

Invitation to quote for an online platform to deliver VentureFest North East

**Innovation SuperNetwork (ISN)
November 2020**

VentureFest is the North East's innovation conference. A longstanding date in the business calendar as a physical event, VentureFest attracts almost 800 delegates. In 2020, the event will be brought to delegates entirely online!

As Coronavirus continues to impact our daily lives, we have taken the decision to bring the event to delegates digitally. Now, more than ever, businesses need to connect, collaborate and innovate in order to remain resilient. VentureFest is all about building on those connections, so we are bringing the scale, ambition, and buzz of a live event to hundreds of businesses and entrepreneurs online.

We are procuring for the supply and management of a flexible online event platform with the ability to co-design elements. We are also separately seeking support from content creators. In procuring this support we are looking to build a 'team' to help us deliver the event with the impact and ambition it is known for.

The platform is to be managed on the day of the event by the contractor, with ISN maintaining administrative control. The awarded applicant will be an experienced online event management provider and will be required to adhere to a Data Processing Agreement.

VentureFest North East will take place on 17 March 2021.

Format of the day

Our aim is to ensure there is dynamic and interactive content in every session. We are working on the programme currently, but it will likely include the following:

- Keynotes (morning & afternoon)
- Workshops and Innovation Challenges
- Partner Exhibition
- Innovation Showcase (a celebration of Innovative SMEs)
- Networking
- Access to finance pitch event

Basic requirements

- Registration that integrates to Eventbrite and imports current registrations, adhering to GDPR
- Branded welcome page with agenda and features to navigate through the event
- Main stage for keynotes
- Workshop rooms to run as parallel sessions
- Virtual exhibition
- Searchable directory of delegate profiles
- Times networking in different sized groups

- Post event reports detailing a timestamped log of each delegate's activity alongside their registration data
- Access to the conference session recordings post-event
- The front end should be clean, well presented and brandable

Further requirements

- Dynamic content in sessions (e.g. talking heads, RSS feed, downloads etc)
- Live presentations available to watch on demand immediately
- Delegates to select their own breakouts within the workshop rooms
- Enable delegates on a journey e.g. build their own agenda, identifiable themed strands
- Innovative solutions for an interactive exhibition
- Possible further ways to connect delegates: QR codes that link to LinkedIn profile, interactive video wall, an opportunities posting board
- Social media integration
- Randomised and pre-assigned networking options
- Ability to make 121 appointments with other delegates and swap contact details

Responses:

Responses should be no longer than two A4 pages and should briefly summarise:

- How you would go about delivering the project
- Highlight similar experience
- Capacity & availability to deliver within the timescales
- Quote for services

Deadline for quotation: Friday 27th November

Appointment: No later than 11th December

Delivery timeframe

The event is on Wednesday 17th March 2021

Budget

£5k-£7k budget range, dependent on the amount of development needed. Our aim is to ensure a quality platform which enhances the event experience for attendees.

Value for money is an important criterion in selecting the successful provider.

Questions

If you have any questions, please contact Jenny Forrester, Events Manager at Innovation SuperNetwork – jenny@supernetwork.org.uk / 07799 038111.