

Request for Proposals (RFP): G20 MACS Site Host

Background

The United States of America will host the Presidency of the Group of 20 (G20) in 2026. The G20 is an intergovernmental forum comprised of 19 sovereign countries, the European Union and the African Union.

The Foundation for Food & Agriculture Research (FFAR) and the United States Department of Agriculture (USDA) are seeking a site host for the 2026 G20 Meeting of Agricultural Chief Scientists (G20 MACS). Central to the meeting dialogue will be the UN General Assembly's declaration of 2026 as the International Year of the Woman Farmer. This event will bring together agricultural chief scientists from the G20 member countries and invited guests to discuss critical global research priorities, foster international collaboration and contribute to sustainable global food security. The U.S. Department of Agriculture's Chief Scientist will chair the 2026 G20 MACS and the USDA Office of the Chief Scientist is lead for overall planning and execution.

Highly competitive proposals will demonstrate the unique value the lead site host can bring to the G20 MACS and the U.S. agricultural research and development community, will assemble a consortium of partners (public and private) to share in the site host responsibilities, and will minimize overall cost of the event for the U.S. government. Letters of Intent and Event Management Plans should clearly articulate how the site host will leverage its expertise in U.S. agriculture, science, technology, research and education to create a memorable and impactful experience for attendees.

Additionally, the site host should demonstrate its ability to collaborate with and engage a diverse range of stakeholders, including a consortium that may include universities, state and local departments of agriculture, 1862, 1890, 1994-Land Grant Institutions and Hispanic Serving Institutions (HSI), non-profit organizations and/or private sector sponsors. Such partnerships can enhance the event's impact, ensure diverse representation reflective of the U.S. agriculture research and development community, and ensure that the outcomes align with the evolving needs of the agricultural community.



The G20 Meeting of Agricultural Chief Scientists and other members of the international agriculture community presents a once in a lifetime opportunity for the site host(s) to engage and network with unique group of individuals and showcase their operations and surrounding areas – to include through field excursions to research, cultural and historical locations. Site hosts could embrace this opportunity to develop new, transformative collaborative relationships that flourish for years to come. Site hosts could also establish a group of stakeholders that work together to maximize access to and engagement with attendees to not only host the meeting site and field excursions, but also sponsor meals, coffee breaks, receptions, etc.

This RFP will be conducted in two phases: 1). Interested parties will be asked to submit a letter of intent using a provided letter template that illustrates the site host proposed plan and capabilities for holding this event and 2). The top candidates will be contacted to submit a full event management plan.

Proposal Timeline

• RFP Launch: November 4, 2024 at 12 pm EST
• Letters of Intent Due: December 6, 2024 at 5 pm EST
• Full Proposal Invitation: January 6, 2025
• Full Proposal Due date will be provided when hosts are asked to submit the full event management plan

Organizational Eligibility

- **Location Eligibility:** The physical site must be managed, owned, and controlled by a U.S. entity.
- **Proven Experience:** The lead organization must have a proven record of successfully hosting large, international conferences or events.
- **Financial Standing:** Must have a strong financial standing and be able to demonstrate the ability to cover the costs of hosting the G20 MACS event. Must be eligible to do business with the U.S. government, including in good standing in SAM.gov.
- **Experienced Staff:** Must have a team of experienced staff with the expertise to manage all aspects of a large international event.

Event Space

- **Dates:** Must be available April/May 2026.
- **Site Size, Complexity and Diversity:** Consider the overall suitability of the site.

- At least 5,000 square feet for the main meeting space to accommodate attendees, audio-visual equipment, a dais, etc.
- Designated space for registration, side meetings, meals, a lactation suite/room, a prayer/meditation room, etc.
 - Capacity: Must comfortably accommodate 150-175 attendees for a three-day meeting with appropriate seating, power supplies and facilities for coffee breaks, meals and other breaks, either on-site or within close walking distance. These facilities should include designated spaces for attendees to relax, socialize and enjoy refreshments.
 - Audio-Visual Equipment: Must have, or contract audio-visual equipment, including microphones, projectors, displays. Note: the meeting will be conducted in English and no interpretation is expected.
 - Accessibility: The event space and facilities must be accessible to all attendees, including those with disabilities. This includes providing ramps, elevators, accessible restrooms and other necessary accommodations.
 - Location: The event space should be located near (within 60 miles of) a major international airport hub, or within one connection flight to/from, to facilitate easy travel for international attendees.
- The meeting space should be either within the lodging facility or within walking distance (less than .25 mile).

