

2014 GLOBE Learning Expedition Hosting Opportunity

June 27, 2013

1.0 Background and History of the GLOBE Learning Expedition

The GLOBE Program Office is dedicated to providing students from around the world the opportunity to present their research projects to their peers, to GLOBE scientists and the greater GLOBE community through GLOBE Learning Expeditions. These events provide students with the opportunity to establish friendships and to develop collaborative partnerships that will enhance their future GLOBE experiences.

Four international GLEs have been hosted by partners and supported by the GLOBE Program Office (GPO) since 1998. They have been held in Helsinki, Finland; Fayetteville, Arkansas USA; Šibenik, Croatia; and Cape Town, South Africa. The number of attendees has ranged from 350 participants from 20 countries to over 500 participants from 51 countries. Reports from these events are archived on the GLOBE website. For more information, go to this website:

<http://www.globe.gov/events/globe-learning-expeditions/overview>

2.0 Purpose

The Subcontractor will provide the full-range of event and event planning services on behalf of the University Corporation for Atmospheric Research (UCAR) and GLOBE and act as host for the 2014 GLOBE Learning Expedition. The Subcontractor shall successfully plan, execute, manage and close-out the event.

3.0 Requirements

Subcontractor shall perform the following tasks:

3.1 Event Planning

- Appoint a key point person to act as event chair. This individual should have significant expertise regarding GLOBE and event planning, organization, or implementation.
- The chair will organize and select the GLOBE Learning Expedition Organizing Committee (GLE-OC). The GLE-OC will include members of the UCAR/GLOBE staff, at least one federal sponsor, and members of the respective regional GLOBE country members.
- Enter into contractual agreements with facility for event sessions, catering, field activities, and ground transportation.
- Obtain all required permits, permissions, and insurance for the event according to local regulations.
- Plan and facilitate site visits/planning meetings to include all members of the GLE-OC.

Attachment 1

3.2 Critical Event Elements

- Theme – Work with the GLE-OC to develop an event theme.
- Field trips – Plan and design field trips.
- Protocol training – Plan and design protocol training and select local GLOBE trainers to assist.
- Presenter – Invite local dignitaries, keynotes, and special topic speakers for opening day events.

3.3 Event Site Selection

Event Site Physical Requirements

- Basics – Provide lodging, meeting rooms (for event sessions), catering, appropriate location for field activities, and ground transportation (to and from airport and to and from field site(s)).
- Accessibility – Location must be easily accessible to potential participants from transportation and cost standpoints, and in a location where participants from all GLOBE partner countries can reasonably expect to be granted travel visas. Location must also be accessible to persons with physical disabilities.
- Safety – Location must be safe for participants from all GLOBE partner countries (e.g., outside war zones, or areas in which significant health threats exist).
- Positive Implications – Location should possess positive political or other implications for the GLOBE Program, such as encouraging other countries in the region to join GLOBE, or building ties to a regional scientific field campaign in which GLOBE and/or National Aeronautics and Space Administration (NASA), National Oceanic and Atmospheric Administration (NOAA), National Science (NSF) are engaged.
- Area of Interest – Location should be in a region of cultural, scientific, and/or tourist interest that has the potential to draw participants from a variety of regions.

3.4 Registration and Associated Tasks

- Develop a registration process that provides on-line registration services for participants in English as well as the local language.
- Provide website with complete event information for participants (in English as well as local language) to be hosted within the GLOBE website system.
- Establish a registration fee. Registration fees should be designed to offset the costs and should allow affordability for student and teachers. Outside funding sources should also be sought to assist with event costs such as the closing banquet.
- Prepare on-site name badges and all event materials for participants.
- Act as main contact for event registration and respond to enquiries from phone, fax, or email.
- Provide on-site registration manager for duration of event.

Attachment 1

- Provide invitation letters to individuals requiring travel visas.

3.5 Event Materials

- Collect abstracts from presenting students for inclusion in the printed program.
- Develop the content for a printed program with assistance from the GLE-OC.
- Print and provide any materials needed for the field days.
- Print programs for all participants.

3.6 Closeout

- Provide statistics and metrics on event participation and work with the GLOBE Program on the evaluation of the meeting. This information will be used by the contractor to create a final report to UCAR/GLOBE.