

**Request for Proposals  
For a Conference Coordinator for the  
Society for Teaching and Learning in Higher Education (STLHE)**

**Date:** August 22, 2019

**Closing date:** Proposals must be received before 4:00 p.m. on October 1, 2019 and the successful proposal will be notified by October 7, 2019.

**Email proposals to:** admin\_tim@stlhe.ca

The Society for Teaching and Learning in Higher Education (STLHE) is seeking proposals from consultants/organizations to provide conference coordination for the activities and initiatives of the Society.

**Background**

The Society for Teaching and Learning in Higher Education (STLHE) is a national association interested in the improvement of teaching and learning in higher education. Our Society was created in 1981 and has evolved to include the following goals that guide all of our work:

- to support and advance teaching and learning in higher education
- to provide a forum for the exchange of ideas and networking opportunities
- to provide opportunities for professional development
- to facilitate and disseminate research on teaching and learning
- to recognize and reward contributions to teaching excellence, educational leadership, innovation, service and mentorship in higher education
- to collaborate with like-minded teacher and student groups and organizations in Canada and abroad
- to shape, influence and lead policy decisions that enhance teaching and learning in higher education at local, national and international levels
- to carry out the work of the Society in Canada's two official languages
- to actively engage student participation in all aspects of the Society's work.

The STLHE conference typically occurs in the first half of June.

To find out more about our Society please visit our website: <http://www.stlhe.ca/>

**Deliverables**

Currently the STLHE has an administrative unit; however, as our Society evolves, we are looking for additional support in the form of a conference coordinator.

The successful consultant/organization will provide full-service conference support to:

1. Provide direction and support towards setting the STLHE conference priorities, including all aspects of event planning (i.e. registration, marketing, abstract management, program development, sponsorship, budget, catering, AV, and logistics).
2. Revise, review, and maintain the STLHE conference website, currently managed via the WordPress content management system.
3. Manage external conference communications, including regular contact with our membership, local institutions, and the STLHE board of directors.
4. Liaise with conference venue, local hosts, exhibitors/sponsors, and others as appropriate.
5. Create print-based resources as needed (i.e., banners, signage etc.).
6. Other conference responsibilities as they arise.

### **Skills and expertise**

1. Excellent oral and written communication skills in English/French
2. Good judgment
3. Well-developed organization, event management, project management, and time management
4. Knowledge of WordPress website management
5. Basic knowledge of graphic design an asset

### **Timeline requirements**

In responding to this RFP, we anticipate a 3-year term, renewable.

This is not a salaried position, rather a consultancy role. Please indicate the total number hours you or your organization intends to commit on a regular basis, recognizing that some weeks will have greater or lesser demand but it is important to set parameters regarding expectations.

### **Proposed fee**

Candidates are required to provide a breakdown of the fee based on an annual basis. Payments will be provided quarterly unless another arrangement is negotiated. STLHE is not responsible for any travel, meal or accommodation expenses incurred by the consultant/organization that are not pre-approved in writing by the STLHE board of directors.

### **Relationship and reporting requirements**

There is an expectation that work will be done in collaboration with the STLHE executive committee and STLHE administrative unit. Approval for all work will be directed by the STLHE board of directors.

During the course of the project, the consultant/organization will report to the Vice-President (currently Laura Kinderman). This reporting may also occur through the President, Treasurer or Secretary.

The consultant/organization will be required to provide a minimum of bi-weekly updates on Society business. There will be a requirement to attend the STLHE conference and reasonable travel costs will be reimbursed by the STLHE.

### **Property rights**

All aspects of the STLHE conference planning and implementation will be the intellectual property of the STLHE.

### **Selection process**

Proposals will be evaluated by a selection committee representing the STLHE board of directors.

### **Evaluation of proposals**

The evaluation of all proposals will be based on a rating system that includes:

- a. Consultant/Organization Qualifications/Skills/Experience (50 marks)
- b. Proposed Plan for the STLHE Conference Coordination (40 marks)
- c. Project Management and Budget (10 marks)

### **Deadline for proposals**

Proposals are due October 1, 2019.