



**Request for Proposal**  
**2022 ITS Arizona Conference Coordinator**  
**February 23, 2022**

Submission Deadline: March 23, 2022 at 3:00 PM MST

RFP Contact Name: Michelle Beckley  
ITS Arizona Vice President & Conference Chair

Contact Address: ITS Arizona  
PO Box 67043  
Phoenix, AZ 85082

Telephone Number: (480) 696-1780

Email Address: vicepresident@itsaz.org

**Invitation:**

The Intelligent Transportation Society of Arizona (ITS Arizona) invites and welcomes proposals for the position of 2022 ITS Arizona Conference Coordinator. Primary responsibilities of this position include coordinating with sponsors and exhibitors to prepare exhibitor booth assignments, providing information to sponsors and exhibitors in advance of conference, preparing name badges and assisting with day-of conference activities. This role will support the Conference Chair and Conference Planning Committee with conducting a successful conference.

**About the ITS Arizona Conference:**

The ITS Arizona Conference is a two-day technical conference focused on networking and sharing the latest information and state-of-practice knowledge through workshops and technical sessions. In 2022, the Annual Conference will be held on October 19-20, 2022, at the Mesa Convention Center (MCC) in Mesa, Arizona. The Annual Conference typically involves over 50 sponsors and exhibitors and over 350 registrants. The first day of the conference involves exhibitor move-in and set up in the morning, with the formal program beginning with lunch, a technical workshop and reception. The second day of the conference focuses on a series of technical sessions. The exhibitor hall is open from the second half of the first day to the end of the second day. Information from past conferences can be found at <https://www.itsaz.org/past-conferences>.

**Timeline:**

The Conference Coordinator responsibilities will begin April 1 and continue through October 31, 2022. Activities may be limited in the early months, with greater involvement closer to the conference dates.



### **Responsibilities:**

The Conference Coordinator will work closely with the Conference Chair to ensure a successful event. The Conference Coordinator should have the ability to respond to correspondence with the Conference Chair and others (e.g., sponsors and exhibitors) within two business days. A list of responsibilities include:

- Develop the final exhibit hall layout and identify priority booths for medal sponsors (in coordination with Conference Chair)
- Contact medal sponsors for booth preferences (based on rank)
- Contact exhibitors for booth preferences (following up with sponsors, based on first-come, first-served)
- Manage all booth assignments, from initial registration through the entirety of the conference
- Serve as a liaison between the MCC exhibitor hall set up company (CSI Logistics) and the ITS Arizona Conference Chair
- Monitor Sponsor and Exhibitor registrations and identify discrepancies in the number of individuals registered compared to the number of individuals permitted per Sponsor/Exhibitor level
  - If additional payment is needed from an Exhibitor/Sponsor, coordinate with ITS Arizona Treasurer to collect payment
- Reach out to each Sponsor/Exhibitor to identify point-person, coordinate logo and other information (service kit, where to check in, where to unload, etc.) within one week of initial registration
- Provide each Sponsor/Exhibitor with follow-up information as the conference dates approach
- Coordination of conference gift items with sponsoring firms (e.g., lanyard sponsor, registration gift sponsor) including selection, purchase and shipping.
- Coordinate purchase of polo shirt order for ITS Board and Volunteers
- Coordinate purchase of speaker and moderator gifts, including research of options, proposing three unique options with costs, purchase and delivery.
- Coordinate purchase of ITS Arizona day-of conference materials, including a printer, name badges, badge holders, ribbons, drink tickets, bags, etc.
- Printing of all name badges and assembly of badges in holders with ribbons
- Day-of support for exhibitor hall logistics activities, walk-in, and general registration efforts. In-person participation for both days of the conference is required. The estimated timeframe of on-site participation is from 7:00 AM to 7:00 PM each day.
- Provide progress update emails to the Conference Chair at least weekly.

### **Proposal Information Requested:**

Respondents should provide a cover letter and resume that includes the following information and/or qualifications:

- Name and Contact Info (phone, email, and address)
- Statement of interest in providing conference coordinator services



- Experience in administrative, event coordination, and/or transportation/ITS fields
- Experience with any event management software (e.g., Constant Contact, StarChapter)
- Ability to facilitate in-person activities (if not local to the Phoenix Metro area)
- Two professional references with contact information

**Review Criteria:**

The ITS Arizona Board will review all proposals received following the Submission Deadline (March 23, 2022). The ITS Arizona Board will evaluate proposals based on the administrative/event planning experience of the proposer, cost effectiveness, ability to support in-person activities, and interest in providing continued support for future years. The ITS Arizona Board reserves the right to cancel, suspend, and or discontinue the RFP if the needs of the organization change.

**Cost Proposal and Payment:**

The cost proposal should include a lump sum for services described and hourly rate if the need arises to contract additional services. Additional services will be agreed on in writing between the Conference Coordinator and the ITS Arizona Board. Half (50%) of the lump sum payment will be paid at the start of the contract, and the remaining 50% will be paid following the end of the conference. Final payments will be due to the Conference Coordinator by October 31, 2022.

**Submittal Requirements:**

To submit for the 2022 ITS Arizona Conference Coordinator position, please send the requested materials to Michelle Beckley at [vicepresident@itsaz.org](mailto:vicepresident@itsaz.org) by 3:00 PM MST on Wednesday, March 23, 2022.