



Expression of Interest (EOI)

Coordination, Creative Services, Bookkeeping and Administration

2023 Nunavut Mining Symposium

Introduction

The Nunavut Mining Symposium invites Expression of Interest (EOI) for the coordination and creative services, and for bookkeeping and administrative services for the 2023 Nunavut Mining Symposium (NMSS). **The NMSS will deliver its 25th annual event at the end of March 2023 (date to be confirmed) in Iqaluit at the Aqsarniit Hotel and Conference Centre.** The Society's fiscal year is September 1st to August 31st.

Expression of Interest Requirements

Proponents are invited to provide an Expression of Interest for all services for the 2023 Nunavut Mining Symposium. That is, the Expression of Interest is to include Coordination and Creative Services **and** Financial/Admin Services as outlined in this document.

All proposals submitted for consideration must be received by the Submission Deadline of **Friday June 17th, 2022**. Submitted Expression of Interests will be reviewed the following week. Selected proponent contract will run from September 1st to August 31st, 2023.

Considerations & Submission Format:

The following is a list of information that the bidder should include in their EOI submission:

- Name
- Address
- Contact Information
- Description of company in terms of size, and types of services offered
- Note that all work intended to be subcontracted as part of the bid submitted must be accompanied by background materials and reference for proposed subcontractors.
- Evidence of established track record for providing services and/or deliverables that the subject of this EOI.
- Letters of reference; one for event planning and one for administration/financial services
- A submission can be withdrawn any time prior to an Expression of Interest being formally accepted and contract formed
- EOI received after the submission date will not be considered.

- EIO will receive notice immediately after the evaluation committee has concluded their review of submission and have made a decision on contractor(s) for 2022-23.

Proposal Selection Criteria

All EOI received by the deadline of Friday June 17th, 2022, at 5PM ET will be considered. All EOI will be reviewed and evaluated based upon the information provided in the submitted EOI. In addition, consideration will be given weight in the EOI selection process:

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| • Proposed methodology and timeframe to achieve project objectives/deliverables | 30 |
| • Nunavut-based company participation | 15 |
| • Evidence of proponent’s knowledge, skill, and experience (with two Letters of Reference) | 30 |
| • Provide project budget of services to be provided with cost breakdown | 25 |

TOTAL 100 points

The Expressions of Interests will be reviewed within 2 weeks of received submissions.

RFP Contact:

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Background of the NMSS

In 1996, regional and territorial organizations from the central Arctic decided to host and showcase Nunavut’s mining and exploration industry. As a result, the first Nunavut Mining Symposium was held in Rankin Inlet in 1996 and was co-hosted by the Nunavut Chamber of Commerce, the Keewatin Chamber of Commerce and Kivalliq Partners in Development. The event attracted over 200 participants from industry, government agencies, and regulatory and licensing agencies, as well as representatives from various Nunavut communities, businesses, and Inuit organizations. Delegates shared experiences, knowledge, ideas, expectations, and opportunities for mining in what would soon be the new territory of Nunavut.

In an effort to spread the economic benefit of hosting the symposium, all three Nunavut regions were provided the opportunity to host this annual event. The Nunavut Mining Symposium was subsequently rotated between the three regional centres of Rankin Inlet, Cambridge Bay, and Iqaluit until 2007. That is when the symposium outgrew the smaller regional centres of Rankin Inlet and Cambridge Bay in the Kivalliq and Kitikmeot regions respectively. At this point the Directors of the society made and accepted the motion to hold the annual symposium in Iqaluit. The symposium has been held in Iqaluit since 2007. Only Iqaluit has the capacity to accommodate over 500 persons travelling into the community. Additionally, access to Nunavut politicians and ministers has become an integral component of networking at the Symposium.

On November 18, 2003, the **Nunavut Mining Symposium Society** was created as a **Not-for-Profit Society (Soc 1513)**. The Society is in Good Standing each year, it completes and submits its filing to Legal Registries.

The 2023 Nunavut Mining Symposium will be the 26th annual symposium. The host hotel is Aqsarniit Hotel and Conference Centre.

The Expression of Interest outlines two areas of deliverables for the annual symposium: **A: Coordination Services** and **B: Financial/Administration Services**.

A: Coordination Services for the 2023 Nunavut Mining Symposium include:

Coordination services are annually outlined and directed by the NMSS Steering Committee. The committee provides the coordinator with the roles and responsibilities to act upon.

The coordinator acts as the liaison for the Steering Committee and carries out the direction identified for the 2023 symposium and all its components. The coordinator is responsible to act as the front-line person for the symposium event. This includes, but is not limited to:

- Organize/Coordinate Monthly Steering Committee Meetings:
 - Preparation of and setting monthly agendas and booking meetings to develop the program, discuss action items, provide updates on all relevant work related to venue, program speakers/sessions/panels, sponsorships, creative (advertising & social media), logistics, audio-visual, translation, and interpretation services for symposium.
- Facilities/Venues:
 - Manage Facilities/venues including hotel block bookings, meeting spaces needed (Note the Aqsarniit Hotel and Conference Centre has been blocked for 2023 NMS)
- Financial Support:
 - In conjunction with administrative person, develop budget for 2023 NMS as per direction from Steering Committee's proposed Schedule of Events.
- Staffing:
 - Provide staff for onsite registration desk throughout the conference. Where possible, use local user groups to be used for setups and take-downs.
- Equipment & Services:
 - Determine AV equipment and related services requirements and obtain quotations to share with Steering Committee for their approval.
- Logistics (Travel/Accommodation):
 - Review airline schedule to coordinate flights with symposium dates and timing of special events.
 - Invite and arrange travel (flights/hotel) for keynote speaker and other identified guest speakers as per direction from Steering Committee.
- Translation/Interpretation: The NMS Society is entering into a 2nd of 3rd year of funding from CanNor for interpretation and translation. Innirvik Support Services is to provide these services in 2023 and 2024. Coordinator to confirm their services for 2023.

