



Request for Proposals for a Virtual Conference Planner to lead WCSAP's annual conference, on April 26 – 27, 2022.

OVERVIEW

This request for proposal (RFP) is issued by the Washington Coalition of Sexual Assault Programs (hereinafter "WCSAP"). The purpose of this RFP is to establish a contract with a qualified virtual conference planner beginning approximately mid-January 2022, to execute a successful conference held **virtually** on April 26 – 27, 2022. Coordination tasks include but are not limited to: participating in conference planning meetings with WCSAP staff, engaging with speakers/presenters, implementing technological platforms, and successful implementation of the conference. This also includes attending the full virtual conference.

A successful candidate (or organization) will be detail oriented and organized, maintain and develop relationships, and be motivated to execute a successful conference. A candidate who has knowledge of the Sched, Zoom, and Eventbrite, or similar platforms, is preferred.

EVENT DESCRIPTION

WCSAP will host its annual conference virtually on April 26 – 27. The theme for the conference is "Building Bridges." The conference provides training and networking opportunities for sexual assault advocates, preventionists, managers, funders, therapists, allied professionals, and more. It is anticipated that approximately 500 people will attend this conference.

CONFERENCE COORDINATOR SCOPE OF WORK

To realize the above, we seek an innovative virtual conference planner to fully understand the [mission and purpose of WCSAP](#) and to provide the following project deliverables. The virtual conference planner will not be working on this event alone. WCSAP staff and membership will be involved in providing guidance and feedback about conference needs, particularly related to content.

PROJECT DELIVERABLES

General Management

- Maintain open communication and report to WCSAP staff and interim Executive Director.
- Develop and follow a timeline and work plan for the conference.
- Maintain effective and regular communication with the conference committee, providing updates on progress, issues, resources and budget matters.
- Attend and participate in monthly WCSAP staff conference planning meetings (approximately 2 -3 hours/month). As conference approaches, additional meetings may occur.
- Manage email communications about the conference in a timely manner, including communications with WCSAP staff and conference participants, responding to questions, sending reminders, and sharing information.

Speaker Engagement

- Work with keynote and workshop presenters (2 keynotes and 16 workshops) to negotiate and execute contracts.
- Ensure that all presenters submit a bio, headshot, and keynote/workshop descriptions by the deadline.

Conference Organization

- Develop a workshop schedule and create a grid for each keynote and workshop, detailing the title, staff host, staff tech person, and interpreters.
- Create a Zoom webinar or meeting for each keynote and workshop.
- Build a bio in Sched for each presenter.
- Build each keynote and workshop description in Sched, uploading Zoom link for each session.
- Create a code for scholarships; work with WCSAP Executive Assistant to identify which programs are eligible for scholarships.

Week of Event

- Meet with WCSAP staff on April 25 to complete final planning and preparation.
- Attend the conference to assist with conference sessions, problem-solve, and support a successful conference.

Post Conference

- Participate in WCSAP staff conference planning meeting to debrief conference.
- Download all keynote and workshop proposals from Zoom and upload into Sched.
- Make and send digital certificates to each attendee.
- Create summaries of all keynote and workshop evaluations for grant reporting.

REQUEST FOR PROPOSAL PROCESS

This RFP represents the opportunity to be involved in the 2022 WCSAP annual conference, Building Bridges. The contract is not full-time; however, it will last from mid-January through mid-May 2022. WCSAP management will negotiate a contractual agreement with the preferred applicant. By responding to the RFP, the applicant understands that, if selected, they are fully responsible for meeting the requirements of the

RFP and will execute the necessary tasks to make sure the conference is successfully completed.

Questions: Participants may ask questions about the RFP by sending them via email to: conference@wcsap.org

SUBMISSION INSTRUCTION

*All applicants **must** submit the following information:*

1. Applicant name.
2. Applicant address and contact information.
3. Very brief description of work history in planning of virtual events/conferences (can include samples of relevant work). Experience in planning virtual events is required of this application.
4. Share experience with online platforms (Sched, Zoom, Eventbrite).
5. Description of conference planning services offered; demonstrate you have the workload capacity to make this job happen.
6. Hourly rate as well as anticipated hours worked on a virtual conference of this size.
7. Two (2) references for similar type events that applicant has coordinated.

RFP SCHEDULE

The deadline for RFP responses is no later than 5:00 pm, December 24, 2021. No proposals will be accepted after that time. Proposals will be provided in electronic format (PDF preferred) and emailed to: conference@wcsap.org.

This schedule of events represents the organizing committee's best estimate of the schedule that will be followed for this RFP.

- December 3, 2021: Requests for Proposal Open
- December 24, 2021: Requests for Proposal Closed
- January 5, 2022: Applicant Selected (all applicants who follow application instructions will be notified)
- Mid-January through mid-May, 2022: Contract Period
- WCSAP staff may choose to meet via phone with finalists for an interview prior to final selection.

By submitting a Proposal, the respondent acknowledges they have read this RFP, understands it, and agrees to be bound by its requirements. Once a respondent is selected, WCSAP and the selected respondent will execute a written contract.