

Department of Chemical Engineering
INDIAN INSTITUTE OF TECHNOLOGY DELHI

July 12, 2021

Notification Inviting Quotations (NIQ)
for conducting ISCRE 26 and APCRE 9 Conference in an
online/virtual mode

About ISCRE 26 and APCRE 9 Conference

The Department of Chemical Engineering, Indian Institute of Technology Delhi (IIT Delhi) is hosting the 26th International Symposium on Chemical Reaction Engineering (ISCRE 26) and Asia Pacific Conference on Chemical Reaction Engineering (APCRE 9) during *December 5-10, 2021* in the online/virtual mode. The ISCRE Conferences in the specific field of Chemical Reaction Engineering are prestigious international conferences, which are being held since 1957. The ISCRE Conference is held biennially, in cycles of six years i.e. once in North American, European and Asia-Pacific regions each. ISCRE 2021 would be the 26th Edition of the Conference, the three immediately preceding ones were in Bangkok, Thailand (ISCRE 23 in 2014), Minneapolis, USA (ISCRE 24 in 2016), and Florence, Italy (ISCRE 25 in 2018). ISCRE26 will be hosted for the first time in India during *December 05-10, 2021* along with the 9th Asia Pacific Chemical Reaction Engineering Conference (APCRE 9). Each ISCRE Conference in the past has seen significant participation from around the world. Typically, each of these conferences has 400 participants, of which approximately half are from the host country and half are international participants.

The website of ISCRE26 (or ISCRE 2021) is <http://www.iscre26.co.in/>

Chemical Engineering in general, and Chemical Reaction Engineering in particular, enjoys a rich history in India. Several research laboratories and institutes, such as the IITs, CSIR laboratories, DRDO laboratories, BARC, NITs, and more than one lakh chemical manufacturers, and significant public and private sector petroleum refining and petrochemicals companies are actively engaged in Chemical Reaction Engineering. The chemical industry in India contributes more than 7% of India's GDP, more than 20% of industrial production and nearly 15% of total exports of the manufacturing sector. Major oil companies like ONGC, Indian Oil, Reliance, HPCL, BPCL, and many others are actively engaged in areas which are within the ambit of the ISCRE Conferences. Thus, we expect to see an active participation and sponsorship from these companies and institutions in ISCRE 26, as well as from their multinational partners.

Invitation of Quotations for conducting ISCRE 26 and APCRE 9 in the virtual mode

For the purpose of hosting ISCRE 26 and APCRE 9, the Local Organizing Committee/PFC is seeking quotations from companies who have the required infrastructure and experience of conducting such reputed international conferences in the past. The detailed specifications are given below.

The quotations are to be sent in hard copy in sealed envelopes to the undersigned latest by **July 23, 2021, 5:00 PM**. The bidders are encouraged to suggest features other than the requested features that can facilitate in enhancing the experience of participants and the organizers. Any such additional features and the associated costs should be listed out separately.

The successful bidder will have to enter into a separate agreement governing the terms and conditions for the virtual organization of the conference, including the confidentiality/rights of the material presented in the conference (in all forms), participant database, etc. All the rights and conference material/resources (oral, poster, exhibit, or material) in all forms will remain exclusively with IIT Delhi.

The undersigned may please be contacted, until **23 July 2021**, if additional clarifications are required.

Detailed specifications

To facilitate easy navigation for the participants, the conference has been broadly segregated into four sections:

- A. General,
- B. Oral presentation session,
- C. Poster presentation session, and
- D. Sponsor's exhibition.

The specific requirements for each section have been enumerated below, which will be used while evaluating the submitted bids. For some of the sections, certain optional features are requested, and the costs for each such optional features should be mentioned separately in the financial bid. The financial bid should be as per the following format:

S. No.	Description	Cost (INR)
1	Mandatory features (excluding sponsor's exhibition)	
2	Sponsor's exhibition (per exhibit)	
3	Optional 1	
4	Optional 2	
5	Optional 3	

	
	
	
	Any additional features which are not mentioned in the NIQ document (cost of each feature to be mentioned separately)	
	Sub-Total	
	Taxes	
	Total (inclusive of all taxes)	

