REQUEST FOR PROPOSAL

ISAAC BIENNIAL INTERNATIONAL CONFERENCE – 2020

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1. INTRODUCTION

ISAAC 2020 (the "Conference") is the 19th Biennial Conference of ISAAC, an international gathering that brings together ISAAC's membership, Council, and Executive Board to share information on AAC (Augmentative and Alternative Communication). At the same time, the biennial conference provides a forum for governance meetings specified in the Society's bylaws. ISAAC 2020 will be held on Riviera Maya, Mexico. <u>Currently, there is no contract in place for a conference venue and hotel, although a number of informal contacts and requests for information to properties on the Riviera Maya have already been made.</u> The official Conference dates are from August 1st through August 6th, 2020 (inclusive). Conference Co-Chairs for ISAAC 2020 have already been selected, and their respective professional profiles are provided in Appendix "A". All publicly available information regarding Conference 2020 can be found on ISAAC's website at https://www.isaac-online.org/english/conference-2020/.

1.1 Background

What is ISAAC?

The International Society for Augmentative and Alternative Communication (ISAAC or ISAAC International) www.isaac-online.org is a worldwide alliance working to create opportunities for people who have complex communication needs. ISAAC International is devoted to advancing the field of Augmentative and Alternative Communication (AAC) by engaging in advocacy, supporting its worldwide network of Chapters, promoting information exchange, research and access to communication through AAC approaches and technologies.

Formed in 1983, ISAAC International now has members in over 40 countries worldwide, including 15 national/regional chapters: Australia, Brazil, Canada, Denmark, French-speaking Countries, India, Israel, Italy, Netherlands-Flanders, Norway, Poland, Sweden, Taiwan, UK and the USA. ISAAC is an NGO with Special Consultative Status with the Economic and Social Council of the United Nations. ISAAC is also currently working with groups from Germany, Malaysia, Mexico, Russian Federation, Singapore, South Korea, and Thailand, all of whom are interested in starting national Chapters in their individual countries. ISAAC International also holds registered charitable status in Canada, and 501 c 3 status in the United States.

What is Augmentative and Alternative Communication (AAC)?

AAC is any communication system that supports people who find it hard to communicate by speech or in writing. AAC facilitates communication through symbols, aids, strategies and techniques. AAC encompasses a wide range of low- and high-tech communication options.

Who Uses AAC?

People who use AAC (PWUAAC) often have speech, language or communication difficulties caused by disabling conditions such as cerebral palsy, MS, ALS, stroke, and brain injury, to name a few. Some PWUAAC use wheelchairs for mobility while others do not.

Statistics on the numbers of people who use AAC worldwide are not easily obtained, however some available estimates are as follows:

- 50 million people in the world rely on AAC to communicate, https://www.isaac-online.org/english/aac-awareness/international-aac-awareness-month/

- 5.6 million people in the European Union have some form of language impairment (2004, World Wide Augmentative and Alternative Communication) http://www.wwaac.eu

- 1.2 million children and young people under the age of 18 in the UK have a communication impairment. The figures rise dramatically for those over 18 due to acquired conditions. (2007, The Communications Trust) http://www.communicationmatters.org.uk/About_CM/about_cm.html

- 2.5 million Americans experience speech disability to the extent that they have significant difficulty being understood by others. (retrieved November 2009, AAC Institute) http://www.aacinstitute.org/AAC.html

1.2 Purpose of Request for Proposal

ISAAC has developed this Request for Proposal ("RFP") for the purpose of assisting the organization to identify and select an appropriate Conference Management Company / Professional Conference Organizer ("PCO"). This document is intended to provide specific information to individual PCO bidders, including background data and scope of work required.

1.3 Project Overview

ISAAC's mission is to promote the best possible communication for people with complex communication needs. ISAAC's vision is that AAC will be recognized, valued and used throughout the world. The Biennial Conference plays a significant role in helping the organization to further these goals. As well, it provides essential financial income to ISAAC, which is necessary for basic day-to-day operations to continue to support AAC activities throughout the world.

The Biennial Conference as a whole demonstrates ISAAC's leadership in the field of AAC by showcasing papers, presentations, and discussions of research projects, clinical and educational concerns, technological advancements and issues of interest to individuals who use AAC systems.

The scientific and professional program promotes international sharing of information, and advances opportunities for individuals with complex communication needs worldwide.

The main conference provides an opportunity to highlight the activities and accomplishments of ISAAC, its Chapters, its members who use AAC and its professional members throughout the world.

The exhibitor showcase puts new companies and developments in AAC-related services and products / technology on display.

2. RFP DESCRIPTION

2.1 *Policies Related to the Biennial Conference Proposal*

2.1.1 Location

ISAAC by-laws state that the Biennial Conference should not be held in any one country more often than once every four years and, in practice, this by-law requirement has been expanded to include countries on the same continent. ISAAC 2020 is being held on the Riviera Maya, Mexico, and this location has already been publicly announced.

2.1.2 Site Selection

ISAAC has not yet entered into a contract with either a conference or hotel facility. However, informal discussions and requests for information have been made to a number of such properties on the Riviera Maya, and all have been advised that final proposal reviews and contract negotiations would take place with our selected and commissioned PCO.

Appendix "B" contains a Site Accessibility Checklist, which ISAAC International and the Conference 2020 Co-Chairs have used or will be using to assess all sites on the Riviera Maya (hotel, 3rd party meeting sites, 3rd party social event sites, etc.). Although sites do not have to meet **all** of the requirements in this checklist, the ability to meet as many as possible will be a determining factor in any required site selection process.

2.1.3 Conference Dates

ISAAC Conference 2020 is taking place from August 1st, 2020 through August 6th, 2020 inclusive (pre-conference workshops, AAC camp, and main conference, etc). **These dates have already been determined by ISAAC International and are not subject to modification**. ISAAC avoids conflicts with other major conferences that would attract ISAAC membership and exhibitors.

2.1.4 Language

The official language of the Conference is English. Simultaneous or other forms of language translation for the presentations, lectures etc. into Spanish (Mexico / Latin America) is currently being investigated, and will be offered within current budgetary limits. The PCO will be expected to provide its own staff who have strong written and oral language competencies in English, with additional written and oral Spanish language competencies as required.

In addition, ISAAC is also currently investigating the ability to provide simultaneous sign language translation at certain key presentations.

2.1.5   Involvement of PWUAAC

Involvement of people who use AAC (PWUAAC) is an important aspect of ISAAC and its activities. PWUAAC are involved in every aspect of the Conference (in particular, the PWUAAC Town Hall Meeting, the AAC Camp, and the ISAAC Outstanding Consumer Lecture), and are expected to participate fully. Personal attendants receive free registration and their attendance at events is included in the registration fees.

2.1.6   Selection Process

This RFP is not an offer to enter into an agreement with any party, but rather it is a request to receive proposals from respondent PCO's interested in providing the services specified herein. ISAAC reserves the right to reject any proposal, in whole or part, and/or to enter into agreements to provide services with any party.

The Executive Board may discuss any proposal further with the company / persons submitting the proposal.