Lodging Availability

- The event space or a nearby location within walking distance must have sufficient lodging accommodations to accommodate the expected number of attendees for a three-day event.
- The host organization should provide information about the availability and pricing of various lodging options, including hotels and amenities, and negotiate group rates for attendees to help reduce lodging costs. Locations should be willing to provide rooms for the covered period of time at the U.S. government per diem rates. (<https://www.gsa.gov/travel/plan-book/per-diem-rates>)

Additional Requirements

- Consortium Formation: The lead site host should demonstrate their ability to form a consortium with a diverse range of stakeholders that include, but is not limited to, universities, state and local departments of agriculture, trade groups, nonprofit organizations and private sector sponsors, to support the event.
- Field Trip(s) or Agriculture Experiences: The consortium should plan to offer at least one or two field trips, and/or agricultural experiences, that highlight U.S. agriculture.

These trips and/or experiences should aim to showcase U.S. agriculture, research and development (R&D), land-grant universities and provide opportunities for local farmers, ranchers, foresters and fishers to share their experiences and highlight their operations and products. Field trips could include opportunities for dining, farm-to-table local food experiences, farmers' market tours, etc. These activities should be within a reasonable walking or driving distance (no more than 45 minutes) from the proposed event location.

- Breaks and Light Refreshments: The consortium should plan to offer 2-3 daily breaks where coffee and light refreshments are provided. These breaks can be sponsored to help alleviate costs and showcase consortium participants.
- Sponsorship Opportunities: Participants in the consortium could sponsor events, coffee breaks, meals and field trips to help alleviate costs for the host organization and provide additional opportunities for stakeholders to engage with attendees.

Application Details

Letters of intent must be completed [using the provided template](#). Letters of intent must include a brief overview of the host organization and the unique value they bring to the G20 MACS and the broader agricultural research and development community, details about the suggested location, a list of consortium participants and the site host's past proven experience hosting events of a similar size and scope.

Letters of intent should be submitted via email to events@foundationfar.org no later than Friday, December 6, 2024, at 5 pm EST. To ensure fairness to all applicants, proposals that are submitted late will not be considered.

The top candidates will be invited to submit a full application that consists of a detailed event management plan that outlines the organization's approach to hosting the three-day MACS event including a full budget breakdown. More specific information about the full proposal requirements will be provided to those candidates moving to the next phase.

Event Management Plan

Initial applications should only include information [from the Letter of Intent template](#). Only applicants who are invited to submit a full application in phase II of this RFP will be asked to submit an event management plan that includes the below information:

- Detailed Plan: Submit a detailed event management plan that outlines the organization's approach to hosting the three-day 2026 G20 MACS event in April or May 2026, inclusive of field trips. The preferred dates are Tuesday – Wednesday to minimize delegate travel during the weekend before/after. The dates should also avoid major events in the site host city and international holidays.

- Transportation: Airport/flight timetables for the nearest airport(s) to ensure there are enough flights in and out of each airport to accommodate international attendees. Travel options for airport to lodging and lodging to venue (if lodging and venue are not co-located).
- Timeline, Budget, Staffing, Security and Risk Management: The plan should include information on these areas.
- Site Assessment: Discuss the size, complexity and diversity of the proposed site including event space capacity, amenities, attractions and local community diversity.
- Proposed Field Trips(s) or Agricultural Experiences: Please provide details on field trips or agricultural experiences that highlight U.S. agriculture and provide cultural experiences. These field trips should aim to showcase U.S. agriculture, research and development (R&D), land grant institutions, etc. and provide opportunities for local farmers, ranchers, foresters, and fishers to share their experiences and highlight their operations and products. These activities should be within a reasonable walking or driving distance (within a 45 min radius) from the proposed site location.
- Estimated Benefits: Describe potential benefits to the host organization and the agricultural research community, such as increased visibility, networking opportunities, and new collaborations.

Financial Proposal:

- Costs: Include costs associated with hosting the G20 MACS event, including budget, funding sources, and potential financial assistance and sponsorships.
- Budget: Submit a detailed budget outlining estimated costs for venue rental, lodging, catering, audiovisual equipment, staffing, security, transportation, and other relevant expenses. Clearly indicate which items will be covered by the site host and which will be sponsored.
- Meeting Venue Contract: Please specify if you will need to secure a contract for the meeting venue, and if so, an estimated timeline of how long it would take you to secure this contract.