The Alan Turing Institute

COVID-19 Academic Conference & Workshops
Request for quote: Workshop facilitation

Background

The Alan Turing Institute is bringing together ~100 front-line academics and medical professionals with the aim of producing a preliminary report on the UK's data science response to the coronavirus pandemic. We will achieve this by hosting a series of virtual, hands-on workshops with some of the country's leading academics, split into ten themes within the remit of data science, artificial intelligence, and COVID-19.

We are sourcing an external agency / individual to provide expert support with facilitating these workshops and enabling effective virtual collaboration (from 25 November 2020).

As a national institute, we see it as our duty to convene the UK's data science and AI community to review our response to the pandemic and make recommendations for future research and the research community itself. It is vital, therefore, that these workshops are inclusive, fruitful, and effective and the post workshop report is produced to a high standard and in a timely manner.

The facilitation service would support the Events Coordinator and Committee Chair to organise pre-workshop activities to garner ideas and to manage and facilitate the workshops/participants to produce a top-level report.

Criteria

- Provide evidence of successfully facilitating similar workshops (in terms of size and output) for a scientific institution or organisation
- Demonstrate experience of working with and managing high-level academics and senior leaders and ability to lead and manage competing opinions and political ideologies
- Provide evidence of facilitating virtual workshops to produce a final outcome on a short deadline
- Maintain a sense of authority and leadership whilst respecting the busy schedules and competing priorities of participants

Specifications

At this stage we cannot confirm how many hours this will require but encourage responses to make a proposal based on the desired outcomes. Please include examples of previous work (if possible) and a clear breakdown of costs for services.

Please submit your proposal and quote to jwand@turing.ac.uk by 2nd October 2020 at 5pm. We will be in touch no later than 10 days after submission.