

# Conference Manager: Request for Proposal



The Mindfulness Network in partnership with Bangor University is seeking a conference manager (an individual or organisation) to oversee the delivery of the International Conference on Mindfulness in July 2024. The conference will be hosted at Bangor University and will be streamed to satellite venues throughout the world for communities to gather locally; there will also be an option for individuals to attend the streamed sessions if they are unable to join the main location or a satellite venue. Sessions will be recorded and made available offline to all attendees (local, at a satellite, or remote) via The Mindfulness Network Community site.

A strategic business case has been developed and approved by Bangor University and The Mindfulness Network. This was based on initial outline estimates with modest assumptions about attendance. This business case will be available, in confidence, to any party wishing to respond to this request.

The conference is overseen by a steering group chaired by Dr Ken Lunn, the executive director of The Mindfulness Network, and a programme committee for the conference chaired by Professor Rebecca Crane of Bangor University; these groups are under development and currently include additional representatives with particular experiences of conference development drawn from The Consciousness, Mindfulness, Compassion (CMC) International Association, The Oxford Mindfulness Foundation, The Mindfulness Initiative and other leading mindfulness organisations, with more to be added in due course. The conference manager (or a representative thereof) will be expected to attend the steering group meetings and report on progress; for line management purposes the conference manager will report into the chair of the steering group.

## Responsibilities

The conference manager will be expected to:

1. Prepare a detailed business case and plan, to be approved by the steering group.
2. Prepare and agree a budget with the steering group.
3. Find and commission services to deliver the conference, including technical services for streaming.
4. Track and report on the plan.
5. Oversee the delivery of services.
6. Manage the budget.
7. Track, manage and report on risks and issues.
8. Appoint and manage a conference team to deliver the conference on site.
9. Lead the conference team during the conference.

The conference manager will have available:

1. Staff of The Mindfulness Network, to be agreed with the Business Director of The Network.
2. Technical resources of The Mindfulness Network, to be agreed with the Business Director of The Network.
3. A conference website and event booking system and payment system supplied and managed by The Mindfulness Network.
4. Volunteers, engaged by The Mindfulness Network.
5. Members of the Steering Group for advice and guidance.

6. Staff of The Centre for Mindfulness Research and Practice at Bangor University, to be agreed with the CMRP lead.
7. Other resources as commissioned or supplied by sponsors / partners.

## Finances

The Mindfulness Network will provide a budget for the conference. The conference is expected to cover its costs; any surpluses will be distributed by the Steering Group in line with the charitable aims of the collaborating parties.

## Time commitment and remuneration

The remuneration of the manager will be negotiable and costed to the conference. On appointment a retainer may be agreed to support the initial planning.

The detailed business case and plan should take about 40 hours of work. The time commitment of the conference manager will depend very much on that plan. The Steering Group will consider proposals on remuneration, including a fixed price bid, a per-delegate charge, or a percentage of gross takings.

## Responding to the request

**Expressions of interest and final proposals should be sent to [conference@mindfulness-network.org](mailto:conference@mindfulness-network.org). Proposals need to be delivered by Friday the 6<sup>th</sup> January 2023.**

Responses should include:

1. A summary of the proposal.
2. The motivation for responding to the proposal.
3. Details of prior experience in delivering events.
4. A critique of the strategic business case, and how it might be developed into a full business case.
5. Initial thoughts on overall budget.
6. Expectations on remuneration.
7. CV's of any individual who will be part of the proposal.
8. Names and contact details of referees.

The proposal will be considered in confidence by the Steering Group. The intention is to appoint by 28<sup>th</sup> February 2023.

## Further Information

Please contact Dr Ken Lunn by email: [ken@mindfulness-network.org](mailto:ken@mindfulness-network.org)