



IZFS

International Zebrafish Society

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February 5, 2026

Request for Proposal Professional Congress Organizer (PCO)

The International Zebrafish Society (IZFS) is currently seeking proposals from PCOs who can provide services for the IZFS International Zebrafish Conference (IZFC) for 2027.

SECTION 1: General Information

Contact

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Proposal Deadline

February 25, 2026

IZFS Background Information

The International Zebrafish Society (IZFS) is a professional organization representing researchers and scientists working with the zebrafish research model to advance the treatment and knowledge of, but limited to cancer and human development. The conference is an event for the zebrafish community to share results of their latest zebrafish research and inform participants about the newest advances and cutting-edge zebrafish research tools and technologies. The conference includes numerous educational and networking opportunities for trainees and junior investigators, as well as established investigators.

2027 International Zebrafish Conference (IZFC)

The Daejeon Convention Center (DCC), in Daejeon, Korea has been selected as the venue. [Please see the linked RFP for additional information.](#)

IZFS is managed by EDI

Executive Director, Inc. (EDI) is a leading association management company providing counsel and management for 35 national and global medical, health, scientific associations and certifying bodies, ranging in sizes from 200 to 21,000 members. Yearly, EDI manages over 115 meetings, using over 60,000 room nights, \$4.2 million worth of catering, and \$3 million worth of audio visual services.

Proposal Process and Timeline

- **April 10, 2026** — Initial proposals will be reviewed by Nichole Nikolic, IZFS Executive Director, and Alyssa Gluth, Assistant Director of Administration. Please email the following emails agluth@izfs.org; info@izfs.org.
- **April 15** – Proposals will be shared with the clients
- **Late April** – Zoom meeting with finalists
- **May 1** – Final decisions to be made

Proposal Requirements

Estimated cost to assist in with venue management, including venue set up, F&B function, etc.

Estimated pricing for A/V, Exhibit Decorator/Contractor, and Organizational services as outlined in this proposal, including labor and fees. Estimated pricing for PCO fees and staff.

Services Required

Venue & Hotel

IZFS needs assistance with contract negotiation and communication with the following venues under consideration:

Daejeon Convention Center (DCC)

<https://www.dcckorea.or.kr/eng/index.do>

1. Assist with contract negotiations with venue and arrangement of hotel room blocks
2. Work with IZFS leaders, staff and the venue to assist with plenary, break-out room, meal, poster session and exhibit hall set-up.
3. Help coordinate information about transportation and optional tours
4. Coordinate the arrangement of electrical, audio visual, signage, decoration, staging, etc.

Exhibitors and Poster Sessions

1. Assist in developing a floor plan and lay-out for exhibitors and poster sessions
2. Facilitate contracting with outside vendors if needed for furniture, poster board rental, electrical, drayage, etc.
3. Assist with exhibitor logistics for exhibitors including shipping and freight, set-up and strike guidelines, electrical and AV.
4. Communication with Korean sponsors or exhibitors if needed

Exhibit Requirements

- 3x3m booths, 20-30 tabletop displays; some companies may use a third party or exhibitor appointed contract to design custom booths
- Basic Furniture: 2 chairs, 1 table, 1 waste basket

Audio Visual

1. Facilitate communication and contracting for outside AV company if needed.
2. IZFS is interested in hosting a hybrid meeting with both in-person and virtual attendees. All content will be recorded and potentially live streamed depending on the cost.

Summary of requirements (full detail found in conference RFP attached)

- Plenary Session - Power, stage, lecturn, screens, projector, speakers, slide advancer + laser pointer, laptop with wifi, mics including handheld for audience Q&A and live stream and recording capability including equipment and support.
- Breakout Rooms (2) - Power, stage, lecturn, screens, projector, speakers, slide advancer + laser pointer, laptop with wifi, mics including handheld for audience Q&A and live stream and recording capability including equipment and support.
- Closing Banquet – As needed by band/DJ
- Registration area – Printer

Other

1. Fluency in both Korean and English
2. Translation of contracts and documents Korean to English if needed
3. Provide one staff to assist with registrations for non-English speaker

IZFS will manage:

1. Financial management – IZFS will collect all fees from attendees and sponsors/exhibitors, facilitate all payment to vendors
2. Registration management – IZFS will manage all registration functions including all communications with attendees and speakers
3. Abstract and Program management – IZFS will manage all abstract functions and programming.
4. Speaker management – IZFS will manage all speaker logistics
5. Sponsorship & Exhibit Management – IZFS will remain primary contact with exhibit companies and provide management with the assistance of PCO as outline above.

Please provide IZFS with your company background and three references.

Submit proposals by April 10, 2026