The selection process for selecting a PCO strongly considers the following criteria (not necessarily in order of importance):

- Outlined PCO costs and anticipated profits for Conference 2020;

- Strong oral and written language abilities in English primarily, and in Spanish (Mexico / Central America);

- Prior conference organizing and project management experience;

- Prior Mexico, Central America, and North America-wide conference organizing and project management experience;

- Prior experience working with international membership organizations and/or registered charitable organizations / non-profits;

- Ability to negotiate with third party service providers on behalf of ISAAC International (ie. venues, foodservices, transportation, logistics, etc.);

- Ability to provide PCO local staffing contacts for this assignment on and around Riviera Maya, Mexico;

- Knowledge of, and experience with, conducting assignments in Mexico primarily and, more generally, elsewhere in Latin America; and,

- Strong abilities to problem-solve and design / implement cost-effective solutions.

2.1.7 Proposal Submission Decision Process and Timelines

All proposals must be communicated through the ISAAC International office. Proposals may be submitted either by way of softcopy or hardcopy. If by softcopy, please ensure that proposals are transmitted by way of a **single Adobe Acrobat pdf file**, to the conference2020@isaac-online.org email address.   All received proposals will be confirmed by return email. If by hardcopy, two (2) sets of the proposal must be submitted by way of mail or courier, and received at the ISAAC International office by the response deadline date, to:

ISAAC International
Attn: Conference 2020 RFP Review Committee
312 Dolomite Drive, Suite 216
Toronto, ON CANADA M3J 2N2
Tel: 905-850-6848 x225   Fax: 905-850-6852
              website: www.isaac-online.org   email: conference2020@isaac-online.org

Inquiries may be directed by phone, fax, or email to the above.

a. **Deadline Date to Receive Completed Proposals:**   **January 4th, 2019***

b. **Final Decision Date:**   **January 25th, 2019***

* by the close of business (5:00 pm / 17:00h) in Toronto, Canada (Eastern Standard Time)

All submissions received on or prior to the deadline date will be reviewed by the PCO Selection Committee, comprised of members from the ISAAC International Executive Board, the Conference 2020 Co-Chairs, and ISAAC International staff. All submissions will be ranked according to the above-noted PCO selection criteria. The submission that, in the opinion of the PCO Selection Committee, most closely meets the PCO selection criteria **and** possesses the greatest opportunity for maximizing Conference 2020 net revenues, will be selected as the winning proposal. That company will then be invited to conclude a contract with ISAAC International for the provision of Conference 2020 services. If either that company or ISAAC International determine that the finalization of a contract is not possible or feasible, for whatever reason, then the next ranked proposal will be selected for contract finalization. **All decisions of ISAAC International and the PCO Selection Committee regarding proposals are final, and are not subject to review or modification.**

2.1.8 Contract

Following the proposal selection and announcement, a formal contract is negotiated and signed between the PCO and ISAAC International to conduct the Conference.

2.2 Definitions

International Society for Augmentative and Alternative Communication (ISAAC or ISAAC International): Contractor for Biennial Conference

Augmentative and Alternative Communication (AAC): Any communication system that supports people who find it hard to communicate by speech or in writing. AAC facilitates communication through symbols, aids, strategies and techniques. AAC encompasses a wide range of low- and high-tech communication options.

Conference 2020 Co-Chair(s) (CCC): Individual or group of individuals who, on a volunteer basis, is (are) the officially nominated representative(s) of the ISAAC Executive Board in the conduct of the ISAAC Conference.

Conference Management Company / Professional Conference Organizer (PCO): A conference management company, convention bureau, or professional conference organizer contracted to carry out the planning, implementation and review phases of the Conference in cooperation with the CCC and ISAAC International; can also serve as a central point of communication for Conference registrants.

People Who Use AAC (PWUAAC): Preferred term used to refer to people who communicate using augmentative and alternative communication.

Attendant: Term used for person accompanying a person who uses AAC to facilitate their physical needs.

Non-governmental Organization (NGO): The term is usually applied only to organizations that pursue some wider social aim that has political aspects, but that are not overtly political organizations such as political parties. ISAAC is an NGO with Special Consultative Status with the Economic and Social Council of the United Nations.

2.3 Scope of Work

2.3.1 Selection of Conference Venue and Hotel, and Additional Conference Site(s)

Initial contact has already been made with, and information received from, a number of properties on Riviera Maya, Mexico, that could provide hotel conference and room space capable of hosting ISAAC 2020. Each property has also been advised that ISAAC will be engaging the services of a commissionable PCO, who will be involved in final reviews and contract negotiations.

Proposed possible additional conference site(s) (ie., one or more of Pre-conference workshops, AAC Camp, Welcome Reception, President's Reception, Social Event) should be identified (or reviewed with the CCC and ISAAC International if already identified), including features of that site and availability to ISAAC 2020. The site(s) must be accessible to registrants with physical disabilities and close to hotels/restaurants/services/public transportation that are wheelchair accessible (see Appendix B - Site Accessibility Checklist).

2.3.2   Format of Conference

The Conference can be divided into two distinct parts: Pre-conference Workshops and AAC Camp (2 days) and Main Conference (4 days), with integrated Research Symposium stream. An Exhibit Area featuring manufacturers of technology and providers of other AAC resources will also be accommodated at the conference venue. Pre-planning and "day of" event management services will be required from the PCO during all aspects of the conference. This will include, but not necessarily limited to: organizing setup for all portions of the Conference, managing third party contractors, ensuring exhibitor and sponsor requirements are organized and met in a timely fashion, etc.

2.3.3   Project Management Services

The PCO will be required to provide overall project management support to ISAAC Conference 2020. This will include working closely with ISAAC International as well as the CCC. Anticipated Conference 2020 Key Milestones and Responsibilities are provided in Appendix "C", with specific activities anticipating a significant degree of PCO involvement highlighted in red. Attendance at Conference Co-Chairs' meetings, by one or more representatives of the selected PCO, will be required as appropriate.

2.3.4   Program for PWUAAC

ISAAC International and the CCC will work with the ISAAC Committee for PWUAAC to develop a specific program for people who use AAC to be held during the Pre- and Main Conference. These activities will be organized by the local Mexico volunteer committee and are integrated into the overall conference planning and promotion. The PCO will be required to provide as needed project management and support to ensure that facility requirements and other logistics for this programming is properly supported.

2.3.5   Other Events Held During Conference

Several ISAAC activities that are typically held prior to and during the conference (pending budgetary approval), include:

- ISAAC Executive Board Meeting
- Pre-Conference Workshops
- ISAAC Council Meeting
- An AAC camp is encouraged prior to the conference, with a separate budget (integrated within the overall conference budget) and organizing committee
- Opening Ceremonies
- Welcome Reception
- General Membership and Awards Meeting (during Main Conference)
- President's Reception (evening during Main Conference)
- Friends of ISAAC meeting (optional)
- Featured sponsored lecture including, but not necessarily limited to, ISAAC Outstanding Consumer Lecture
- ISAAC Committees (Publications, BUILD, LEAD, READ, and Awareness Day Event), Chapter Presidents and individual Chapter meetings during conference days
- Special Social Event programming is organized by the CCC, with event management support from the PCO, while taking advantage of conference site location(s). Registrants generally pay separately for this event. Preference is given to proposals that have limited extra charge items.
- Closing Ceremonies

See Appendix "D -- Sample Program-at-a-Glance", for an overview of events typically scheduled during the conference (please note that Appendix "D" is for illustrative purposes only; detailed scheduling criteria will be determined by ISAAC International and the CCC).