A. General

Mandatory features

1. A professionally looking virtual conference venue to be provided, e.g., the “look and feel” of a large international convention center. Virtual reality features to be provided to enter the convention center, lobby, welcome/help desk, oral presentation halls (for 3 parallel sessions), poster display halls, exhibition area (with stalls), virtual coffee shops, meeting/interaction places. Multiple options/models should be provided, and a final choice will be made by IIT Delhi. Functionality and aesthetics of the whole system to be of high quality.
2. The virtual conference platform should be accessible and adaptable to the screen of different devices such as smartphones, tablet, laptop, and desktop.
3. Platform (Zoom or Webex based) for various presentations and interactions (includes live presentations by oral presenters, live interactions with poster presenters, interactions with the exhibitors, interactions in virtual meeting places such as coffee shops). Details of the various modes of interaction and features such as direct video call, message, and chat rooms, etc., should be clearly specified by the bidder.
4. It is expected that adequate infrastructure for conducting the conference seamlessly (specifically live sessions) such as high bandwidth servers, backend hardware, and required software exists with the bidder. Please specify discretely the capability of backend support in handling users in term of their numbers, streaming efficiency, and download speed. **These specifications will have a weightage during the evaluation of various bids.**
5. Dedicated teams to manage pre-conference activities, live conference management, and post-conference activities. Live virtual help desk and live technical support for each oral/poster presentation sessions, exhibitors, and all other activities
6. “Live” availability of different participants, search participants option, option of contacting a “live” participant directly for interaction to be provided. In case multiple participants would like to interact with the presenters, a co-ordination feature to be provided.

Optional features

1. Customization of the virtual conference venue as per IIT Delhi location (creating virtual look of IITD entrance, main building, academic area of the campus, lecture hall complex)
2. A tab with a list of ongoing activities to be provided, so that the user can navigate quickly to the different ongoing sessions.
3. Tagging the participants with virtual name badges
4. Sending a message to any delegate, which should be accessible by the delegate when he/she comes online.
5. Feedback by participants.

B. Oral presentation sessions

Mandatory features

1. Professionally looking virtual auditoriums, stage, backdrop, signage, audience view, etc.
2. Platform (Zoom or Webex based) for live presentation by oral presenters in three parallel sessions for the entire duration of the conference (Sunday, 05 Dec 2021 afternoon to Friday, 10 Dec 2021 forenoon). Please see the appended tentative conference program.
3. Live lectures need to be recorded, immediately archived, and linked to the conference program. These recorded lectures should be available to the participants for a period of 30 days post the conference through password-protected delegate accounts.
4. Recorded live lectures to be stored as the database for the conference organizers
5. Pre-recorded lecture videos to be stored on a server and mapped to the conference program. These should be easily accessible by the session chair who can run them in case of any technical problems during the live presentations.
6. “Direct” and “live” technical support for all session chairs during the entire duration of the technical sessions (3 parallel sessions each day, see the appended tentative conference program)
7. Graphical interface to display the speaker along with slides and live view of all the participants of that session.
8. Interface to be provided for participants/session chairs to ask questions and for speakers to respond.

Optional Features

1. Warning sign / flash to appear on the screen of a presenter to indicate the time (one at the time when 5 minutes are left and the other when 1 minute is left).
2. Option of leaving a question/query/feedback for any oral presentation. It should not be limited to the ongoing session but can be done during the entire conference.

C. Poster presentation sessions

Mandatory features

1. Poster display halls with a professional look.

2. All e-posters for a particular day to be visible to all participants. A total of ~250 posters would be there for the entire conference. A 3-minute video provided by the poster presenters needs to be tagged to the respective posters. These videos and the poster should be made available to all the participants for a period of 30 days post the conference through password-protected delegate accounts.
3. Additional two interaction sessions of approx. 60 mins each per day for Q&A among poster presenters and participants. There would be ~60 poster presenters per day. Details of the various modes of interaction and features, e.g., white board for writing, one-on-one video call between presenter and delegate, message and chat rooms, signage to avoid crowding, queueing of audience for asking questions, etc., should be clearly specified by the bidder.

Optional Features

1. Option of leaving a question/query/feedback for any poster presentation. It should not be limited to the ongoing session but can be done during the entire conference.
2. Special tabs for a few committee members to give marks for a particular poster (only visible to the committee member).

D. Sponsor's exhibition stalls

Mandatory features

1. Exhibition halls and exhibitor stalls with professional look
2. Coordination with exhibitors and sponsors to display their e-posters/videos on virtual stalls. This should be done well in advance before the starting of the conference
3. Display of information brochures, visiting cards, and instant download of this information by the stall visitors (to the extent permitted by the exhibitor)
4. An interface for direct interaction between the exhibitor and live participants to be provided. Details of the various modes of interaction and features, e.g., one-on-one video call between exhibitor and delegate, message and chat rooms, signage to avoid crowding, queueing of audience for asking questions, etc., should be clearly specified by the bidder.

