



INDEPENDENT COMMISSION
AGAINST CORRUPTION

Request for Quotation

REQUEST TITLE:

Professional Conference Organiser
Australian Public Sector Anti-Corruption Conference 2013

CLOSING TIME:

5pm Thursday 2 August 2012 (Eastern Standard Time)
Sydney, New South Wales, Australia

ISSUED BY:

Independent Commission Against Corruption
Deputy Commissioner

Table of Contents

	PAGE
PART A	3
1. INTRODUCTION	3
1.1 BACKGROUND	3
1.2 SUBMISSION OF OFFER	3
1.3 CONTACT PERSONS	4
2. SELECTION PROCESS	4
PART B – CONTENT REQUIREMENT AND RESPONDENT’S OFFER	5
1. NOTE TO RESPONDENT	5
2. IDENTITY OF RESPONDENT	5
3. COMPLIANCE AND DISCLOSURE REQUIREMENTS	6
4. QUALITATIVE REQUIREMENTS FOR SELECTION	8
5. CUSTOMER CONTRACT INSURANCE REQUIREMENTS	11
SCHEDULE 1 – CUSTOMER CONTRACT DETAILS	12
SCHEDULE 2 – SPECIFICATION/STATEMENT OF REQUIREMENTS	14
1.1 STATEMENT OF REQUIREMENTS	14
1.2 SPECIFICATION	14
SCHEDULE 3 – PRICING	17
APPENDIX 1 – CONFERENCE ORGANISER: TASKS AND RESPONSIBILITIES	18
Conference Program Structure	25
APPENDIX 2 – PROBITY ASSESSMENT <i>to be provided to short-listed Respondents</i>	

PART A

1. INTRODUCTION

1.1 BACKGROUND

The Australian Public Sector Anti-Corruption Conference (APSACC) is a biennial forum that is jointly hosted by the Independent Commission Against Corruption, New South Wales, (ICAC), the Crime and Misconduct Commission, Queensland (CMC) and the Corruption and Crime Commission, Western Australia (CCC). The fourth APSAC Conference will be held in Sydney from Tuesday 26th November to Thursday 28th November 2013 at the Hilton Sydney (see Appendix 1 for preliminary program format).

The APSAC Conference is an opportunity for senior public officials, police officers and other interested parties to join and hear from leaders in the field of corruption prevention and better governance in public sector agencies and local government. The APSAC Conference is expected to attract more than 500 delegates from across Australia, other countries in the region and beyond.

The hosting agencies have formed a Conference Organising Committee (the Committee) which is the key decision-making authority on matters concerning the Conference. The Committee's key responsibility is to oversee the planning and delivery of the APSACC. The Committee is seeking to engage a professional and experienced conference and event management organisation to fulfil the role of Conference Organiser (CO). At the direction of the Committee, the CO is responsible for day-to-day management, administrative and marketing activities and is required to liaise with delegates, contractors, speakers, workshop facilitators and other stakeholders.

The CO will be required to provide the Committee with regular reports on the status and progress of all activities relevant to the planning and delivery of the Conference. The key points of contact for the CO are the Committee Chair and the Executive Officer to the Committee.

1.2 SUBMISSION OF OFFER

1.2.1 The Respondent may submit the Offer by hand or by post to:

Independent Commission Against Corruption
Level 21, 133 Castlereagh Street, Sydney NSW 2000

Offers must be received by 5pm Australian Eastern Standard Time on Thursday 2 August 2012.

The Respondent must provide **4 copies**, with **one** copy marked "original" and **3 copies** marked "copy".

Envelopes must clearly be marked "QUOTATION – APSACC 2013".

1.2.2 Offers may not be submitted by facsimile.

1.2.3 Offers may not be submitted electronically.

1.3 CONTACT PERSONS

All enquiries should be made to the following:

Name: Sue Bolton
Title: Principal Officer Agency Development
Telephone: (02) 8281 5828
Facsimile: (02) 9264 5364
Email: sbolton@icac.nsw.gov.au

The Respondent must not contact any other person within Government or any consultant engaged in relation to this Quote to discuss this Quotation.

2. SELECTION PROCESS

Value for money is a key objective to ensure that, when purchasing products and/or services, the ICAC achieves the best possible outcome for every dollar spent, by assessing the costs and benefits of, and the risks inherent in, an Offer, rather than simply selecting the lowest offered price.

