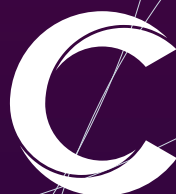




# REQUEST FOR PROPOSAL

THE WORLD FORUM FOR FOREIGN DIRECT INVESTMENT



CONWAY  
EVENTS

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## SUMMARY AND BACKGROUND

### Conway Events

Conway Events, a division of Conway, has organized specialized economic development events for more than five decades.

Since 1954, Conway has been the world’s only full-service agency in the global corporate investment industry. Conway provides the world’s most comprehensive offering of services related to domestic and international corporate investment and expansion. Our integrated services meet the needs of government agencies seeking to attract investment as well as companies planning international expansion.

Each Conway event has its own specific purpose, but common to all is the objective of facilitating economic development through knowledge gained from first-class, corporate-led programs, networking and peer-to-peer shared best practices.

### Our decades of services include:

- International Investment conferences and events, such as:
  - The World Forum for Foreign Direct Investment
  - The Great States Investment Summit

- The Grow Abroad Summit
- The TrustBelt Conference
- The Global Super Projects Conference
- World Development Federation
- CoreNet Global (formerly IDRC)
- Industrial Asset Management Council (IAMC)
- FDI and economic development public training workshops and seminars, held worldwide, open to all IPAs and EDOs
- Tailor-made economic development training seminars for a specific location, hosted by a local organization

### The World Forum

The World Forum for Foreign Direct Investment is Conway’s flagship FDI event, held annually in a different country each year, brings together senior executives, intermediaries and government officials involved in the FDI deal-making process. Each year the Forum highlights the Host as a premier destination for FDI investment and business.

Working closely with our extensive and diverse network of FDI experts, we develop new and forward-thinking sessions, and create one of a kind networking and image-building opportunities to connect corporate and government clients alike.

# PROPOSAL GUIDELINES

Conway Events is currently accepting proposals to host The World Forum for Foreign Direct Investment 2020.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidates who best fit the requirements.

Proposals will be accepted until 17:00 Eastern Standard Time on Tuesday, 09-January-2018. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Conway Events and will include scope, budget, schedule, and other necessary items pertaining to the project.

**Host cities must meet the criteria as defined by Conway Events:**

- To undertake to cover the required costs as follows:
  - US\$160,000 host sponsor fee
  - US\$25,000 for flight and hotel accommodation for members of speaking faculty, based on 30 speakers
- Should the host sponsor select to include sector site/tourism visits, host sponsor to absorb all associated costs.
- Identify potential locations where The World Forum for Foreign Direct Investment will be held:
  - Distance and time (including during rush hour)- from the nearest public airport to the proposed host hotel(s)
  - Notable landmarks/projects
  - Tourist appeal
  - Proximity to industrial center
- Identify potential and appealing facilities with adequate meeting space:
  - Must be easily accessible, preferably with natural light and able to accommodate 400 people in crescent style set-up
  - Number of conference rooms required: one plenary room with breakout space for refreshments and networking, lunch room for cabaret style seated lunch on both days, reception room for one evening in standing reception style for Welcome Reception
  - Basic audio-visual requirements: staging with stairs, screen (dual) wide-screen format, live image magnification video feed on one screen, backlit LCD projector, Podium, lavalier microphones X8, handheld microphones X2, stage wash lighting, floor monitor, plasma screens, plus additional required audio-visual elements.
- Identify venues with a minimum of 250 guest rooms, either within the meeting space facilities or nearby (within walking distance), with an acceptable room rate range and negotiate with local hotels for special accommodation rates.
- Other Host requirements:
  - Identify and assist in inviting locally-based large companies and foreign investors in the host location
  - Provide transportation to the Forum venue and related evening events, if off-site
  - Provide airport shuttle transportation
  - Assist with visa information and facilitation
  - Provide immigration facilitation at the airport
  - Liaise with Conway Events on all logistical aspects
  - Negotiate with local hotels for special accommodation rates
  - Identify local suppliers of services such as taxis for inclusion in delegate pack
  - Identify sources of local services for the conference such as caterers, translators, printers, et cetera
  - Identify area attractions and possible venues of interest for off-site events and members' spouses
  - Assist Conway Events to understand the relevant importance of all local and regional stakeholders for protocol purposes
  - Provide prompt responses to any reasonable requests for decisions or action from Conway Events
  - Publicizing the event directly to relevant contacts/ potential delegates
  - Assist in securing one-hundred (100) paid delegates to attend
  - Assist in the facilitation of shipping event materials and specialty packages with local customs department

# PURPOSE AND DESCRIPTION

Held annually in locations around the world, The World Forum for Foreign Direct Investment provides a unique platform to network and discuss global location decisions amongst FDI dealmakers, including globally expanding companies, economic and investment agencies, and the multipliers and site consultants who advise both parties.

Raising international awareness of the evolving nature of the host location and the corporate investment and business opportunities therein, The World Forum for Foreign Direct Investment will bring at approximately 300-400 VIPs to the host location from across the globe comprising of high-level corporate decision-makers, leading site selectors advising on global corporate locations, government leaders and CEO's of economic developments organizations and investment promotion agencies in other continents. Attendees will gather together to discuss their economic competitiveness and FDI imperatives.

The aims of the World Forum are to improve the dialogue between government and industry on global FDI, corporate expansion decisions, workforce development issues and incentives — to provide a better understanding of the conditions which attract corporate investors and how to overcome the challenges companies face when setting up in new countries/cities/zones.

## Program and Dates

Please note that the confirmed date is to be finalized subject to dates of other conferences taking place in the region. The target timeframe is identified as the month of April 2020.

This is a two-and-a-half to three-day program scheduled for the year of 2020 incorporating networking and hospitality in the form of receptions and dinners, and potential site/tourism visits. The two-days of conference sessions will focus on headline speakers from internationally expanding companies, across various industry sectors and functions.

# REQUEST FOR PROPOSAL TIMELINE

JAN  
09  
2018  
5:00 P.M (ET)

All proposals in response to this RFP are due no later than 17:00 Eastern Standard Time on Tuesday, 09-January-2018.

Evaluation of proposals will be conducted from Friday, 12-January-2018 through Friday, 02-February-2018. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Monday, 12-February-2018. Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by Thursday, 01-March-2018.



# WORLD FORUM TIMELINE SINCE 2003

**2003**  
Amsterdam, Netherlands



**2005**  
London, UK



**2007**  
Bologna, Italy



**2009**  
Vilnius, Lithuania



**2011**  
London, UK



**2014**  
Philadelphia, USA



**2016**  
San Diego, USA



**2018**  
Liverpool, UK



**2004**  
Brussels, Belgium



**2006**  
Valencia, Spain



**2008**  
London, UK



**2010**  
Tallinn, Estonia



**2013**  
Shanghai, China



**2015**  
Sharjah, UAE



**2017**  
Shanghai, China

## CONTACT DETAILS

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[www.worldforumforfdi.com](http://www.worldforumforfdi.com)

RELATIONSHIPS  
ARE FORMED HERE.

DEALS

ARE DISCUSSED HERE.

INVESTMENT DECISIONS

ARE MADE HERE.

THIS IS

THE WORLD FORUM FOR FDI



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