

U.S. Consulate General Shanghai's Contracting Office is accepting proposals for a contractor who will provide logistical support to a large scale bilateral conference and to facilitate production and preparation for conference seminars, meetings, and receptions between U.S. and Chinese entities. **This conference will take place on May 31st and June 1st 2012.** The objective of this Conference is to assist in the dissemination of information related to Export Controls.

Tasks will include:

- 1) Design, print, and send invitations to 150-200 Chinese and American companies, 50-100 Chinese and U.S. government officials. Invitation lists will be provided by Export Control Working Group.
- 2) Track RSVPs for event. Provide updates to USG.
- 3) Manage all conference registration and check-in; register all participants and ensure proper identification is provided.
- 4) Manage all rooms that need to be set up with proper equipment, chairs, papers, pens and other materials.
- 5) Manage seating charts and provide necessary attention to the seating of high level individuals.
- 6) Manage AV set-up and test all AV-equipment prior to function to ensure functionality; prepare and load all presentations and visuals; be on hand to assist in event of technical difficulties.
- 7) Manage the simultaneous interpreters and interpretation process. Ensure that all needed materials are provided to the interpreters in a timely manner.
- 8) Prepare all the conference information packages and arrange for delivery prior to conference (liaise with hotel conference coordinator on this if needed).
- 9) Prepare the business profiles and handout materials. Facilitate printing of all materials. Content will be provided by Export Control Working Group. Program and agenda will be approximately 10 printed pages.
- 10) Liaise with reception coordinators which may include members of the China Chamber of Commerce and hotel reception coordinators.
- 11) Facilitate during the conference and related receptions, dinners and lunches; coordinate with hosts as requested on this.
- 12) Pre-event facilitation on all aspects of conference.
- 13) Event facilitation and coordination with hotel coordinators on all aspects of conference.
- 14) Other conference-related activities which include, but are not limited to preparation of welcome kits, gift bags. Materials for gift bags will be purchased by USG.
- 15) Event follow up and evaluation.

Interested contractors should submit a working plan in a proposal including proposed timelines and complete costs for the tasks above. A complete copy of all solicitation materials can be obtained by contacting cumminske@state.gov.