



WSPOS

World Society of Paediatric
Ophthalmology and Strabismus

Request for Proposal WCPOS VI (2027)

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1. Invitation to Bid

- This Request for Proposal (RFP) has been issued by the World Society for Paediatric Ophthalmology and Strabismus (WSPOS) for engaging a bidder to host the Sixth edition of the World Congress of Paediatric Ophthalmology and Strabismus (WCPOS VI) in 2027.
- In order to meet the Service requirements, WSPOS proposes to invite tenders from eligible bidders as per details/scope of work mentioned in this RFP document.
- Bidder shall mean any organization who meets the eligibility criteria of this RFP and is willing to provide the Services as required in this bidding document. The interested Bidder who agrees to all the terms and conditions contained in this document may submit their Bids with the information desired in this bidding document (Request for Proposal).
- The purpose behind this RFP is to seek a detailed proposal from interested parties and the eligible bidders are indicated in point 2.
- This document shall not be transferred, reproduced or otherwise used for any purpose other than for which it is specifically issued.
- Interested Bidders are advised to go through the entire document before submission of Bids to avoid any chance of elimination. The eligible Bidders desirous of providing services to WSPOS are invited to submit their proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent empanelment of the successful Bidder will be entirely at discretion of WSPOS Executive Bureau. This RFP seeks proposals from Bidders who have the necessary experience, capability & expertise to provide WSPOS the proposed Services adhering to requirements outlined in this RFP.
- The participating Bidders shall bear all costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by WSPOS, or any other costs incurred about or relating to their Bid. WSPOS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder regardless of the conduct or outcome of the bidding process.

2. Eligibility criteria

The following organizations and entities are invited to submit proposals for consideration:

- **WSPOS Regional Chapters:** Regional chapters affiliated with the World Society of Paediatric Ophthalmology and Strabismus (WSPOS) are eligible to apply, bringing their local expertise and networks to support the initiative.
- **WSPOS Member Societies:** National and international member societies of WSPOS can apply to foster collaboration and expand the reach of pediatric ophthalmology-related projects.
- **Municipal City Councils or Tourism Boards:** Local government bodies, such as municipal city councils and tourism boards, can submit proposals to promote their city or region as a destination for international conferences or meetings related to pediatric ophthalmology, helping to boost local tourism and economy.

- **Convention Centers:** Convention and exhibition centers with the capacity to host large-scale international conferences and events are also encouraged to apply, offering their facilities and services for WSPOS-related events.

Proposals from these eligible groups should demonstrate a commitment to fostering collaboration, promoting pediatric ophthalmology, and enhancing the impact of WSPOS's global mission.

3. Selection Criteria

Shortlisted Bidders will be invited for a presentation of the proposal to the Executive Bureau of WSPOS. The selection of the participation will be a combined decision of the Bureau members which will be final.

4. Disclaimer

- The information contained in this RFP document or information provided subsequently to Bidder(s), whether verbally or in documentary form/email by or on behalf of WSPOS, is subject to the terms and conditions set out in this RFP document.
- This RFP is not an offer by WSPOS, but an invitation to receive responses from the eligible Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed.

5. Introduction

5.1. Objective of the RFP

The purpose of this RFP is to enter into a contractual agreement with a successful bidder and to select a suitable contractor to provide comprehensive services for the meticulous planning and execution of WCPOS VI with the objective of attracting over 1500 attendees (ophthalmologists and optometrists and researchers) from across the globe, thereby ensuring a distinguished experience for all participants. This will include support on pre-event planning, on-site event management, post-event activities and finances management of the event.

The Bidders desirous of taking up the project are invited to submit their Proposal/Bid in response to this RFP. The criteria and the actual process of evaluation of the proposals in response to the RFP and subsequent selection of the successful bidder will be entirely the discretion of WSPOS Executive Bureau. The Bidders/ Applicants should have necessary experience, capability and expertise to perform, as per the terms and conditions outlined in this RFP. The RFP is an invitation to receive responses from the potential Bidders. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract or work order is offered by duly authorized official(s) of WSPOS with the successful bidder.