In determining value for money, the Customer (the ICAC) will:

- a) require Offers to meet any Disclosure, Qualitative and Insurance Requirements detailed herein; and
- b) assess the Offered Prices. The determination of value for money will require a consideration of all of the above factors and any other matters that the Customer considers relevant.

PART B – CONTENT REQUIREMENT AND RESPONDENT’S OFFER

PART B SHOULD BE COMPLETED BY THE RESPONDENT AND RETURNED TO THE CUSTOMER

1. NOTE TO RESPONDENT

In preparing its Offer, the Respondent must:

- a) address each requirement in the form set out in this Part B;
- b) take into account the Customer Contract requirements, as explained in Schedule 1;
- c) in respect of the Qualitative Requirements, provide full details of any claims, statements or examples; and
- d) assume that the Customer has no knowledge of the Respondent, its activities, experience or any previous work undertaken by the Respondent for the Customer or any other Public Authority.

2. IDENTITY OF RESPONDENT

The Respondent must provide the following details:

RESPONDENT TO COMPLETE:	
(a) Name of Legal Entity:	_____
(b) Business Name:	_____
(c) Contact Person:	_____
(d) Contact Person Position Title:	_____
(e) ABN or ACN:	_____
(f) Registered address or address of principal place of business:	_____ _____
(g) Email:	_____
(h) Telephone:	_____
(i) Facsimile:	_____

NB: The Offer does not require the Respondent’s signature.

3. COMPLIANCE AND DISCLOSURE REQUIREMENTS

The Customer will, in its assessment, consider the extent to which the Offer satisfies the following Compliance and Disclosure Requirements. The Customer reserves the right to reject any Offer that does not properly address any of the Compliance and Disclosure Requirements.

a) Compliance

(i) Customer Contract (PART B SCHEDULE 1)

The Respondent must confirm whether it will comply with the Customer Contract. If the Respondent will not comply with any clause of the Customer Contract, the Respondent must set out:

- (A) the clause it will not comply with;
- (B) the extent of non-compliance – including the alternative clause, if any, or a description of any changes it requires to the Customer Contract; and
- (C) the reason for non-compliance.

RESPONDENT TO COMPLETE:

Does the Respondent agree to the Customer Contract as outlined in Part B Schedule1?

(Yes / No)

If no, provide details.

b) Disclosures

(i) Participants (including subcontractors)

RESPONDENT TO COMPLETE:

Is the Respondent acting as an agent or trustee for another person or persons?

(Yes / No)

If yes, provide details.

AND

Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of the Products and/or Services.

(Yes / No)

If yes, provide details.

(ii) **Security enquiries**

It is necessary for the Respondent and all persons included in the Specified Personnel section to complete the probity package and consent form for background clearances should the Respondent be short-listed for interview. The probity package will be provided to all short-listed Respondents by email.

RESPONDENT TO COMPLETE:

Respondent to provide completed probity packages and consent forms for all Specified Personnel to undergo background clearances should the Respondent be short-listed for interview by the Organising Committee.

(iii) **Conflict of Interest**

The Respondent must declare and provide details of any actual, potential or perceived conflict of interest.

RESPONDENT TO COMPLETE:

Does the Respondent have any actual, potential or perceived conflict of interest in relation to the performance of the Customer Contract (if awarded)?

(Yes / No)

If yes, the reasons why.

4. QUALITATIVE REQUIREMENTS FOR SELECTION

Respondents are advised that all requirements detailed within the Request should be fully addressed in their submission. Submissions received by the designated closing period that do not respond sufficiently to the conditions set out in the RFQ and the weighting criteria may be eliminated from the selection process and may not be required to meet the Committee.

The Qualitative Requirements are not weighted equally. Refer to the % weighting for each Requirement listed below.

a) **SUITABILITY OF PROPOSED SERVICES** (20% WEIGHTING)

The Respondent must:

- (i) demonstrate that the proposed Services meet the description set out in Schedule 2 - Specification / Statement of Requirements and Appendix 1;
- (ii) demonstrate appreciation and understanding of the requirements of the Request and the Respondent must provide an outline of their proposed methodology and approach; and
- (iii) outline any assumptions made regarding the assistance and resources to be provided by the Conference Organising Committee or the Customer.

