

## **Request for quote Conference Consultant for the SOM/FOM Annual Conference: Occupational Health 2019**

The SOM are looking for a conference consultant which will deliver the annual SOM/FOM conference. The consultant will ensure that the event is delivered smoothly and to budget ensure the success of the conference.

Please send a quote (to [nick.pahl@som.org.uk](mailto:nick.pahl@som.org.uk)) for an estimated total fee to include:

- General management
- Sponsorship management
- Exhibition sales and management
- Scientific programme management – abstract process
- Registration
- Social events
- Accommodation (separately arranged by delegates)

Please outline any other charges that may be made, such as mailings, telephone, e-mail, general stationery, additional staff costs etc and state if you will receive commission from suppliers.

**Timeline for appointment** - end July 2018. Interviews 12 and 19<sup>th</sup> July

### **Conference information:**

- Around 280 delegates
- Current Registration fee information is at <http://www.occupationalhealthconferences.co.uk/index.html>
- The exhibition is usually for 15 stands. The fee is £1500
- Around 25 abstracts/papers are received
- 4 parallel sessions
- 2 social events – drinks and gala dinner
- pre- conference trainee event (organised by trainee lead)

### **Job description**

#### **1 Strategic planning**

- Work with SOM / FOM to set objectives for the event
- Produce a project plan
- Prepare a budget and advise on registration fees

#### **2 Point of contact**

- Be the main point of contact and deal with all telephone and email enquiries in a professional and timely manner
- Meet the SOM / FOM team in their London office (s) one day per month
- Regularly provide updates to SOM / FOM and work in partnership with SOM/ FOM to produce a successful event

#### **3 Venues**

- Book the conference venue, social event venues and hotels for accommodation
- Negotiate with all venues for the best prices and services
- Liaise with venues regarding timings, number of attendees, catering, special requirements and exhibitors' requirements
- Book bedrooms/manage the rooming lists for those delegates/speakers/committee members/exhibitors requesting accommodation
- Provide accommodation lists for other delegates to book directly

#### **4 Audio visual/technical**

- Book suitable audio visual equipment and poster display boards
- Liaise with technicians regarding presentations
- Produce signage, holding slides
- Liaise with the AV company for any additional equipment e.g. interpretation, video cameras, voting systems

#### **5 Speakers and programme**

- Co-ordinate invited speakers (names, email addresses and talk titles provided by SOM) and request their abstracts, biographies and requirements for accommodation and audio visual
- Manage the programme and timings, including trainee day and workplace visits
- Liaise with chair people about the speakers in their sessions
- Receive offered abstracts (assume around 25 submissions) by email and via an online web page
- Send offered abstracts for review and co-ordinate the review process
- Communicate with authors regarding the outcome of the review and ensure they register for the conference by a deadline, if applicable
- Provide authors with instructions for producing their poster
- Encourage speakers to provide their PowerPoint presentations in advance

#### **6 Social programme**

- Offer suggestions for venues and book for the welcome reception and conference dinner
- Arrange flowers, candles, gifts etc. as needed

#### **7 Marketing**

- Commission the design of flyers, adverts e-bulletins or other publicity material
- Send information out to past delegates and members
- Consider ways to expand the attendee list to, for example, nurses and physiotherapists
- Co-ordinate committees/staff to send information to their contacts
- Request website links with other organisations or via relevant networks and sister organisations
- Provide content for social media publicity, or send this directly if can access SOM's social media accounts
- Create a conference website and ensure it is up to date with information about the conference, and provide a registration mechanism via the website
- Liaise with the award winners re poster prizes

#### **8 Registrations**

- Set up an online registration page (assume around 280 delegates) to take conference bookings, plus social event, workplace visits and accommodation bookings
- Integrate online registration with SOM's own credit/debit card payment portal
- Send pre-approved joining information to all attendees via email, along with any maps and other relevant information
- Co-ordinate any free attendees, e.g. SOM staff/committees (if relevant)
- Deal with enquiries from delegates about the registration process and joining information

#### **9 Financial management**

- Give full visibility to SOM of payments made/received
- Keep track of payments received and produce regular spreadsheets for SOM
- Ensure VAT liabilities are accounted for
- Liaise with SOM finance manager about invoice requests
- Keep track of expenditure against the budget

## **10 Sponsorship and exhibition**

- Produce an exhibitor information pack to include the sponsorship/exhibitor opportunities available
- Using lists of previous exhibitors and sponsors, publicise the opportunities available
- Carry out research for additional potential exhibitors/sponsors and promote to them
- Once sponsorship has been confirmed, liaise with the sponsor/exhibitor about their requirements and confirm details by email
- Liaise with SOM regarding invoices and ensure payment is made
- Keep track of income received and money outstanding

## **11 Materials**

- Produce the content, design and print a conference booklet including programme, speakers, abstracts, delegates list, logistical information
- Create name badges ready for the conference
- Produce delegates bags/wallets if required
- Source and order any gifts or accessories as required
- Negotiate with suppliers
- Provide certificates of attendance

## **12 Attendance at the conference**

- Arrive at the venue in advance to set up and liaise with the venues onsite
- Provide 1 person to set up and run the registration desk throughout the Conference with paying system

## **13 Post event feedback**

- Send out an online survey after the conference, and reminders as needed
- Collate feedback and provide a summary, with any recommendations or ideas for the future

## **Contract length**

The contract will be for the duration of organizing the event to June 2019, to be Reviewed in May 2019.