offered an alternate year option

SITE VISIT

Once the bid is awarded, the ISPCAN Executive Director and Congress Co-Chair will visit the city, venue and lodging to discuss scientific program, contract, etc. The site visit travel and accommodation must be hosted and funded by the Convention Bureau.

THE SITE VISIT IS TO INCLUDE:

- Tour the suggested destination city.
- Tour recommended venues.
- Tour of suggested hotels and lodging, including sleeping rooms.
- Tour the suggested social event location.
- Visit to sightseeing option(s).
- Experience of local transportation
- Meet with Co-Hosts – Convention Bureau and CAN Partner.
- Interview/ Meetings with PCO(s).
- Meetings with Planning Committee Subcommittee Co-Chairs.
- Meetings with any additional members of government.

TECHNICAL ASSISTANCE FROM ISPCAN

- During the bid process, ISPCAN is available to consult and provide any information needed by email or phone meeting
- ISPCAN will not reveal any details regarding other bids received
- Budget template questions or assistance to complete is available as needed
- Convention bureaus must connect with local subject matter experts on their own. ISPCAN encourages the cultivation of new members for ISPCAN so we do not make our member database available.
- Sample RFPs and guidance regarding past attendance or past delegate registration fees, etc. are available for the region upon request.
- Past Congress history for ISPCAN can be found on our website: https://www.ispcan.org/co-host-an-event-2/past-congresses-and-conferences/list-of-past-conferences/
ADDITIONAL REFERENCE INFORMATION

VENUE REQUIREMENTS

### Meeting Spaces
- 1 Plenary hall, theater seating for 100% of delegates for three half days
- 10 concurrent session meeting rooms, theater seating for 50 delegates for three full days
- Welcome Member Reception space for 40% of delegates for one evening
- Cultural Evening banquet room for capacity of 40% of delegates for one evening
- Registration booth for three full days
- Exhibit space for 10-20 booths and up to 100 poster displays
- ISPCAN management office, conference seating for 20 for 4 days
- Liability Insurance

### Signage
- Banners for podiums in each meeting room and plenary stage
- Indoor and outdoor signage to direct delegates
- Indoor and outdoor signage advertising the Congress

### Decor
- Foliage or fresh flowers in each meeting room and for plenary stage
- Backdrops and/or banners for all large meeting rooms containing stages

### Audio and Visual
- Free WIFI for delegates
- Laptop, screen and projector for 10 session rooms for 3 days
- High speed internet access and A/V recording equipment in all meeting rooms
- Lighting, sound, recording equipment and technician for plenary room for 3 mornings
- Speaker readiness and management of presentation file collection, upload to rooms and final save of all presentations, recordings and materials in an organized file storage system
- High speed internet access for ISPCAN Management Office and registration booth

### Food and Beverage
- Coffee/tea/refreshments twice daily for 80% of delegates
- Water in all rooms
- Welcome reception full service bar(s) and bartenders, stationed and passed hors d’oeuvres and miniature desserts for 40% of delegates.
- Lunch cash and carry stations in designated public areas with no minimum catering guarantees.
- Coffee/Tea and refreshments in ISPCAN office throughout the Congress.
- Council meeting catering for 2.5 days for 30

### Location
- Local traffic during delegate arrival and departure times
- Availability of public transit
- Availability of public parking
- Safety and beauty of area and neighborhoods surrounding the venue
- Nearby attractions and tours
- Ease of travel to the venue.

### Accessibility
- Accessibility for people with disabilities.
- Proximity of spaces for refreshment breaks.
- Availability of hotels nearby

### Green Meeting Initiatives
- Documentation of environmental initiatives that have been undertaken or a green meetings program that is in place.
- Paperless check-in and check-out options.
- Recycling program to include paper, plastic, glass, aluminum cans, and cardboard.
- Condiments provided in serving containers, and not individual packets

HOTEL CONSIDERATIONS
Please consider hotels with a range of pricing options for delegates in a reasonable transportation or walking distance. Negotiate a discounted group rate and provide a convenient booking link. No Room Blocks; and any commissions must be shared revenue.
### CONGRESS PLANNING TIMELINE – 10 Months

