

TERMS OF REFERENCE

TOURISM & TECHNOLOGY FORUM

11-12 March 2021
Manila, Philippines
(Hybrid Event)

Services for Speakers Management

as of 17 February 2021

I. BACKGROUND

The ongoing global pandemic has made it imperative for tourism stakeholders to transform their business model by reconsidering strategies, improving operations, facilities, systems, and refocusing marketing and promotional plans through the use of technology to remain competitive and relevant in the market.

The Travel and Tourism Technology Forum (TTF), organized by the Tourism Promotions Board (TPB) Philippines, aims to raise awareness on technological trends and a variety of digital tools to engage travelers at home and encourage them to travel whenever possible. It likewise aims to generate valuable feedback and ideas from industry stakeholders for creating a new direction for smart tourism projects. The TTF will be held in a hybrid format wherein selected speakers and delegates will be present in both live and virtual sessions. The Forum will run a series of informative sessions and open discussions presented by industry experts over a period of two days. Moreover, the forum is expected to be attended by a maximum of 50 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.

In view of this, the TPB is in need of a company that can manage and source local and international caliber presenters/speakers/moderators relevant to the topics of the Tourism and Technology Forum to ensure smooth conduct.

II. SCOPE OF SERVICES

1. Assist in securing six (6) to twelve (12) local and international-caliber presenters/speakers/moderators whose subject expertise are relevant to the topics/issues that will be featured in the Tourism and Technology Forum

Presenters/Speakers/Moderators, are preferably thought leaders or an authority or have an in-depth knowledge of the Tourism industry and its current state and technology trends and innovations. To gain a global perspective on the sessions that will be tackled in the forum, the speakers will be from various regions (US, Europe and Asia-Pacific).

- Industry Professionals/ Professional Speakers invited in previous conferences, seminars, workshops and webinars should be a priority—to ensure relevance of the sessions to the Tourism and Technology 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 tourism 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:

- a) Introduction to Technology Trends and its impact in Tourism and Hospitality
 - b) Advantages of Digital Marketing for Travel and Tourism
 - c) State and importance of E-Commerce in Tourism
 - d) Destination competitiveness vis-à-vis digital technology
 - e) Best Travel Apps in the Market
 - f) Smart Technologies reshaping the future of Travel and Tourism
2. 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, as required

- The company must be able to pay remainder of professional fees within five working days after the speaker's session
3. 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 Tourism and Technology Forum (within the TPB Facebook Page and Website)
 - Speakers Management Company should comply with the Philippine Data Privacy Act
 4. Assign a point person whom the TPB MICE organizing committee will coordinate with for this project

III. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated and legally registered Speakers Bureau / Event management company under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Must have an experience in sourcing and handling speakers for corporate or government events or other similar events.

IV. PROPOSED SCHEDULE OF ACTIVITIES

| Date | Activity |
|--------------|--|
| 4 March 2021 | Target completion of Presenters/Speakers/Moderators |
| 8 March 2021 | Speakers Technical Rehearsal / Deadline of Submission of Pre-recorded Sessions |

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|---------------|---|
| 11 March 2021 | Start of the Tourism and Technology Forum |
| 12 March 2021 | End of the Tourism and Technology Forum |

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FOUR HUNDRED FIFTY THOUSAND PESOS (PHP 450,000.00)** 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 PHP 400,000.00.
- Accepts send-bill arrangement. Billing should be based on the actual cost of the Professional Fees paid to the Speaker.

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 TPB-MICE Organizing Committee:

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