



CLIMAtlantic

Request for Proposals: Conference Support

November 12, 2025

CLIMAtlantic, Atlantic Canada's Climate Services organization, is organizing an in-person adaptation conference in Halifax at the Halifax Convention Centre, May 27th and 28th, 2026. We are looking for a contractor who can support our engagement staff with the planning, logistics, and implementation of the conference.

Proposed Scope of Work

- Support the conference Co-chairs, organizing team (CLIMAtlantic) the Steering Committee, and other various committees (e.g., Program) in their needs
- Manage intake of registrations (~500 in-person, 200 online)
- Manage speaker submissions through Pheedloop, organizing submissions, organizing reviewers, developing agenda with program committee
- Liaise with the venue, conference software support, and CLIMAtlantic organizing team, providing planning, administrative, and logistics support
- Manage sponsorship intake and manage communication with sponsors
- Work through CLIMAtlantic's internal software (Salesforce & Pheedloop)

Expected time commitment

This is a contract. Time requirements will vary considerably, but we expect it will be especially heavy during the conference submission - agenda publication timeframe. It is also expected that the contractor is present at the conference, and deals with all logistics.

Expected outcomes

Conference organizers are supported throughout, session proponents feel well taken care of and informed, information is shared in a timely manner, the conference app is well-used by participants and useful.

Conference milestones (draft timeline)

- Early Dec to Mid-Jan: Call for Abstracts open
- Early Feb: Review of abstracts complete
- Mid-Feb: Review decisions shared, Thematic agenda published
- Mid-Feb: Registration opens
- Mid-Mar: Speaker registrations due
- Late Mar: Draft agenda published
- Mid-Apr: Final agenda published
- Mid-April to early May: Instructions to speakers
- May 26-28: Conference days

Please submit a short proposal by **November 21**, to caitlin.peace-williams@climatatlantic.ca. The proposal should contain: your cover letter, outlining your experience with conference and event planning and organization and your CV, a scope of work (2 pages max), and a budget proposal.