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Post Bid Award</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Messaging: Save The Date, Planning Committee, Abstracts Open</td>
</tr>
<tr>
<td></td>
<td>Site Visit</td>
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<td></td>
<td>Website</td>
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<td>Prospects</td>
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<td>Budget</td>
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<td>Ticket Pricing</td>
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<td>Contracts</td>
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<td>Invited International Speaker</td>
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<td>Kempe Lecturer</td>
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<td>Keynote Speakers: Regional</td>
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<td>Program Model</td>
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<td>Sponsors</td>
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<td></td>
<td>VIPs: Patrons, Dignitaries and VIP Delegates</td>
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<tr>
<td></td>
<td>Planning Committee: Co-Chair List, Contact Info, Meeting Schedule</td>
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<td></td>
<td>Logo and Branding</td>
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<tr>
<td></td>
<td>PCO: Selection</td>
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<td></td>
<td>Legacy: Outcomes, Plan and Measures</td>
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<td>Marketing: Plan</td>
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<tr>
<td></td>
<td>Press: Press Release and/or Press Conference</td>
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<tr>
<td></td>
<td>Working Groups: Select, Co-Chairs, Schedule, Deliverables</td>
</tr>
<tr>
<td></td>
<td>Youth Forum: Co-Chairs, Guidelines, Topics, Virtual Part., Regional Needs</td>
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<tr>
<td></td>
<td>Funding: Congress, Working Groups, Youth Forum, Scholarships</td>
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<td></td>
<td>Travel: Discounts</td>
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<td>Accommodations</td>
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<td>Cultural Dinner: Tour Venues, Regional Expectations</td>
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<thead>
<tr>
<th>Month 10</th>
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<tbody>
<tr>
<td></td>
<td>Messaging: Country Partners Invitation</td>
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<td></td>
<td>Legacy: Outcomes, Measures, Outreach Events, Adjunct Training</td>
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<tr>
<td></td>
<td>Contracts: Suppliers</td>
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<td>Payment Processes: Local</td>
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<td>VAT/Taxes</td>
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<td>Press: Kit</td>
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<td>Virtual Attendance</td>
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<td>Translation Services</td>
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<td>Abstracts: Submissions</td>
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<td>Keynote Speakers: Regional</td>
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<td>Reviewers</td>
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<td></td>
<td>Cultural Dinner</td>
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<td>Funding: Congress, Working Groups, Youth Forum, Scholarships</td>
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<td></td>
<td>Youth Forum: Youth Leaders, Concept Overview</td>
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<td></td>
<td>Working Group: Concept Overview</td>
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<td>Planning Kickoff Meeting</td>
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<td>Registration: Open Early Registration</td>
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<td>Transportation: Discounts</td>
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<td>Exhibit: Recruit</td>
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</tbody>
</table>
### Month 9
- Messaging: VIP Welcome, Reviewers
- Scholarships: Plan
- Social Media: Plan
- Abstracts: Review
- Legacy: Community Outreach and Adjunct Training
- Contracts: VIP, Keynote Speaker
- Registration: VIP, Keynote Speaker, Staff and Co-Chairs
- AV: Requirements and Bids
- Catering: Requirements and Bids
- Press: Press Release 1

### Month 8
- Messaging: Scholarships – Apply
- Tours
- Wellness
- Scholarship: Open Applications
- Travel: Book VIP, Keynote Speakers, Staff and Co-Chairs
- AV: Vendor Selection
- Catering: Vendor Selection

### Month 7
- Messaging: Keynote Speakers - Welcome, Scholarships- Closing
- Awards: Nominations
- Scholarships: Selections
- Program: Draft
- Core Competency Courses: Selection, Presenters
- Interactive Hubs
- Gaming
- Meetings: Schedules for Foundations, Patron and Partners
- Registration: Authors
- Banners
- Signage
- Video, Photography
- Translation Services

### Month 6
- Messaging: Scholarships Notification, Awards Notification
- Legacy: Congress Declaration Document
- Press: Press Release 2
- Posters: Ignite Presentation Plan and Award Selection Plan
- Youth Forum: Final Program, Virtual Participation Plan
- Working Groups: Final Programs

