

GM Moving Conference – Event Company brief

GreaterSport are looking for a professional organisation to support us with the delivery of the GM Moving Conference, taking place late January / February 2023 at a Manchester venue.

About the Conference

The event is expecting to see around 200 partners from across Greater Manchester who have a role to play in supporting GM Moving residents to move more attend. There will be keynote speakers and breakout rooms throughout the day. We'd like the event to be professional and slick whilst providing the space to have conversations and learn from each other.

We'd like the event to be hybrid so that partners who can't make the day can listen to the keynote speakers online.

GreaterSport are looking for a company to help by producing and delivering the event on the day.

Jobs that we would like support with:

Essential

- Work with the events team at GreaterSport in the run up to the event and on the day.
- Audio – including lectern microphones.
- Visual – screen for powerpoint / videos.
- Produce the event - run the event powerpoint / videos etc.
- Ensure the running order flows to time.
- We'd like to open up at least some of the day to be hybrid so we'd like the event company to utilise technology to stream this online with the functionality for guests online to ask questions. This will need to be captioned.
- Meet and greet host, guest speakers and presenters and go through sound checks and ensure they know what is required of them.

Potentially

- Liaise with guest speakers throughout the process, speaker notes, collation of content slides.
- Create content for the day eg, slides. (Mainly provided by guest speakers but ensuring they are pulled together in one presentation)
- Provide ideas and support us with practical, engaging examples on the day for delegates to show their support, eg, pledge corner - 'what are you going to do based on what you've heard?' etc
- Support GreaterSport staff on the day to help direct to the rooms etc.
- Provide recordings of the main sessions with subtitles so that they can be included on the GMM comms channels post event.

What is the budget?

We would like prospective organisations to provide a tiered cost offer with the maximum budget £10,000 (excl VAT)

Where can I get more information?

If you would like more information on GM Moving, the work and partners involved please visit the [GM Moving website](#), for more information about the event and this brief please contact Andrew Lawton on andrew@greatersport.co.uk.

What next?

If you think your organisation could deliver what's needed for this event then please send through a proposal by **5pm on 30th September** to andrew@greatersport.co.uk.

Please include the following in your proposal;

- What you can do to support the event
- Tiered service / cost solution
- Link to three events you have done and some examples of the content provided
- Testimonial from one of your current or previous clients.

GreaterSport will then inform all organisations of the outcome in early October so that work can begin on the event.