



St. Paul's School
3rd Education Conference
Nurturing Every Child • São Paulo, Brazil

Conference Event Coordination

Description of Services Required

Closing date for quotations: Thursday 3rd September 2015



ST. PAUL'S SCHOOL
PARENT TEACHER ASSOCIATION



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

Sat 19th and Sun 20th
March 2016

Pre-Conference Workshops on Fri 18th March

ABOUT THE SCHOOL

St. Paul's, the British School, was founded in 1926 and was the first British School in São Paulo. Fully coeducational, with some 1,100 pupils, aged from 3 to 18, it is a school with history and tradition, but which embraces innovation, contemporary values and technological developments. We prepare our pupils within a bilingual and bicultural Anglo Brazilian community for a global future. We offer a broad and balanced, but rigorous curriculum where the individual pupil is at the heart of the teaching and learning. It is our aim to discover the passion and talents of every pupil, and create the right environment to develop these. Pupils leave us confident, assured and well prepared for an exciting life, and a multitude of opportunities.

We are a world class school, a member of HMC and the first officially UK government accredited British School Overseas in South America. We are proud of our local, national and international reputation and we strive constantly to improve the opportunities for our pupils and staff.

The School has undertaken an almost continuous programme of building works over the past twenty years as it has gradually grown; this includes extensive refurbishment and extension of the original school building, the creation of a sixth form centre and library and, most recently, a multimillion reais underground state of the art sports centre. We have now started the construction of a new academic centre, music and art school, science facilities and learning resources space.

More details about the School can be found on www.stpauls.br.

ABOUT THE 3RD EDUCATION CONFERENCE

Following on from our 2012 conference, *Educating to Keep Pace with Change*, and our successful 2014 conference, *Nurturing Excellence in All Learners: Changes and Challenges*, the 3rd edition of our Conference, *Nurturing Every Child*, is set to equip leaders and benefit learners from all over the world. A three-day event bringing together educators and world-renowned speakers to exchange ideas and form networks, all related to the topic 'Nurturing Every Child', the event promises to be a forum for inspiration and debate.

Speakers from the UK, USA, Canada and Brazil will come together to share the most up-to-date thinking in their specialist areas, speaking on topics as diverse as second-language learning, the challenges of single sex education, and leadership that inspires a culture of education where every child's learning needs are met. Delegates will be able to enhance their professional development and update their knowledge with the most successful and effective practices used in education today.

We are currently seeking a company to oversee the logistical arrangements of the conference, to be held on Saturday 19th and Sunday 20th March (with Pre-Conference workshops on Friday 18th March). We expect to welcome more than 400 delegates from all over Latin America and further afield. Further information on the event can be found at www.stpauls.br/conference.

Experience of coordinating large events, and an understanding of event organisation within an educational context are prerequisites for appointment.

Accountability

The individual representing the appointed party will report directly to the Administration and Communications Manager, who is responsible for overseeing the programme and arrangements for speakers. A full explanation of how duties are to be shared will be explained upon appointment.

Objective of the work required

The appointed Event Coordinator will be expected to ensure the excellent administration and organization of the logistical arrangements for the conference. This includes the correct set-up, site administration and clear-up following the event. The Conference Event Coordinator will be required to contract staff as appropriate to ensure that the site is well managed and to ensure that all tasks are executed to an excellent standard.

KEY RESPONSIBILITIES

Set-up

- Liaise with the Administration and Communications Manager to support the advertisement of the event, and to contact and invite potential exhibitors identified by the school.
- Set up the school site and various rooms where sessions will be held, including arrangement and decoration of the school theatre and stage.
- Liaise with the school's appointed florist and decoration provider to ensure that the site is prepared for visitors.
- Provide a team of staff to set up each room at the beginning and end of each session, including chairs, audio-visual equipment and stationary.
- Ensure that speakers' materials are set up on each projection screen at the start of each session, including a standard welcome slide with the corresponding sponsor logo as required.
- Identify the equipment the school already has, decide how it will be distributed and provide any additional equipment required.
- Provide and set up booth and equipment for simultaneous interpreters so that they can be heard by all those requiring translation support in the school theatre. Direct the interpreters to their allocated space in sufficient time for the start and end of each session.
- Put up posters and signage, planning the flow of people around the school building – identify what signage needs to be produced and liaise with the Administration and Communications Manager to ensure that it is made in line with the school's design and sponsorship requirements.
- Set up a left luggage room at a location to be agreed with the Administration and Communications Manager.
- Set up the exhibition hall with tables and carpets and allocated floor space, using a floor plan to be provided by the Administration and Communications Manager.
- Welcome exhibitors to the school site, sign them in and support set-up of equipment.
- Oversee the exhibition arrangements and provide staff to support exhibitors throughout their time at the event.
- Set up a hospitality suite for keynote speakers and selected sponsors and staff. Ensure that this is a comfortable space well stocked with refreshments to be provided by Sodexo.

During the event

- Distribute any hard-copy materials required for sessions, as requested by the speaker/leader of each session.
- Oversee the welcome and registration arrangements, signing delegates in, handing out delegate bags, programmes and badges and keeping an accurate record of who is on and off-site throughout the conference.
- Arrange a team of on-site ushers (to include Senior School pupils) to direct people to the

sessions they have signed up to, and provide a list of expected attendees to the speaker at the start of each session, ensuring the correct flow of people around the building.

- Ensure that meal times and breaks are clearly announced and that delegates are clearly directed to the dining hall and exhibition hall at the appointed times.
- Distribute water bottles to speakers and delegates throughout the event.
- Ensure that the school site is well presented to visitors at all times.
- Man the left luggage room, being responsible for any personal belongings left there. Ensure that an appropriate ticket system is implemented.
- Direct any unwell visitors to the on-site ambulance/first aid service to be provided by the school.
- Deal with any issues as they arise throughout the event.
- Notify maintenance, cleaning and site staff of any health and safety issues or urgent matters as they arise.
- Man the hospitality suite and ensure that VIPs are well served and looked after throughout the event.
- Direct delegates to their chosen accommodation and arrange transport upon request. Ensure that keynote speakers are directed to their minibus and taken to their hotel in a prompt and professional fashion.
- Distribute post-conference feedback slips to delegates during the closing ceremony or as they leave, collect and compile for analysis by the Administration and Communications Manager.

After the event

- Ensure that the school is clean, tidy and returned to its original state by the morning of Monday 21st March, liaising with the school's maintenance team.
- Pack away all equipment, remove all signage and clear the site.
- Oversee Exhibition tear-down and sign all exhibitors out as they leave
- Arrange any transportation required for exhibitors
- Ensure that all personal belongings left in the Left Luggage room are returned to their owners.

Other

- Any other tasks reasonably requested by the Administration and Communications Manager in relation to the logistical aspects of the conference, to ensure the smooth running of the entire event.

OUTLINE TERMS AND CONDITIONS

This is a temporary provision of service for the organisation of the 3-day event. The appointed company would be required to be present before, throughout and after the event to oversee all set-up and tear-down arrangements. They would also be required to make visits to the school prior to the event in order to gain familiarity with the site and facilities, and to understand the arrangements that need to be made.

Interested parties are asked to write to conference@stpauls.br with a quotation, detailing the proposed costs for the services requested, by no later than Thursday 3rd September 2015. Applicants may be invited for interview with the Head prior to appointment.

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