### Month 5
- Messaging: Authors, Keynote Speakers
- Legacy: Community Outreach Final Plan
- Program: Final
- CEU Certification: Process
- Security
- Travel: VIP Logistics
- Exhibit: Finalize Exhibitors
- Exhibit: Floorplan
- Posters: Floorplan
- Registration: Open Late
### Month 4
- Messaging: Delegates, Exhibitors, Authors
- Legacy: Adjunct Training Final Plan
- Press: Press Release 3
- Session Chairs: Select
- Contracts: Sponsor and Exhibitors
- VIPs and Keynote Speakers: Host Assignment and Care Plan
- AV: Speaker Readiness and Material Collection Plans

### Month 3
- Messaging: Delegates, Exhibitors, Posters, Volunteers, Session Chairs
- Volunteers: Recruit
- Networking Events: Plan
- Packages: Deliver to Sponsors and Exhibitors
- Mobile App: Upload Data
- Signage
- Decor
- Program Book
- Arrival Plan (Banners, Greeting and Transfers)

### Month 2
- Messaging: Delegates, Exhibitors, Posters, Volunteers, Session Chairs, Keynote Speakers
- Legacy: Congress Declaration Document
- Press: Press Release 4
- Ceremonies: Opening, Award and Closing
- Council Meeting: Location, Accommodations, Catering
- Print Materials: To Press
- Catering: Finalize Numbers

### Month 1
- Legacy: Final Declaration Document
- Registration: Close On-Line
- Mobile Application: Deploy
- Council Meeting: Agenda
- On-Site Logistics: Staff Role Assignment
- Minute by Minute Congress Schedule
- Gifts: Assemble for VIPs
- Video, Photography, Social Media Final Plan
- Badges: Printing
- Packages: Assemble for Delegates, Volunteer
- On-Site Logistics: Walk Through

### Congress
- Volunteer: Training
- Session Chairs: Training
- Registration: On-Site
- Badges: Printing
- Gifts: VIP Gifts and Notes Delivery to Rooms
- Posters: Award Selection and Presentation
- Evaluations: Collect live via Mobile Application
- CEUs: Email
- Certificates of Attendance: Email
**ISPCAN CONGRESS RFP**

### Post Congress
- Legacy: Adjunct Training
- Budget: Collections and Payments
- Reports: Final Budget Report and Congress Summary
- Congress Material Post to Website
- Evaluations: Data Review
- Reports: Post Congress Newsletter
- Optional Special Congress Issue of the ISPCAN Journal

### CONGRESS TASK DIVISION
The management of the Congress is a responsibility shared by the Local Partnership, ISPCAN and the PCO. The following is a typical division of congress management responsibilities. The division of responsibilities is flexible upon agreement with ISPCAN to accommodate regional and cultural expectations.

#### Local Partner Organization
- **Sponsorship**
  - Local Businesses
  - Scholarship Funding
  - Civic Organization Funding
  - Group Attendance
  - Scholarship fund
  - Edit Sponsor Packet

- **Contacts**
  - Scientific Community – Local CAN Experts
  - Local Businesses
  - Regional Mailing Lists
  - Media Contacts
  - Keynote Speakers
  - CEU’s organized

- **Marketing - Local**
  - Professional Network Marketing
  - Press Conferences

- **Legacy**
  - Design and Pre-Conference Indicators
  - Execution
  - Implementation and Post Congress Reporting

- **Bid Preparation**
  - Scientific Theme and Topics

#### ISPCAN
- **Planning Administration**
  - Monitor and manage entire process
  - Meeting Management
  - Document Management
  - Sponsorship prospectus
  - Provide up to $2500 in matching scholarships for developing country delegates
  - Managing delegate communications from start to end

- **Contacts**
  - ISPCAN Global community & partners
  - ISPCAN Members
  - ISPCAN Councilors
  - Keynote Speakers
  - WHO special relationship for sponsorship of Congress

- **Marketing - International**
  - Messaging to Members
  - Messaging to 5,600+ Contacts
  - Utilize our International Journal ad space
  - The Link newsletter promotion
  - Engaging our networks via partner organizations
  - Social media utilized

- **Financial Management**
  - Banking
  - Pre-Approval of All Expenses
  - Maintain registration systems and discounts for members, authors, etc.

