



THE INTERNATIONAL HUMAN FRONTIER SCIENCE PROGRAM ORGANIZATION

Request for Proposals (RFP):

Organizational support for the HFSP Awardees Meetings

The International Human Frontier Science Program Organization (HFSP) organizes an annual scientific meeting for its awardees and is seeking the support of a professional partner in congress and meeting management for the meetings in 2018 and 2019.

Background

HFSP develops and implements the Human Frontier Science Program (HFSP) with the aim to encourage ambitious interdisciplinary basic research. Emphasis is placed on novel collaborations that bring together life scientists and scientists from disciplines such as physics, mathematics, chemistry, computer science and engineering to address questions at the frontier of the life sciences. HFSP awards support newly formed international collaborative research grants, postdoctoral fellowships and Career Development Awards.

Once a year current award holders are invited for a scientific meeting, the HFSP Awardees Meeting (AWM). The meeting series started in 2001 and since then has evolved into an important event in the HFSP calendar for scientific exchange and forging new collaborations. The meetings attract 200-250 participants from more than 20 different countries. Organizing the AWM in our member countries enhances the recognition of HFSP and its distinctive role in supporting frontier research. Hosting the AWM provides HFSP members with an opportunity to present their commitment for international efforts towards innovative frontier research. The meetings are of a unique multi-disciplinary spirit and unite an international group of uniquely talented scientists of all ages.

Meeting specifications

The character of the meeting is that of a private networking meeting (by invitation) rather than a general scientific conference. However HFSP does invite local scientists and students as well as HFSP alumni from the city (or region/country) to participate. Many awardees use the opportunity to present unpublished work and over the years the most frequently cited feedback is that they appreciate the time to network and discuss science in an informal setting.

The meeting extends over three and a half days that include (invited) plenary lectures, oral presentations by HFSP funded scientists (3 min and 20 min long talks) and poster sessions. Since the inception of the HFSP Nakasone Award, the Awardees Meeting provides the backdrop of the annual prize giving ceremony and the

Nakasone lecture. The program can also be amended to include additional workshops or seminars on particular topics.

The planning for venues and other services during the AWM is usually based on an audience of up to 250 participants and 120-140 poster submissions that are on display all the time (if space at the venue permits). The HFSP secretariat takes responsibility for drawing up the scientific program of the AWM including:

- General timetable of meeting.
- All contact with awardees about scientific program: issues invitations, and answers eligibility questions
- Decisions on plenary lecturers.
- Receipt of abstracts and selection of oral presentations and posters.
- Preparation of draft document of final program and abstract book.
- A website with general information about the meeting.

Scope of the proposal

Although the planning for the AWM 2018 is already underway, this RFP concerns the meetings in 2018 for which the venue has already been confirmed (Toronto) and the meeting in 2019 (Japan; city and venue tbc.).

18th AWM 2018

The 2018 AWM will take place from 8 to 11 July at the “The Peter Gilgan Centre for Research and Learning” at the Hospital for Sick Children (SickKids), Toronto, Canada. Notwithstanding that some preparations are already under way or in the advanced planning stage, the overall tasks that fall within the scope of this RFP are:

Planning and Preparations

- Accompany site inspection by Secretariat staff to identify venue
- Support the HFSP Secretariat in identifying appropriate conference hotels and in negotiating accommodation rates for delegates.
- Set up and organize venue in consultation with Secretariat concerning required facilities.
- Request proposals for service during the meeting (catering, A/V, poster boards)
- Organization of excursions for meeting delegates prior to or immediately after the meeting.

