

# Public Call for Expression of Interest

## Strategic Communication & Event Management Partnership

### EMSO ERIC 10th Anniversary Celebration

The present Call for Expressions of Interest is intended for the procurement of communication and events organization services on behalf of EMSO ERIC (European Multidisciplinary Seafloor and Water-Column Observatory European Research Infrastructure Consortium) Central Management Office (CMO), in order to support the completion of the EMSO ERIC 10th Anniversary foreseen between October 20th - November 30th 2026.

#### ***Contracting Authority***

*The European Multidisciplinary Seafloor and water column Observatory (EMSO) is a Research Infrastructure at fixed-point monitoring nodes connecting European marine research facilities: from the North Atlantic, to the Mediterranean and the Black Sea. It currently comprises 14 (fourteen) open ocean facilities including 3 (three) shallow water test sites (see [www.emso.eu](http://www.emso.eu) for details).*

*EMSO is a European Institution set up as an ERIC (European Research Infrastructure Consortium) by decision of the European Commission (September 29, 2016). Its Members are currently States from the European Union although it is open to other external members. Additional information is available on EMSO ERIC website: [www.emso.eu](http://www.emso.eu)*

*EMSO ERIC is an equal opportunity employer. As such, it does not discriminate in terms of race, age, gender, religion or sexual orientation.*

#### **1. Scope of the call**

The communication of the activities and results to the general public, its partners and stakeholders is a core function of EMSO ERIC, contributing to its strategic objectives. The purpose of the work to be contracted is the provisioning of added-value communication services in the implementation of communication activities related to the organization of the EMSO ERIC 10th Anniversary. Specific knowledge and experience with European marine science and technology organizations and activities are highly considered.

Furthermore, experience with European marine research infrastructures and European organizations and activities involving marine science and technology data and services are desirable.

The selected agency will provide:

- Development of organisational and communication plan for the EMSO ERIC 10<sup>th</sup> Anniversary
- Supporting and promoting EMSO ERIC 10<sup>th</sup> Anniversary
- Final financial and organisational Report
- Editorial Support, Graphic Design, and Production of the EMSO Monograph

Please note to refer to the Appendix 1 for the entire expected work.

## **2. Candidate Requirements**

We invite proposals from agencies with:

- Proven experience in managing international scientific or institutional events and related communication activities
- Strong creative capabilities in editorial design
- Fluency in English as the primary working language
- Geographic proximity (Preference): Given the on-site nature of the event, candidates with a strong operational presence or ideally based in Rome will be highly considered to facilitate seamless coordination with the EMSO Central Management Office.

## **3. Submission and timeline**

Interested parties should submit the required documentation by the submission deadline. Below is the detailed timeline until the start of the work.

**Opening Date:** April 3rd, 2026

**Submission Deadline:** April 17th, 2026, 12:00 CET

**Candidate selection:** April 20th, 2026

**Start of the work:** April 27th, 2026

## **4. Contact person**

Name: Angela Vulcano

E-mail: [events@emso-eu.org](mailto:events@emso-eu.org)

Office phone: +39 06 45431040

## **5. Language**

All communication between the candidate and EMSO ERIC and all the documents shall be in English.



## 6. Corrections, additions and changes to the Call documents

Candidates are kindly requested to notify EMSO ERIC's contact person, in writing, about any errors found in the terms of reference.

## 7. Rejection and cancellation

Proposals submitted after the deadline will be rejected. Proposals lacking any required information may also be rejected. EMSO ERIC will, as soon as possible, contact candidates whose proposal become rejected, with a justification for the rejection. EMSO ERIC may, at any time, cancel the offer. All candidates will be notified as soon as possible.

## 8. Contract

The contract is expected to be signed by the end May 31st 2026. The contract is expected to end on November 30th, 2026 but may be extended for an additional period of 6 months, until May 31st, 2027, in case the date of the event will be subject to substantial changes. Payments shall be made in accordance with the terms of reference.

## 9. Financial Framework

- **Service Fee:** The maximum budget for the services package is **€25,000 (plus VAT)**
- **Speaker Hospitality Fund:** A separate dedicated budget of up to **€20,000 (plus VAT)** is allocated specifically for speaker travel and accommodation costs managed by the agency.