2.3.6   Conference Space Requirements

Although subject to modification, ISAAC Conference room requirements typically include (unless otherwise indicated, all spaces must be fully accessible):

- One (1) plenary meeting room large enough for a general membership meeting, opening/closing ceremonies/or keynote address (1,000+ person capacity);

- Four (4) large rooms for concurrent program sessions (approximately 250-500 person capacity each);

- Six (6) to eight (8) small rooms for concurrent program sessions (approximately 50 person capacity each);

- Other smaller rooms for meetings, (e.g. Chapter meetings – usually at times not overlapping scientific sessions, Emerging AAC and People who use AAC meetings);

- Exhibit area capable of accommodating approximately forty (40) commercial, scientific, and non-profit exhibitors;

- Poster area;

- Registration and hospitality area;

- A room or multiple rooms for people who use AAC for respite and equipment repairs;

- A room for approximately 20 people for ISAAC Executive Board and Committees, to be used during the conference;

- Conference Committee headquarters/ office(s);

- Rooms for official social events (e.g., Welcome Reception, President's Reception, etc as required);

- Meeting room (approximately 15-person capacity) for two-day Executive Board meeting prior to / concurrent with the Pre-conference Workshops. Internet access (wi-fi plus minimum of one hard-wired connection) as well as access to copy machines, phone, and printer(s) is required;

- Meeting room (approximately 50 person capacity) for ISAAC Council meeting the day before the start of the main Conference;

- Post-conference meeting area, if necessary (approximately 18-20 person capacity).

2.3.7 Accommodation Requirements

Hotel registrations will be linked to the conference registration website, in order to coordinate hotel room booking through the online system at the official conference hotel(s). All hotel room booking related requirements will need to be handled directly by the conference hotel(s). ISAAC International will maintain overall responsibility for the contract with the conference hotel(s) and venue directly. However, the PCO will be required to provide additional hotel management support, particularly in the months immediately preceding the start of the Conference, as well as initial conference hotel contract negotiation, as required. Specifically, the PCO may be involved in the organization and production of accommodation information, as well as in ensuring registrant accommodation bookings and changes are properly communicated to the conference hotel(s).

2.3.8 Anticipated Conference Registration

Registration for the conference tends to vary depending on the location, with North American conferences historically attracting higher numbers. The figures shown in Table 1 below do not include delegates who booked pre- and post-conference workshops only and attendants (non-paying) who accompanied registered attendees.

Year	Location	Attendees	Exhibitors
2018	Gold Cost, Australia	1,100	25
2016	Toronto, Canada	1,200	30
2014	Lisbon, Portugal	650	25
2012	Pittsburgh, USA	1,243	75
2010	Barcelona, Spain	1,100	131
2008	Montréal, Canada	1,106	34
2006	Dusseldorf, Germany	632	29
2004	Natal, Brazil	431	15
2002	Odense, Denmark	987	21
2000	Washington, DC USA	1,001	34

Table 1 — Summary of ISAAC Biennial Conference Registration,   2000 to 2018

2.4 Resources

The following resources will be in place to facilitate all conference management activities:

2.4.1   Administrative Structure

Appendix "F" provides the organizational chart for planning and implementing the Biennial Conference. The main responsibility for the conference rests with the ISAAC Board (on behalf of the ISAAC Council) through the ISAAC International Office and the CCC. The ISAAC International office, through the Executive Director, will participate in and facilitate all decision-making, in close collaboration with the CCC. The ISAAC President is the key liaison with the ISAAC Executive Board and Council.

2.4.2   Approval Procedures

The ISAAC Executive Board will approve the preliminary and final operational plans, the conference structure, the budget, and the scientific program chair appointment. Following this, overall responsibility for day-by-day operations and decisions belong to the ISAAC International Executive Director, in conjunction with the CCC. Significant changes in the overall budget or structure require ISAAC Executive Board approval. All service contracts require ISAAC International signature, as the CCC are not authorized agents of ISAAC.

2.4.3 Conference Co-Chairs (CCC)

The CCC are responsible for the overall planning, scheduling, organization, and participation in many of the local events associated with the Conference; working in cooperation with ISAAC International and the ISAAC Executive Board (EB) in meeting the timelines, and the successful implementation of the Conference.

Members of the CCC are located in different cities in the United States and Mexico. They will be accessible to ISAAC International and the PCO (via videoconferencing primarily), and are available to coordinate and manage local activities. The CCC receive free membership in ISAAC for two years. The CCC is approved by the ISAAC EB.

The CCC is responsible for reporting regularly to ISAAC International and the ISAAC EB. Furthermore, the CCC is responsible for organizing the various volunteer committees associated with conducting local activities.

2.4.4 Conference Committees

ISAAC International and the ISAAC EB determine the required conference committees needed to carry out the responsibilities of the Conference and, in conjunction with the CCC (as appropriate) appoints the chairs of those committees. Committees may be established to handle such aspects of the conference as promotion, affairs for those using AAC, scientific program, special events, publications, registration, local arrangements, and exhibitors. Appendix "E" outlines these general Committee responsibilities, and areas that must be addressed in planning for the conference.

3. BUDGET

3.1 Income

3.1.1 Conference Paid Registration and Revenues

Summary paid registration and revenue data (by registrant continent) from the two most recently completed conferences (ISAAC 2018, Gold Coast, Australia and ISAAC 2016, Toronto, Canada) are presented below in summary format (all revenue amounts rounded in $CAD):

	Conference 2018		Conference 2016	
Continent	*Registration*	*Revenue*	*Registration*	*Revenue*
Africa	11	$7,227	9	$7,000
Asia and Middle East	83	71,506	65	54,323
Europe	120	95,680	192	174,126
North America	119	77,715	758	490,693
Oceania	698	587,962	22	16,833
South America	6	4,307	28	21,397
Total	**1,038**	**$844,397**	**1,074**	**$764,372**

3.1.2   Exhibit Hall and Exhibitors

All ISAAC Conferences include an opportunity for vendors in AAC-related industries to promote their products / services, and Conference 2020 will be no different in that regard.   ISAAC International and the CCC will jointly determine exhibitor rates and actively market opportunities for vendors to take part as exhibitors.   Exhibitor sales efforts will be led and conducted by ISAAC International (through the Conference 2020 Exhibitor Sales Specialist).   The registration counts and revenues provided in the table above do not include exhibitors for the noted conferences.

3.1.3   Sponsorship

ISAAC International (through the Conference 2020 Sponsorship Specialist) will be pursuing international corporate and government sponsorships for Conference 2020. The CCC and PCO may be called upon to provide some additional support for these activities, particularly in the area of lead generation.

3.1.4   Additional Funding Sources

ISAAC International and the CCC would also be running one or more special events for attendees, which could generate additional revenues.

