



**Invitation to Bid  
for the EATA TA Research and Theory Development  
Conference**

**2018**

**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 EATA Conference in 2018.

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**

EATA offers a European-wide conference once every three years. The first EATA Theory Development and Research conference took place in 2015. The second conference, in 2018, will look to build on the experience and success of the first event and develop format that would support the development of TA theory and research. The conference in 2018 will be shorter than the previous event and take place over two days.

The aim of the conference is to engage the TA community in a dialogue about theory and research and develop a critical debate in these areas. The conference will aim to engage qualified practitioners and students in all four fields of TA, as well as be open to external research input.

The partner organisations working together on the conference are the European Association for Transactional Analysis (EATA); and the hosting association(s). EATA takes costs and risks, the partner organisations share profits and decision-making authority and management equitably.

EATA Executive will manage the process of soliciting bids and awarding the conference contract to national associations.

Biljana van Rijn- The Chair of TA Theory Development and Research Committee, Eleonore Lind EATA Vice President, Krispijn Plettenberg, EATA President and the EATA treasurer will be responsible for supporting, guiding and directing the (national) association conference organising committee to design, plan, and run the conference.

The Scientific program (workshops, key-notes etc.) will be designed by the Scientific Committee – members will be named by EATA Theory Development and Research Committee and Conference committee of the partner organisation.

The Scientific program (workshops, key-notes etc.) will be designed by the Scientific Committee. Scientific Committee members will be named by both TDRC and the partner organisation.

This will be in line with the current EATA contract regarding the Scientific Committee of the Conferences.

TDRC will also have the following responsibilities:

- TDRC Chairperson will chair the Scientific Committee.
- TDRC will nominate the EATA members for the Scientific Committee for the 2018 EATA conference.
- TDRC will define the criteria for the composition of the Committee, based on the principles of competence, qualification and experience related to the conference topic. The principles and criteria defined by TDRC will also inform the decision of the national association organising the conference.

If a steering committee is formed for the 2018 conference, it will be represented by EATAs Executive committee in the form of Vice President in charge of conferences and the President of EATA. It will also have as members the chair of the organising committee, the chair of the scientific committee and a representative from the local association.

## **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**

The national associations are required email a letter to Eleonore Linde their intention to submit a bid. (email [eleonore.lind@telia.com](mailto:eleonore.lind@telia.com). The intention to bid email must be received by 31th of January 2017.

### **Bid deadline –**

Emailed bids will be accepted and these should be submitted no later than. 31th of February 2017.

Fully completed bid should be emailed to Biljana van Rijn [tdrc.chair@eatanews.org](mailto:tdrc.chair@eatanews.org) and to [eleonore.lind@telia.com](mailto:eleonore.lind@telia.com)

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 Krispijn Plettenberg, [krispijn@stayamazedeveryday.com](mailto:krispijn@stayamazedeveryday.com).

### **Bid award –**

The Standing Committee will review all bids against the pre-determined criteria. The award will be made by the end of March 2017

The successful bidder will enter into a contract with EATA.

Bidders should note that a EATA conference can attract up to 500 participants from across the Europe.

### **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 organizing conferences?

Criteria: Experience of organizing conferences  
Knowledge of the research conferences format

- What resources do you have which you can draw on for support in designing, planning and organizing the conference?

Criteria: Professional members of the committee with local and professional knowledge  
Administrative and financial backup

- What would you propose as a theme for the conference (note this should appeal to practitioners in all four fields of specialism and be related to theory development and research)?

Criteria: Clear and relevant rationale for the research theme

- What influenced your choice of theme (which has to be agreed in the steering committee)?

Criteria: a clear link to TDRC strategy

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

Criteria: Understanding of the practical, professional and financial risks and planning to deal with them

- What sort of venue do you have in mind for the conference?  
Criteria: Accessible and appropriate venue for a range of purposes ( large and small rooms, projection equipment; break facilities)

- 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.
  - Criteria: Access
  - Affordability
  - Range of accommodation
  - Attractiveness
  
- What do you consider to be the key components of a professional, well-structured TRDC conference program?
  - Criteria:      Applicability to TDRC Aims
  - Interest to a wide range of TA audience
  - Applicability to the 4 fields
  
- What thought have you given to using professional conference organizers? 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**

To: EATA Executive

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 2nd Theory Development and Research EATA Conference that will be held in 2018.

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

Signature President

Telephone:  
e-mail:

Conference Chair:

Telephone:  
e-mail:

## **Appendix two**

**Formal Bid for the design, planning and organisation of the  
2015 EATA Conference**

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 organizing conferences?

What resources do you have which you can draw on for support in designing, planning and organizing the conference?

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

What influenced your choice of theme (which has to be agreed in the steering committee)?

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 TRDC conference program?

What thought have you given to using professional conference organisers?  
What are the pros and cons 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.

Completed by:

Date: