Request for Proposal - Virtual Event Management

ABOUT THE ORGANIZATION

International Biochar Initiative (IBI) provides a platform for fostering stakeholder collaboration, good industry practices, and environmental and ethical standards to support biochar systems that are safe and economically viable.

Through networking, education, and engagement, IBI holds global recognition for advancing collaboration across biochar industry sectors to discover and demonstrate biochar use and develop policy incentives, quality standards, and market diversity.

BACKGROUND

IBI’s Annual Symposium is a three-day collaborative virtual event that focuses on the biochar industry opportunities, learnings, and state-of-play. The IBI Symposium audiences include biochar producers, technology makers, carbon markets, researchers, and others active in the biochar industry, as well as aligned industries, including equipment makers, waste management, compost, and energy creation.

The 2023 Annual Symposium will be hosted 7–9 November (date to be confirmed) with an average four-hour program each day of the event. The Symposium will include daily virtual networking sessions and sponsor booths. Expected attendance is around 750+.

SCOPE OF WORK

International Biochar Initiative needs a virtual event management consultant or company to provide expert strategy, software, and speaker management.

Contract deliverables for this project include but are not limited to:

- Advise IBI on event platform selection.
- Lead on event platform management and technical support leading up to and during the event
  - Work with IBI to set up agenda, speakers, and sponsors in the event platform
- Event registration set up to collect payments, offer discounts, and multiple ticket types.
- Speaker management, coordination, presentation files, prep calls, tech support, etc. (IBI identifies and gets agreement to speak, then hands over to company/person)
- Event program production planning, run-of-show reviews, rehearsals, etc.
- Event website creation, and associated asset collection.
- Recordings and event analytics reports regarding attendance, registration, and any interactive program responses.

SUBMISSION REQUIREMENTS
Vendor proposals should include the following items:
- Vendor qualifications
- Event management and speaker coaching methodology and/or process
- Short team bios of who we would be working with
- Examples of event management projects from similar clients and project scopes
- Detailed budget
- Timeline, including project start through post-event day

TIMELINE and BUDGET
The proposed start date for this work is early September. We will accept proposals beginning immediately. Budget: $17,000, not including event platform costs.

The deadline for proposal submissions is 1 Sept. 2023, with a screening process to begin immediately. Questions or inquiries to this RFP, as well as proposals, should be emailed to info@biochar-international.org.