- **Abstract and Registration Management**
  - Call for Abstracts
**ISPCAN CONGRESS RFP**

<table>
<thead>
<tr>
<th>Scientific Program</th>
<th>Overall Management of author submission, program building, and reviewers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Recommendations for Planning Committee</td>
<td></td>
</tr>
<tr>
<td>• Assist with Sample Logo Design</td>
<td></td>
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</tbody>
</table>

**Scientific Program**

<table>
<thead>
<tr>
<th>Program Design</th>
<th>Councilors to Consult with LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Abstract Review and Selection</td>
<td>Keynote Speaker Recommendations</td>
</tr>
<tr>
<td>• Keynote Speakers</td>
<td>Recommend Abstract Reviewers</td>
</tr>
<tr>
<td>• Recommend Abstract Reviewers (20)</td>
<td>Master of Ceremonies during Congress</td>
</tr>
<tr>
<td>• Session chairs (20)</td>
<td>Councilors provide subject matter expertise as speakers for core competencies</td>
</tr>
<tr>
<td>• CEUs</td>
<td>Abstract reviewers (20+)</td>
</tr>
<tr>
<td>• Balance research vs practice in the program</td>
<td>Lead working groups</td>
</tr>
<tr>
<td>• Address regional issues</td>
<td>Lead YF along with local co-chair</td>
</tr>
</tbody>
</table>

**Convention Bureau**

<table>
<thead>
<tr>
<th>Sponsorship</th>
<th>Sponsorship</th>
<th>PCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Site Visit Agenda and Funding</td>
<td>Corporate Funding</td>
<td>Local Business Funding</td>
</tr>
<tr>
<td>• Delegate Bags</td>
<td>Local Business Funding</td>
<td>Airport Signage</td>
</tr>
<tr>
<td>• Delegate Bag Contents</td>
<td>Airport Signage</td>
<td>City Banners</td>
</tr>
<tr>
<td>• City Support Package</td>
<td>City Banners</td>
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<tr>
<td>• Airport Signage and Greeting</td>
<td>City Banners</td>
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<tr>
<td>• Airport Transfers</td>
<td>City Banners</td>
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<tr>
<td>• Transportation</td>
<td>City Banners</td>
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<tr>
<td>• Tourism Board Sponsorship</td>
<td>City Banners</td>
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<tr>
<td>• Government Funding</td>
<td>City Banners</td>
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<tr>
<td>• Corporate Funding</td>
<td>City Banners</td>
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</tbody>
</table>

**Contacts**

<table>
<thead>
<tr>
<th>Government Contacts</th>
<th>Celebrities</th>
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</thead>
<tbody>
<tr>
<td>• Corporate Contacts</td>
<td>Exhibitors</td>
</tr>
<tr>
<td>• Dignitary Contacts</td>
<td></td>
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</tbody>
</table>

**Marketing - City**

<table>
<thead>
<tr>
<th>Destination Video</th>
<th>Media Promo</th>
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<tbody>
<tr>
<td>• Press Events</td>
<td>Media Kit</td>
</tr>
<tr>
<td>• Media Coverage</td>
<td>Marketing Plan</td>
</tr>
<tr>
<td>• City Wide Promotion</td>
<td>Exhibit Sales</td>
</tr>
</tbody>
</table>

**Legacy**

<table>
<thead>
<tr>
<th>Design</th>
<th>Plan Development</th>
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<tbody>
<tr>
<td>• Measurement</td>
<td>Publication of Formal Congress Declaration</td>
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<tr>
<td>• Publicity</td>
<td>Publicity</td>
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</tbody>
</table>

**Bid Preparation**

<table>
<thead>
<tr>
<th>Bid Preparation</th>
<th>Bid Preparation and Reporting</th>
</tr>
</thead>
</table>
ISPCAN CONGRESS RFP

- Create Congress Logo Samples
- Venue Recommendations
- PCO Vetting
- Assist with Congress Logo Samples
- Monthly Budget Reporting
- Congress Report