RESPONDENT TO COMPLETE:

Respondent to demonstrate suitability of proposed Services.

b) **SPECIFIED PERSONNEL** (20% WEIGHTING)

The Respondent must:

- (i) identify any proposed key Personnel who will be involved in the planning and delivery of the event together with a brief curriculum vitae for each of them;
- (ii) detail the availability of the proposed Specified Personnel for the Customer Contract during the Term and describe the industry experience of all proposed Specified Personnel;

- (iii) ensure that the Conference Manager who will be the main point of contact attends the selection interview with the Committee and the Executive Officer; and
- (iv) provide completed probity packages and consent forms from all specified personnel at interview if short-listed.

RESPONDENT TO COMPLETE:

Respondent to provide the Specified Personnel information required under this clause.

c) ORGANISATIONAL CAPACITY (20% WEIGHTING)

- (i) The Respondent must demonstrate that it has the organisational capacity, resources and infrastructure to perform the Contract, including:
 - Detailed description of staffing levels, other organisational resources, software systems to undertake the requirements to deliver the APSACC 2013.
 - Schedule of personnel (e.g., permanent staff, temporary staff, sub-contractors and others) deemed necessary to meet the requirements of the project and contribute to the successful delivery of the conference.
 - Information on the Respondent's quality management systems.
 - Any other information that the Respondent considers relevant to demonstrate their organisational capacity.
- (ii) The Respondent must provide a comprehensive project plan detailing the timeframe for the delivery of the proposed Services, key dates and milestones and progress payment requirements, and outlining how any timing requirements set out in Schedule 2 - Specification/Statement of Requirements will be met.
- (iii) The Respondent must provide a sample document to demonstrate how planning and achievement of major/critical tasks and timelines will be reported to the Committee and the Executive Officer.

RESPONDENT TO COMPLETE:

Respondent to provide the Organisational Capacity information required under this clause.

d) **DEMONSTRATED SUCCESSFUL EXPERIENCE** (40% WEIGHTING)

- (i) The Respondent must provide details of recent contracts for similar services provided for other clients that demonstrate experience and capacity to plan and manage large-scale conferences.

The Respondent must provide:

- (A) a detailed description and list of relevant services provided;
- (B) similarities between the previous contract and this Request;
- (C) when the previous contract was performed;
- (D) the outcome of the previous contract;
- (E) evidence of success in securing and managing sponsors;
- (F) detailed description of abstract management processes;
- (G) the processes used for communicating with the Organising Committee; and
- (H) relevant experience in developing conference applications (apps) (iOs and Android platforms), including estimated costs.

- (ii) The Respondent must also provide a minimum of [2] referees in respect of the contracts detailed above. Referee details must include:

- (A) the referee's name and position;
- (B) company name;
- (C) the contact telephone number; and
- (D) the contract or project title.

RESPONDENT TO COMPLETE:

Respondent to provide the Demonstrated Successful Experience information required under this clause.

5. CUSTOMER CONTRACT INSURANCE REQUIREMENTS

The Respondent must demonstrate that it has the insurances required under Schedule 1 - Customer Contract Details.

RESPONDENT TO COMPLETE

Does the Respondent have the insurance requirements set out in Schedule 1 - Customer Contract Details?

(Yes / No)

If yes, the Respondent must complete the following table:

	Insurer	ABN	Policy No	Insured Amount	Expiry Date	Exclusions, if any
Public Liability Insurance						
Public and Product Liability Insurance						
Professional Indemnity						
Workers' Compensation including common law liability of \$50 million						
Motor Vehicle Third Party Liability						

OR

If no, does the Respondent confirm that if it is awarded a contract, then it will obtain the insurance policies set out in Schedule 1 - Customer Contract Details prior to the Contract Commencement Date?

(Yes / No)

If no, the reasons why.

