



REQUEST FOR QUOTE

Introduction

ONECA will be hosting our 39th annual conference “**Weaving Friendships-Creating Balance**”, November 4,5,6, 2024 at the Water Tower Inn in Sault Ste. Marie, Ontario. The conference attracts between 150-175 First Nation Education Counsellors from across the province and they are coming to the conference to build their skills, network and relax with colleagues and friends.

We are seeking quote to hire an experienced Master of Ceremonies for the conference and are extending an invitation to you to submit a price for acting as MC for the conference.

Your Responsibilities as MC would be:

- 1) Meet with the conference coordinator and go over the planned structure, itinerary of the event details
- 2) Prepare notes and questions so that at any given moment you know what should be talked about and what is coming up next
- 3) Must be in attendance in Sault Ste. Marie November 3-6, 2024
- 4) Keep the event on schedule
- 5) Keep the audience engaged
- 6) Provide a list of necessary equipment and supplies that you would expect ONECA to provide
- 7) Introducing speakers and make them feel valued
- 8) Make transition between speakers and presenters seamless
- 9) Serve as a central figure and representative of the organization hosting the event, thus upholding the values of the organization
- 10) Be aware of your audience and introduce activities to keep them engaged and relaxed, have fun
- 11) Introduce guests and brief bio
- 12) Keep the banquet fun and entertaining by adding in some activities and games
- 13) Facilitate one workshop

ONECA Responsibilities:

- 1) Communicate and provide the MC with all of the necessary information, agenda, list of special guests, announcements and other relevant information
- 2) To make sure that any changes to the agenda or otherwise are relayed to the MC
- 3) Coordinate travel if necessary
- 4) Book accommodations if necessary
- 5) Ensure that the necessary equipment is available as requested by MC
- 6) Make payment to the MC on November 6, once the conference is completed.

2024 ONECA CONFERENCE FORM

INFORMATION
NAME:
POSITION:
ORGANIZATION:
TELEPHONE:
EMAIL:
FULLY VACCINATED: <input type="checkbox"/> YES <input type="checkbox"/> NO
FEES
Fee Schedule: Travel: _____ Meals: _____ (Only meals not provided at the conference will be covered) Fees: _____ Other related Fees: _____
CHEQUES MADE PAYABLE TO
NAME:
TITLE:
ORGANIZATION:
MAILING ADDRESS:
TELEPHONE:
EMAIL:
HST/GST#:
Will you require a deposit? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what amount? _____

Email your quote to: oneca@oneca.com by November 24, 2023