

**Request for Proposal for Yukon Chamber of Mines
Yukon Geoscience Forum and Trade Show November 19th to 22nd 2023
Yukon Night January 22nd 2024
Project Management Team**



The Yukon Chamber of Mines is seeking a Project Management Team for Geoscience, a Trade Show and Investment Forum event held November 19th to 22nd 2023 and Yukon Night an evening at AMEBC Roundup to be held on Monday January 22nd 2024. The events aim to bring together entrepreneurs, investors, and industry experts for networking, learning, and investment opportunities. We are looking for an experienced and professional project manager and team who can take on the responsibility of managing the events and ensuring their success.

Scope of Work:

The project management team will be responsible for the overall planning, coordination, execution, and reporting of the Geoscience Trade Show and Investment Forum event, and the Yukon Night event. The Geoscience event is expected to take place over four days and will include keynote speeches, panel discussions, exhibitions, networking sessions and educational opportunities. The Yukon Night Event is an exhibiting opportunity for Yukon Chamber of Mines (YCM) members and will be a one-night celebration of service and supply, exploration and mining in the Yukon Territory.

For both events the Project Management team will be expected to work with the Executive Director, Office Manager and YCM Special Projects Committee to:

1. Develop a detailed project plan, including timelines, budgets, and deliverables. Providing monthly updates until August 2023. In September and October 2023 include updates bi-weekly on the forementioned. In November 2023 weekly updates.
2. Create sponsorship package and seek sponsorship. Coordinate deliverables based on the sponsorship deliverables. Sponsorships will be managed and invoiced through YCM's website and Growthzone software.
3. Coordinate with vendors and suppliers to ensure timely delivery of services and materials.
4. Manage attendee lists, provided by the Yukon Chamber of Mines, and coordinate participant and exhibitor communication that will be sent out by the Yukon Chamber of Mines.
5. Oversee event logistics, equipment rental, catering, and transportation where necessary.
6. Work with the Executive Director and YCM Communications Committee to develop a comprehensive marketing plan to promote the event to potential attendees, sponsors, and partners including social media platforms.
7. Manage on-site event operations, including staff coordination, program management, and attendee engagement.
8. Ensure compliance with all relevant legal and regulatory requirements, including health and safety regulations.
9. Provide post-event analysis and reporting, including attendee feedback, financial analysis, and recommendations for future improvements.

10. Budget and all subcontractors' quotes need to be approved by the Yukon Chamber of Mines Executive Director prior to approval and within the proposed approved budget.

Requirements:

The successful candidate for this role should possess the following qualifications:

1. Proven experience as a project management team for large-scale events, preferably in the trade show or investment forum industry.
2. Strong organizational and project management skills, including the ability to manage multiple tasks simultaneously.
3. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with stakeholders at all levels.
4. Proficiency in project management software and tools, as well as the Microsoft Office suite.
5. Experience in marketing and promotion of events, including social media marketing.
6. Knowledge of health and safety regulations and requirements for events.

Proposal Submission:

Interested parties should submit a detailed proposal outlining their experience, qualifications, and proposed approach to the projects. The proposal should include the following:

1. Executive summary
2. Understanding of the scope of work and deliverables
3. Proposed project plan and timeline
4. Budget breakdown, including fees and estimated expenses of both events
5. Relevant experience and references
6. CV or resume of the proposed project manager/team lead.

Proposals should be submitted electronically to admin@yukonminers.ca no later than **May 1st, 2023**. Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications of the proposed project manager & team
2. Proposed approach and methodology
3. Cost-effectiveness and value for money
4. Ability to meet project timelines and deliverables
5. References and track record of success in event management

6. Overall quality and clarity of the proposal.

We reserve the right to request additional information or clarification from any bidder. We also reserve the right to reject any or all proposals received.

If you have any questions or require further information, please contact admin@yukonminers.ca