

Request for Proposal

Professional Conference Organization (PCO)

2024 IEEE International Conference on Acoustics, Speech, and Signal Processing (ICASSP)

April 14-19, 2024 – Seoul, Korea

Response Due Date: December 6, 2021

Online Presentation (selected PCOs only): December 16 or 17, 2021

Decision Date: December 22, 2021

Overview of Services Requested: Local PCO and Organizer Management, Overall Project Management and Organizing Committee Support, Vendor Recommendations and Contracts, Publication Production, Budget and Financial Management.

Event Information

The following information is provided to assist you with the preparation of a proposal for the Local Organizing Committee (LOC) to consider.

About ICASSP

ICASSP is the world's largest and most comprehensive technical conference focused on signal processing and its applications. The series is sponsored by the IEEE Signal Processing Society and has been held annually since 1976. The conference features world-class speakers, tutorials, exhibits, lecture and poster sessions, and over 2,000 attendees. ICASSP is a cooperative effort of all of the IEEE Signal Processing Society Technical Committees and Special Interest Groups. A complete list of the Technical Committees and Special Interest Groups can be found at <https://signalprocessingsociety.org/community-involvement/technical-committees>

ICASSP 2023: *website pending*

ICASSP 2022: <https://2022.ieeeicassp.org>

ICASSP 2021: <https://2021.ieeeicassp.org>

ICASSP 2020: <https://2020.ieeeicassp.org>

ICASSP 2019: <https://2019.ieeeicassp.org>

Conference Sponsor: IEEE Signal Processing Society (100% sole sponsor)

Expected Attendance: 3,000-5,000 attendees

About Relationship

The Professional Conference Organizer (PCO) and the ICASSP 2024 Organizing Committee must work together as one team with oversight and assistance from IEEE Signal Processing Society (SPS). The organizing committee knows their industry or profession, the traditions of their meetings and the standard of expectations of their colleagues whereas the PCO is the expert in understanding the millions of details involved in organizing a conference. The two must come together and work together to the same objective - a successful conference! A PCO today is no longer a secretarial service - it is a professional manager with a substantial investment in technology and systems, resources and facilities. A PCO guides, recommends, advises as well as executing. The organizing committee's input will be primary responsibility for the program development and making decisions based on recommendations of the PCO.

Daily management of all vendors to ensure all deadlines and objectives are met and reported to the Organizing Committee and IEEE SPS.

Brief History of the Conference

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| 2024 | Seoul, Korea |
| 2023 | Kos Island, Greece, Hybrid |
| 2022 | Singapore, Hybrid |
| 2021 | Fully Virtual (Formerly Toronto, Canada) |
| 2020 | Barcelona, Spain |
| 2019 | Brighton, UK |
| 2018 | Calgary, AB, Canada |
| 2017 | New Orleans, LA, USA |

Typical Conference Format

- Sunday – All day registration, Afternoon Tutorials
- Monday – Half Day Tutorials Morning and Afternoon, Welcome Reception in Evening
- Tuesday to Friday – Plenary General Session followed by Oral and Poster Sessions, typically seven parallel oral sessions, as well as industry programming with panels and workshops, and exhibits (typically around 25 booths)
- Wednesday or Thursday – Banquet Event
- Several Membership Events like Student Career Luncheon for 250 people, Women in Signal Processing Luncheon for 200 people, and Young Professional Networking Event in Evening
- ICASSP hosts Society administrative meetings which may include the Board of Governors, Publications Board, Conferences Board, Membership Board, Technical Directions Board, Editorial Boards, Technical Committee meetings. A full preliminary schedule can be provided upon request.
- Basic Meeting Space Requirements and Lodging Room Block History can be provided upon request.

Venue

COEX Convention Center in Seoul, Korea is the proposed venue. The contract needs negotiating and review by IEEE.

Conditions of Selection of a PCO

The successful tenderer shall, as a minimum, be capable of providing professional conference managerial services for the Conference to international standards and best practice. The PCO will follow all IEEE Policy as well as IEEE SPS conference policy and guidelines. The PCO will demonstrate an ability to provide the following:

1. Ability to provide the required services as detailed in the 'Requirements of a PCO' section.
2. Financial viability - Required to demonstrate financial credibility and proof may be requested.
3. Proven track record - Demonstrate their experience as a PCO by providing information on meetings they have managed - especially meetings of a similar size and complexity.
4. References - Tenderers are required to submit at least three references who will be contacted by representatives of the conference. Details required are name, contact information, meeting with which they were/are associated and position in relation to the organizing of that meeting.
5. Staffing and Infrastructure - Overview of their infrastructure including staffing, experience and accreditation. Demonstrate a suitable infrastructure in terms of office equipment, conference management software, accounting software, merchant facilities, computer and data security mechanisms and other necessary equipment.
6. Electronic Management - Demonstrate ability and capacity to provide electronic facilities in a secure environment and proof of PCI compliancy on any credit card processing.
7. Financial Management - Demonstrate their competence in the area of financial management including qualification of personnel in this respect.
8. Fees and Cost Structure - Clearly communicate all fees to be charged for services.

