



Professional Event and Conference Organizer Services

Background and Purpose

ITER (“The Way” in Latin) is one of the most ambitious energy projects in the world today. In southern France, 35 nations are collaborating to build the world’s largest tokamak, a magnetic fusion device designed to prove the feasibility of hydrogen fusion power as a large-scale, carbon-free source of energy based on the same principle that powers the sun and stars.

The experimental campaign to be carried out at ITER over the coming decades will be crucial to advancing fusion science and preparing for the fusion power plants of tomorrow. Thousands of engineers and scientists have contributed to the design of ITER. The ITER Members—**China, the European Union, India, Japan, Korea, Russia and the United States**—are now engaged in a decades-long collaboration to build and operate the ITER experimental device, and to bring fusion to the point of establishing its viability as a sustainable part of world energy supply. We invite you to explore the ITER website: <http://www.iter.org> for more information.

The ITER Organization intends to establish a contract providing a Professional Event and Conference Organizer (PECO) with the expertise and resources to support the ITER Organization (IO) in the organization, hosting or co-hosting of non-routine formal events (e.g., conferences, seminars, workshops, exhibitions, celebrations, etc.). The use of a PECO for some or all aspects of such events should be cost-effective and produce a higher quality result than the IO is able to achieve with its own limited capabilities in this area.

Scope of work

The Contractor will provide the IO with the services and products needed to organize, host, or co-host Formal Events (FEs), as defined below. All IO Domains, Departments and Divisions will be able to use the PECO services and products, with or without the assistance of other IO offices (e.g., COM, IT), as applicable for the characteristics of a given FE.

Such FEs may include the participation of IO staff, domestic agency staff, contractors, external experts, targeted communities, VIPs and members of the public. The key consideration is that these FEs require substantial planning and organization, and may include features such as registration management, fee collections, preparation of external venues, exhibitions, and other aspects that are beyond the customary capabilities of the ITER Organization. Depending on the precise nature of a given FE, the PECO services and products needed may vary.

The Contractor will not be used for informal meetings; nor will it be used for routine formal meetings (such as meetings of the ITER Council and oversight committees) for which the IO already has established procedures and organizational capacity.

The Contractor should be capable of working with individuals of multiple nationalities and cultural backgrounds, given that ITER’s partners work in all ITER Member countries and

languages. The primary language requirement will be the capability of working fluently in English and French, working with the staff of the ITER Organization.

Timetable

The tentative timetable is as follows:

Call for Nomination	August 2021
Pre-qualification	October 2021
Call for Tender	December 2021
Contract Award	February 2022

Estimated Contract Duration

The contract will be conducted over a period of four (4) years from its entry into force.

Required Experience

Candidates should have substantial professional experience in the organization of formal events and conferences, as well as the design and preparation of exhibits, exhibitions, and other aspects customarily included in large and small conferences. Some specific aspects of the PECO contract may be provided by subcontractors (e.g., conference security or local transportation, where applicable), but in this case the candidate must be able to provide substantial evidence of the capability to manage subcontractors effectively to deliver the overall event.

Since a large percentage of ITER hosted or co-hosted conferences and events will take place at or near the ITER site, candidates should have considerable familiarity with the venues and services in the local and regional area surrounding ITER.

As part of the evaluation process, candidates will be asked to provide evidence demonstrating their past competence at delivering professionally organized events at a level of complexity similar to those envisioned by ITER over the coming four years.

Candidature

Participation is open to all legal persons participating either individually or in a grouping (consortium) which is established in an ITER Member State. A legal person cannot participate individually or as a consortium partner in more than one application or tender. A consortium may be a permanent, legally-established grouping or a grouping, which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the ITER Organization.

The consortium groupings shall be presented at the pre-qualification stage. The tenderer's composition cannot be modified without the approval of the ITER Organization after the pre-qualification.

Legal entities belonging to the same legal grouping are allowed to participate separately if they are able to demonstrate independent technical and financial capacities. Candidates (individual or consortium) must comply with the selection criteria. The IO reserves the right to disregard duplicated reference projects and may exclude such legal entities from the pre-qualification procedure.