3.2 Expenses

The PCO will be expected to take a leadership role in the following critical activities / deliverables, each of which represents a key portion of the overall Conference 2020 expenditure base (a full Conference budget model is developed and will be updated for Conference 2020):

3.2.1 Conference 2020 Event Organization

Key tasks associated with the organization of Conference 2020 would include, but are not necessarily limited to, the following:

- Coordinate room, audiovisual, and electrical needs with persons responsible for local arrangements;
- Attendance at regular Conference Co-Chair's meetings.
- Provide necessary materials for official program and or proceedings;
- Provide hotel and city tourist required information for conference attendees;
- Provide promotional material regarding the professional and scientific program in advance;
- Coordinate ISAAC Special Events within the program including (and pending budget approval): Opening Ceremonies, Closing Ceremonies, Welcome Reception, President's Reception, Evening Social Event, Membership and Awards Meeting, Sponsored Lectures, Other Special Meetings (all coordinated in conjunction with the CCC and Executive Director);
- Manage logistical and setup relationships prior to and during Conference 2020 with sponsors and exhibitors;
- Manage relationships with additional conference contractors for the following (including, but not necessarily limited to):
  - ➢ Conference venue
  - ➢ Exhibitor logistics and customs clearance
  - ➢ Conference registrant hotels
  - ➢ Electrical services
  - ➢ Computer and information technology services providers
  - ➢ Foodservices provider(s)
  - ➢ Ground transportation services provider(s), as required
  - ➢ Entertainment provider(s)
  - ➢ Photographer / Videographer for specified Conference session(s)

3.2.2 Exhibit Hall and Exhibitors

Activities involved in the planning and promotion for the exhibit portion of the Conference include, but are not necessarily limited to (see also Appendix "C"): negotiating initial contracts (ie. decorator, logistics, etc), managing changes to exhibitor needs, coordinating exhibit floor plan and technical set-up, producing exhibitor information sheet and technical manual, liaising with paying and complimentary exhibitors (confirming space, confirming logistical details), and onsite management (managing set-up and tear-down, liaising with exhibitors and suppliers).

3.2.3 Medical Care

Due to the physical conditions of many PWUAAC, it is strongly recommended that arrangements be made for access to: emergency paramedical staff / nurse practitioner and urgent care access with local health providers or hospitals. Due to the local nature of these arrangements, it is anticipated that both the PCO and CCC will take the leadership role in its coordination.

3.2.4 Special Events

Proposed special events (one or more of: Welcome Reception, President's Reception, Social Event, etc.) will require the following to be taken into consideration: attendance, food and beverage, staffing, facilities, taxes, service charges, entertainment, transportation, etc. It is anticipated that both the PCO and CCC will take the leadership role in its coordination.

3.2.5 Marketing and Communication

The CCC will take leadership in, and the PCO will be involved with, creating a communications and media plan for Conference 2018 that includes: production of advertising materials, coordinating the production of Conference related videos, ensuring local media coverage, production of promotional items to be used at events, etc.

3.2.6 Other

In addition to the above, the PCO may be required to provide support and assistance with one or more of the following:

- Attendance and participation (including creation and distribution of meeting agendas and minutes) at twenty-four (24) meetings of the Conference Co-Chairs;

- Assist, as needed, with the June 2019 meeting of the ISAAC Executive Board, to be held on the Riviera Maya, Mexico;

- Assist, as needed, with the production of monthly topic based promo sheets; and,

- Provision of overall conference feedback upon the conclusion of ISAAC Conference 2020.

4. International Considerations

4.1 Visas

Persons from other countries may need special visas or may be barred from entering the intended hosting country (Mexico). The PCO will be required to provide attendees with concise and correct information (print, online, etc., as required) as part of overall customer service support.

4.2 Multimedia

Can the conference site/local resources provide digital equipment compatible with North American, European, Asian, and Oceania video standards? The PCO will need to be involved with these and other types of similar issues.

4.3 Electrical

The PCO will need to be involved with ensuring that all conference attendees are aware of plug and power adapter needs for the Mexican electrical grid, particularly for those arriving from outside of North or Central America.

5. Summation — Why Should ISAAC International Select Your Company?

In no more than one (1) page, provide a cogent summary of the significant reasons that you believe makes your company the most attractive PCO choice for ISAAC Conference 2020.

6. Supporting Documentation

Each RFP response must also include the following supporting documentation:

- A minimum of two signed letters of reference from major accommodation site(s) and conference site(s), on their official stationery and in English, to verify past projects. Preference will be given to references of Canadian, American, and Mexican origin. If letters in English cannot be secured, then the original letter in the host country language must be submitted, along with a certified true copy of translation in English.

- A minimum of two signed letters of reference from prior membership / non-profit conference customers, on their official stationery and in English, to verify past projects. Preference will be given to references from organizations that are international, non-profit and/or health/disability/welfare in nature. If letters in English cannot be secured, then the original letter in the host country language must be submitted, along with a certified true copy of translation in English.

APPENDICES

APPENDIX A — Conference Co-Chairs' Professional Profiles

ISAAC CONFERENCE 2020 CO-CHAIRS

Gabriela Berlanga

Gabriela is a current member of ISAAC International Executive Board.

She completed, with Medal of Excellence and Dean´s list distinction, her degree in Speech and Language Pathology at the Universidad de las Américas, Mexico City. Gabriela was the 2004 recipient of the Bridge School Teacher in Residence Award.

Gabriela also has more than 15 years of experience serving people with disabilities.

In 2005, with her colleague Marcela Manzur, Gabriela founded and is the current director of CATIC, a therapy center and transitional school for people with disabilities in Mexico City.

Gabriela is a Professor at the Universidad de las Americas in the Master of Special Education, and is a consultant in the area of technology for disabilities for the Ministry of Education in Mexico.

As part of CATIC´s mission, Gabriela has been involved in the organization of workshops and conferences in Mexico. She has also participated as a speaker in various national and international conferences in the field of AAC, technology and communication.

ISAAC CONFERENCE 2020 CO-CHAIRS

Marcela Manzur

Marcela completed her Speech and Language Pathology degree at the Universidad de las Americas, Mexico City in 2003.

For more than 15 years, she has been working in the field of disabilities, providing individual therapy services and participating in Special Education Programs at schools supporting children and mentoring teachers.

In 2005, with her colleague Gabriela Berlanga, she co-founded and is currently director of CATIC "Centro de Apoyo Tecnológico para la Comunicación y el Aprendizaje".

Marcela has also organized and participated in many conferences in the field of Communication and Special Education, and has collaborated in the dissemination of AAC in Mexico and other countries like Peru and Colombia.

ISAAC CONFERENCE 2020 CO-CHAIRS

Gabriela Mangino

Gabriela holds a degree in Business Administration at Universidad La Salle.

Since 2001, she has worked for Mintel International, a marketing research firm, as a freelance collaborator supporting different projects in Mexico and Latin America.

In 2008 her son Diego was born with Cerebral Palsy. One year after, Diego started attending at CATIC for oral-motor therapy and Augmentative and Alternative Communication. Diego continues to use AAC, as well as assisting at the CATIC school and is part of the International Collaboration Project.

Gabriela has attended many different seminars, conferences and workshops related to AAC, CVI, and literacy for children with disabilities.

