



Institution of Valuers & IOV Registered Valuers Foundation invite Request for Proposal (RFP) for Event Consultancy Services for IVC-2024

Introduction

The Institution of Valuers (IOV) in association with IOV Registered Valuers Foundation (IOV RVF) is organizing the 55th Indian Valuers Congress (IVC-2024) in Kochi from **5th to 7th December 2024**.

We invite proposals from qualified event consultancy firms to provide comprehensive event management services for the Congress.

Scope of Services

The selected event consultancy service provider will be responsible for the following management services:

1. **Conference:** Manage all aspects of the three-day conference, ensuring smooth execution of all sessions and activities.
2. **Press Meet:** Organize and manage a press meet on the first day of the Congress to engage media representatives and promote the event.
3. **Registration:** Handle all registration processes for delegates, including on-site check-in.
4. **Kit Handling and Distribution:** Prepare, manage, and distribute event kits to all delegates, speakers, and VIPs.
5. **Venue:** Coordinate with the venue to ensure all logistical arrangements meet event requirements.
6. **Hospitality:** Oversee hospitality arrangements for delegates, including accommodation, meals, and special requests.
7. **Stage:** Manage stage setup, audio-visual requirements, and overall presentation during the event.
8. **Vendor:** Coordinate with vendors for catering, equipment rental, signage, and other event-related services.
9. **Delegates:** Provide assistance and support to delegates throughout the event, ensuring a seamless experience.
10. **VIP Lounge:** Set up and manage a dedicated lounge for VIP guests, including refreshments and hospitality services.
11. **Volunteers:** Recruit, train, and manage volunteers to assist with various event tasks and responsibilities.
12. **Foyer:** Ensure effective management of foyer areas, including registration desks, information points, and networking spaces.

Proposal Submission Guidelines

Interested firms are requested to submit their proposals, including the following:

- Company profile and relevant experience in event management.
- Detailed approach and methodology for managing the services listed above.
- Proposed timeline for event preparation and execution.

- Itemized budget proposal for the services mentioned.
- List of previous similar events managed, including client references.

Submission Deadline

Please submit your proposals by **20th October 2024** at contact.ivc@iov.co.in.