TERMS OF REFERENCE: Event organisation
European Rivers Summit
Brussels, Belgium 29 September – 1 October 2022

Terms of reference
Wetlands International – European Association (WI-EA) is looking for an individual/company/organisation to carry out the following tasks to support in the organisation of the European Rivers Summit (ERS) in Brussels, Belgium from 29 September to 1 October 2022.

Background
- The ERS was established to bring together passionate champions of Europe’s rivers to share knowledge, network and plan together to defend, protect and restore rivers. This will be the third edition of the ERS. The first event was held in Sarajevo, Bosnia-Herzegovina in 2018 and the second in Lisbon, Portugal in 2021. Information on the previous summits can be found here: https://riverssummit.org/
- This will be a hybrid in-person and online event.
- The ERS is expected to take place over 2-3 days (Thursday – Saturday) in September 2022. Most of the programme will be delivered at the selected venue in Brussels on Thursday and Friday, and an optional field trip may be organised on Saturday, October 1st (subject to availability).
- The first night of the summit has traditionally included a European River Film Festival at a theatre.
- The second night has traditionally been a night out with dinner and dancing/concert.
- Around 300 in-person participants are expected from across Europe and internationally, with speakers expected mostly in person. The participants are largely environmental activists working in NGOs and civil society to protect and restore European rivers, fight new dams and remove obsolete barriers. Additionally, participants may come from the European Commission and Parliament, academic and research backgrounds, and those communicating about rivers through art such as film and writing.
- To capitalise on the occasion of hosting the conference in Brussels, we will invite high-level keynote speakers from the European Commission and European Parliament who are champions for free-flowing rivers and the European Green Deal. A reception/event in the Parliament is a possibility.
- In addition to a stimulating programme, a goal of the conference is for networking: building in meals together, long coffee breaks and social activities – to exchange experiences and also have some fun together.

Tasks and Responsibilities

1. Book the venue
Recommend a venue for the summit. The recommendation should include at least three possible venues and include the negotiated price for each. Site visits to the three venues should be planned.

Requirements for the venue:
- The venue should be located close to/in the European quarter in Brussels, with good links to public transportation.
- The venue will need to be suited to approximately 300 participants, with possibility for different breakout groups and ideally outdoor space for lunch and breaks.
- The venue will need to be equipped with free Wi-Fi and audio/visual capacity for online streaming, as well as with whiteboards and supplies.
- A venue with sustainability as a part of its core mission and that showcases it green identity is preferred.

2. **Organise catering**
Recommend and arrange catering for meals and breaks. The food should be vegetarian/vegan and allow for dietary restrictions of participants. Ensure the logistics and manage the execution for (roughly):
- 2 onsite lunches.
- 1 dinner (alternatively at/near the theatre (see #5).
- 2 Coffee/tea breaks per day (morning and afternoon) with light refreshments.
- Caterers with a commitment to sustainably sourced ingredients and green practices preferred.

3. **Organise accommodation**
Create a shortlist of hotels, negotiate prices and request quotes. The accommodation price should include breakfast (including veggie/vegan/dietary restricted options) and be easily accessible from the venue.

4. **Create an integrated event website**
The website will be the portal for information related to the summit with the capacity to manage registration and automated payment, provide practical logistical information, online streaming sessions during the event:
- Help ensure clear and regular communications to engage participants and promote the ERS, such as a save the date, registration announcement, and monthly update,
- Note: the 2021 website, including the look and feel, images and visuals, is available to use and adapt: [https://riversssummit.org/](https://riversssummit.org/).

5. **Organise a theatre venue**
Recommend a (movie) theatre for a programme of short films (projected from digital video format) for ERS participants, and include the negotiated price.
- Arrange logistics including video projectionist, lights and audio and catering for an after-film drink.
- The venue should be located close to/in the European quarter in Brussels, or within walking distance of public transportation.

6. **Overall coordination and logistics**
The organiser will work closely with WI-EA to manage all logistics in the lead up and during the event, including:
- Organise regular coordination meetings/calls with WI-EA including a first kick off meeting to jointly plan the entire process.
- Advise on the structure and content of the programme, help liaise with speakers.
- Liaise with and help procure all service providers, including venues, accommodations, catering, field-trip transport, technical such as online streaming and others such as artist, photographer and videographer.
- Be onsite and available during the entire event, from preparation and set up to the conclusion and wrap up.
- Assist with onsite registration, preparation of event material.
- Prioritise the most sustainable options, in addition to venue and catering, the materials used during the event.
- Other additional ad hoc tasks related to the seamless and successful running of the ERS.
How to apply
Deadline: Proposals are to be submitted via email by the 25th of February 2022 COB CET (Brussels time) to francisco.bascope@wetlands.org

Proposals should include the following:
- Name of company or person applying and their ability to work in Belgium.
- CVs of person(s) carrying out the work.
- Examples of comparable past assignments.
- Proposed timeline of work.
- Budget estimate for the service provided (use the template provided by click on ERS_budget-template.xlsx).
- Initial proposal for venue.

Selection criteria
- Experience with similar assignments by person(s) carrying out the work.
- Estimated total cost.
- Availability/Feasibility of timeline.
- Interview with person(s) responsible for the work.
- Experience in working with NGOs and EU institutions.
- Commitment to sustainability.

Deadline for applications: 25th of February 2022 COB CET (Brussels time)
Wetlands International – European Association is not bound to select any of the organisations submitting proposals and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the proposal considered most responsive to the project needs.