Since 2012 she has been part of CATIC´s Dissemination and Training Department and is its current Vice-President. Some of her responsibilities include the coordination of activities for children and conferences for parents. She has also coordinated fundraising events to secure presentations in Mexico by noted international experts.

Since 2016, Gabriela participates in the PHINE (Parents of Kids with Special Needs) foundation, coordinating a support group for parents, conferences and seminars, generating content and information for PHINE social networks, and working to increase inclusion of special needs kids.

Wendolyn Moreno

Wendolyn holds a degree in Advertising from Universidad de la Comunicación. In 2007 she completed her masters degree in Marketing.

For more than 10 years she worked in the field of marketing and advertising in the financial services industry, with such companies as Arthur Andersen, Zurich, American Express and AIG.

In 2011, Wendolyn's daughter Andrea was born, presenting a rare metabolic disease, Glutaric Aciduria type 1 (GA1).   As this was not detected in newborn screening, Andrea suffered a basal ganglia injury, which caused dystonia. Andrea is a non-verbal girl and an alternative and augmentative communication (AAC) user. Since 2014, Andrea attends CATIC´s pre-school program.

Wendolyn has attended different conferences, workshops and seminars related to AAC, focused on apps for literacy and literacy instruction for children with disabilities.

Since 2012 Wendolyn has been part of CATIC´s Dissemination and Training Department, and is now the Director of this department. In this capacity, she has coordinated activities such as:

- a school for parents;
- training workshops, seminars and conferences to disseminate AAC awareness in Mexico; and,
- fundraising.

CATIC's Dissemination and Training Department also creates a strong community among families with children with disabilities and increasing awareness of the disability culture within the community.

ISAAC CONFERENCE 2020 CO-CHAIRS

Gloria Soto

Dr. Gloria Soto holds a joint appointment as Professor in the Departments of Speech, Hearing and Language Sciences, and in the Department of Special Education at San Francisco State University. Her areas of interests include language development and intervention through AAC, provision of AAC services in school settings, professional attitudes toward the use of AAC, and the provision of AAC services to children from culturally and linguistically diverse backgrounds.

Among Dr. Soto's numerous publications are two books, "Practically Speaking: Language, Literacy, and Academic Development for Students with AAC Needs" co-edited with Dr. Carole Zangari and "AAC in the Schools: Best Practices for Interventions," co-authored with Dr. Nancy Robinson.

APPENDIX B — Site Accessibility Checklist

Site Accessibility Checklist
ISAAC BIENNIAL CONFERENCE RFP – 2020

Organization Submitting RFP:

City and Country of Proposed Conference:

Item #	Conference Site Accessibility Criteria	Yes	No
1.	**IN ADVANCE**		
a)	Have you appointed a coordinator to address the needs of people who use AAC to use as a resource before and during the conference? (Is this person available by phone or in advance, by email?)		
b)	Have you considered the need for contingency plans, especially at outside venues (example: lifts at train stations being out of order)?		
2.	**AIRPORT**		
a)	Can the airport provide sufficient access to aircraft and terminal buildings, to ensure smooth handling of conference attendees and associated luggage?		
b)	Ensure that additional assistance is pre-arranged for conference attendee arrival, particularly those with disabilities		
c)	Ensure airport security personnel and staff are aware of conference attendee arrival / departure airlines, days, and times, to ensure sufficiency of numbers and training		
3.	**CONFERENCE SITE PARKING**		
a)	Is handicapped parking available at conference site? If so, how many spaces?		
b)	Is the parking easily accessible to the main entrance of the Conference?		
c)	If parking is located in a multi-level garage, are elevators easily accessible?		
d)	Are handicapped spaces at least 12 ft./3.65 m. wide?		
4.	**CONFERENCE VENUE**		
a)	Have you named a Conference Coordinator for people who use AAC in advance to be available to advise on individual requests / issues?		
b)	Does the site have reasonable distances between conference rooms, dining rooms, etc.?		
c)	Do the lifts / elevators accommodate at least one large wheelchair and facilitator?		
d)	Does one restroom / lavatory/ WC (at least) have an adult change table?		
e)	Is the information about the location of the restroom(s) / lavatory (ies) / WC(s) posted?		
5.	**DISABILITY SENSITIVITY TRAINING FOR STAFF**		
a)	Will training for facility staff about disability issues been planned?		

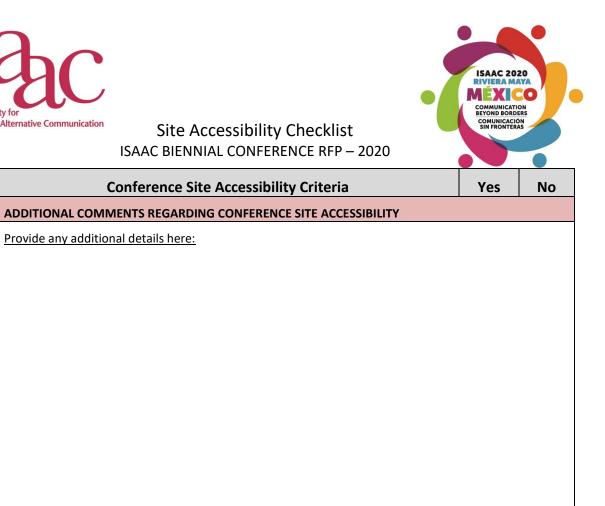| Item #	Conference Site Accessibility Criteria	Yes	No
6.	**CONFERENCE ENTRANCE**		
a)	Are main doors power operated?		
b)	Are curbs to the entrance cut out?		
c)	Is the walkway to the entrance on a continuous surface without steps or step gradations?		
d)	Is there front door access for wheelchairs?		
7.	**CONFERENCE ROOMS**		
a)	Are public rooms spacious and accessible with plenty of room around tables for wheelchairs and facilitators?		
b)	Are all conference rooms (including exhibits, plenary session rooms) located on the main entrance floor?		
c)	If not, are non-freight elevators available and easily accessible to get to the conference rooms?		
d)	Does a security guard or maintenance person need to be contacted to gain access to special elevators for wheelchairs?		
e)	Are elevator controls placed at heights of 54"/137.16 cm. or less?		
f)	Are conference room doors at least 32'/81.28 cm. wide?		
g)	Are conference rooms large enough to accommodate at least 10 persons in wheelchairs?		
h)	Will conference site arrange room to accomplish this accommodation?		
i)	Can speaker platforms be accessed by persons in wheelchairs?		
J)	If you ticked "Yes" for i), how is this accommodated:		
k)	Are there accommodations for other special needs (e.g. hearing or visual impairment?		
l)	For the Forum for People Who Use AAC: is the room large enough to accommodate as many people as you expect and wheelchairs in a circle or other arrangement which allows eye contact? Is the environment quiet?		
8.	**RESTROOMS / LAVATORIES / WCs**		
a)	Are they accessible to persons in a wheelchair?		
b)	Is the doorway to the toilet at least 32"/81.28 cm. wide?		
c)	Is the toilet area at least 3 feet/90 cm wide and 5 feet/150cm deep?		

