

## Invitation for Quotation

# **Virtual Platform Connecting Climate Minds Global Convening Event**

**September 2023**

### **Outline**

The Red Cross Red Crescent Climate Centre is looking for a bespoke virtual event platform and technical support for the upcoming Connecting Climate Minds Global Convening Event (CCM Global Event) that will take place for three days in March 2024.

### **Background**

This global project has built a community and shared vision on the intersection between Climate Change and Mental Health Research. The Global Event is being held in- person in **Barbados** and **virtually for three days in late March 2024 (dates tbc)**. This event is taking place at a memorable moment, as we look to finalising the 2024 Global Agenda on Climate Change and Mental Health and celebrate the growing global Community of Practice.

The Global Event will provide a welcome opportunity to celebrate the communities that have been built and the progress made over the last year. It will allow people who have only communicated online to build relationships in person and share their own experiences – lived, professional, academic, cultural and otherwise. The event will also present an opportunity to refine and finalize the Global Research Agenda for climate change and mental health, a central piece of our project, as well as discuss strategic plans for its launch and how to implement it within existing communities, and raise its profile among those individuals, countries, investors and international entities not yet involved.

### **CCM Global Event 2024**

This will be a three-day event in Barbados, that will bring together 60-70 participants in-person and 300-600 virtually(tbc), from all over the world to connect. The aim is to make the CCM Global Event accessible via a bespoke event platform to the invited participants.

The CCM Global Event is committed to providing a space for networking and exchange, and for honest and open discussions on cutting edge climate and mental health work, and we endeavour to create a digital space for this event that allows participants to continue to harness these connections, expand their knowledge and continue to be a place to think out of the box.

The purpose of this consultancy is to **hire a company to create and manage a virtual event platform for the 2024 CCM Global Event**. Current estimates are between 60-70 in-person participants and between 300-600 virtual participants.

## Scope of work

### Description

- Create a bespoke, visually appealing, Virtual Event platform that allows for:
  - a. **Plenary sessions** with translation options.
  - b. **Break-out rooms** for 3-10 simultaneous sessions.
  - c. Different options to encourage **participant interaction**. Given the importance of networking at this event, this is an important element.
  - d. The option to **livestream** from a virtual studio in Barbados, should we move in this direction.

Note: for possible timings / flow, a draft outline programme and workflow are available on request.

- Manage **all the technical elements** of the event platform before and on the actual three days of the event in March 2024 (exact dates tbc).
- **Prepare all the speakers / hosts** (estimate: 10-20 people) to engage with the platform.
- Provide **additional options** that the company believes may enhance the quality of the CCM Global Event 2024

### Process

The selected party will work closely with the Climate Centre and core partners to prepare for and run the event.

To apply please provide a proposal of no more than 3 pages that demonstrates:

- A clear understanding of the brief
- A proposed budget and breakdown
- Details of the key people who will work on the project
- A proposed timetable
- A portfolio of previous projects

**To apply**

Please submit your proposal to [application@climatecentre.org](mailto:application@climatecentre.org) with “CCM Global Event 2024” in the subject line.

The deadline for applications is **midnight CEST on 10 October 2023**.

If you have any questions on this assignment, please contact Renate Meyer via [meyer@climatecentre.org](mailto:meyer@climatecentre.org).

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The draft outline programme is available on request