

Call for Proposals

Event Management Company

for Asia-Europe Environment Forum (ENVforum)
Annual Conference 2021

Overview

Established in 2003, the Asia-Europe Environment Forum (ENVforum) is a partnership of: Asia-Europe Foundation (ASEF), Government of Sweden through the Regional Asia Environment Conference Support Programme administered by Stockholm Environment Institute (SEI), Hanns Seidel Foundation (HSF), ASEM SMEs Eco-Innovation Center (ASEIC) and the Institute for Global Environmental Strategies (IGES).

Its flagship event, the ENVforum Annual Conference, provides a platform for officials, experts, and businesses to exchange experiences, including challenges and best practices, on different aspects of SDG implementation. In doing so, it explores existing frameworks and policy instruments. The conference is designed to promote exchanges on regional and international levels and highlight different multi-stakeholder initiatives or partnerships promoting the adoption of SDGs. It also builds on contributions from representatives from the private sector.

Due to the COVID-19 pandemic, the Annual Conference, which has been traditionally organised as a physical event, took place virtually in 2020 and will do so again in 2021.

Call for Proposals

ENVforum is seeking an event management company to support the 2021 Annual Conference taking place in November virtually under below terms:

Event Name	Asia-Europe Environment Forum (ENVforum) Annual Conference 2021
Event Type	Virtual Conference
Event Duration	29 November & 1 December 2021 (tbc)

Tentative Agenda

16:00 - 19:00 SGT	Day 1 29 November		16:00 - 19:00 SGT	Day 2 1 December	
16:00 - 17:00	<ul style="list-style-type: none"> • Opening Remarks • Plenary 1 		16:00 - 16:10	<ul style="list-style-type: none"> • Day 2 Opening 	
17:00 - 17:30	<i>Networking Break</i>		16:10 - 17:30	Thematic stream 3	Thematic stream 4
17:30 - 18:50	Thematic stream 1	Thematic stream 2	17:30 - 18:00	<i>Networking Break</i>	
18:50 - 19:00	<ul style="list-style-type: none"> • Day 1 Conclusion 		18:00 - 19:00	<ul style="list-style-type: none"> • Rapporteurs' presentations • Final conference statement 	

			<ul style="list-style-type: none"> • Experts' commentary • Closing Remarks
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The scope of the event management company:

- To provide technical/non-technical support in event planning, management and execution of the online conference including parallel and breakout sessions for 2 days of 3 hrs conference each day
- To deliver an easy-to-use and accessible¹ platform, capable of handling the conference features including
 - “How to guidance” for speakers and participants
 - Registration and attendee management
 - Agenda and speakers’ bio integration
 - Branding during sessions (includes logo/speaker name etc)
 - Parallel streams and breakout sessions
 - Participants’ networking option
 - Potential option for integration of virtual collaboration tools e.g. Mural
 - Live technical support for speakers and participants
- To provide pre-event briefs/rehearsals with hosts/speakers and other stakeholders
- To manage pre-recorded presentations (if any)
- To deliver pre-event introductory/promotional video and post-event video following ASEF and event’s branding
- To deliver post event materials, including recording with transcripts and attendee analysis

Note: While the event is headquartered in Singapore, its speakers and attendees will be attending the event from Asia and Europe.

For more information on ASEF and ENVforum including our recent activities, please visit [our website](#).

Event Company Requirements	<ul style="list-style-type: none"> • Company from ASEM Partners, preferably Singapore based • Sound knowledge in executing virtual conferences • Strong virtual international event management portfolio • Solid technical support services - including event recording; PowerPoint integration; handling parallel sessions/breakout sessions; live message/recorded messages broadcasting; spotlighting speakers/participants; event analysis etc. • Ability to customise and flexible to meet the event’s dynamic • Familiar with various event management software and has capacity in providing seamless integration • Experience in generating user-friendly designs and platform
Applications & Contact Details	<p>Interested event management company/vendor should submit:</p> <ol style="list-style-type: none"> 1. Company Portfolio Deck – i.e., company’s experience, focusing on the capabilities listed in the call 2. Proposal Pitch Deck – including timeline; platform features and look and feel, and conferencing software (i.e. via zoom, Webex, etc.) 3. Clearly defined itemised budget (include currency) 4. Event Company Application Form

Applications should be emailed to:

¹ To all [ASEM Partner countries](#), including China

- Ms Grazyna PULAWSKA (grazyna.pulawska@asef.org)
- CC: Ms Nur A'in A RAZAK (nurain.arazak@asef.org)

by **17 September 2021, 2359H (Singapore time)**. For any enquiries, please direct them to the contacts above.

Please set the email subject as [Event Organiser Application] {Company Name, Country of Company}
e.g. [Event Organiser Application] XYZ Pte Ltd, Singapore