Printing/Online

- Preparation and printing of name badges for participants.
- Printing of conference/abstract booklet
- Make available a website that serves for registration participants and online payment for the AWM

Registrations

- Organize all meeting registrations through the online portal
- Manage all hotel bookings (reservations, changes, cancellations)
- Receiving payment of registration fees of participants and accompanying persons via a special meeting bank account.
- Set-up credit card terminal for onsite payments during the meeting
- Monitoring of payment and management of reminder system
- Send out confirmations to participants concerning registration and accommodation

- Assistance with visa applications for those participants requiring entry visas for particular countries (provides letter of invitation)

Planning and organization at the venue/during the meeting

- Coordinate hotel services and social program
- Coordinate the preparation and distribution of meeting material
- Support the meeting through local logistics, for example with organizing a social program prior to and during the AWM,
- Coordinate and organize catering for the meeting (day time coffee breaks, lunches & dinners).
- Set up a business center for official HFSP use.
- Support transport for participants to and from venue(s) - if required.
- Coordinate all technical and organizational aspects with the meeting venue
- Organize the set-up of the poster boards

General information for the 19th AWM 2019

The 2019 meeting will have a special character because it is jointly organized with Japanese governmental research agencies and Ministries, and will take place in connection with the 30th Anniversary of the HFSP and the 9th Intergovernmental Conference. Therefore particular circumstances may apply. All meetings will take place in Japan.

For the purpose of this RFP the full list of tasks for the 2019 AWM should be considered. However it is expected that there will be logistical support provided by our Japanese partners. More information about the precise tasks for this meeting will be provided nearer to the event itself.

Information about HFSP

The International Human Frontier Science Program Organization (HFSP) was established in 1989 to promote innovative, cutting edge research at the frontiers of the life sciences through international collaboration in the spirit of science without borders and for the benefit of humankind.

HFSP develops and implements the Human Frontier Science Program (HFSP) whose aim is to encourage ambitious interdisciplinary basic research. Emphasis is placed on novel collaborations that bring together life scientists and scientists from disciplines such as physics, mathematics, chemistry, computer science and engineering to address questions at the frontier of the life sciences.

Establishment: The HFSP was initiated at the Venice Economic Summit (G7) in June 1987 following a proposal by Prime Minister Nakasone of Japan. The initiators were Canada, the European Communities, France, Germany, Italy, Japan, the United Kingdom of Great Britain and Northern Ireland and the United States of America and the program was implemented following the intergovernmental meeting of member countries and the European Communities held in Berlin on July 26-28, 1989 and subsequently revised by the founding members and Switzerland at the intergovernmental meeting held in Tokyo on January 21-22, 1992.

Governance: The HFSP is governed by the Board of Trustees composed of appointees from HFSP Members, currently Australia, Canada, France, Germany, India, Italy, Japan, New Zealand, Norway, the Republic of Korea, Singapore, Switzerland, the United Kingdom of Great Britain and Northern Ireland, the United States of America and the European Commission. The Council of Scientists provides scientific advice to the Board of Trustees.

The Board is supported by a Secretariat, located in Strasbourg France, directed by the Secretary-General. Its legal status is as an Association established in Alsace (Grand Est), France. The Members support HFSP through voluntary contributions, which are agreed at an Intergovernmental Conference every three years.

More information on HFSP can be found on the web site: <http://www.hfsp.org>

Information for Bidders

Formal Requirements

Final decision will be based mainly on the following criteria: qualifications, references, creative and technological approach. The proposal should be drawn up based on a fixed price (per meeting) indicating daily rates, time scales, and a description of the approach used for the organization of the HFSP Awardees Meeting.

References

Please state three references for meetings of similar type and scope that were guided by your input and include the URLs for the website (if available). You can also summarize other relevant activities.

Qualifications

Include a short curriculum vitae for all staff to be involved in the project. Differentiate according to role. Note that the staff involved in the project must be fluent in English.

Contact person at the HFSP Secretariat:

Proposals should be sent by email for 15 January 2018 to:

Dr. Guntram Bauer

Director of Science & Communications
The International Human Frontier Science Program Organization (HFSP)
12 Quai Saint-Jean
67080 Strasbourg, FRANCE
Phone: +33 (0)3 88 21 51 24
Fax: +33 (0)3 88 32 88 97
Email: gbauer@hfsp.org
Website: <http://www.hfsp.org/>