

Call for Tenders for Harm Reduction 2015

Harm Reduction International is currently accepting tenders from capable, local partners to co-host the next International Harm Reduction Conference, to be held in May/June of 2015.

The International Harm Reduction Conference began in 1990, and was held in Liverpool, England. The city was one of the first to open needle and syringe programmes, and attracted hundreds of visitors each year who wanted to learn about the 'Mersey Harm Reduction Model'. The success of this first conference led to its establishment as an annual event held in major cities around the world. The conference helped spread the principles behind harm reduction, share knowledge and experience and build networks of harm reduction practitioners and activists to broaden the response to HIV related to unsafe injecting practices, HCV, bacterial infections and overdose. The conference also became the primary international meeting and networking point for drug user activists and organisations. Over the past two decades, the conference has been staged in Europe, Eurasia, North and South America, Asia and Australasia, with the most recent conference being held in Vilnius, Lithuania. **As the 2013 event was held in Europe, for 2015 we will be considering countries outside of Europe as a location.**

I. Conference Size and Structure

Harm Reduction 2015 will bring together 800 or more delegates from over 70 countries. The event will include high profile keynote speakers, over 60 sessions of various sizes (plenary sessions, major sessions, concurrent sessions and small workshops), film screenings, a poster exhibition, a display area and a Dialogue Space, as well as numerous side meetings, events and satellite sessions.

II. Identifying a Conference Partner

In order to stage the event in cities and countries around the world, Harm Reduction International works with a local partner organisation with the willingness and capacity to co-host the event with us. It should be emphasised that co-hosting the international conference means much more than simply putting your logo on the event.

Although the co-host is not expected to make a direct financial contribution to the conference, agreeing to act as the main conference partner requires a significant commitment of your staff's time, energy and ideas over an 18 month planning period.

Examples of tasks responsibilities that the co-host will be expected to deliver include:

- Participating in the Programme Committee, including reviewing up to 60 abstracts per person, and attending a three-day programme meeting.
- Establishing and coordinating the Local Organising Group, holding and hosting regular meetings to arrange any local participation in the conference and its various activities.

- Assisting in organising the provision of harm reduction services at the conference.
- A large amount of administrative work, including assisting conference delegates obtain visas for travel.
- Liaising with local and national government authorities on behalf of the conference.
- Assisting with fundraising for the event's core costs, and for scholarships for conference delegates.
- Promoting the conference via various methods.
- Assisting in local and national media work.

III. Preparing the Tender

In submitting a tender to Harm Reduction International, you are formally expressing your interest in co-hosting the 2015 conference, and all that this commitment entails. The purpose of the tender is to explain how your organisation, city and country best meet the requirements necessary to stage the harm reduction conference in an accessible and cost effective manner. The tender should detail your ideas about the 2015 conference and the impact it would have on your country/region, and should be an accurate representation of your organisation, your city/country and the capacity of both to stage Harm Reduction 2015.

The tender must clearly address the following questions (which may even be used as headings to structure the document):

- Who are you, and what does your organisation do?
- Why do you want to co-host Harm Reduction 2015?
- What experience do you have in organising other conferences or events?
- Who are the key local/national partners with whom you plan to collaborate for the logistical, fundraising and thematic/programmatic tasks?
- What would hosting the harm reduction conference mean for the harm reduction movement in your city, country and/or region? What would be the medium- and long-term benefits for harm reduction advocacy work before, during and after the event? How do you plan to use the event to advance certain local/national/regional agendas?
- How will your organisation ensure the delivery of the responsibilities and tasks outlined in Section III over the 18 month conference planning and delivery process? Provide as much detail as necessary to demonstrate how your organisation has the required staff capacity, experience and capabilities to deliver this event.
- How does your organisation and proposed host city/country meet the following criteria, which will be used by Harm Reduction International to assess proposals:

Required elements for a successful host city/country include::

- ◆ Access to legal harm reduction services - including NSP, opioid substitution therapy and naloxone - for both residents and visitors.
- ◆ Cost-effective conference facilities suitable to house a conference of at least 800 delegates (please include several venue options and estimated costs in your proposal if possible).
- ◆ Accessible international air travel.
- ◆ A strong hotel accommodation infrastructure to house delegates with a variety of different needs and budgets.
- ◆ Political and/or financial support from the local municipality/city
- ◆ No national travel/entry restrictions (Harm Reduction International is committed to ensuring the conference is accessible to people who use drugs, sex workers, people living with HIV and ex-prisoners. Therefore the host country must not have travel/entry restrictions that would prohibit these conference delegates from visiting the country.)

Desirable elements for a successful host city/country include:

- ◆ Political support from national/state government(s).
- ◆ Financial support from the host city, state and/or national government(s).
- ◆ Reasonably easy visa application processes.
- ◆ Strong local networks of people who use drugs, and/or other civil society allies.
- ◆ Options for the satellite provision of legal harm reduction and health services in the conference venue itself.
- ◆ Strong media capacity, ideally including the potential for support from local high-profile personalities and key journalists.

IV. Deadlines and Process

There is no set template for the tenders, although they should be Microsoft Word documents, and must not exceed 15 pages.

Once received, tenders will be reviewed and assessed by Harm Reduction International. Depending on the number of high quality bids, we may request additional information, and perhaps arrange phone meetings with the candidate organisations, before making a final decision.

The final decision will be made by January 2014.

The deadline for submission of tenders is 30 September 2013.

Please submit tenders by email to:

Annie Kuch
Conferences & Events Manager
Harm Reduction International
<mailto:annie.kuch@ihra.net>