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# Request for Proposal (RFP) for Hosting Quantum Days 2025

## 1. Introduction

### *1.1 Overview*

We invite proposals for hosting Quantum Days 2025, Canada's flagship quantum science and technology conference that brings together leading researchers, industry professionals, and students in the field of quantum science and technology. Our goal is to foster collaboration, share the latest research findings, and discuss the future direction of quantum technologies.

As organizers of Quantum Days, we bring to the table a proven track record of success in hosting a premier pan-Canadian event that shines a spotlight on the forefront of quantum research and innovation. Our partnership offers significant benefits designed to elevate the quantum research profile in your region and encourage meaningful collaborations. Here's what we offer:

**National and International Visibility**

In collaboration with our partners, we aim to highlight the quantum research and developments happening in their region on both national and international stages. Through Quantum Days, your institution and region will be recognized as a key hub in the global quantum research community, attracting attention from industry leaders, policymakers, and top-tier researchers.

**Integration of Local Quantum Research and Innovation**

We are dedicated to showcasing the host region's contributions to the quantum sector by incorporating site visits and local research highlights into the Quantum Days program. This approach offers attendees a unique opportunity to see the innovative quantum research and development activities at your university and within the local ecosystem firsthand.

**Collaborative Event Planning and Execution**

The Quantum Days organizing team is committed to a partnership approach in the planning and execution of the conference. We collaborate closely with our partners to ensure the event not only meets but surpasses expectations, delivering a memorable and impactful experience for all participants.

**Networking and Community Building**

Hosting Quantum Days facilitates invaluable networking opportunities, fostering collaborations among researchers, industry professionals, and students from across Canada and around the globe.

### *1.2 Organization Background: Deep Tech Canada*

We're a non-profit aiming to make Canada a leader in addressing pressing global challenges through innovative collaboration. We pursue high-impact opportunities, develop world-class projects, and provide insights to shape Canadian policy in various sectors. Our community of innovators, investors, and experts harnesses global expertise and resources to drive innovation, transforming industries and tackling global challenges.

### *1.3 2024 Summary*

- Total Attendees: 416
- Partners: 5
- Sponsors: 20
- Exhibitors: 12
- Speakers: 45
- Posters presented: 60

## 2. Conference Details

### *2.1 Event Dates*

February 19-21, 2025 (there is some flexibility with these dates)

### *2.2 Expected Attendance*

Numbers will vary depending on the location of Quantum Days 2025. Expected attendance is between 350-600 people from across Canada with international delegations expected.

- 60% participation from academia/research labs/students
- 20% industry
- 10% government
- 10% other (investors, non-profits, start-ups)

### *2.3 Program Outline*

The conference program will be 2.5 – 3 days in length with keynotes, panel discussions, invited talks, and sponsor sessions. Quantum Days 2024 program can be found here.

## 3. Venue Requirements

### *3.1 Meeting Spaces*

- Plenary session room for 350-600 attendees.
- Three breakout rooms for parallel sessions. (optional depending on program).
- Exhibition space for sponsors and poster sessions.
- Space for registration and networking activities.

### *3.2 Technical Requirements*

- High-speed Wi-Fi for all attendees.
- Audiovisual equipment for presentations.
- Live streaming capabilities for key sessions.

### *3.3 Catering Needs*

For the conference we require access to a reliable catering company capable of accommodating a variety of catering needs throughout the event.

This includes:

- Coffee breaks and light breakfast options each conference day.
- Availability of snacks during breaks.
- A networking reception with a selection of hors d'oeuvres and beverages.
- Lunches with diverse menu options.

An important consideration is the need to cater to a range of dietary restrictions, including vegetarian, vegan, gluten-free, and dairy-free preferences among our attendees.

## 4. Accommodation and Transportation

### *4.1 Accommodation*

The Quantum Days 2025 anticipates 300-600 attendees, requiring a range of accommodation options to suit different preferences and budgets. We seek proposals from venues or local accommodations that can offer:

- A sufficient number of rooms to comfortably accommodate 300-600 attendees.
- A variety of room types and pricing levels to ensure affordability for all participants, including students, professionals, and academics from diverse backgrounds.

- Proximity to the conference venue or easy access through public transportation to facilitate convenient travel to and from the event.

### *4.2 Transportation*

Quantum Days seeks to ensure a seamless transportation experience for all attendees, whether they are local or traveling from afar. We request proposals that consider access to reliable and convenient transportation options:

- Airport Transfers
- Public Transportation
- Shuttle Services
- Accessibility
- Local Information

## 5. Financial Information and Partnership Expectations

### *5.1 Budget Overview*

The Quantum Days Conference operates with a comprehensive budget aimed at ensuring the successful execution of the event. While specific allocations will vary based on received in-kind support and sponsorship, our overarching goal is to deliver an exceptional conference experience within a budget range of $300,000 to $400,000. This event is funded through a blend of sponsorships, registration fees, and grant support.

### *5.2 Partnership and Sponsorship*

The selected host city or partner is expected to be engaged with Deep Tech Canada in planning Quantum Days 2025.

- Partner Sponsorship: Agreeing to become a partner sponsor with a financial commitment, reflecting a strong partnership and investment in the event's success.
- Promotion and Marketing: Actively promoting the event to maximize attendance and visibility, utilizing the host's local and wider networks.
- Sales and Sponsorship Recruitment: Assisting in the sales process by leveraging local contacts to recruit additional sponsors.

- Government Grant Support: Working closely with the organizing committee to identify relevant government grants.

### *5.3 Commitment to Collaboration*

This partnership is more than a financial transaction; it is a commitment to collaboratively ensuring the conference's success. By combining resources, expertise, and networks, we aim to create a dynamic and impactful event that benefits all stakeholders.

## 6. Submission Guidelines

### *6.1 Deadline*

Deadline to apply is Friday May 3, 2024

### *6.2 Evaluation Criteria*

The evaluation and selection of the host city/partner for Quantum Days will be conducted by a dedicated selection committee comprising members of the Deep Tech Canada and Quantum Days partners. This collaborative approach ensures a comprehensive assessment of proposals based on a deep understanding of the conference's goals, values, and requirements.

Proposals will be evaluated based on the following criteria:

1. **Financial and In-Kind Support:** The willingness and ability of the host city/partner to contribute as a partner sponsor, including financial support, in-kind contributions, and assistance with securing additional sponsorships and grants.
2. **Facilities and Services:** The quality, accessibility, and suitability of the proposed venue and associated services, including accommodation, catering, and transportation, to meet the needs of attendees.
3. **Sustainability and Accessibility:** Commitment to environmental sustainability and accessibility for all participants, reflecting the values of Quantum Days and Deep Tech Canada.
4. **Local Ecosystem and Community Engagement:** The potential for local engagement and the contribution of the host city's tech and academic communities to the success and enrichment of the conference.

### *6.3 Contact Information*

Please send your proposals through the online form here.

If you have any questions or would like a meeting to discuss further, please contact Jackie Preece (Jackie@deeptechcanada.ca)

Are you interested in hosting future Quantum Days events? Please contact us.