Professional Development Conference

Connect. Communicate. Collaborate

March 9 & 10, 2017

Edmonton Marriott, River Cree Resort | Edmonton, AB

Request for Presenters/Speakers/Workshops
25th Annual NCSO Conference

Presenter(s): _____

Organization/Employer: _____

City: _____ **Province:** _____ **Postal code:** _____

Telephone: (_____) _____ **Email address:** _____

Submit completed proposal to:

Alberta Construction Safety Association
225 Parsons Road SW
Edmonton, AB
T6X 0W6
Attention: Zahra Elmi, Marketing Assistant
marketing@youracsa.ca

Issue Date: Monday, October 17, 2016
Closing Date: Monday, November 14, 2016
Closing Time: 4:00 pm
Event Date: March 9 & 10, 2017
Event Location: Edmonton Marriott at River Cree Resort – Edmonton, AB

1.0 Background

Each year the Alberta Construction Safety Association (ACSA) holds a conference for its community of National Construction Safety Officers (NCSO). Generally, we experience around 400 attendees. Speakers are invited to present construction health & safety related topics and workshops related to our theme, **Connect. Communicate. Collaborate.** As a prfoessional development conference, we expect participants will gain new knowledge and ideas to apply in their workplaces.
Copy & paste this website link to learn more about the audience: **www.yourACSA.ca/ncso-hsa**

Alberta Construction Safety Association

2.0 Objective

This two day conference will consist of:

- Thursday March 9 – workshop style presentations – 3 to 3.5 hours in length with a maximum of 4 concurrent workshops being offered in the morning and up to 4 concurrent workshops in the afternoon.
- Friday March 10 – keynote presentations – 1 to 1.5 hours in length with a total of 3 - 5 consecutive speakers for the day.

3.0 Proposal Requirements

3.1 Submission Requirements

The proposal should include the following:

- A summary, which outlines the applicants' relevant background and experience
- A description of the workshop or presentation proposed, and for which day(s)
- A brief description of "What separates them from their competitors?"
- A sample of previous work (workshop handouts, YouTube video, books etc.)
- AV requirements
- Any type of transportation needs
- Max number of participants in the workshop
- Type of presentation – workshop or lecture style
- Length of presentation
- Cost for services

3.2 References

Three references are to accompany the submission with a statement of permission for ACSA to contact.

3.3 Mandatory Submission Requirements

- Applications are to be forwarded by mail or email
- Samples of material produced for other projects can be sent electronically, dropped off or mailed. All material must be received by the closing deadline, and will not be returned to the applicant.
- All identified requirements as per 3.1 and 3.2

4.0 Proposal Due Date

Proposal, including mandatory submission requirements, to be received in electronic format via mail at the following address by **4:00 pm** on **Monday, November 14, 2016**:

Alberta Construction Safety Association
225 Parsons Road SW
Edmonton, AB
T6X 0W6

OR via email to: **marketing@youracsa.ca**

5.0 Evaluation Criteria

The following criteria will be used in the selection of the successful speaker/presenter:

5.1 Total Cost (Weight 30%)

Total cost for the workshop or presentation

5.2 Relevant Workshop/Presentation (Weight 60%)

Previous experience, including references

5.3 Presentation of Proposal (Weight 10%)

Clarity of the written proposal and the thoroughness of proposal

Alberta Construction Safety Association

6.0 Terms and Conditions

6.1 Questions Pertaining to RFP

Applicants will be able to submit questions pertaining to this RFP by email to **marketing@youracsa.ca**. Questions will not be accepted after Friday, October 28, 2016.

6.2 Cancellation

The ACSA reserves the right to amend terms of this RFP or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

6.3 Applicant's Acceptance of RFP Terms and Conditions

Each applicant, by submitting a proposal, signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

6.4 Rejection of Proposal

ACSA reserves the right in its sole discretion to reject any or all proposals which do not adhere to the rules or any other part of this RFP.

6.5 Irrevocable

All proposals will be irrevocable for a period of (30) days from the closing date of the RFP, or until the RFP is counter-signed and returned to the successful applicant, whichever comes first.

6.6 Freedom of Information

Applicants are advised and acknowledge that all replies received in response to this request will be subject to the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

6.7 Confidentiality

This RFP, or any portion thereof, is strictly confidential and is not to be copied or used for any purpose other than the submission for proposal to ACSA. Any information pertaining to ACSA obtained by applicants as a result of this RFP is not to be disclosed without prior written authorization from ACSA.

Thank-you for your interest in presenting at the ACSA's 2017 NCSO Conference.

Alberta Construction Safety Association