

**Department for Ocean Engineering
Indian Institute of Technology Madras, Chennai 600 036**

Ref.: APAC2015/Event Mgmt/2014/001

09/04/2014
Due date: 3pm 25/04/14
Pre-bid queries before 16/04/2014

Call for management and commercial proposals from Event Managers

1. The proposal for quotations must be in commercial bid system
2. The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
3. The scope of event for your contribution for your perusal and offer the commercial proposal is given below.
 - Conference web site development and maintenance
 - Abstract and paper management
 - Maintenance of Online /Off line payments/ bank transfer options
 - Felicitating flight/ train tickets for the registered delegates
 - Accommodation/ Hotel reservation
 - Local Transport felicitation
 - Organize Spouse tour programs
 - Post-conference tours
 - Conference hall management (optional item)
4. Payment: The payment terms may be specified, however, IIT Madras reserve the rights to specify the payments terms acceptable by the Govt of India norms for the service provides, like these services.
5. Acceptance and Rejection:- I.I.T. Madras has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason.

Yours faithfully,



Prof.S.A.Sannasiraj,
Email: sasraj@iitm.ac.in
Department of Ocean Engineering

**Department for Ocean Engineering
Indian Institute of Technology Madras, Chennai 600 036**

09/04/2014

Ref.: APAC2015/Event Mgmt/2014/001

Due date: 3pm 25/04/14

Call for Event management proposal from Event Managers (EM)

Sub: 8th International Conference on Asian and Pacific Coasts APAC 2015 to be held during 7-10 September 2015 at IIT Madras, Chennai - Call for Event management and commercial proposals from Event Managers.

We propose to organize an international Conference as above. You are requested to send your detailed commercial proposal for the conduct of the above event. The number of expected delegates will be about 250 - 300 from different countries.

The attached sheet explaining the scope of event for your contribution for your perusal and offer the commercial proposal.

Events (the scope listed under each event is only indicative)

1. Development and Maintenance including regular updating of Conference Web site
2. Abstract and paper management. We expect to receive about 400 abstracts.

The paper selection process: receipt of abstracts through online (with separate login id for each authors); selection of reviewers; sending and following it with the reviewers; sending abstract acceptance letters; receiving full papers; according to the Local Organizing Committee (LOC) direction. The number of expected full length papers will be about 300.

3. Felicitating registration for the conference including Online /Off line payments.

- The pre-registration has to be followed up for further processing.
- Online Registration with online/ offline payment options or linking with Organizer's bank account.
- Delegate registration during conference
- Sign boards
- Visa requirements and required approvals from government agencies: this includes liaising with international delegates in particular from restricted countries. It is to be noted that many delegates from China and other restricted countries are expected to attend this conference.

4. Felicitating travel arrangements for the registered delegates

The delegates may be provided with sufficient details of travel arrangement (flight and local travel) based on the request from them. It is preferable if the EM can make an arrangement with an air carrier and publish in the web site.

5. Accommodation/ Hotel booking

It is expected that 40-50% of delegates will be from China, Korea, Japan and other south-east Asian countries. And, 25% of delegates might be students from Indian and Abroad universities. A list of hotels satisfying wide requirements (Budget/ Medium/ Executive) needs to be planned.

6. Transport

This event has many components.

(A) Shuttle services between designated hotels to conference venue for all the delegates who are staying in the recommended hotels on all the days of conference in the morning and evening.

(B) Provide support services for car rentals, if any, to delegates at the conference venue on individual basis.

(C) Transport 250-300 delegates to the designated Technical tour locations. This is a half/ one day event on one of the days of the conference.

7. Organize Spouse tour programs on all the days of conference except during the duration of the technical tour. The programme need to be worked out in advance and should be part of the conference web site.

8. Post-conference tours

On need basis, the post-conference tours may be organized. Sufficient tour information with cost should be displayed in the web-site.

9. Arrangement for Exhibition Space (if required)

It is envisaged to make an air-conditioned exhibition hall. The details of which need to be worked out and brochure need to be prepared. The arrangement of exhibition booth and management of it are the responsibilities of the EM.

10. In addition, there are special requirements such as arrangement of Inaugural function (including stage and short cultural programme during inaugural), a cultural evening etc. You may list experiences. It is expected that the Conference will be conducted within IIT campus and in the case of the organization of the Conference outside IIT campus, an additional responsibility of Conference Hall management is an essential task.

You are requested to send the details with relevant supporting documents of your capabilities to execute the events, Manpower, past experience, exposure to the events at Chennai. It is expected sufficient supporting staff to be employed at IIT Madras during the abstract management process. The organizing committee will finalize the event manager based on the provided information during first/second week of May 2014.

You may provide budgetary proposal in a separate sheet for each event which will be considered between two short-listed event managers from the technical side. You may call us, if you need any information.

Thanks.

Yours sincerely

Prof.S.A.Sannasiraj

On Behalf of Local Organizing Committee, APAC 2015

sasraj@iitm.ac.in