

Terms of Reference:

A compulsory onsite briefing will be required for all companies that bid

Specifications of the company

The conference organizing company to assist the KZN Sharks Board host the 7th Southern African Shark and Ray Symposium in October 2023 should have the following specifications/experience.

1. Knowledge and experience of organising events, including scientific conferences.
2. Based in Durban
3. Accreditation to the Southern African Association For The Conference Industry (SAACI)
4. Ten years of conference organising experience
5. Organised more than 4 International and 4 local conferences
6. Organised conferences for more than 150 delegates

Mandatory documents

1. A detailed CV of the project manager demonstrating least 10 years of experience in providing similar service.
2. Company should be based in Durban (CSD) as proof of address.
3. Certificate, or membership number indicating accreditation to the Southern African Association for The Conference Industry (SAACI)
4. Three (3) letters of reference from previous clients.
5. Methodology illustrating summary overview of how the company will manage the conference, handle registrations, payments, invoices etc.

Duties expected

1. Assist with planning the event
2. Website design: Hosting, administration and online delegate registration platform
3. Registration and abstract submission: Organise and facilitate a system to receive delegate registration payments, bookings etc.
4. Assist conference delegates and assist scientific committee with designing and structuring programme for conference.
 - a. Conference venue: Create an event plan which will detail all aspects of the conference to ensure that all logistics are taken care of to ensure correct set-up and every detail is considered including tea, lunch breaks, set up of different speaking venues, and poster board setup (and accessories)
5. IT and AV setup (especially for loading talks, videos and troubleshooting IT issues)

6. Accommodation, visas and shuttles for delegates: Manage all travel, accommodation and payment needs
7. Décor for conference, lunches and gala dinner: Assist in providing an affordable and suitable decor
8. Conference bags, name tags, T-shirts: Provide samples with a conference logo and branding
9. Conference entertainment: Assist with booking suitable entertainment, DJ etc.
10. Photography of the event
11. DJ for award ceremony