SCHEDULE 1 - CUSTOMER CONTRACT DETAILS

Customer	The Customer is the Independent Commission Against Corruption
1. Contract Term Expiry Date	The Term will commence on the Contract Commencement Date and will expire when the Services have been supplied. (Estimated to be the end March 2014).
2. Contract Commencement Date	The Customer and the successful Respondent will agree on the Customer Contract Commencement Date and the Customer will confirm the agreed Contract Commencement Date in the Letter.
3. Public and Product Liability	Public and product liability insurance covering the legal liability of the Contractor and the Contractor's Personnel arising out of the Products and/or Services for an amount of: <ol style="list-style-type: none"> 1. not less than \$5 million for any one occurrence; 2. unlimited in the aggregate in respect of public liability; and 3. limited in the annual aggregate to \$5 million in respect of products liability.
4. Public Liability	Public liability insurance covering the legal liability of the Contractor and the Contractor's Personnel arising out of the Services for an amount of not less than \$5 million for any one occurrence and unlimited in the aggregate.
5. Professional Indemnity	Professional indemnity insurance covering the legal liability of the Contractor and the Contractor's Personnel under the Customer Contract, if awarded, arising out of any act, negligence, error or omission made or done by or on behalf of the Contractor, or any subcontractor in connection with the Contract for a sum of \$1 million for any one claim and in the annual aggregate, with a provision of one automatic reinstatement of the full sum insured in any one period of insurance.
6. Workers' Compensation	Workers' compensation insurance in accordance with the provisions of NSW statutes and regulations, including not less than \$20 million per single claim and including cover for common law liability for an amount of no less than \$50 million per occurrence for common law liability. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under the provisions of NSW workers' compensation legislation.
7. Motor vehicle third party	Motor vehicle third party insurance covering legal liability against property damage and bodily injury to, or death of, persons (including bodily injury gap protection) caused by motor vehicles used in connection with the [Products and/or Services] for an amount of not less than \$20 million for any one occurrence and unlimited in the aggregate.
8. Compulsory third party	Compulsory third party insurance as required under any statute relating to motor vehicles used

	in connection with the Products and/or Services.
9. Contract Management Requirements	<p>Reporting : provision of monthly written activity reports by the CO (moving to a weekly basis in the 3 months leading up to the conference) in a format approved by the Committee, covering the following areas</p> <ul style="list-style-type: none"> • finances/budget • marketing and media progress • sponsorship progress and updates • registration progress including demographic information of delegates • venue management progress reports • speaker management • delegate management • ad-hoc requests of the Committee. <p>Meetings: CO attendance at meetings</p> <ul style="list-style-type: none"> • in person with the Committee as required • teleconference meetings with the Committee (monthly basis initially then on a weekly basis in the 3 months leading up to the conference) • monthly meetings with the Committee Chair and Executive Officer at ICAC offices <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> • timely/accurate provision of reports • responsiveness to Committee requests • attendance at required meetings/teleconferences • demonstrable cost-effectiveness of contractual negotiations <p>Customer's Representative: Sue Bolton Principal Officer Agency Development</p> <p>Customer's address and facsimile details Independent Commission Against Corruption Level 21, 133 Castlereagh Street Sydney NSW 2000 Fax: 02 9264 5364 Email: sbolton@icac.nsw.gov.au</p>
10. Confidential Information	All information related to the APSAC Conference and the host agencies is to be treated as confidential. It cannot be used for any other purpose, released, traded or sold.
11. Police Clearance	Part B clause 3. (b)(ii) of the Compliance and Disclosure Requirements applies.
12. Security Clearances	Prior to any formal offers of engagement, the preferred Respondent personnel or any contractors will be subject to such checks, including Police integrity checks, as determined by the Customer. The right is reserved at the absolute discretion of the Customer to decline the preferred Respondent on the basis of such checks and there will be no obligation to justify or explain its decision.

SCHEDULE 2 - SPECIFICATION/STATEMENT OF REQUIREMENTS

1.1 STATEMENT OF REQUIREMENTS

The Australian Public Sector Anti-Corruption Conference (APSACC) is a biennial forum that is jointly hosted by the Independent Commission Against Corruption, New South Wales, (ICAC) the Crime and Misconduct Commission, Queensland (CMC) and the Corruption and Crime Commission, Western Australia (CCC).

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The hosting agencies have formed a Conference Organising Committee (the Committee) which is the key decision-making authority on matters concerning the Conference. The Committee's key responsibility is to oversee the planning and delivery of the APSACC. The Committee is seeking to engage a professional and experienced conference and event management organisation to fulfil the role of Conference Organiser (CO). At the direction of the Committee, the CO is responsible for the management, administrative and marketing activities and is required to liaise with delegates, contractors, speakers, workshop facilitators and other stakeholders.

The CO will be required to provide the Committee with regular reports on the status and progress of all activities relevant to the planning and delivery of the Conference. The key points of contact for the CO are the Committee Chair and the Executive Officer to the Committee.