- Entertainment:
 - Propose and develop entertainment for the evening networking events, including awards night, auction night and gala banquet. Determine and coordinate décor for the events as per direction from Steering Committee
- Program/Speakers:
 - As per Steering committee direction, develop and confirm schedule of events for approval by committee
 - Developing and setting the program (sessions, speakers, panels) for 2023 as per the Steering Committees direction.
 - Invite identified speakers as per the program and/or request talks from interested parties who have submitted a Speaker Interest Form via the website.
- Creative Services for Symposium:
 - Creative development and identification for all conference materials, including, but not limited to:
 - Sponsor recognition signs
 - Design of conference items – name badges, lanyards
 - Provide layout and (printing) for program
 - Develop and print tickets for the special event, i.e.: awards and banquet evenings
 - Develop advertising schedule & design all ads
 - Update & manage website (English and Inuktitut versions)
 - Upload Symposium presentations to website and archive previous presentations and information
 - Coordinate media coverage for conference
 - Manage symposium’s social media presence
- Manage Registrations:
 - Proposed/implement an online registration system that preferably integrates SAGE accounting and open registration by end of November 2022.
 - Update information/fees for registrants/ events as per direction from Steering Committee from budget review.
- Advertising & Promotion:
 - Develop an advertising and promotion schedule/budget
 - Typical advertising includes, Nunatsiaq New online banner, News North paper advertisements, Above and Beyond and UpHere magazine ads.
 - Social media campaign on Facebook/Twitter, pre symposium and during event
 - MailChimp email blasts to Master Mailing List with Save the Date, Register Now, Updates
- Sponsorship Program:
 - Update or enhance sponsorship program

- promote, and secure sponsors for coffee breaks, luncheons, banquets, lanyards, hospitality suites, etc. (this includes monetary and in-kind sponsorships between \$70K to \$140K annually)
- Final Report:
 - Prepare final report of 2023 Nunavut Mining Symposium with recommendations for 2024 NMS. Recommendations to be comprised of insights from coordination team as well as from committee members and delegates.

B: Bookkeeping and Administration Services are to include:

- Year round, monitoring of and action upon day-to-day business of the Society to include responding to info@nunavutminingsymposium.ca emails
- Management of all financial aspects of the Symposium as well as any additional events (financial services in addition to the symposium would be negotiated under separate contract) using SAGE accounting program.
- Assist coordinator to develop budgets for symposium or any outreach events based on past actuals and quotations for services/materials
- Identify funding programs and subsequently write funding proposals to identified agencies/funders.
- Submit contribution agreement reporting requirements to funding agencies as required
- Update bank account and signatories if required after AGM
- Collect registration fees (and any outstanding receivables), make deposits, and pay all vendors in a timely fashion
- Prepare Monthly bank & visa reconciliation
- Prepare financial statements (using SAGE Accounting)
- As directed and approved by steering committee submit accountant-ready books for review at NMSS year end of August of each year. The Society determines accounting firm at annual AGM.
- Submit Notice of Directors and Financial Statements to Legal Registries to remain in good standing
- Submit financials to accountant to prepare/submit corporate tax return to Revenue Canada

Timeline of Event Coordination/Finance/Admin

The following is a brief outline of the timeline for the event. Note, this is not a complete list, rather a reference of “To Do”.

September – December 2022

- Book Steering Committee monthly meeting
- Discuss and make decisions on theme, keynote speakers, entertainment evenings, program format (i.e.: Schedule of Events)
- Develop budget based on direction for 2023 NMS (includes venue, catering, travel for speakers/committee, entertainment, advertising schedule etc.)
- Send invitations to identified VIPs (Territorial, Federal, Municipal, IO)
- Develop “Look and Feel” for 2023 NMS for creative materials

- Determine AV requirements and seek quotations for services
- Revisit venue bookings and hotel rooms for identified speakers and VIPs
- Identity Translation/Interpretation requirements and book
- Develop and begin to sell sponsorship program
- Save the Date email blast
- Open registration end of November 2022
- Apply for funding as identified by Steering Committee
- Book and host AGM within 60 days of year end August 31st, 2022.
- File documents to Legal Registries following AGM.

January/February 2023

- Confirm/invite keynote speakers, VIPs dignitaries
- Book travel for IO Presidents, keynote speaker (flights and hotel)
- Award nominations and identify award winners
 - Order awards
- Develop creative for advertisement and book and place advertising
- “Register now” email blast
- “Update” email blast

March 2023

- Email blast to confirmed registrations with details of program
- Confirm all aspects of event, catering, entertainment, AV, interpreters, staff, etc.

April/May/June 2023

- Aftercare of event:
 - Upload presentations to website; update text on website with 2024 date details
- Complete Final Report outlining all components of the event including recommendations for the 2024 NMS.
- Submit reporting to funding agencies (GN - June, CanNor – April and July)

August 2023

- Prepare accountant ready books for annual review and work with accountant to complete.