Site Accessibility Checklist
ISAAC BIENNIAL CONFERENCE RFP – 2020

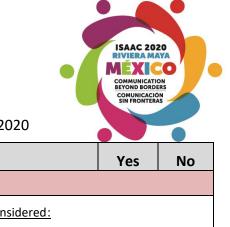| Item #	Conference Site Accessibility Criteria	Yes	No
d)	Are there special grab bars installed?		
e)	Male Urinal Basin Height (cm or inches) off the floor:		
f)	Are wash basins and towel dispensers accessible from a wheelchair?		
g)	Will they be equipped / staffed with a hoist and/or an attendant?		
9.	**SAFETY**		
a)	Are plans in place for evacuating persons in wheelchairs, if necessary?		
b)	Do floors have a non-slip surface?		
c)	Are there warning systems accessible to person with sensory impairments?		
10.	**WATER FOUNTAINS**		
a)	Are fountains no higher than 36"/91.44 cm.?		
b)	Are the spout and controls at the front of the fountain?		
11.	**PUBLIC TELEPHONES**		
a)	Is at least one public phone accessible to persons in wheelchairs?		
b)	Is the height no more than 54"/137.16cm.?		
c)	Are speaker phones available for public use?		
12.	**RESTAURANTS / FOOD STANDS**		
a)	Are these wheelchair accessible?		
b)	Can furniture be moved to accommodate those using wheelchair?		
c)	Are less expensive options available which are easily accessible?		
13.	**MEALS**		
a)	Is there the capability to provide for a variety of health and / or religiously required dietary restrictions (ie. peanut, nut, lactose, vegetarian, kosher, hallal, etc)		
b)	Is there the capability for the mincing or liquidizing of food?		
c)	Will all meals have food choices that are soft and easy to chew?		
d)	Will the following food suggestions be taken into consideration? Soup and hard rolls are difficult to eat; flaky pastry is very messy. Sandwiches, quiche, and soft bread are much easier to eat, with bananas being essential		

Item #	Conference Site Accessibility Criteria	Yes	No
14.	ADDITIONAL COMMENTS REGARDING CONFERENCE SITE ACCESSIBILITY		
	Provide any additional details here:		

Item #	Conference Site Accessibility Criteria	Yes	No
15.	**TRANSPORTATION TO AND WITHIN SITE** (NOTE: Vehicles should be able to hold large luggage; ie: hoist, commode, etc.)		
a)	Is there enough wheelchair accessible transportation available between hotels and the conference site? (Please provide times of service)		
b)	Is wheelchair accessible transportation available to and from the airport?		
c)	Is wheelchair accessible transportation available to and from the train / subway/ tube station?		
d)	Is wheelchair accessible transportation available for local travel to restaurants and places of interest?		
e)	Have you collected information on where and how to obtain accessible transportation? (Please provide costs, if any, and times of service)		
f)	Are accessibility maps available?		
g)	Will you be able to provide accessible transport for social events?		
h)	Additional Comments		

Item #	Conference Site Accessibility Criteria	Yes	No
16.	**SOCIAL ACTIVITIES**		
	Comment on the accessibility of any special social events being considered:		

Item #	Conference Site Accessibility Criteria	Yes	No
17.	**LOCAL RESTAURANTS**		
a)	Are there wheelchair accessible restaurants in the hotels?		
b)	Are there wheelchair accessible restaurants within a reasonable distance from the hotel?		
c)	Are there accommodations for other special needs, such as visual or hearing impaired? If so, please describe below:		

Site Accessibility Checklist
ISAAC BIENNIAL CONFERENCE RFP – 2020

Item #	Conference Site Accessibility Criteria	Yes	No
18.	**LOCAL HOTEL ACCESSIBILITY**		
a)	Do the major hotels being considered have rooms specifically for persons in wheelchairs (door width at least 32"/81.28 cm. for room and bath; adequate room between the beds to manoeuvre a wheelchair; grab bars for toilet and bath)?		
b)	Are guest rooms large enough to accommodate a commode or hoist?		
c)	Is there access possible all around the bed in guest rooms?		
d)	Are bathrooms in guest rooms able to accommodate a wheelchair next to the bath and toilet?		
e)	Are roll-in showers available? If so, are they large enough to hold a shower chair?		
f)	For each hotel being considered, list the number of guest rooms that would be available to conference registrants using wheelchairs. Hotel Name:_____ # of Rooms:_____ Hotel Name:_____ # of Rooms:_____ Hotel Name:_____ # of Rooms:_____ Hotel Name:_____ # of Rooms:_____		
g)	Are elevators easily accessible to persons in wheelchairs?		
h)	Describe the process for conducting an emergency evacuation of any venue, with respect to ensuring the safety and security of all individuals with special needs		
i)	Additional Comments (add page if necessary)		

Item #	Conference Site Accessibility Criteria	Yes	No
19.	**OTHER THINGS TO NOTE**		
	TIMING • Workshops for people who use AAC should be held late morning or early afternoons. • People who use AAC take longer to eat, so meetings over lunch or immediately after lunch don't work well. CONTENT OF FORUM FOR PEOPLE WHO USE AAC • Because many people have literacy difficulties, written material in visual presentations should be limited; if it is used, it should be read out. • Give adequate time for people to become confident of speaking in a group (at least 1 hour). • Take time to interpret symbol users' communication. POSTER PRESENTATION • It is recommended that an audio cassette be available to assist people who have literacy or visual problems to understand the presentation. • Posters should be arranged at a height conducive to viewing by people using wheelchairs.		

APPENDIX C — ISAAC Conference 2020 Key Milestones and Responsibilities

Area	Specific Responsibilities	Due Date	Responsibility Of

Conference Setup	• Scheduling of Conference Dates
	• Research, Site Selection and Contract Negotiation of Location/Conference Site/Conference Hotel
	• Format of Conference
	• Program for PWUAAC
	• Identify specific conference information technology tool (software, infrastructure) requirements.
	• Other Events Held During Conference (pending budgetary approval):
	
	  ➢ ISAAC Executive Board Meeting
	  ➢ ISAAC Council Meeting
	  ➢ An AAC camp is encouraged prior to the conference, with a separate budget and organizing committee – CCC
	  ➢ Pre-conference workshops - CCC
	  ➢ Welcome Reception – CCC
	  ➢ General Membership Meeting (during Main Conference) - ISAAC
	  ➢ President's Reception (evening during Main Conference) – ISAAC, CCC, Hotel
	  ➢ Friends of ISAAC meeting (follows Council meeting) - ISAAC (if applicable)
	  ➢ Awards ceremony - ISAAC
	  ➢ Opening and Closing Ceremonies - ISAAC, CCC
	  ➢ ISAAC Outstanding Consumer Lecture
	  ➢ ISAAC Committees (Publications, BUILD, LEAD, READ, and Awareness Day Event), Chapter Presidents and individual Chapter meetings during conference days - ISAAC
	  ➢ Social Event to be organized by the Conference Organizing Committee to take advantage of host site location(s). Registrants generally pay separately for these events. Preference is given to proposals that have limited extra charge items.
			ISAAC International Conference Co-Chairs (CCC)
			
			Conference Organizing Company (or "PCO")

Responsibilities of ISAAC International Conference 2020

Area	Specific Responsibilities	Due Date	Responsibility Of
Conference Registration	• Conference Meeting Room Requirements • Conference Attendee Hotel Requirements • Conference and Hotel On-Line Registration • Coordinate with ISAAC International and CCC handling of registrant queries / requests for information (email, telephone, etc) • ISAAC International self manages online conference registration, payments, and data integration (sharing of data between multiple systems and platforms)		ISAAC International CCC PCO
Conference Marketing and Promotion	• International and local marketing and promotion		ISAAC International CCC
Conference Sponsorship	• International and local sponsorship opportunities – Sponsorship person • Government • Corporate • Institutional		ISAAC International with local lead generation by CCC.