Optional Features

1. Option of leaving a question/query/feedback with the exhibitor, if the exhibitor is not available during a particular time period.
2. Option with exhibitors to select status such as active or inactive to inform the participants if the representative from their organization is available for an interaction.

Additional Information

- **Expected number of participants: 400**

Contract and Payment Terms

The Organizing/Purchase Committee will evaluate the bids and the bidders may be invited to make a presentation on their proposal. Bidder would be informed *a priori* about such a presentation and a mutually convenient time/date would be worked out. The Organizing/Purchase committee will award the Contract for hosting the ISCRE26 conference based on the following criteria (not necessarily in any order). The committee's decision will be final.

- Infrastructure,
- Features offered,
- Demonstrated experience in hosting of such conferences in the recent past (details below),
- Overall cost, and
- Contract terms

In order to qualify for the bid, the bidder is asked to provide documentary evidence (as part of the bid) of having successfully organized at least 5 such virtual/online conferences / events (with 400 or higher participants) held over the past two years. In each case, the letter of Contract (or appropriate documentation) should be appended, showing the number of participants, the cost of the package, and the organizing body. The Organizing Committee reserves the right to contact the organizing bodies of these past conferences and obtain, on request, a written feedback on their experience.

Following the initial award of Contract, the Organizing Committee would require signing a formal Contract with the bidder, in which payment terms are to be clearly mentioned (in addition to other requirements of such a Contract). The expected time-table of these payments from the bidder's side should be made part of the bid. The final time-table will be agreed to by both parties at the time of signing of Contract.

In their bids, the Bidder is encouraged to provide the price quotation for all the mandatory features described above. In addition, if there are other any features that can be offered by the bidder which can help to make ISCRE 26 and APCRE 9 a successful and memorable conference, the same can be included in the bid under "Additional Features". Ultimately, all these features and requirements must be assembled in such a way that it should be easy to maneuver, encourage interactions, and promote longer engagements during the conference. The Organizing Committee will give due consideration to the latter in making their final decision.

Should the bidder require further clarification, they may contact the following:
Prof. Shantanu Roy (Shantanu.Roy@chemical.iitd.ac.in, Tel: 011.2659.6021)
Prof. Vivek V. Buwa (vvbuwa@iitd.ac.in, Tel: 011.2659.1027)

Submission of the bids

The hard copy of the technical and financial bids, complete in all respects, should be submitted in two separate sealed covers, on or before **July 23, 2021, 5:00 PM**, to the following,

Prof. Vivek Buwa

Department of Chemical Engineering

Indian Institute of Technology Delhi, New Delhi 110016

(Please deliver to Chemical Engineering Department office in Block II, Room 278)

26th International Symposium on Chemical Reaction Engineering
9th Asia-Pacific Conference on Chemical Reaction Engineering

New Delhi, India
05-10 December 2021

Preliminary Scientific Program

Sunday (Day 1)	
0500-0515 pm	Inaugural session
0515-0600 pm	Inaugural lecture 1
0600-0645 pm	Inaugural lecture 2
Monday (Day 2), Tuesday (Day 3), Wednesday (day 4), Thursday (Day 5), Friday (FN-Day 6)	
Morning Session	
0730-0815	Plenary lecture 1 (40 mins + 5 mins)
0820-1030	3 parallel sessions (3 key note+ 5x3=15 oral) 0820-0850 Keynote lecture (25+ 5 min) 0850-0910 Oral 1 0910-0930 Oral 2 0930-0950 Oral 3 0950-1010 Oral 4 1010-1030 Oral 5
1100 – 1300	Live interactions with poster presenters (Posters and 3 min long pre-recorded video for each poster will be available on the virtual platform)
Evening Session	
1600 – 1800	Live interactions with poster presenters (Posters and 3 min long pre-recorded video for each poster will be available on the virtual platform)
1830 – 1915	Plenary lecture 2 (40 mins + 5 mins)
1920 – 2130	3 parallel sessions (3 key note+ 5x3=15 oral) 1920-1950 Keynote lecture (25+ 5 min) 1950-2010 Oral 1 2010-2030 Oral 2 2030-2050 Oral 3 2050-2110 Oral 4 2110-2130 Oral 5

This will repeat for remaining days (for last day, only morning session followed by closing remarks from 10.30 to 10.45 hrs on Friday)

Summary (assuming 3 parallel sessions)

2 Special plenary lectures on day 1
9 Plenary lectures, 27 Keynote talks, 135 oral presentations,
27 technical sessions, 240 poster presentations