VIP Endorsement

- Government/Ministry Officials
- Celebrities
- Political Leaders
- Patrons
- Funding and Management of Diplomat Security and Support
- Venue and Hotel Selection and Booking
- Restaurant and Entertainment Options
- Tours and Excursions
- Sponsored Youth Forum Venue – Near Congress
- Congress Plenary and Breakout Rooms
- Pre and Post Congress Meeting Rooms
- ISPCAN Business Offices and Meeting Rooms
- Cultural Dinner Venue, Menu and Entertainment
- Keynote Speaker and VIP Travel and Accommodation Management

ON SITE LOGISTICS

<table>
<thead>
<tr>
<th>ISPCAN/ Local Partner</th>
<th>PCO</th>
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</thead>
<tbody>
<tr>
<td><strong>On Site Logistics</strong></td>
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<tr>
<td>Master of ceremonies</td>
<td>Catering</td>
</tr>
<tr>
<td>Councilors and staff welcome of delegates daily</td>
<td>Audio/Video</td>
</tr>
<tr>
<td>Onsite registration payments</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Member issues</td>
<td>Venue and Meeting Room Readiness</td>
</tr>
<tr>
<td>Coordinating with PCO onsite</td>
<td>Speaker Readiness Center, including room, IT and Personnel and capturing ALL presentation content</td>
</tr>
<tr>
<td>Introducing all VIPs</td>
<td>Keynote Speaker and VIP Care</td>
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<tr>
<td>Making daily delegate announcements</td>
<td>Dignitary Security Detail</td>
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<tr>
<td>Providing input and/or content for digital media in the venue</td>
<td>Venue Banners and Delegate Signage</td>
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<tr>
<td>Cultural dinner welcome</td>
<td>Delegate Communication Process</td>
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<tr>
<td>Presenting VIP gifts</td>
<td>Volunteer Management (session timekeepers, helping direct people, registration booth)</td>
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<tr>
<td>Presenting awards to winners</td>
<td>Registration Booth set up and IT</td>
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<tr>
<td>Keeping time for Keynoters</td>
<td>Translation Services</td>
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<tr>
<td>Delegate Communication Process via mobile app</td>
<td>Recording of Keynote Addresses</td>
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<tr>
<td>Volunteer assistance</td>
<td>Interviews and photography</td>
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<tr>
<td>Registration Booth assistance</td>
<td>Social Media posting pre, post and during Congress</td>
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<tr>
<td>Interviews and photography</td>
<td>Presentation Material Management</td>
</tr>
<tr>
<td>Creating and sending Congress evaluations on survey monkey</td>
<td>Purchasing and Printing – Program, Banner, Signage, Awards, Gifts</td>
</tr>
<tr>
<td>Lead debrief meeting post congress (lessons learned, wins and losses</td>
<td>Delegate Bag Assembly</td>
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<tr>
<td>Manage ISPCAN booth</td>
<td>Delegate Badge Printing</td>
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<td></td>
<td>Exhibition Sales and Management</td>
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</table>
**ISPCAN CONGRESS RFP**

- Provide final certificates of attendance with CEUs

**POST CONGRESS RESPONSIBILITIES (WITHIN 30 DAYS)**

<table>
<thead>
<tr>
<th>PCO</th>
<th>LOCAL PARTNER</th>
<th>CONVENTION BUREAU</th>
<th>ISPCAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finalize bills and provide final accounting to ISPCAN</td>
<td>Finalize bills</td>
<td>Finalize bills</td>
<td>Finalize bills and any profit or loss</td>
</tr>
<tr>
<td>Audio/Video: capture all presentations and video</td>
<td>Legacy</td>
<td>PR report</td>
<td>Upload all content on ISPCAN website</td>
</tr>
<tr>
<td>Final report of Congress in all aspects (attendance, program, etc.)</td>
<td>Post congress trainings in the community</td>
<td>Summarize conference feedback survey</td>
<td>Summarize conference feedback survey</td>
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<td>Final thank you email to all delegates with electronic certificate</td>
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<td>Newsletter Link with conference summary and photos</td>
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<td>Special issue with CAN Journal (optional)</td>
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