Responsibilities of ISAAC International Conference 2020

Area	Specific Responsibilities	Due Date	Responsibility Of
Scientific and Professional Program	• Issue Call for Papers; email submission of papers must be an option – ISAAC, CCC • Review and modify functionality of online paper submission and review system – ISAAC, CCC • Manage in-house software to generate "conflict-free" schedule solutions • Solicit invited presentations, special sessions and keynote speaker - CCC • Review submissions (accept/reject) – ISAAC, CCC (form a committee) • Research stream will be integrated into the overall program (announcements, Call for Papers, registration etc.), and organized and papers selected by Conference 2018 Co-Chairs • Schedule professional and scientific sessions: times, rooms, coordinators, session chairs, and notify persons submitting presentations – CCC with support of ISAAC International • Confirm keynote speakers and special sessions; advise sponsors of time, date and location of presentation. – ISAAC and CCC • Coordinate room, audiovisual, and electrical needs with persons responsible for local arrangements – CCC with venue and PCO • Provide necessary materials for official program and or proceedings - PCO • Provide promotional material regarding the professional and scientific program in advance – ISAAC and CCC • Obtain continuing education credits, if appropriate - ISAAC • Provide on-site announcements of any program changes – ISAAC, CCC		ISAAC International CCC PCO
Exhibit Program	• Develop exhibitor prospectus and solicit commercial exhibitors		ISAAC International with local lead generation by CCC.

Area	Specific Responsibilities	Due Date	Responsibility Of

Special Events	• Plan and coordinate social activities for attendees, including all food and beverage (F&B) requirements.
	• Assist persons coordinating special pre-conference seminars or instructional courses, as applicable
	• Venue review, sourcing and contract review/negotiations as required.
	• Coordinate ISAAC Special Events within the program including (pending budgetary approval):
	   ➢ General Membership meeting
	   ➢ ISAAC Council Meeting
	   ➢ ISAAC Executive Board Meeting
	   ➢ Welcome Reception
	   ➢ President's Reception
	   ➢ Evening Social Event
	   ➢ Awards Presentations
	   ➢ Other professional events planned by ISAAC committees or chapters
			ISAAC International
			CCC
			PCO (event management coordination)

Promotion of the Biennial Conference and ISAAC	• Produce and distribute advance announcements • Internationally advertise the Conference • Provide the ISAAC E-News, the Membership Directory, and the AAC Journal with advance promotional material and tourist information to promote conference attendance • Promote Conference in ISAAC affiliated publications • Issue press releases prior to the Conference • Encourage local and regional attendance at the Conference • Arrange publicity and press coverage of the actual Conference		ISAAC International, USSAAC, CCC

Area	Specific Responsibilities	Due Date	Responsibility Of
Local Arrangements	• Final selection and contracting of the conference rooms and site- ISAAC, CCC, Riviera Maya Tourism Board • Secure conference hotel(s) after determining accessibility, including entrances, common areas, and fully accessible hotel rooms • Arrange alternative housing accommodations (as appropriate) at lower cost and at a reasonable distance from site • Develop advance registration materials for conference and housing • Coordinate and manage conference housing allocations / conference hotel reservations • Confirm housing/registration applications • Coordinate and secure volunteers • Coordinate and secure audiovisual equipment and electrical needs for professional program and special events; assign person to assist with audiovisual needs and problems • Develop and coordinate services for persons with special needs as appropriate (e.g., transportation to and from site; attendants if needed; sign language interpreter; brailled materials). This could also include extra attendants to relieve the attendants people bring with them. Signage should clearly indicate directions and services relevant to people who use AAC. • Provision of simultaneous translation provision and delivery platform(s). • Securing language translators (on-site or remote as required). • Provide information about transportation to and from airports, etc. • Provide on-site registration desk/materials/badges and persons to provide those services • Obtain necessary materials for exhibitors, coordinate exhibitor logistical arrangements during March-July, 2020 timeframe.		ISAAC International CCC PCO Riviera Maya Tourism Board

Area	Specific Responsibilities	Due Date	Responsibility Of
Local Arrangements (cont.)	• Handle special complimentary registrations and accommodations • Provide safety for all exhibitors' equipment at night, registration monies, and special equipment including ISAAC's and the 2018 conference booths. • Develop list of registrants/means for participants to contact each other • Ensure that refreshments (e.g., coffee, tea, juices, fruit) are available in conference area with straws at each site in addition to blender stations • Recruit and train on-site assistants • Have information re: the availability of fax/duplicating/paging/email and secretarial services at hotels or conference sites • Ensure printing of delegate nametags, and ensure accurate management of session barcode scanners and data. • Assist with any ISAAC membership efforts during the conference		PCO, CCC, ISAAC International
Finances	• Develop preliminary and final budgets • Solicit necessary "up front" income • Establish account: keep daily accounts; make deposits and payments; facilitate any audits necessary • Solicit sponsors and donated services • Set registration fee in consultation with the CCC • Plan and/or coordinate special money making activities within the conference • Submit final financial report following the conference to the ISAAC Executive Board		ISAAC International

Area	Specific Responsibilities	Due Date	Responsibility Of
Reporting	• Communicate regularly between all stakeholders, via email and attendance at regularly scheduled co-chairs' meetings • Provide advance registration, program and budgetary information to the CCC • Submit operational and implementation plans • Design a conference evaluation form in collaboration with ISAAC Executive Board • Submit final report on Conference within 3 months post-Conference - CCC • Provide an oral report on the conference to the Executive Board at the EB meeting that precedes the Conference - CCC		ISAAC International CCC PCO

APPENDIX D — Sample Program-at-a-Glance

Sample Program-at-a-Glance

SCHEDULE OF SESSIONS (by Title)

18th Biennial Conference
International Society for Augmentative and Alternative Communication