5.2. About WSPOS

The World Society of Paediatric Ophthalmology and Strabismus (WSPOS) is an international society and charity that aims to improve the care of children's vision. It was established in 2009 and has over 6000 members from across the globe. WSPOS is known for its friendly atmosphere, which allows it to discuss controversial topics in the field of paediatric ophthalmology and strabismus.

5.3. About WCPOS

World Congress of Paediatric Ophthalmology and Strabismus (WCPOS) is a flagship event organized by WSPOS held once in every three years. The event gathers experts, clinicians, researchers, and other professionals in the field of paediatric ophthalmology and strabismus to share knowledge, discuss the latest advancements, and collaborate on improving eye care for children worldwide. The congress typically features a wide range of sessions, including scientific presentations, workshops, and panel discussions, poster presentations, video presentations focusing on various aspects of paediatric eye health and treatment along with and exhibitions for sponsors and innovators to showcase their platform technologies and innovations in the eye care domain. There have been five congresses in the past, the latest one being in 2024 at Kuala Lumpur Malaysia. This event witnessed more than 1400 delegates from around the world.

6. Scope of Activities

The bidder will be involved in the management of conference related activities including, pre-event, onsite and post-event activities. These will include:

6.1. Pre-event activities

6.1.1. Content curation

The Bidder will work with WSPOS Executive Bureau and WCPOS Organizing Committee in identifying topics and themes for the conference, develop a detailed agenda, including plenary sessions, workshops, panel discussions, poster villages, e-poster sessions and all tracks of the conference.

The bidder will work with WSPOS in identifying relevant speakers for the conference and managing speaker communication to enable their participation in the event. The bidder will also be responsible for reviewing and ensuring alignment of presentation material of all tracks with the conference objectives to meet quality standards. Bidder will also coordinate with speakers to provide guidance on presentation content, format, and timing.

6.1.2. Logistics

The bidder will identify possible venues (maximum up to 3) to host WCPOS VI in their country.

- If Bidder is a convention centre, details of the convention centre will be sufficient
- If Bidder is a local government body, please highlight any complimentary use of certain city-owned venues or facilities provided.

The bidder needs to share the capacity of the venue including the number and size of meeting rooms, exhibition areas, etc., to host all the parallel tracks of the event along with additional infrastructure that enables accessibility for the delegates with disabilities.

- Specific space details:
 - 1 Plenary Hall: To host about 1200 delegates
 - 3-4 Break out rooms: To accommodate 500, 400 and 300 delegates respectively
 - 1 Exhibition hall: For vendors and small podium for poster presentation, e-poster exhibition space. Anticipated minimum requirement for this hall is 3200 sqm.

Further, the provision of local volunteers/staff support will be an added advantage. Please highlight any such details in your application.

About all the possible venues listed, the bidder needs to share details on proximity to major airports (domestic and international) to ensure ease of access for domestic and international delegates. The bidder also needs to indicate the ease of local transportation options with associated costs and coordinate with local transportation providers for providing delegate shuttle services.

Additional information on nearby attractions, restaurants, and entertainment options for attendees should be shared by bidder. These will also be a criteria for selection of the location for the next conference. Any partnerships & additional support from local tourism boards for promoting the conference will be an added benefit.

6.1.3. Accommodation

The bidder needs to list nearby hotels to the identified possible venues and the room tariffs and the distance to the conference venues identified.

6.1.4. Visa Information

WSPOS is a global society and its flagship event WCPOS witnesses delegates from across the world. To continue such participation, it is essential that the Bidder's country should have ease of Visa issue process. Bidder needs to highlight requirements for attendees from various regions (e.g., North America, Europe, Asia, etc.) and issues for visa approvals for delegates from any specific countries. Bidder should also highlight average processing time for visas and availability of visa assistance services.

6.1.5. Help Desk

Establish an information help desk at the airport to provide guidance and support related to the event.

6.1.6. Cultural and social programs

The Bidder will also organize tours or other activities representative of local attractions, and which enhance the attendee experience along with supporting local tourism, thereby building closer ties with the local community as well as its tourist boards. Also, the Bidder shall organize a welcome reception or gala dinner at a historic local venue that will also act as a networking opportunity for all participants, while at the same time showcasing the local culture, food, and hospitality to enhance the conference experience.

