



Engagement of an Event Management Agency for an International Event in Hong Kong

Request for Proposal (“RFP”)

1. Introduction

1.1 This document outlines the scope of services for an experienced, capable and reliable event management agency (“the Agency”) to organize an upcoming international summit to be held in Hong Kong.

2. Background

2.1 The Global Prosperity Summit (“GPS”) is a conference for a high-level gathering of academic, business and public thought-leaders held over two days in Hong Kong, with a gala dinner on the night before the first day of the conference. Co-organized by Savantas Policy Institute Limited (“SPI”) (hereafter referred to as “the Organizer”) and the Shanghai Institutes for International Studies (“SIIS”), the inaugural GPS 2024 was successfully held in May 2024 and attracted over 250 people, garnering positive feedback and publicity. The second edition of GPS was held in May 2025, with the addition of the European Chamber of Commerce in Hong Kong (“EuroCham”) as a new co-organizer.

2.2 The upcoming GPS (“GPS 2026”) will be held from 18 to 20 May 2026 at the Fullerton Ocean Park Hotel Hong Kong.

3. Objective of the Summit

3.1 GPS is an annual international forum bringing together thought leaders from the corporate, think-tank, academic and public communities from Hong Kong, Chinese Mainland and around the world, for candid, objective and rational discussions on the most pressing issues impacting global prosperity. It also reinforces Hong Kong as an international platform for open dialogue and exchange.

4. Event Overview

4.1 Tentative details are as follows:

- (a) Event Name: Global Prosperity Summit 2026 (“GPS 2026”)
- (b) Event Date: 18 – 20 May 2026
- (c) Event Programme:
 - (i) 18 May 2026 – Gala Dinner (by-invitation, closed to media)



- (ii) 19 and 20 May 2026 – GPS 2026 Summit (covering keynote, panel sessions and a roundtable over the two days for a by-invitation, in-person audience, open to media (except maybe the roundtable which is to be confirmed).
- (d) Location: Ballroom at the Fullerton Ocean Park Hotel Hong Kong (and other rooms as appropriate)
- (e) Attendance:
 - (i) Speakers – about 20 moderators and speakers
 - (ii) Participating guests – about 250

5. Scope of Services and Detailed Requirements

- 5.1 The Agency shall be responsible for providing expertise and advice in planning and delivering event management and required services and platforms throughout the pre-event, event and post-event stages, with its own staff as well as through third parties as required or instructed; and
- 5.2 The Agency is expected to deliver a seamless and professional conference experience, and to maximise attendee engagement and operational efficiency through the appropriate use of technology, equipment and skilled manpower.

Developing an overall event management plan and related budget

- 5.3 Providing expertise recommendations on the overall event organization and operations as well as devising an execution plan for the Summit that meets the objectives; and
- 5.4 Working with the Organizer on budgeting and financial management for the Summit (in respect of section 5.2 above), providing accurate cost estimates and obtaining quotations from third parties if needed, for example printing, audiovisual production or simultaneous interpretation services etc.

Registration and Attendee Reception and Management

- 5.5 Developing and managing a website with online registration system and backend administrator access to the Organizer;
- 5.6 Managing attendee databases, invitations, registrations, RSVPs, reminders and special notices (when necessary), ensuring compliance with data security requirements;
- 5.7 Coordinating ticketing processes (if deemed necessary);
- 5.8 Managing and providing the software and equipment for front-desk registration operations including software for QR code scanning with access credential screening, pre-event and on-site badge printing, on-site registration;
- 5.9 Allocating sufficient staff responsible for on-site registration services, including setting



up and manning the main registration desk and area to provide a professional and welcome reception for guests and delegates upon their arrival at the event venue;

- 5.10 Providing on-site staff with the necessary information and resources to adequately answer attendee inquiries; and
- 5.11 Cooperating with the Public Relations (“PR”) Agency and/or any party(ies) designated by the Organizer to design, produce and distribute event materials such as agendas or brochures (if any) electronically or on-site (where necessary).

