

## **CONFERENCE COORDINATOR REQUEST FOR PROPOSALS**

The Society for Historians of American Foreign Relations (SHAHR) seeks a contractor to provide conference coordinator services (see Scope of Work that follows) primarily to support its annual conference, which occurs in June of each year, starting with the June 2022 conference and continuing subject to satisfactory performance. The successful applicant will not be an employee of SHAHR, which will not contribute to any taxes or benefits for the successful applicant, who will be considered a contractor of the organization.

Proposals should include a cover letter describing the proposed contractor's experience and suitability for the position. SHAHR provides a monthly stipend in addition to the cost of conference supplies and the contractor's travel to the conference venue, subject to approval from the SHAHR Executive Director. Further information about SHAHR and its conference are available on the organization's website <https://shafr.org/content/shafr-2022-call-papers> and/or by contacting SHAHR Executive Director Amy Sayward (617-458-6156 or Amy.Sayward@shafr.org). Proposals are due to Amy.Sayward@shafr.org no later than January 30, 2022.

## CONFERENCE COORDINATOR

### SCOPE OF WORK / TERMS OF REFERENCE

#### ADMINISTRATIVE SUPPORT: TASKS/RESPONSIBILITIES

- **Coordination with Program and Local Arrangements committees.** The selected contractor will serve as the central liaison to these committees as well as the President and Council of the Society for Historians of American Foreign Relations (SHAFR) throughout the course of conference planning.
- Consult with Executive Director regarding **contracts** with main and overflow hotels as well as future conference contracts.
- **Mid-Year and Final Reports.** Prepare a January (mid-year) on conference preparations and a final report on the conference for SHAFR Council (including registration and financial data, what worked and what didn't work, and provide recommendations for future conferences) no later than thirty (30) days following the end of the conference.
- **Transportation Coordination.** As needed, arrange for transportation to and from conference hotel/venue to social event venue and/or guided tours during the conference.
- Deliver project deliverables on-time, on-budget, and to client expectations.

#### REGISTRATION: TASKS/RESPONSIBILITIES

- Consult with SHAFR IT Manager in **developing online registration form and keeping conference webpage** current.
- **Recruit and train volunteers** to interact with the registration system and support registrants.
- **Recruit exhibitors** by distributing information to publishers and other potential vendors on pricing for exhibit tables and/or conference ads and/or registration insert ads.
- **Purchase, create, and provide onsite registration materials** such as pre-printed name badges, lanyards, agenda, meal & event tickets, and advertisements as needed. Purchases will be made by selected contractor from SHAFR financial resources.
- **Recruit and train volunteers to coordinate on-site registration**, which will include checking-in pre-registrants, printing nametags for on-site registrants, collecting registration fees, and assisting volunteers with distributing conference materials. There is a long tradition of SHAFR volunteers staffing the registration desk in return for free conference registration.

#### ON-SITE SUPPORT: TASKS/RESPONSIBILITIES

- Provide on-site support during the conference for registration, audiovisual, meeting room setup, as well as sponsor and exhibitor management. This will include using SHAFR volunteers to assist in the effort.
- Manage the conference on-site, serving as a liaison to the venue, participants, exhibitors, and speakers.
- The selected contractor will apply problem-solving skills to any issues that arise during course of conference in coordination with SHAFR Executive Director and President.

## **EVENT PLANNING & LOGISTICS : TASKS/RESPONSIBILITIES**

The selected contractor will be primarily responsible for coordinating the work leading to the creation and publication of the conference program. This includes but is not limited to:

- Working with the Program Committee to ensure the correct number of panels and to assign rooms to each session based on a/v and space needs;
- Working with the program designer, Local Arrangements Committee, and/or SHAFR President and Executive Director to design the cover of the program in a way that relates to the theme and/or venue of the conference;
- Work with the program designer and Executive Director to ensure a printed program and pdf of the program that are as close to error-free as possible in a timely manner;
- Arrange with program printer and SHAFR IT Manager for the publication and distribution of the program in a timely manner (generally no later than April) to all SHAFR members;

The selected contractor will serve as the primary liaison to representatives of the conference venue and/or hotels throughout the course of the conference while simultaneously consulting with the Executive Director and SHAFR President on all venue decisions. This includes but is not limited to:

- Working with venue and outside service providers to provide a/v services and appropriate staging of exhibitor spaces, plenary session, luncheon speakers, and reception;
- Catering selection and oversight, ensuring best meals and breaks possible for participants, including vegetarian and other dietary restricted foods, within the prescribed budget;
- Plan for any off-site events (such as the social event) including hiring of caterer, ordering of tables, chairs, food, special meals, etc.;
- Arrangement for and oversight of a master account for speaker and staff charges at the hotel;
- Manage SHAFR Conference Coordinator email and Twitter feed and coordinate with SHAFR Executive Director and IT Manager to distribute relevant and timely information related to the conference, including hotel reservations, conference registration, and special events.
- Develop, manage and execute master event logistical plan and timeline; assign/delegate tasks to volunteer teams; Organize facilities and manage all event details such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- All pre-event liaison and follow-up with venue vendors;
- On-site liaison with the facility and all vendors during the conference;
- All post-event liaison and follow-up, including review of the venue invoice;
- In consultation with the Executive Director, order basic items including but not limited to name badge stock, name badge holders, ribbons, lanyards, registration folders, etc.
- Research, competitively bid, identify and negotiate contracts with outside vendors and sponsors.

The selected contractor will work with the Executive Director to assist with catering selection within the prescribed budget of SHAFR events at the January meeting of the American Historical Association meeting, including the reception and luncheon.

## **FINANCIAL SERVICES: TASKS/RESPONSIBILITIES**

- Create, manage and reconcile event budgets, expenses, and timelines. Adhere to project timelines and budget guidelines. Review, approve, and forward for payment (to the SHAFR Executive Director) all conference invoices for which the selected contractor has primary oversight, including but not limited to contracts for audio visual, catering, social event, and transportation.
- Ensure compliance with insurance, legal, health and safety obligations.
- Responsibility. The contractor's travel required in connection with this Scope of Work will be paid by SHAFR with advance approval from the SHAFR Executive Director.

## **JOB QUALIFICATIONS:**

- Education: Bachelor's degree in Events Management preferred, and interest in history (especially international/diplomatic history) preferred
- Experience: Minimum 4-5 years' experience in all aspects of event planning; experience in working with academic conferences preferred; experience managing volunteer team and event budgets
- Excellent organization, interpersonal, and project-management skills.
- Problem-solver and results-oriented
- Able to work well under pressure of event deadlines
- Ability to prioritize tasks in a fast-paced environment
- Experience in working with social media to promote conference and to inform conference participants