1.2 SPECIFICATION

1.2.1 The role of the Conference Organiser

The Conference Organiser (CO) will work closely with and be directly responsible to the Committee Chair and Executive Officer. The CO is required to undertake the following functions:

- Project Management
- Delegate Management
- Speaker Management
- Session Chair and Facilitator Management
- Website management and hosting
- Distribution of conference papers to delegates, speakers and sponsors

- Venue management and liaison
- Management of Audio Visual services
- Management of logistics for delivery of workshops
- Development and management of social program
- Coordination and management of conference entertainment
- Coordination and management of accommodation bookings for delegates
- Coordination and management of sponsorship
- Sourcing and production of conference collateral
- Registration desk management
- Site management during the conference
- Accounts and budgeting
- Post conference evaluation
- Liaison with Committee
- Development and implementation of the marketing strategy in conjunction with the Committee.

The successful Respondent will be expected to demonstrate extensive knowledge, experience and successful outcomes in the organisation and management of large-scale conferences, professional events and/or product launch exhibitions.

A more extensive list of the types of tasks and responsibilities for each of the listed functions of the Conference Organiser is provided in Appendix 1.

1.2.2 The Conference Organising Committee

The APSACC host agencies have formed a Conference Organising Committee (the Committee), which is the key decision-making authority regarding the Conference. The Committee's primary responsibility is to oversee the planning and delivery of APSACC 2013. The Committee comprises:

- The Deputy Commissioner, Independent Commission Against Corruption, New South Wales (Committee Chair)
- The Director, Research and Applied Evaluation, Crime and Misconduct Commission, Queensland
- The Director, Corruption Prevention, Corruption and Crime Commission, Western Australia
- An Executive Officer staffed by the Independent Commission Against Corruption.

The purpose of the Committee is to deliver a successful conference. The CO will be accountable to the Committee.

1.2.3 Anticipated Time frames

2 August 2012	Submissions in response to the Request close at 5pm.
24 August 2012	Committee reviews submissions and invites short-listed Respondents to attend an interview at the ICAC offices. Respondents must be prepared to meet with Selection Committee Members at short notice to discuss their

response to the Proposal if required on the 4th or 5th September 2012 in Sydney at the Hilton Sydney.

4 or 5 September 2012	Selection interviews are held with invited Respondents.
14 September 2012	Successful Respondents notified.
20 September 2012	Contract/agreement provided by Respondent that includes a Contract Management Plan of tasks and deadlines for review by the Organising Committee.
Sep–Oct 2012	Specified Personnel clearances executed.
November 2012	Finalise contract/agreement.
November 2012	First meeting of successful Respondent with Committee.
Nov 2012–Mar 2014	Successful Respondent undertakes work as per approved Project Plan.

SCHEDULE 3 – PRICING

The Customer will, in its assessment, consider the extent to which the Offer satisfies the following Offered Price and Pricing Requirements. The customer reserves the right to reject any Offer that does not properly address and satisfy any of the Offered Price and Pricing Requirements.

a) **OFFERED PRICE AND PRICE SCHEDULE**

- (i) The Respondent must include in the Offer this completed Schedule 3 - Pricing.
- (ii) The Respondent must state the basis of its Offered Price in Australian Dollars and any price variation provision, arrangement or mechanism applicable to the Offered Price.
- (iv) If the Offered Price is consideration for a taxable supply under the GST Act, the Offered Price will be deemed to be inclusive of all GST applicable to the taxable supply at the rate in force for the time being.

RESPONDENT TO COMPLETE:

Schedule of Rates – outline costs of major components contained in Project Plan

SERVICE DESCRIPTION	UNIT (HOURLY)	ESTIMATED USAGE	PRICE/RATE (Inc GST)	Total Cost (Inc GST)
TOTAL (Lump Sum)				

APPENDIX 1

CONFERENCE ORGANISER: TASKS AND RESPONSIBILITIES

The Conference Organiser (CO) is required to undertake a range of tasks, to support the Committee and other stakeholders, which may include but not be limited to:

Delegate management

- Develop and provide electronic registration processes and forms in consultation with the Committee to ensure the appropriate information is captured from delegates for processing registrations, accommodation and payments.
- Establish an online registration facility for APSACC delegates (this will need to be provided through the APSACC website - www.apsacc.com.au – so CO information technology staff will need to liaise and work with ICAC information technology staff or as instructed).
- Process all delegate registrations to the APSACC, including workshops and social functions.
- Manage a separate function and additional assistance for international delegates in consultation with the Committee.
- Manage reduced registrations for delegates from developing countries.
- Acknowledge registrations and issue confirmation letters/emails.
- Issue invoices for all registrations and process payments prior to commencement of the APSACC.
- Record and manage records of pre-selected APSACC workshops and social events by delegates at the time of registration.
- Register special needs (access, dietary etc) and advise the Committee if requests can be met by the contracted venue and within the agreed costings.
- Provide monthly registration reports to the Committee once the registration process has commenced and weekly reports three (3) months before the commencement of the APSACC.
- Liaise with registered delegates as required for clarification of details.
- Manage attendance at social functions.
- Prepare APSACC delegate bags with inserts, papers, participant lists, venue floor plan, conference collateral, hosting agency materials, sponsor materials and other identified materials.
- Prepare APSACC workshop delegate bags with workshop papers, venue floor plan, conference collateral, hosting agency materials, sponsor materials and other identified materials.
- Ensure registration desks are adequately staffed and maintained.
- Produce name badges and insert with mini-programs into plastic covers with APSACC lanyards.
- Coordinate electronic and print mail outs to promote the event to delegates.
- Maintain lists of participants and provide the final database to the host agencies.

Chair, Speaker and Panel Member management

- Manage online 'call for abstract' submissions.
- Confirm all logistics of the APSACC for speakers and panel members and ensure that speakers, panel members and session chairs are briefed on the operation of technologies used in sessions.
- Process complimentary registrations identified by the Committee for speakers and panel members.
- Arrange flights, accommodation and transfers as advised by the Committee.
- Obtain and manage to the Committee's satisfaction speaker/panel member biographies, photos and 100-word summaries of presentations (speaker's only), within the contracted timeframes, for the Committee to upload to the APSACC website.
- Collect information about AV requirements and any other requirements from speakers and panel members and workshop facilitators and provide to the Committee within contracted timeframes.
- Ascertain if speakers agree to have their papers, speaking points and/or PowerPoint slides reproduced on a CD Rom, USB or other thumbnail device for distribution to delegates, speakers and sponsors after the APSACC.
- Ascertain if speakers agree to have their papers, speaking points and/or PowerPoint slides posted on the APSACC 2013 website after the event for public access.
- Respond to speaker and panel member standard requirements and any special requirements approved by the Committee.
- Prepare title PowerPoint slides for each speaker/session for use at the APSACC sessions. Provide all slide files electronically to the contracted AV provider two weeks prior to the commencement of the APSACC.
- Collect and collate electronic versions of speaker PowerPoint presentation slides two weeks prior to the commencement of the APSACC and forward slides electronically to the Committee and the AV provider with a schedule that links each file to the correct speaker and their session. Provide daily updates on PowerPoint slides received to the Committee and the AV provider.
- Write to all chairs, speakers, panel members and workshop facilitators two weeks prior to the event. Provide a running sheet for each with full details regarding locations and timings, the green room, the AV Command Centre and the pre-session meetings with the session Chair/Facilitator and the AV Command Centre representative.
- Provide the AV provider and the Committee with a spreadsheet of all the PowerPoint slide presentations received and those outstanding one day prior to the APSACC.
- Reconfirm with the Committee Chair on conference session days that speakers have arrived and the correct presentations have been received and uploaded by the AV provider prior to the commencement of each session.
- Prepare thank you letters which include feedback from the evaluation report, for the Committee Chair's signature, to speakers, panel members, session facilitators and chairs, keynote speakers, and workshop facilitators.

Marketing

- Promote the Conference and communicate key messages via electronic communications that can overcome firewalls and spam protection.
- Assist the Committee in marketing the Conference.
- Manage and maintain quality of the Conference website and upload approved data from the Committee.
- Possibly develop and maintain an APSACC application (app).

Venue

Manage all accommodation bookings, advise the committee as to venue selection options and negotiate on the Committee's behalf with the selected venue regarding:

- All equipment provided by the venue (tables, stationery, etc)
- Stage set up to ensure sturdiness
- Room set up
- Room set ups (classroom with clothed tables, water and mints for delegates in plenary and concurrent sessions)
- Directional signage within the venue
- Parking requirements
- Menus for the APSACC sessions, workshops and social events (note final menu selections will need to be endorsed by the Committee and/or Committee Chair)
- Final numbers of attendees at all sessions, workshops and social events
- The requirement to refresh all APSACC session and workshop rooms during every session break
- The requirement to refresh the green room after each session break period
- Special needs for catering, access, etc
- Provision of display tables for host agencies and sponsors
- Bump-in and bump-out arrangements.