Event Website, Marketing and Promotion

- 5.12 Developing and maintaining a dedicated event website in English, Traditional Chinese and Simplified Chinese with event information and other event website features such as add-to-calendar, internal keyword search, white paper or speech download and post-event session playback links, with administrator access for instant changes and updates. The website should allow for appropriate SEM, SEO and tagging capabilities for potential digital marketing if needed;
- 5.13 Designing the event website to cater to add-on virtual conference functions such as online registration and secure database management in case a virtual element is added during the preparation process;
- 5.14 In addition to users in Hong Kong and around the world, enabling the GPS website, photos and videos to be available also to users in Chinese Mainland and specify technical and platform requirements and cost implications;
- 5.15 In case online audience is added for the Summit, creating and managing a virtual conference platform in hybrid format to run together with the physical event. Including Registration and Log-in functions to the GPS 2026 website for registered online audience to view live or post-event as on-demand playback, and managing live streaming, recording, and broadcasting of sessions with interactive features for remote attendees based on registered log-in; and
- 5.16 Ensuring and maintaining a high level of email (especially for invitations to guests) deliverability with adequate professional support (including those from subcontractor(s) where necessary).

Audiovisual and Production Services

- 5.17 Designing, providing, coordinating and managing event production, including staging, lighting, audiovisual setup, performance set, audience online access and other technical aspects;



- 5.18 Managing live streaming or virtual event platforms (if required) and incorporating necessary features such as registration log-in, enquiry, live technical support, and metrics for analysis;
- 5.19 Sourcing and managing (a) live Putonghua and English simultaneous interpretation as well as (b) digital conference apps or software, if needed, to enable instantaneous text-to-speech, text-to-speech in translation (English, Putonghua/Chinese and 2 additional languages), transcript and transcript summary and other features. Professional secretariat/editorial support will also be required;
- 5.20 Creating multimedia presentations, videos and content for marketing and post-event content purposes, including post-event on-demand video sessions;
- 5.21 Providing and managing (a) production crews for live-only and live (and online) Summit, production crew for Gala Dinner, (b) photographers, and videographers (Gala dinner: 3 photographers, 2 video crews; Summit: 3 photographers, 3 video crews – 2 roving cameraman, 1 fixed position); and
- 5.22 Setting up systems, software and hardware with back-up solutions, operated by technical crew available at agreed times set up on 17 (or 18 May) through to end of the Summit and move-out on 20 May 2026.

Venue Preparation and Management

- 5.23 Collaborating with the Organizer, the event venue (hotel), vendors, PR agency, hospitality service provider, speaker engagement agency, sponsor-in-kind and other parties or personnel designated by the Organizer to ensure all necessary arrangements are in place, including the layout, seating arrangements, signage, stage setup, audiovisual equipment, technical support, and other logistical aspects required for the event, as well as ensuring compliance with safety and regulatory requirements; and
- 5.24 Ensuring adequate staffing solutions for managing the event including onsite coordinators and technical support, guest direction, registration desk and VIP room for Summit and Gala dinner, and designing and managing security and protocol as well as meet-and-greet staff ushers for the Summit and Gala dinner.

Identifying and Sourcing Performer(s) for the Gala Dinner

- 5.25 Identifying and sourcing reputable performer(s) for a roughly 10-minute performance (or performances) at the Gala Dinner. Preference will be given to new local performing artists.