6.1.7. Sponsorships & Exhibition

While WSPOS has established its network with global companies offering products and services to the ophthalmology domain, the bidder will be responsible to mobilise local sponsorship from the local offices for the conference. This will include identifying potential local sponsors and exhibitors including businesses, industry leaders, and organizations that align with the conference's theme and objectives. The bidder will be responsible to manage all communications with possible sponsors and exhibitors including negotiating terms to ensure mutual benefits and enable their participation in the event.

6.1.8. Marketing

While WSPOS has engaged with consultants for their social media engagements in the past, a large scale conference as witnessed by the previous WCPOS requires a more detailed and targeted engagement with a large scale audience which includes global ophthalmologists. The Bidder will

promote the conference through targeted marketing strategies on both digital and physical platforms. The key activities to be included in the event promotion will include:

- Development of the logo for the event
- Collaboration with local tourism boards to promote the conference
- Securing local and international media coverage for the event
- Designing and maintaining an event website capturing all event details and continuously updating all event activities
- Creation of attendee badges, kit bags and material.

6.1.9. Registrations – Delegates & Speakers management

Wspos management and an appointed PCO will have access to venue staff and manage:

- Coordination of pre-event communications with attendees
- On-site registration desk management and staffing
- Management of attendee check-in and badge distribution
- Technical support for speakers and presenters on-site.

6.2. Conference on-site management

Bidder will manage all on-site event logistics for successful implementation of all conference related activities. These will include management of 3rd party service providers for on-site event management:

- Event setup and teardown (furniture, signage, decoration, etc.)
- Management of event flow and traffic control
- Setting-up of registration desks, information booths, exhibition spaces, and other required facilities
- Managing on-site attendee registrations
- Coordination of photography and videography services
- Monitoring the schedule of sessions and events to ensure they run on time and according to the agenda
- Managing service providers for AV, catering, event planning, and security.

6.3. Post event Activities

Upon successful completion of the event, the bidder will be responsible for:

- Coordination of event breakdown and cleanup
- Collection and management of all equipment and materials
- Preparation of a post-event report (including attendance certificates and a feedback form)
- Coordination of follow-up communications with attendees and stakeholders.

6.4. Finance Management

Bidder will undertake finance management responsibilities which include developing a comprehensive budget that encompasses all aspects of the conference, such as venue costs, catering, marketing, technology, and on-site management. This budget will be meticulously planned to ensure cost-efficiency while maintaining high standards of service and attendee experience. The Bidder should enable/highlight possible subsidies or grants from local governments or tourism boards to reduce costs and should explore discounted rates for venue rental or local services to maximize savings that are critical to supporting the activities of WSPOS. The Bidder will be responsible for monitoring and controlling expenses throughout the planning and execution phases, in addition to ensuring that all financial transactions are transparent, documented, and aligned with the approved budget by WSPOS. Additionally, the Bidder's team will handle revenue management, including tracking income from registrations, sponsorships, and other revenue streams, ensuring that financial goals are met or exceeded. Post-conference, a detailed financial audit will be conducted to assess overall financial performance, provide insights for future events, and ensure accountability and transparency in all financial dealings related to the conference. All invoices and receipts requested by conference delegates must be made and kept track of.

The bidder will develop a combined aggregate budget for the scope of activities indicated above and denominated in USD.

7. Award of contract

7.1. Solicitation schedule

Event	Date
RFP issued	7 TH October 2024
Questions from bidders	25 th November 2024
WSPOS response to bidders questions	9 th December 2024
Bid proposals due	31 st January 2025
Presentation of shortlisted bidders	12 th February 2025
Final Decision	1 st March 2025

7.1.1. Enquiries and Proposal Submission

Inquiries regarding this RFP must be submitted via e-mail to management@wspos.org with a copy to admin@wspos.org.

The final proposals also need be submitted via e-mail to management@wspos.org with a copy to admin@wspos.org. The deadline for submission of complete application is **31 January 2025**.