AACcess All Areas
ISAAC 2018 GOLD COAST AUSTRALIA
21-26 JULY 2018

Sub ID	Title	Google Drive Hyperlink
1146	"I hate my body" "I want to die"!	Submission 1146
1085	'I Want to Start Now, I Want to Learn': Views of Aboriginal Adults on AAC	Submission 1085
1168	"The only thing that interferes with my learning, is my education" – Albert Einstein.	Submission 1168
1090	"Wears glasses": Why AAC professionals should know more about vision in people with complex needs	Submission 1090
1423	A brain-computer Interface (BCI) access method for MSAA-compatible software including TOBII Dynavox Communicator Five	Submission 1423
1432	A culturally and linguistic responsive approach to AAC	Submission 1432
1374	A family affair: intergenerational conversations on the need for and use of AAC	Submission 1374
1385	A glimpse into the sausage factory: Automatic data Logging and self-directed learning.	Submission 1385
1084	A Guide to Communication Partner Skills	Submission 1084
1134	A Model for Proactive Comprehensive AAC Intervention for People with ALS	Submission 1134
1114	A new tool for coaching communication partners: An interactive online program	Submission 1114
1325	A Peer Training on Interpreting the Behavior of Middle Schoolers with Multiple Disabilities	Submission 1325
1064	A Preliminary Examination of Technical, Programming, and Implementation Support in Full Communication AAC Apps	Submission 1064
1210	A Scoping Review of Research into Supporting Educational Inclusion for Children using AAC	Submission 1210
1164	A Scoping Review of Smart Home Technology and Implications for People with Multiple Disabilities	Submission 1164
1131	A Survey of Speech-Language Pathologists Regarding AAC in the United States	Submission 1131
1226	A whole school approach to AAC: A school's perspective	Submission 1226
1039	AAC 101: Developing a Basic Course for First Responders in Communicating with Individuals Using AAC	Submission 1039
1013	AAC and Autism: A Framework for Building Communicative Competence	Submission 1013
1429	AAC and dating	Submission 1429
1061	AAC and puppet making: insights about introducing AAC techniques to unfamiliar communication partners	Submission 1061
1335	AAC and the NDIS - Surfing the Waves of Change	Submission 1335
1194	AAC at the source of the Nile	Submission 1194
1197	AAC for Adults with Intellectual Disabilities : Current Status and Prospective from Programs in Taipei	Submission 1197
1215	AAC in Croatia – current practice and challenge	Submission 1215
1110	AAC in the workplace: What we learn when we learn to communicate at work	Submission 1110
1136	AAC is my voice, it means everything to me: Exploring meaning and value of AAC	Submission 1136
1015	AAC on Both Sides of the Fence	Submission 1015
1149	AAC on Demand: The use of webinar to enhance knowledge of AAC	Submission 1149

Version: 19-Nov-18

APPENDIX E — Conference Committee Responsibilities

Conference Committee Responsibilities

Area	Specific Responsibilities
Scientific and Professional Program	• Issue Call for Papers • Review and modify functionality of online paper submission and review system • Solicit invited presentations, special sessions and keynote speaker • Review submissions (accept/reject) • Research stream will be integrated into the overall program (announcements, Call for Papers, registration etc.), and organized and papers selected by Conference 2018 Co-Chairs • Schedule professional and scientific sessions: times, rooms, coordinators, session chairs, and notify persons submitting presentations • Confirm keynote speakers and special sessions; advise sponsors of time, date and location of presentation. • Coordinate room, audiovisual, and electrical needs with persons responsible for local arrangements • Provide necessary materials for official program and or proceedings • Provide promotional material regarding the professional and scientific program in advance • Obtain continuing education credits, if appropriate • Provide on-site announcements of any program changes
Exhibit Program	• Develop exhibitor prospectus and solicit commercial exhibitors

Special Events	• Plan and coordinate social activities for attendees – CCC (form a committee)
	• Assist persons coordinating special pre- or post-conference seminars or instructional courses, if applicable – CCC (form a committee)
	• Coordinate ISAAC Special Events within the program including (pending budgetary approval):
	   ➢ General Membership meeting
	   ➢ ISAAC Council Meeting
	   ➢ ISAAC Executive Board Meeting
	   ➢ Welcome Reception
	   ➢ President's Reception
	   ➢ Evening Social Event
	   ➢ Awards Presentations
	   ➢ Other professional events planned by ISAAC committees or chapters

Conference Committee Responsibilities

Area	Specific Responsibilities
Promotion of the Biennial Conference and ISAAC	• Produce and distribute advance announcements • Internationally advertise the Conference • Provide the ISAAC E-News, the Membership Directory, and the AAC Journal with advance promotional material and tourist information to promote conference attendance • Promote Conference in ISAAC affiliated publications • Issue press releases prior to the Conference • Encourage local and regional attendance at the Conference • Arrange publicity and press coverage of the actual Conference
Local Arrangements	• Final selection and contracting of the conference rooms and site • Secure conference hotels after determining accessibility, including entrances, common areas, and fully accessible hotel rooms • Arrange alternative housing accommodations at lower cost and at a reasonable distance from site • Develop advance registration materials for conference and housing • Coordinate housing allocations • Confirm housing/registration applications • Coordinate and secure volunteers • Coordinate and secure audiovisual equipment and electrical needs for professional program and special events; assign person to assist with audiovisual needs and problems • Develop and coordinate services for persons with special needs as appropriate (e.g., transportation to and from site; attendants if needed; sign language interpreter; brailled materials). This could also include extra attendants to relieve the attendants people bring with them. Signage should clearly indicate directions and services relevant to people who use AAC. • Provision of simultaneous translation delivery platform • Securing language translators • Provide information about transportation to and from airports, etc. • Provide on-site registration desk/materials/badges and persons to provide those services • Obtain necessary materials for exhibitors • Handle special complimentary registrations and accommodations

Conference Committee Responsibilities

Area	Specific Responsibilities
Local Arrangements (cont.)	• Provide safety for all exhibitor's equipment at night, registration monies, and special equipment including ISAAC's and the 2018 conference booths. • Develop list of registrants/means for participants to contact each other • Ensure that refreshments (e.g., coffee, tea, juices, fruit) are available in conference area with straws at each site in addition to blender stations • Recruit and train on-site assistants • Have information re: the availability of fax/duplicating/paging/email and secretarial services at hotels or conference sites • Assist with any ISAAC membership efforts during the conference
Finances	• Develop preliminary and final budgets • Solicit necessary "up front" income • Establish account: keep daily accounts; make deposits and payments; facilitate any audits necessary • Solicit sponsors and donated services • Set registration fee in consultation with the CCC • Plan and/or coordinate special money making activities within the conference • Submit final financial report following the conference to the ISAAC Executive Board
Reporting	• Communicate regularly between all stakeholders • Provide advance registration, program and budgetary information to the CCC • Submit operational and implementation plans • Design a conference evaluation form in collaboration with ISAAC Executive Board • Submit final report on Conference within 3 months post-Conference • Provide an oral report on the conference to the Executive Board at the EB meeting that precedes the Conference

APPENDIX F — Conference Organizational Chart

CONFERENCE 2020 ORGANIZATIONAL STRUCTURE

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┌─────────────────────────────┐
│   ISAAC Executive Board     │
│  on behalf of ISAAC Council │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐        ┌─────────────────────────────┐
│                             │───────▶│   Official Publications:    │
│    ISAAC International       │        │   AAC Journal, E-News       │
└─────────────────────────────┘        └─────────────────────────────┘
         │
    ┌────┴────┐
    ▼         ▼
┌───────┐ ┌───────┐
│  CCC  │ │  PCO  │
└───────┘ └───────┘
    │
 ┌──┼──────────┐
 ▼  ▼          ▼
┌─────────┐ ┌─────────┐ ┌─────────┐
│ Local   │ │Scientific│ │ Other   │
│Arrange- │ │ Program │ │Working  │
│ments    │ │         │ │Committees│
└─────────┘ └─────────┘ └─────────┘
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