PCO Services Requested

This list is intended to be indicative of the responsibilities of the PCO at this point in time. Indicate ability to provide the areas of service or indicate that it is not a role that they would undertake. Where the PCO would subcontract such role, this MUST be clearly stated.

Part 1: Confirmed Services Needed:

1. General Management
 - a. Work with the ICASSP Organizing Committee and be directly responsible for all aspects of the organization of the Conference
 - b. Oversee activity of contracted registration and paper management provider
 - c. Project Management - Establish conference timeline with task assignments, ongoing management and follow up to ensure all deadlines are met and stakeholders are informed
 - d. Regular Communication – work with Organizing Committee to provide monthly updates to IEEE SPS, including financial updates as well as project timeline updates. Between 1-3 months prior to the conference, updates will be more frequent.
 - e. Administration - management and coordination of all administration matters relating to the Conference
2. Finances and Accounting
 - a. Manage the daily accounting and financials of the conference to ensure the conference stays on budget and is making logistical decisions based on budget.
 - b. Notify IEEE on any out of budget purchases
 - c. Provide updated forecast reports using the IEEE SPS Template monthly or as needed throughout the conference planning as any major decisions are made or milestones occur, such as paper submission deadline, acceptance notification, early registration deadline, etc.
 - d. Provide final financial report within 60 days of conference occurring
 - e. Review and negotiate all final invoices, manage payment schedule and ensure payment on time
 - f. Work with the organizers to close the conference financial books within one year of the conference occurring.
3. Conference Logistics and Contracting
 - a. Venues – receive proposals, work with organizing committee on location selection, contract negotiation and submission for IEEE review.
 - b. Meeting Space Allocation – Assign rooms and areas based on the conference program and assist in assignment of accepted papers and scheduling of technical program into appropriate meeting rooms
 - c. Scaling the Conference - Work with registrar to review regular reporting for head counts, meal and space planning, ordering of materials and budgeting.

- d. Food and beverage – work on all food and beverage requirements for the Conference.
 - e. Accommodation - booking and management of all accommodation requirements for the Conference and hotel room blocks, as requested.
 - f. Social Functions/Transport - design, coordination and management of an appropriate Social Program for the Conference.
 - g. IEEE Meetings – contracting, logistics, coordination of any related IEEE society meetings held with the conference. Sub-block at hotel for IEEE Leadership and special coordination of travel for VIPs as requested.
 - h. Accompanying Persons Program - design, coordination and management of an appropriate Accompanying Persons Program for the Conference.
 - i. Design, print and place all signage and printed marketing materials for the conference.
 - j. Work with registrar on registration desk setup and create and submit floorplan for approval.
 - k. Work with Exhibit Sales Manager on the exhibit area setup and help create and submit a floorplan for approval.
4. Local Ordering of Supplies and Giveaways
- a. Solicit proposals and handle the printing contract and fulfillment of the conference guide for all attendees
 - b. Solicit proposals and handle the creation of electronic proceedings for attendees
 - c. Attendee bag or giveaway – solicit proposals, contract and ensure order fulfilled on time and within budget.
 - d. Registration supplies and attendee kits – manage fulfillment of attendee and other gift or giveaway items, including assembly of attendee kits.

Part 2: Possible Add-On Services, May not be needed:

- 1. Patronage and Exhibits –assistance with sales from local companies, and maintaining real time status of payment, liaison to exhibitors for requirements of booth and setup information.
- 2. Local Registration Staffing
 - a. Assign staff to support the on-site fulfillment of pre-registered attendees.
- 3. Promotion and Website
 - a. Management and coordination of all aspect of promotion of the Conference.
 - b. Management and coordination of a dedicated website for the Conference.
 - c. Conference mobile app creation and implementation
- 4. Virtual Conference Platform and Hybrid Conference Logistics
 - a. Sourcing and contract negotiation of the virtual conference platform for hybrid experience – potentially offering the PCO's own recommended tool as the solution

- b. Oversight over the virtual conference platform and logistical connections to the physical conference
 - c. Lead in creating and overseeing the audio visual for hybrid conference sessions
 - d. Assistance in identifying in-person versus virtual content and development of parallel programs
 - e. Assistance in developing website content and email communications pertaining to the hybrid conference logistics, program, etc.
- 5. Any additional services as deemed necessary by the PCO
 - a. Please add any services that are not listed in Part 1 nor Part 2 that the PCO believes as necessary services to be added to the proposal.

Clarification and Submission

For further information or clarification of requirements, or proposal submission:

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