

## **Expression of Interest**

### **Overview:**

The Indian Academy of Pediatrics (IAP) is the largest professional association of pediatricians in India. IAP regularly hosts academic meetings and conferences and will be hosting the International Pediatric Association's (IPA) IPA 2023 Congress in India. The event will be attended by over 5000 health care providers (HCP) from across the world. IAP invites Expression of Interest (EOI) from reputed agencies for event management who have experience of similar work in the healthcare, technical or scientific domain.

### **Scope of Responsibilities (illustrative):**

1. Secretariat services along with deploying 2 full-time resources to managing daily correspondences and coordination
2. Conference promotion including design of logo and stationery, setting up website with payment gateway handling multiple currency options, setting up of online abstract submission and management system, preparing and managing off-line and online promotion campaign
3. Program Management including correspondence with faculty and speakers, academic contributors etc.
4. Exhibition Management
5. On-site services including complete end-to- end manpower for successful execution of the event.

### **Documents to be submitted:**

1. Brief profile, brochure, presentation of the company
2. Company incorporated as Registered Partnership, Private Limited, Limited with minimum of 5 years engaged in providing event management services (To provide copy of registration)
3. Active Membership as PCO with ICPB, IEIA, IESA, EEMA or equivalent (To provide copy of registration)
4. Copy of PAN, TAN, GST, Shop Establishment (Udyog Aadhar/ Udyam Aadhar as applicable)
5. Copy of PPF and ESI registration
6. CA attested copy of average annual turnover for last 3 years (Minimum Rs. 10 Crore)
7. ITR for past 3 years
8. Balance Sheet for past 3 years
9. Experience- Experience letter from organisers of organising meetings of similar scale and scope
10. Details and qualifications of full-time resources deployed for the project. Specifically:
  1. Secretariat manager
  2. Academic program manager
  3. Exhibition manager
  4. Creatives/ design manager
  5. Technology and IT manager
11. Valid solvency certificate (minimum Rs. Thirty Lakh) issued by bank within last 1 year

Agencies intending to participate in the RFP may submit the above documents via email to ipa2023india@gmail.com by 23rd July, 2021. Agencies seeking clarifications may write to us on the same email address.

**The organising team will evaluate the agency based on the documentation submitted and send formal RFP to qualifying agencies by the 26th of July, 2021.**