On-Site Event Management

- 5.26 Overseeing the event staff, including providing an overall Event Supervisor, Production Manager, and Technical Manager to work with event coordinators, volunteers, ushers, security personnel, and other support staff, covering assigning roles and responsibilities, conducting briefings and training sessions, and ensuring effective communication among the teams;
- 5.27 Overseeing the schedule and flow of panels, sessions and presentations throughout the Summit, including managing session timings, speaker introductions, Q&A sessions, and ensuring a seamless transition between different segments of the event;
- 5.28 Managing overall venue aspects such as catering, logistics, security, registration and guest direction at the Summit as well as performance artists and their crew as part of the Gala dinner;
- 5.29 Helping to provide information to attendees throughout the event such as managing the information and help desk; and
- 5.30 Handling on-site emergencies and contingency planning together with the Organizer, hotel, PR agency, hospitality service provider and other relevant vendors, as necessary.

Post-Event Wrap-up, Evaluation and Reporting

- 5.31 Coordinating and overseeing event set dismantling;
- 5.32 Producing session videos for post-event publishing of videos;
- 5.33 Managing event photo and video selections for ‘thank you’ notes, websites and post-event marketing;
- 5.34 Collecting and analysing backend logistical data for submission to the Organizer for an event report; and
- 5.35 Identifying areas of improvement for future events; and providing recommendations for follow-up actions and engagement.

6. Timeline

- 6.1 Proposal Submission Deadline: 16 January 2026, 17:00 hrs Hong Kong Time;
- 6.2 Evaluation and Selection of Event Management Company: tentatively in the week of 19 January 2026 (shortlisted company(ies) may be invited to interview(s) during the period).



6.3 Contract and appointment: around early February 2026

7. Proposal Submission

7.1 Interested event management companies are requested to submit a comprehensive proposal detailing their previous experience in organising comparable international and local events, relevant capabilities, and a breakdown of their proposed services and associated costs, including:

- (a) Detailed project plan including timelines and milestones;
- (b) Third-party vendors and systems proposed for software or services (if any);
- (c) Detailed staff deployment plan and proposed allocation of manpower for handling guests, speakers, registration, set up, photography/video and technical operations;
- (d) Proposed setup and execution plan of the conference and Gala dinner;
- (e) Metrics measurement and feedback mechanism for post-event report including attendance figures, profiles, sentiment and feedback analysis;
- (f) Crisis management plan to outline specific measures to address emergencies such as inclement weather, technical failure, production issues etc.; and
- (g) Itemised cost-breakdown of key aspects such as equipment, software and systems, mandays for technical/website, photographer and videographer, etc.

7.2 Practical proposal/suggestions on environmental friendly measures are welcome and will be given credit considerations.

7.3 Proposals that do not cover all areas in the Scope of Work may also be submitted. The proposal should be submitted electronically, in both Microsoft Word (or PowerPoint) and PDF formats, to gps26.secretariat@savantas.org by the specified deadline.

8. Format of Proposal

8.1 The submission in response to this RFP should be submitted in two (2) separate emails or as two (2) separate documents:

Part A – Technical Proposal

- (a) Company profile, including introduction of the proposed project team;
- (b) Proposal of services and plans as outlined in section 7.1;
- (c) Relevant experience in particular:
 - (1) International event or summit management; and
 - (2) Issues management



Part B – Budget

Cost implications with proposed breakdown of fees and estimated third-party costs.

9. Confidentiality

- 9.1 All information shared in response to this RFP will be treated as confidential and used solely for evaluation and selection purposes.
- 9.2 Bidders shall not disclose any information contained in this RFP or communicate with any person, other than with Savantas Policy Institute Limited for clarification purposes, including the amount or other details of the tender, adjustment to the amount or other details of the tender.
- 9.3 Should a bidder need to communicate any of the information contained in the RFP to any third party, it shall seek prior written consent to do so from Savantas Policy Institute Limited and secure the execution of a non-disclosure agreement (in a format to the satisfaction of Savantas Policy Institute Limited) from the proposed recipient of the information prior to such disclosure, provided the same has been authorised by Savantas Policy Institute Limited.

10. Others

- 10.1 Successful bidder will be required to conform in all respects with all legislation (including without limitation the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region ("HKSAR"), regulations and by-laws of the HKSAR in executing the contract agreement.

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