

APPENDIX 1

Terms of Reference

Procurement of communication and event organization services in the framework of the **EMSO ERIC Time Series Conference (TSC) 2021**

The Call for proposals is intended for the procurement of communication and events organization services on behalf of the EMSO ERIC (European Multidisciplinary Seafloor and Water-Column Observatory European Research Infrastructure Consortium) Central Management Office (CMO), in order to support the completion of EMSO ERIC Time Series Conference (TSC) foreseen on 20-22 October 2021.

1. Introduction

Appendix 1 is an integral part of the Tender instructions document, related to the provision of communication and event organization services in the framework of the EMSO ERIC MSO TSC conference. Tenders shall be submitted via email address by March 16th, 2021 noon CET. Only one tender will be accepted from each candidate.

Event	Deadline
Invitation to tender sent	February 23 th , 2021
Tender submission deadline	March 16 th , 2021 by 12.00 midday (CET)
Opening of tenders ¹	March 17 th , 2021
Candidate selection	March 17 th , 2021
Start of work	March 20 th , 2021

¹ Tenders will be open at and by EMSO ERIC. No public opening of tenders is foreseen.

2. Scope

The purpose of this Call for proposal is to provide added-value communication services to EMSO ERIC. The contractor shall conceptualize, develop and provide the hereby described services, including four major components:

1. Cover the travel and accommodation expenses of the conference trainers/speakers. The maximum price is to 20,000 Euro (net of VAT).
2. Develop an organisational and communication event plan and includes:
 - Providing a communication platform to grant access to the conference in a remote mode able to have breakout rooms for managing parallel sessions, up to at least 200 attendees. The platform and all the activities of contact management should be carried out in accordance with the EU Regulation (EU) 2016/679 (General Data Protection Regulation).
 - Development of the virtual background with the logos of EMSO ERIC and of the possible sponsors.
 - Liaising with invited speakers and trainers granting the implementation of the Conference agenda and for arranging possible travel accommodations (tickets, hotel reservations, food restrictions, certificate of attendance, etc.).
 - Handling (collecting and receiving) the cash receipts of the participants and sponsorship fees and report to EMSO ERIC. The platform used to collect the fees should be able to manage different categories of fees.
 - Recording each virtual session during the three days of conference along with the chat, having previously asked the consensus to the participants in accordance with the EU Regulation (EU) 2016/679 (General Data Protection Regulation). All the recordings must be delivered to EMSO ERIC within 2 weeks after the end of the Conference.
 - Handling special categories of participants in the event like young promising researchers that will receive an economic special treatment.
 - Manage the email address of the conference as a contact entity for the participants redirecting the email to the final respondent.



- Collecting the abstracts and managing the abstract competition from the beginning to the end, awarding the prize to the winner. Poster submission management and post-conference visualisation.
- Providing one person that will be in charge of managing the virtual (or the virtual part of the) conference working as a facilitator for the good result of the event, covering all three days of the conference. Technical support via chat to attendees during the conference shall be guaranteed as well as to sponsors and organisers before and during the conference.
- Liaising with the EMSO IT Director for the good result of the training days.
- Developing a website dedicated to the event to advertise it and to embed the whole package of services foreseen in this call. The website should be able to accept the registration from the attendees to the conference and to training events. The website should be allocated on the EMSO ERIC domains or if not possible, guarantee the post-conference migration of full content to EMSO.eu DNS. Use of standard conference management software package, e.g. openconf, Oxford abstracts, etc. Example: <https://erscp2019.eu>, is strongly encouraged. The website should be updated from opening to the post-conference with the on-line publication of conference material (keynote and training videos, posters with abstracts). The website should include at least the following information sections: FAQ, general information, about, etc.
- Providing a section of the website to possibly host a maximum of five virtual booths for the sponsors of the event, linked to virtual rooms to engage the participants.
- Supporting the local team for local videoconferencing room at PLOCAN facilities. Some speakers will be connected from PLOCAN conference room, the room must be tested.
- Proposing two main costing and organisational scenarios:
 - one scenario in case the Conference will be organised completely in a remote mode (Virtual option)
 - one scenario in case the Conference will be organised partially in presence (Hybrid option)



3. Period of performance

The period of performance of the work required is expected to start on April 1st 2021 (M1) and to end no later than November 30th, 2021(M8). The period of performance may be extended for an additional 6 months, ending no later than May 31st, 2022.

4. Place of performance

The place of performance of the work will be at the contractor's premises and at the event location. If additional travelling is required by EMSO ERIC, beyond the travelling included in the services offer, then the travel and accommodation costs will to be preliminary authorised and covered by EMSO ERIC.

5. Work requirements

The contractor shall carry out the following:

Task 1: Development of organisational and communication plan for the EMSO ERIC TSC Conference

Task 2: Supporting and promoting EMSO ERIC TSC Conference. The contractor shall provide a service package within the budget defined by EMSO ERIC. This service package shall include all the necessary elements to maximize event's visibility and communication to stakeholders related to the event:

- definition and provision of the appropriate organisation of the logistic of the event speakers
- Identification and fruition of the event participation platform (license fees included)
- Development of three press release before the event
- Dissemination of social media content related to the event (from 2 month before to 1 month after the event) through our social media channels (i.e. re-posting, retweeting)
- PowerPoint template and virtual backgrounds
- Small brochure design (printing not included)



- Development of a dedicated roll-up or banner for the event (printing included)
- Invitation poster design
- Invoicing and collection of the receipts of the participants and sponsorship fees and report to EMSO ERIC. The amount of the collected receipts will be deducted by the overall fees to be paid by EMSO ERIC.

Task 3: Final financial and organisational activity Report.

The package of services mentioned above in the Task 2 should include the requests listed in the Section 2 (Scope).

6. Schedule

The following milestones are set for the work required:

- (M1) Contract signature
- (M2) Draft communication plan delivered
- (M4) Premium event promotion service package in place
- (M7) Event organisation
- (M8) Reporting

7. Acceptance criteria

The work performed by the contractor will be accepted if the content has been duly requested and delivered according to EMSIO ERIC technical specifications

8. Budget and payment plan

The maximum budget available to cover the travel and accommodation expenses of the conference trainers/speakers is 20,000 Euro.

The payments to the contractor will be performed as follows:

- (M1) Contract signature [50% of the cost of tasks 1,2,3]



- (M4) 50% of the cost to be incurred to cover the travel and accommodation expenses of the conference speakers/trainers, following a request specifying specified to be covered items and expenses
- (M8) 50% of the cost incurred to cover the travel and accommodation expenses of the conference speakers/trainers, following a request specifying the items and incurred expenses
- (M9) [50% of the cost of tasks 1,2,3] following the approval of a Report specifying the receipts from sponsorships and participation fees to be deducted.

9. Other requirements

The working language will be English. All deliverables shall be provided in English. All the data, information and documents shared by EMSO ERIC with the contractor, during the performance of the work, will be treated as confidential, and cannot be disclosed to third parties without the explicit consent of EMSO ERIC.