Audio Visual (AV) Services

- Obtain quotations for the provision of appropriate AV equipment and services and present for the Committee's consideration and approval.
- Ensure Chairs, Speakers and Panel Members are instructed in the use of any interactive IML technologies if required by the Committee.
- Manage and liaise with the AV provider (includes collecting and providing presentations prior to the event).
- Liaise with the AV provider and the Committee regarding:
 - equipment to be used
 - stage set up
 - room set up
 - parking requirements
 - bump-in and bump-out arrangements.
- Provide copies of speaker, chair/facilitator and workshop running sheets one week prior to the commencement of the APSACC.

Workshops

- Deliver workshop materials to the venue.
- Meet and greet workshop facilitators.
- Ensure the allocated rooms are signed correctly and directional signage at the venue is posted.
- Ensure allocated training rooms are set to the facilitators' specifications, eg ,seating style, AV equipment, stores and materials for facilitators and delegates, mints and water provided on each table.
- Ensure that rooms are refreshed during the scheduled break-times.
- Respond to workshop facilitator and delegate requests for assistance and advice, distribution and collection of evaluation surveys at the end of each workshop.
- Return of unused workshop materials to the APSACC Executive Officer.

Social Program

- Liaise with the venue, AV provider, the Committee and other service providers in relation to logistics for the Welcome Cocktail Function, APSACC Dinner, Special Interest Breakfasts and any other events the Committee determines.
- Liaise with selected APSACC dinner entertainers, the venue and AV provider to ensure requirements are met for quality of the performance.
- Obtain menu selections and refreshment options from the venue and suggest menus to the Committee for each function. Liaise with the venue to deliver the Committee's final choices.
- Liaise with the Committee Chair/Executive Officer in advance of the social functions to ensure that all arrangements for functions are approved.

Entertainment

Entertainment is required for the Welcome Cocktail Function and the APSACC Dinner. The Conference Organiser is required to:

- Source suitable entertainment options, cost and present the options for consideration by the Committee.
- Confirm any special requirements of short-listed entertainers and provide costings.
- Book entertainers once the Committee has finalised selection.
- Process all payments.
- Liaise with entertainers, the venue contacts, the Committee Chair and the AV provider to ensure logistics are in place for all performances.
- Attend to entertainers at the venue on the night of their performances.
- Liaise with the Committee Chair/Executive Officer at all social functions regarding fulfilment of arrangements.

The Closing Cocktail session will require 'lounge music' to be played at that function. The Conference Organiser is required to:

- Source suitable music options, cost and present operations for consideration.
- Liaise with the venue contacts, the Executive Officer and the AV provider to ensure logistics are in place for the Closing session.

Sourcing of alternative accommodation for delegates

- Liaise with selected accommodation providers to negotiate special rates for APSACC delegates and speakers.
- Ensure that a range of accommodation options, eg, budget, mid-range, quality and apartment, are negotiated for promotion to delegates and speakers on the APSACC website.
- Liaise with accommodation providers to ensure information regarding the APSACC is given to delegates when registering for accommodation at APSACC recommended hotels.
- Negotiate benefits for block bookings, eg, additional accommodation.
- Provide content for the website page which outlines accommodation options.

Sponsorship

The Committee will draft the sponsorship prospectus which will seek varying types of sponsors. With the exception of government sponsors, the Conference Organiser will be required to:

- Review the Committee's prospectus from APSACC 2011 and suggest enhancements.
- Engage APSACC sponsors.
- Negotiate the terms of the agreement with sponsors, the Committee and other parties concerned, eg, the venue management.
- Ensure that the terms of the agreements are fulfilled.

Collateral – sourcing and production

The Conference Organiser will be required to source and cost options for APSACC collateral and liaise with selected providers to ensure the finished products meet quality standards and are delivered within prescribed timeframes. Items may include, but not be limited to:

- APSACC lanyard
- Plastic sleeve with pockets for the delegates name badge and copy of the mini-program summary
- APSACC writing pen for delegates
- APSACC highlighting pen for delegates
- APSACC writing pad
- APSACC token item for delegates of nominal value
- APSACC delegates bags and or APSACC workshop bags.

Registration desk management

- Manage the registration process for delegates, speakers, panel members, sponsors, session chairs and workshop facilitators and guests on arrival (includes providing registration facilities prior to and during the Welcome Cocktail Event).
- Direct speakers to the green room and to meet with the AV provider to ensure PowerPoint slides and other presentation materials are correct.
- Provide a photocopying facility at the venue during conference sessions and workshops and list charges per page.
- Provide a credit/debit card facility at the Conference to process any outstanding payments from delegates.
- Provide a facility to instantly issue revised or new name badges at the venue.

