

**Invitation to Bid for the TA World Conference**

**2011**

**Bid Pack for Interested Associations**

## **Introduction**

This pack contains detailed instructions concerning the submission to be made by interested parties for the project to design, plan and organise the TA World Conference in 2011.

The document has 4 sections:

- Section 1 - Introduction
- Section 2 - Submission instructions and forms
- Section 3 - Specifications
- Section 4 - Format for bid response

## **1 Introduction**

The TA world-wide community offers a world conference once every three years. Once every six years this event is held in Europe and this will be the case for the 2011 conference. The partner organisations working together on the conference are the European Association for Transactional Analysis (EATA); the International Transactional Analysis Association (ITAA) and the Western Pacific Association for Transactional Analysis (WPATA). The partner organisations share costs, profits, risk, decision-making authority and management equitably.

The Chair of Conference from each of the partner organisations participates on a Standing Committee to manage the process of soliciting bids and awarding the conference contract to national associations. Chair of the standing committee is on a rotational basis. Sandra Wilson, Vice-President of EATA is the Chair of the Standing Committee for the 2011 conference. Other members of the Standing Committee are John Heath, Chair of Conference for the ITAA and Rhae Hooper, President of WPATA. Presidents of the partner associations may also participate in the Standing Committee.

This Standing Committee effectively becomes the Conference Steering Committee in the 18 months prior to the conference. They will be responsible for supporting, guiding and directing the national association conference organising committee to design, plan, organise and run the conference.

Chairmanship of the Steering Committee will rotate, with responsibility falling to the person in whose association's geographical area the conference is held. For the 2011 conference this will be Sandra Wilson, Vice President of EATA.

The Steering Committee will have equal representation from the partner associations.

The World Conference will take place in the Northern Hemisphere's summer time.

## **2 Submission instructions**

Selection for awarding the conference will be made against clearly defined and agreed criteria.

### **Completion of documents**

Please make sure that you read and understand all the information contained in this pack.

You are responsible for ensuring that you have completed the bid fully and accurately. Give as much detail as possible to enable the awarding committee to fully account for all aspects of your bid.

#### **Intention to bid – Deadline 30<sup>th</sup> September 2009**

Bidders are required to email a letter to Sandra Wilson stating their intention to submit a bid. (email [Sandra@tasotland.org](mailto:Sandra@tasotland.org)). The intention to bid email must be received by 30<sup>th</sup> September 2009.

#### **Bid deadline – 31<sup>st</sup> December 2009**

Emailed bids will be accepted and these should be submitted no later than 31<sup>st</sup> December 2009. Fully completed bid should be emailed to [Sandra@tasotland.org](mailto:Sandra@tasotland.org).

A lead contact person for the bidding association should be identified in the submission with contact details.

All correspondence must be in English.

Any questions regarding the bid should be sent to [Sandra@tasotland.org](mailto:Sandra@tasotland.org) not later than 30<sup>th</sup> November 2009.

#### **Bid award – 1<sup>st</sup> March 2010**

The Standing Committee will review all bids against the pre-determined criteria. The award will be made by 1<sup>st</sup> March 2010.

The successful bidder will enter into a contract with EATA; the ITAA and WPATA.

Bidders should note that a TA world conference can attract up to 800 participants from across the globe.

## **3 Specifications**

Bidders are required to consider and respond to the following questions:

- What influenced your decision to bid for the conference?
- What experience does your association have of designing, planning and organising conferences?
- What resources do you have which you can draw on for support in designing, planning and organising the conference?

- What would you propose as a theme for the conference (note this should appeal to practitioners in all four fields of specialism)?
- What influences your choice of theme?
- What do you consider to be the risks associated with the design, planning and organising of a conference of this size? How would you plan to manage these identified risks?
- What sort of venue do you have in mind for the conference?
- In which city would you intend to locate the conference? (This should take account of ease of access from international destinations; accommodation options; cost of transport and accommodation; tourist options and the international appeal of the city). Please tell us what influences your choice.
- What do you consider to be the key components of a professional; well-structured conference programme?
- What thought have you given to using professional conference organisers? What are the pro's and con's of this? What do you anticipate the costs will be?
- Please sum up in one or two sentences what you think are the outstanding features of your bid.
- Please add in additional information you wish the Standing Committee to take account of.

#### **4 Format for bid response**

**Intention to submit a bid – see appendix one**

**Formal bid form – see appendix two**

**Appendix one – Intention to Submit a Bid**  
**Deadline 30<sup>th</sup> September 2009**

To: TA World Conference Standing Committee

From: Insert details of the lead contact person from the National Association (including telephone number and email address).

Dear

I am writing to you on behalf of (insert the name and country of the National Association) to advise that we intend to submit a bid for the World Conference 2011.

We have read and understand the bidding procedure and will send our fully prepared bid to you in accordance with the deadlines detailed in the invitation to bid pack.

Yours sincerely

## Appendix two

### Formal Bid for the design, planning and organisation of the 2011 World Conference **Deadline 31<sup>st</sup> December 2009**

Name of bidding association:

Lead contact person:

(Include details of role in the organisation; telephone number and email address)

Size of organisation:

(Give details of the number of members)

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What influenced your decision to bid for the conference?

What experience does your association have of designing, planning and organising conferences?

What would you propose as a theme for the conference (note this should appeal to practitioners in all four fields of specialism)?

What influences your choice of theme?

What do you consider to be the risks associated with the design, planning and organising of a conference of this size? How would you plan to manage these identified risks?

What sort of venue do you have in mind for the conference?

In which city would you intend to locate the conference? (This should take account of ease of access from international destinations; accommodation options; cost of transport and accommodation; tourist options and the international appeal of the city). Please tell us what influences your choice.

What do you consider to be the key components of a professional; well-structured conference programme?

What thought have you given to using professional conference organisers? What are the pro's and con's of this? What do you anticipate the costs will be?

Please sum up in one or two sentences what you think are the outstanding features of your bid.

What do you consider to be the key components of a professional; well-structured conference programme?

Completed by:

Date: