



## **ROLES AND RESPONSIBILITIES OF THE LOCAL HOST AND THE PROFESSIONAL CONFERENCE ORGANISER (PCO)**

The AfPIF event is held annually over a period of 3 days. The hosting document provides an overview of the requirements for hosting the event. The local host is encouraged to form a local organizing committee and nominate the point of contact, to liaise with the Organisers. The local organizing committee (LOC) is expected to provide oversight, support and advice to the Organisers on the planning logistics.

The AfPIF event receives over 15 International sponsors, who place high level of expectations on various aspects of the event. To ensure that we deliver on their expectations, the Organisers contract a professional conference organizer (PCO) to be responsible and accountable for the most sensitive and delicate aspects of the events logistics and planning.

### **Local Organising Committee Roles and Responsibilities**

1. **Advisory Council:** The Organisers will often not have local presence in any country. The LOC will be responsible for providing the Organisers with important advice on every aspect of organizing the event including the program, logistics, venue, security and accommodation. For instance in settling on the most appropriate dates for the event (that do not coincide with national holidays or regional conflicting events).
2. **Entry Visa and Invitation Letters:** The Local host will coordinate with the Organisers to issue formal invitation letters to facilitate the visa application process in a timely manner. In some special cases such as referral visas and participants coming from a country where the host country does not have a consulate, the local host will be expected to facilitate the issuance of visas on arrival
3. **Local Event Sponsors:** The LOC will be tasked with the role of identifying and introducing potential local sponsors of the event to the Organisers and where possible securing their sponsorship both in cash or in kind. The following sponsorships are required:
  - a. **Internet Connectivity:** As per the hosting document the event requires a minimum of 100Mbps of Internet connectivity and wireless access Infrastructure, at the conference venue, to support over 400 devices connected concurrently. The LOC is expected to source for the a suitable service provider to provide Internet connectivity, wireless access infrastructure (Access Points, Switches, Routers, etc) and onsite support.
  - b. **Simultaneous Translation:** The AfPIF event provides simultaneous translation in English and French. Additional languages may be considered. The Organisers would prefer the costs associated with the translation services to be met by a local sponsor
  - c. **Gala Dinner:** The AfPIF event hosts the participants to a special gala dinner on the 2<sup>nd</sup> day of the event. The Organisers would prefer the costs associated with the gala dinner and



associated logistical expenses such as transportation, entertainment, etc. to be covered by a local sponsor(s).

- d. **Financial Sponsors:** The LOC is responsible for identifying potential local sponsors who can sponsor the event along the set sponsorship criteria.
  - e. **Ushers and Registration desk:** The LOC will be responsible for identifying a local sponsor to provide personnel to serve as ushers and registration desk assistants for the duration of the event
  - f. **Airport Meet and Greet:** An airport meet and greet service is desired and especially for a few VIP guests. The LOC is tasked with identifying a local sponsor to cover all costs related with the meet and greet service and airport transfer services.
4. **Local Stakeholders Participation:** The LOC will be responsible for ensuring that local participation is maximized through creating local awareness of the event to all relevant stakeholders in coordination with the Organisers.
  5. **Local Experts:** The LOC will be responsible for identifying local experts that can present or participate in various discussion panels of the AfPIF event in coordination with the AfPIF program Committee
  6. **Formal Opening Session:** The LOC will be responsible for identifying, inviting and securing the presence of a high-ranking official from a relevant Government institution to officiate the formal opening of the event in coordination with the Organisers.
  7. **Logistics Liaison:** The AfPIF event and exhibition presents a requirement for temporary importation of equipment and materials such as Professional Cameras, Live streaming gear, exhibition stools and stands, banners, etc. by sponsors and consultants. The LOC will be responsible for providing the advance information on temporary shipment rules and procedures and facilitating the expedited clearance of the shipments on arrival. Additional information includes travel, security, etiquette, information, etc.
  8. **Communications Expectations:** The Organisers expect that the LOC will nominate a point of contact(s) that will be responsive to the issues and inquiries lodged through email and phone. As a number of issues maybe of an urgent nature, we expect responses within a period of 4 – 12hrs. Non-urgent issues can be responded to within 12 – 48hrs. In cases where the point of contact will be away for any reason for more than 48hrs, we expect the LOC to appoint a replacement.

### **PCO Roles and Responsibilities**

A PCO needs to provide the following logistical support through the following activities;

1. **Logistics Management:** The PCO is expected supervise all local logistics organization and implementation.



- 2. Service Provider Recommendation:** The PCO is expected to have a comprehensive list of suitable service providers that can be approached to deliver services as per the hosting modalities and hosting requirements. Some of the areas that we require the PCO's recommendations for service providers are as follows;

  - i) Suitable Hotel to host the event
  - ii) Alternative low budget hotels within close proximity to main venue
  - iii) Airport transfer Services
  - iv) Simultaneous translation Services
  - v) Sound, lighting and projection services
  - vi) Signage Printing Services
  
- 3. Service and Contract Negotiation:** The PCO is expected to negotiate services, fees and contractual obligations on behalf of the Organisers with all local service providers. The PCO is also expected to sign the service contracts with the local service providers on behalf of and subject to approval by the Organisers. Some of the areas that will require negotiations to achieve the best low price possible will include but not limited to;

  - a. **Conference package:** The hotel should be able to provide suitable conference room, exhibition room, secretariat room, meals, water, snacks and two coffee breaks for between 150 - 200 people at the reasonable rate.
  - b. **Hotel Accommodation:** The main hotel should provide a reasonable rate inclusive of bed, breakfast for at least 50 from the Organisers team and participants. The hotel should be flexible on early check-in, late checkout, amongst others.
  - c. **Social Events:** Negotiate for reasonable prices for social dinners/cocktail events at the hotel venue and external restaurants
  - d. **Airport transfers and local transport services:** Contract a suitable and low cost airport transfer and transport provider for event participants.
  - e. **Printing services:** Recommend a suitable printing press service to print signage, brochures, flyers, t-shirts, etc. that may be required for the event.
  - f. **Translation Services:** Negotiate a reasonable rate for translation services and additional requests from the Organisers such as authorization to, live-stream on the Internet the translated audio from the translators.
  - g. **Sound, lighting and projection:** Negotiate with a competent sound, lighting and projection service provider to cater for the sounds, lighting and projection needs of the conference at a reasonable rate.
  
- 4. Financial Accounting and Reporting:** The PCO will bear the responsibility of accounting and reporting the financial expenses to the Organisers. The PCO will be expected to charge a management fee for all the PCO specific services that will be rendered separate from the service provider expenses. The PCO fee will be agreed in advance prior to signing the contract with the Organisers on the deliverables.



5. **On-site logistical Management:** The PCO will be expected to be on site at least 1 day prior to the start of and half day after the event to supervise delivery and implementation of all external services and hotel service.
6. **Registration Desk and Badging:** PCO will be expected to provide the Registration desk services inclusive of participant badging at a reasonable cost. The PCO should provide a designated staff member at the registration desk at all times. The Organisers will provide the participant list and badge design in advance for printing.
7. **Gifts and Souvenirs:** The Organisers gives local gifts and souvenirs to all its speakers. We require the PCO to recommend suitable gifts and assist in sourcing for the gifts.
8. **Communications Expectations:** The Organisers will expect that the PCO will nominate a point of contact(s) that will be responsive to the issues and inquires lodged through email and phone. As a number of issues maybe urgent, ISOC expects responses within 3 – 6 hrs. Responses to non-urgent issues are expected within 24 hours. In cases where the point of contact is not available to fulfill the above requirements for any reason, we expect the PCO to appoint a replacement.