## 10. Content of the Expression of Interest to apply to this call

The candidate shall submit the following documents:

1. Curriculum vitae of the team leader, other team members, including the person responsible for quality control and the experts who will perform the tasks of this assignment. It must be demonstrated that the persons have the necessary skills to perform all tasks foreseen in the Appendix 1. The CVs for the team leader and any experts should be, in total, no more than 3 pages in length, and in European Format.
2. Summary of experience with similar work. This section shall consist of brief descriptions of the most relevant experiences of the candidate. This section should be no more than 1 page in length.
3. Description of the applicant's approach in delivering the requested services and, if applicable, any specific methodology that will be applied in this assignment. The tenderer should explain the way in which he/she proposes to provide the communication services. This entails a clear description of the methodology that the tenderer proposes to use, including a work program explaining the way in which he/she proposes to perform the assignment, in line with all relevant specifications of the Terms of Reference (ToR). It should include a description of the tasks, an indicative work schedule and the resources that will be used to carry out the assignment.
4. Understanding of the assignment and expected results. This part should summarize the most important aspects of the assignment, as perceived by the tenderer.



5. Systems for quality assurance. This section should outline how the quality of the assignment will be assured.
6. Availability within the period, June 1<sup>st</sup> 2026 – November 30<sup>th</sup>, 2026. This part should indicate the availability of the team leader and staff within the proposed time period.
7. Price Specification, including daily rates, use of senior/junior consultants, total number of days planned and travel costs. The section should include an overview of daily rates for the proposed consultants and indicate how much time is needed for each.
8. The selected candidate may be invited to a preliminary interview before submitting a more detailed proposal by May 30<sup>th</sup>, 2026



## APPENDIX 1

### Terms of Reference Public Call for Expressions of Interest: Strategic Communication & Event Management Partnership EMSO ERIC 10th Anniversary Celebration

*The Call for proposals is intended for the procurement of communication and events organisation 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 10<sup>th</sup> Anniversary foreseen during the October-November 2026 period, in Rome.*

#### 1. Introduction

Appendix 1 is an integral part of the Public Call for Expression of Interest: Strategic Communication & Event Management Partnership EMSO ERIC 10th Anniversary Celebration document, related to the provision of communication and event organisation services in the framework of the EMSO ERIC 10<sup>th</sup> Anniversary. Candidates shall submit their proposal via email address by April 17th, 2026, at 12:00 CET.

Only one candidate will be accepted from each agency.

#### 2. Scope of the assignment

The purpose of this Call for Expressions of Interest is to select a strategic partner capable of delivering high-value communication and integrated management services for EMSO ERIC. The selected contractor will be responsible for the conceptualization, development, and execution of a multifaceted project centered around the following four pillars:

- **Event Excellence and Strategic Communication:** Design and implementation of a comprehensive organizational and communication plan for the EMSO ERIC 10th Anniversary. This includes managing the live event experience, ensuring seamless hybrid/virtual technical execution, and maximizing institutional visibility.
- **Speaker Logistics and Financial Coordination:** Acting as the primary liaison for invited speakers, including the full management of travel and accommodation logistics. The contractor will also handle the administrative collection of sponsorship fees and provide transparent financial reporting to EMSO ERIC.
- **Accountability and Analytical Reporting:** Provision of a detailed final financial and organizational report. This document will evaluate the event's performance, provide a transparent audit of all expenses and sponsorship revenues, and archive all conference outcomes.
- **Premium Editorial and Creative Production:** Provision of end-to-end editorial support, graphic design, and high-end production for the EMSO Monography. This involves



transforming scientific content into a prestigious publication through expert layout, data-driven infographics, and professional proofreading.

### 3. Period of performance

The period of performance of the work required is expected to tentatively start on April 27<sup>th</sup>, 2026 (M1) and to end no later than November 30<sup>th</sup>, 2026 (M8). The period of performance may be extended for an additional 6 months, ending no later than May 31<sup>st</sup>, 2027.

### 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 activities:

#### **Task 1: Organisational and communication plan for the EMSO ERIC 10<sup>th</sup> Anniversary**

- Manage the EMSO Zoom Event communication platform granting access to the conference in a remote mode able to have breakout rooms for managing parallel sessions, up to at least 200 attendees.
- Development of the virtual background with the logos of EMSO ERIC and of the possible sponsors.
- Liaising with invited speakers granting the implementation of the Conference agenda and for arranging possible travel accommodations (tickets, hotel reservations, food restrictions, certificate of attendance, etc.)
- Cover the travel and accommodation expenses of the conference speakers. The maximum price is up to 20,000 Euro (plus VAT)
- Handling (collecting and receiving) the cash receipts of the sponsorship fees and reporting to EMSO ERIC.
- Recording each virtual session during the 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.
- Managing 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. 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 the 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.



- Supporting the local videoconferencing room.
- Proposing the main costing and organisational scenario considering that the event will be organised on-site, with the possibility to have partially remote presence (Hybrid option)
- 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. 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 packages, 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 session videos, posters with abstracts). The website should include at least the following information sections: FAQ, general information, about, sponsors, 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.

