

Ingrid Briesner - Griesplatz 11/25 - 8020 Graz

City of Turku
% Stella Aaltonen
ECOMM 2022
Puutarhakatu 11
20100 Turku
Finland

Proposal no.	AN-1003_21
Date	Aug 30, 2021
Your customer no.	1005
Your contact	Ingrid Briesner

Service bid for the ECOMM 2022 in Turku/ Finland

Bid, prepared for:

City of Turku

Hereinafter called "Turku"

and Ingrid Briesner, Business Consulting & Training

Hereinafter called "IBCT"

Represented by Ingrid Briesner

EPOMM Coordinator

Tel.: +43 / 699 / 11181024

E-Mail: consulting@briesner.eu

Status as of: 30. September 2021

The bid is protected by copyright and can only be passed on to third parties after consultation with the authors of the bid.

General

Turku will host the European Conference on Mobility Management (ECOMM) 2022. In this framework, it is obliged, among other things, to provide the following:

- Call for, collect and process a sufficient supply of abstracts and – subsequently – full presentations or poster presentations to be presented at the sessions of ECOMM 2022 – in accordance with the schedule and selection proceedings as set out in the document “BlueprintECOMMupdatesApril2021.docx”
- Perform adequate and timely quality control on the content of the presentations, including getting in contact with the speakers;
- Distribute the final presentations to the speakers and the chairperson of the respective sessions and plenary sessions and to EPOMM as soon as possible, however at the latest fourteen (14) days prior to the opening of ECOMM 2022

Services offered

The IBCT offer includes the following services:

Organisation of the ECOMM part of the EPOMM-Board meeting, foreseen to be held in Turku on 14.9.2021

- prepare the agenda
- timely inform the EPOMM board
- write and distribute the minutes
- follow up on the action points agreed in them

Organisation of the full call for papers and the selection process:

- review and feedback to Call for Presentations
- send out the Call for Presentations
- collect the abstracts, send confirmation of receipt to authors
- doing the pre-evaluation, organising the evaluation by the IPC, define the evaluation criteria for the selection of the abstracts
- distribution of abstracts to the IPC to be evaluated
- processing of the evaluation results of the IPC to host city
- preparing the IPC-meeting (in cooperation with the host city, if needed)
- presentation of evaluation results at the IPC meeting, leading the IPC-meeting

- set up a draft session structure
- suggestions for chairs persons
- minutes of the meeting

Co-organisation of the focus sessions and keynote speaker presentations

- process the results of the IPC decisions
- information of the selected authors and of the not selected authors
- grouping of the presentations into sessions, selection of session titles
- search and selection of the chairpersons
- organise the content of the focus sessions including invitation and information of speakers and chairpersons
- assist in preparing a hybrid event with possibility to participate online
- support the host in finding keynote speakers and briefing of them

Collection and quality control of presentations

- support the instruction of the selected authors and chairs on how to proceed

Time Plan

The time plan is provisional and can be modified in mutual agreement between Turku and EPOMM/IBCT.

In September: EPOMM-Board meeting in Turku or directly after ECOMM 2021

In September: Call for Presentations to be sent out

Mid October: Keynote speakers and other officials invited

Mid October: Deadline for submission Call for Presentations

End October: IPC evaluation

End November: IPC meeting (date to be confirmed)

December: Conference Programme finalised and approved

Mid April: Collection and Quality control of presentations

End April: Distribution of all presentations to speakers, chairpersons, host

Price

The price for all services is EUR 19.950 without VAT

Reverse charge, includes all administrative and organisational costs related to the offered services. Travel costs for three meetings are borne by EPOMM/IBCT – in case additional meetings are requested by Turku, the costs of these have to be borne by Turku.

Conditions

IBCT cannot carry out the tasks without a good cooperation with Turku and therefore Turku will provide the following:

The conference website:

- Information provided and placed in close cooperation with EPOMM
- A first version including the Call for Papers and pre-registration should be available at the latest at the send-out of the Call for Papers
- An updated version including programme and registration in December after the EPOMM General Assembly.

Collection and quality control of presentations

- instruction of the selected authors and chairs on how to proceed, develop and send out guidelines for the presentations to speakers and chairs
- assure that the speakers deliver their presentation in time (several reminders needed) to the conference platform and to the EPOMM coordinator.
- quality control of the presentations for the sessions, mainly on adequate length, layout and balanced usage of words and images
- distribute the presentations of each session to its speakers and chairperson
- collect final versions of presentations and submission to host and to the conference platform

Furthermore:

- Stella Aaltonen will be EPOMM's and IBCT's contact with regards to the conference organisation, programme and all communication.
- Turku takes care of all other tasks that are in the agreement between EPOMM, IBCT and Turku.

Payment schedule

The payment is foreseen in two instalments:

12.950 € after the IPC-meeting end November

7.000 € after the finalisation of the Programme, end April

General

For delays not within the responsibility of IBCT, IBCT is not liable. In the case of changes of the presented concept, IBCT retains the right to change the price of the bid.

The bid is protected by copyright and can only be passed on to third parties after consultation with the authors of the bid.

Graz, 30.09.2021

For IBCT

Ingrid Briesner (EPOMM Coordinator)

Item	Description	Quantity	Unit price	Total price
1.	Services ECOMM 2022	1.00 piece	19,950.00 EUR	19,950.00 EUR
	Total net			19,950.00 EUR
	VAT 0%			0.00 EUR
	Total gross			19,950.00 EUR