

**2024 ARUCC Conference – Calgary**  
**2026 ARUCC Conference – Montreal**  
**Partnership with PCCAT**

ARUCC is seeking expressions of interest and quotations for conference planning services.

We would like to invite you to submit a quotation that includes services, at minimum but not exclusive, for the following:

- Liaison with the ARUCC Board as needed both in-person and via email or virtual interface (e.g. Zoom) as needed
- Participation in the organizing committee as needed both in-person and via email or virtual interface (e.g. Zoom) as needed
- Coordination with affiliated registrarial association and member institutions in the region
- Site costing, inspection, booking and venue management
- Planning for block-booking of conference hotel rooms
- Planning of session schedule, nutrition breaks and meals etc.
- Planning and pricing and ordering of any Swag (delegate bags, inserts)
- Financial oversight and budgeting services to ensure conference revenue at minimum covers expenses (some profit is desirable)
- Oversight of proposal submission process, collection of submission, and preparation of submissions for review by the ARUCC Board or organizing committee
- Research to identify potential keynote speakers and management of any contract obligations
- Provision and management of a user-friendly online delegate registration and payment process for both conference registration and for pre-conference registration
- Provision and management of a user-friendly registration and payment process for delegates
- Provision of a conference app that includes ability for delegates to provide session feedback
- Management of app
- Plan for session recording and their availability after the event
- Oversight of communications - conference announcements, registration, and set up of conference registration website and program
- Preparation and publication of program on conference website
- Vendor management – search for exhibitors, exhibitor placement and understanding of competitor characteristics
- Search for sponsors – plan for the sponsorship card and manage sponsors
- Speaker gifts/donation arrangements
- Moderator planning and provision of scripts

- Management of room capacity and allocations per anticipated size of audience per pre-registration information
- Speaking notes for executive team
- On-site – must provide signage, staff for registration process
- Preparation of post-conference survey and deployment within one day of conference ending; analysis of survey results and report for the Board within 30 days of the end of the conference
- Reporting - financial reporting and reconciliation to be completed and provided to the Board within 30 days of the end of the conference
- Travel and business expenses should be included in quote

#### Other considerations

- In-Person Conference
- 150-180 participants
- Session recordings to be available after the conference
- Venue must provide
  - One large room for plenary
  - At least 8 smaller rooms for sessions
  - A large room for the exhibitor hall
- The Conference should be profitable but if not must end with a balanced budget

#### General timeline

	Calgary 2024	Montreal 2026
Venue Reservation		Fall 2022
Planning and budget	Spring 2023	Spring 2025
Theme of conference determined	Spring 2023	Spring 2025
Monthly meetings with organizing committee	June 2023-June 2024	June 2025-June 2026
Program preparation: call for proposals for sessions, session reviews, identification of plenary speakers	Fall 2023	Fall 2025
Registration	February 2024	February 2026
Visit at the venue with ARUCC Board	April 2024	April 2026
Conference ( <i>dates to be confirmed</i> )	June 16-19 2024	June 14-17 2026
Final report	July 2024	July 2026

To inquire about this offer, please contact  
Annik Gelineau, incoming ARUCC president (2023-2025)

[Annik.gelineau@umontreal.ca](mailto:Annik.gelineau@umontreal.ca)

514-378-7861

Send your expression of interest and quotation to  
Annik Gelineau, incoming ARUCC president (2023-2025)

[Annik.gelineau@umontreal.ca](mailto:Annik.gelineau@umontreal.ca)

Deadline: November 7<sup>th</sup> 2022, 5pm

The bid should include a general plan and overall projected budget.