- Ensure coverage of the registration desk throughout and liaise with venue management for duration of the APSACC.

Site management during the APSACC

- Resolve arising problems and communicate any contentious matters immediately to the Executive Officer.
- Provide experienced staff to manage the registration desk and its duties.
- Ensure speakers and panel members are directed to the green room and AV command centre.
- Organise and manage directional signage and room signs within the venue.
- Ensure rooms are set up in accordance with facilitator requirements.
- Ensure rooms are refreshed prior to each session for speakers (sufficient chairs, microphones [lapel and static], lectern, fresh water and glasses, mints, stable stage) and delegates.
- Ensure catering runs to specified times and agreed quality standards, and liaise with venue staff should delays occur.
- Ensure the common areas are kept to high standards and the venue catering stations and common areas are well presented and allow for efficient traffic flow.
- Ensure that the green room is refreshed after each session break.
- Provide photocopying and name badge production facilities at the venue.

Accounts and budgeting

- Plan, prepare and provide regular updates of a detailed and comprehensive budget in conjunction with the Chief Financial Officer ICAC.
- Cost services for tasks to be undertaken by the Conference Organiser.
- Collect and manage fees.
- Comply with ICAC requirements as to invoices and costs.
- Monitor revenue and resources.
- Forward revenues to the ICAC's account on a monthly basis.
- All funds received to be held in trust.

Evaluation

Electronic evaluation surveys will be conducted with delegates, speakers, session chairs, facilitators and workshop facilitators. The Committee will require the Conference Organiser to:

- Review content of evaluation instruments.
- Conduct electronic survey.
- Undertake analysis of the electronic survey.
- Submit an APSACC Evaluation report to the Committee six weeks after completion of the APSACC.
- Provide the Committee with the database holding evaluation data.

Liaison with the Committee

- The Conference Organiser will provide progress reports and meet with the Conference Organising Committee in accordance with the RFQ.
- Regular communication with the Committee and the Executive Officer, including the production and maintenance of a 'critical path' document with timelines for all major planning components

- The majority of liaison will be undertaken with the Conference Chair and the Executive Officer to the Committee.
- All decisions and actions contrary to the signed agreement will require the approval of the Conference Organising Committee before action can be taken by the Conference Organiser.

Contractual Agreement

The Conference Organiser selected by the Committee to deliver the APSAC Conference 2013 will be required to produce a draft contract that includes a Contract Management Plan of tasks and deadlines for the Conference Organising Committee to review and negotiate, and produce a final version.

Conference Program Structure – DRAFT															
Day 1 Tuesday 26 th November 2013						Day 2 Wednesday 27 th November 2013				Day 3 Thursday 28 th November 2013					
Workshop Streams						Conference (3–4 Streams)				Conference (3–4 Streams)					
Full Day Workshop (or ¾ Day Workshop or X 2 Half Day	Full Day Workshop (or ¾ Day Workshop or X 2 Half Day	Full Day Workshop (or ¾ Day Workshop or X 2 Half Day	Full Day Workshop (or ¾ Day Workshop or X 2 Half Day	Full Day Workshop (or ¾ Day Workshop or X 2 Half Day	Full Day Workshop (or ¾ Day Workshop or X 2 Half Day	9:00 – 10:15	OPENING PLENARY SESSION				9:00 – 10:00	PLENARY SESSION OR CONCURRENT STREAM (TBA)			
						30 min	Morning Tea				30 min	Morning Tea			
							Session A (full day)	Session B (full day)	Session C (full day)	Session D (full day)		Session A (full day)	Session B (full day)	Session C (full day)	Session D (full day)
						10:45 – 12:30					10:30 – 12:00				
						45 min	Lunch				45 min	Lunch			
						1:15 – 3:00					12:45 – 2:15				
						30 min	Afternoon Tea				30 min	Afternoon Tea			
						3:30 – 5:00					2:45 – 4:00	Closing Plenary – Panel Debate			
5:30 – 8:00	Welcome Cocktail Reception					6:30	Pre Dinner Cocktails				4:00 – 5:30	Closing Cocktail Drinks and Canapés			
					7:30 – 11:00	Conference Gala Dinner & Dance									

Bump-in: PM Monday 25th and all day Tuesday 26th November 2013
Bump-out: PM Thursday 28th November 2013