

PHILIPPINE MICE CONFERENCE VIRTUAL EDITION (MICECONline)

26 – 30 October 2020

Manila

TERMS OF REFERENCE

Services for Speakers Management

(as of September 24 2020)

I. BACKGROUND

Organized by the Tourism Promotions Board (TPB), a government corporation under the Philippine Department of Tourism (PDOT), The Philippine M.I.C.E. Conference (MICECON), the country's premier gathering for professionals in the meetings, incentive travel, conventions, and exhibitions (MICE) industry, will shift its 7th edition into a virtual space dubbed MICECONline on 26-30 October 2020.

MICECONline – a virtual conference experience offers discussions on key issues and concerns affecting the industry. Online participants will still get to experience plenary and breakout rooms in a virtual environment. Each speaker will run their own presentation simultaneously with other conference topics. In the virtual breakout room, participants will be able to interact in real-time with speakers and peers.

With the theme of "Future-ready M.I.C.E.: Renew, Reboot, Revitalize", MICECONline will be offered free-of-charge to industry professionals within the private and public sectors and members of the academe, with topics focusing on business outlook/ forecasts, sales and marketing, professional development, sustainability, tourism recovery, and the New Normal, to be presented by local and global industry experts. MICECONline will likewise feature sectoral town halls to encourage participants to exchange knowledge and best practices, CSR activities, virtual exhibitions, and chat rooms within the platform.

To ensure the smooth conduct of the MICECON virtual event, the TPB is in need of company that can manage and source international caliber presenters/speakers/moderators relevant to the topics of the MICECONline Conference Programme.

II. SCOPE OF SERVICES

A. Assist in securing six (6) - nine (9) international-caliber presenters/ speakers/ moderators whose subject expertise are relevant to the topics/issues that will be featured in the MICECONline.

Presenters/Speakers/Moderators, are preferably thought leaders or an authority or has an in-depth knowledge of the MICE industry and its current state (i.e. association management, event and exhibition management, marketing, branding, media), technology and inspirational topics. To gain a global perspective on the sessions that will be tackled in the conference, the speakers will be from various regions (US, Europe and Asia-Pacific)

* Industry Professionals/ Professional Speakers invited in previous international MICE Conferences or Trade Shows with educational components should be a priority—to ensure relevance of the sessions to the MICE industry

* TPB may recommend/ invite directly possible speakers for the event. TPB, as organizer of the event, may negotiate directly preferential rates to maximize the budget allotted for speaker fees.

* Any recommended presenters/speakers/moderators will be subject to the approval of TPB. Quotations/ fee of recommended speakers should be disclosed to TPB. TPB reserves the right to re-negotiate with recommended speakers.

Once approved, the TPB, as the national organization recognized by international MICE associations/ organizations, will formally invite the vetted presenters/speakers/moderators.

* The TPB, together with its Event Platform Technical team, shall provide speakers with their technical requirements during rehearsal and actual sessions.

Proposed Sessions in need of Industry Experts/ Professional Speakers (sessions are subject to change) **but not limited to** the following:

1. Best Practices/ How to Approach Crisis Situations/ this Pandemic from an International Meetings Professional Perspective

*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran with experience in managing a Destination Marketing/Management Organization (DMO) to provide a broader perspective on the MICE industry. Speaker should preferably be an active member of international MICE Associations. Being featured as resource speaker in international MICE industry events is an advantage.

2. Best Practice on How to Sell to International MICE Buyers during Crisis Situations/ this Pandemic

*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran with expertise in MICE Sales programs. Speaker should preferably be an active member of international MICE Associations. Being featured as resource speaker in international MICE industry events is an advantage.

3. Best Practice on Marketing/ Branding Strategies during Crisis Situations/ this Pandemic

*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker have an experience omnichannel solutions for global and regional (Asia-Pacific) brands. Being featured as resource speaker in international marketing events is an advantage.

4. Best Practice on Sustainability in the tourism and international meetings industry

*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran to provide a broader perspective on the MICE industry. Speaker should preferably be a certified trainer and auditor for Green Destinations. Being featured as resource speaker in international MICE industry events is an advantage.

5. Best Practice on event design and innovations in the international meetings industry

*to provide global competitiveness to our local industry professionals, it is preferred if the Speaker be an international meetings industry veteran to provide a broader perspective on the MICE industry. Speaker should preferably be an authority on the subject matter. Being featured as resource speaker in international MICE industry events is an advantage.

6. International Motivational Speaker

*to provide a memorable and greater impact to the attendees, it would be preferable for the Speaker to be an internationally recognized motivational speaker. Her core message/ advocacy should be in line with the overall theme of the event that evokes positivity and resilience.

B. Facilitate the payment of professional fees or other logistical expenses of approved presenters/speakers/moderators

* The company must have the capability to provide advance payments of professional fees to presenters/speakers/moderators in their preferred currency and mode of payment, as required

- The company must be able to pay remainder of professional fees within five working days after the speaker's session

C. Coordinate with approved presenters/speakers/moderators and provide the requirements from presenters/speakers/moderators

- To execute agreement with the TPB-approved Speakers
- Biodata/ profile and photo of the speaker for event promotion
- Presentation should be submitted prior to the Speaker's technical rehearsal
- Arrange for the authorization of TPB to share the recorded/slide presentation to participants of MICECONline (within the event platform; up to a month after the event)

- Speakers Management Company should comply with the Philippine Data Privacy Act

D. Assign a point person whom the TPB MICECONline Speakers Committee will coordinate with for this project

III. ELIGIBILITY REQUIREMENTS

- A. Must be a Filipino-owned, operated and legally registered company/ event management company under Philippine laws, and at least in operation for at least three (3) years;
- B. Must have an experience in handling corporate events or other similar events for at least two (2) years.

IV. PROPOSED SCHEDULE ACTIVITIES

07 October 2020	Target completion of Presenters/ Speakers/ Moderators
09 October 2020	Start of Speakers Technical Rehearsal
26 October 2020	Start of MICECONline
30 October 2020	End of MICECONline

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is ONE MILLION PESOS (P1,000,000.00) inclusive of applicable taxes.

- The bid amount shall include the total amount of professional fees, management fees and applicable taxes. Allocation for Speakers Professional Fees should not be lower than Php750,000 .
- Accepts send-bill arrangement. Billing should be based on the actual cost of the Professional Fees paid to the Speaker but should not exceed the contract price.

VI. TERMS OF PAYMENT

Send bill to the Tourism Promotions Board; Final payment in 30 days upon receipt of invoice, billing and/or other pertinent documents

VII. CONTACT PERSONS

For particulars, please contact the MICECONline 2020 Speakers Committee:

Name : Jasmin B. Parra / Ms. Mary Ann Caramat

Designation : Speakers Committee (MICECONline 2020)

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