### **Task 2: Supporting and promoting EMSO ERIC 10<sup>th</sup> Anniversary**

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:

- Development of at least two press releases (one before the event, one during or soon after)
- Dissemination of social media content related to the event (from 3 month before to 1 month after the event) through our social media channels (i.e. re-posting, retweeting)
- Anniversary brand identity: logo, 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

### **Task 3: Final financial and organisational Report**

The package of services mentioned above in Task 1 and 2 should include the requests listed in the Section 2 (Scope of the assignment).

### **Task 4: Editorial Support, Graphic Design, and Production of the EMSO Monography**

The Contractor shall act as an integrated extension of the EMSO Communication Office to produce a **premium Monography**. The Contractor will provide professional support to transform internal technical content into a high-quality publication, ensuring that the EMSO Communication Officer maintains full editorial oversight. Responsibilities include:

- **Collaborative Editorial Support:** Working closely with the EMSO team to develop a shared "flatplan" (page-by-page structure). The Contractor shall provide substantive



editing, rewriting, and proofreading of the internal drafts provided by EMSO to align the tone of voice for stakeholders and the general public, while respecting the original technical intent.

- **Data-Driven visual identity:** Creation of a modern visual identity and the design of bespoke, high-quality infographics and charts based on EMSO's scientific datasets. The focus is on making complex scientific information visually accessible and aesthetically compelling.
- **Layout and pagination:** Full management of the layout process through a collaborative workflow, including up to three (3) structured rounds of revisions for feedback and internal approval (Initial Layout, Draft with Content, and Final Polish).

## Deliverables

### For Task 1:

- **D1.1 Hybrid Event Master Plan: Operational blueprint and venue-integration scenario for on-site and remote execution.**
- **D1.3 Speaker Logistics and Financial Dossier: Complete travel records, hotel booking confirmations, and expense receipts.**
- **D1.4 Financial Report of Speaker Expenses: Certified accounting of all travel costs incurred up to the €20,000 threshold.**
- **D1.5 Sponsorship Revenue Report: Detailed log of collected sponsorship fees and issued receipts.**
- **D1.6 Conference Archive: Digital repository containing session video recordings, chat logs, and the Book of Abstracts.**

### For Task 2:

- **D2.1 Anniversary Brand Identity Kit: Logo, PPT template, and visual guidelines.**
- **D2.2 Press & Social Media Package: Two press releases and a 4-month dissemination report.**
- **D2.3 Marketing Collateral: Digital designs for brochure/poster and the physically printed roll-up/banner.**

### For Task 3:

- **D3.1 Final Organisational and Financial Report: Comprehensive performance evaluation and audited statement of expenses vs. sponsorship revenues.**

### For Task 4:

- **D4.1 Print-ready Master: High-resolution PDF (CMYK, 300dpi, 3mm bleed) ready for offset printing, delivered by September 1st, 2026.**



- **D4.2 Interactive Digital Edition: Web-optimized PDF (RGB) featuring clickable hyperlinks and navigation bookmarks**

## 6. Ownership, rights of use, and delivery

Ownership of all results and deliverables shall vest in EMSO ERIC from the moment of their creation. The transfer of all intellectual property rights and copyrights is effective immediately upon delivery and is irrevocable and not conditional upon final payment. EMSO ERIC shall have the absolute right to modify, adapt, or reuse the deliverables (including individual assets) in any format or media without further authorization or compensation.

The Contractor must deliver all editable project files along with the final masters:

**Monograph:** Full Adobe InDesign Package (including all fonts and high-resolution linked assets).

Final assets must be delivered via a permanent, non-expiring cloud storage link (e.g., a dedicated Google Drive Project Folder). Files must be organized into a clear, labeled folder structure for immediate internal verification.

## 7. Schedule

The following milestones are set for the work required:

- (M1) Contract signature
- (M2) Draft communication plan delivered
- (M3) Premium event promotion service package in place
- (M7) Event organisation
- (M8) Reporting

## 8. Acceptance criteria

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

## 9. Budget and payment plan

The maximum budget for the services package is €25,000 (plus VAT).

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

The payments to the contractor will be performed as follows:

- (M1) Contract signature [50% of the cost of tasks 1,2,3,4]
- (M4) 50% of the cost to be incurred to cover the travel and accommodation expenses of the conference speakers, following a request specifying items and expenses to be covered
- (M8) 50% of the cost incurred to cover the travel and accommodation expenses of the conference speakers, following a request specifying the items and incurred expenses



- (M9) [50% of the cost of tasks 1,2,3,4] following the approval of a Report specifying the receipts from sponsorships fees to be deducted from the fees.

#### 10. 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.

