



Committed To Advancing Alaska's Public Health Since 1978

Request for Proposal:
Conference Coordination Services for the Annual Alaska Health Summit Conference

Submit questions and proposals to Alpha@alaskapublichealth.org

The review process will begin on May 15, 2025

Task List:

**Health Summit Planning Meetings (1 Hour) with the Health Summit Steering Committee:
Bi-weekly through September & Weekly October – January**

- Attend meetings, update the committee on the status of ongoing tasks, and discuss future objectives.

Whova EMS Platform & Mobile App July - January

- Demonstrate proficiency with Whova required features, including, but not limited to:
 - o Attendee Mobile App
 - o Hybrid participation platform
 - o Attendee networking features
 - o Sponsor, Exhibitor, Presenter, and Volunteer Portals
 - o ALPHA Branding
 - o Use of ALPHA Membership and previous Summit Attendee contact information

Event Venue Liaison

- Request and obtain pricing and availability from potential event host facilities
- Health Summit (HS) Committee provides attendance estimates, basic facility requirements, and budget
- Contractor requests and obtains pricing for catering, table/booth rental, etc.
- Work with the Venue and HS Committee to develop the event Agenda and Floor Plan.
- Staff the event to greet attendees, assist with onsite registration, and coordinate exhibitors, vendors, venue staff, and volunteers.

(Continued next page)



Committed To Advancing Alaska's Public Health Since 1978

Call for Proposals for Breakout Session Conference Speakers and/or Pre or Post Workshop: June Thru Sept

- Work with HS Committee to develop Abstract submission form in Whova EMS Platform.
- HS Committee prepares initial and reminder communications with timeline and requirements for the potential speakers for the Contractor to send via Whova Event Management Software (EMS)
- During the submission period, request required information from identified co-presenters.
- Prepare submissions for review by the HS committee.
- Send out acceptance and declination emails to all submitters.
- Confirm each presenter's availability.
- Request any additional required information from each presenter.
- Work with HS Committee to draft a conference agenda.
- Request, store, and prepare for display of digital presentation materials

Plenary Speakers: Thru January

- HS Committee will identify and confirm plenary speakers through ALPHA Process.
- Contractor will collect confirmed speakers' presentation outlines, travel requirements, Conflict of Interest statements, etc.
- ALPHA will coordinate the payment of Plenary speaker fees and travel reimbursements.

Registration: September - January

- HS Committee will determine pricing, discounts, and registration timeline
- Contractor will prepare and launch registration via EMS.
- Send registration communications through EMS.
- Manage registration cancellations, changes, substitutions, etc.
- Collect registration, exhibitor, and sponsor payments, issue refunds, and issue payouts from EMS Payment processor to ALPHA.
- Print and provide attendee badges.

Sponsorships and Exhibitors: June - January

- Collect sponsor and exhibitor information and payments through EMS.
- Ensure sponsor benefits such as meeting space, on-site signage, and EMS platform logos are delivered.
- Coordinate sponsor exhibitor booths, power supply, and other logistics.
- Communicate booth set up and tear down schedule and instructions.

Pre & Post Summit Sessions Registration: October – January

- The HS Committee will prepare an email solicitation for the Contractor to send out via EMS to offer pre- and Post-Summit Sessions
- The confirmed pre and post-summit meetings will need to be added to the program.
- Contractor will propose contract amendments based on additional scope-of-work for pre/post Summit events.

(Continued next page)



Committed To Advancing Alaska's Public Health Since 1978

Virtual Event Production

- Request and obtain pricing for A/V Contractor to facilitate virtual presentation of all plenary and breakout sessions, and ALPHA Annual Member Meeting, including:
 - Closed Captioning for Plenary and Breakout Sessions
 - Attendance Monitoring for CEU Accreditation.
 - Monitoring for virtual attendee interaction
 - Projecting presenter materials on-site and virtually
 - Serve as on-site digital technician during the virtual conference

Continuing Education Units (CEU): October - January

- HS Committee will identify and confirm a CEU Accreditation Liaison.
- Contractor works with the liaison to gather any and all information needed to apply for CE accreditation.
- Monitor and record attendance for all sessions, in-person and virtually.
- Distribute CEU certificates.

Post Summit: January-February

- HS committee will provide evaluation questions for the Contractor to distribute via EMS to the presenters, exhibitors, and participants and include a link to the speaker presentations.
- Provide evaluation results analysis to HS Committee.
- Provide ALPHA with access to session recordings.