

## ATTACHMENT B - Tasks:

1. Conduct a pre-trip planning meeting that introduces the consulting team who will define targets, prospects, and qualified education, agricultural product, and industry meeting leads including a briefing on companies, discuss in-county support including travel, logistics, translation, review of meetings with ministries, government officials, organizations, and companies. Review local customs, etiquette, cultural sensitivities, selection of relevant trade shows, networking events, visa requirements, vaccine needs, and currency exchange.
2. Provide a key point of contact for all communications and in-county, real time support, including solutions to navigating unexpected challenges, problems or last-minute changes that may arise.
3. Develop qualified leads, including assistance in identifying and scheduling C-suite level prospects in the promoted commodity/industry, which include relevant contact persons, contact details and a summary about each targeted ministry, government official, association and/or company.
4. Researching universities and academia with a focus on agriculture, biotechnology, and medical technology.
5. Coordinate a full schedule that is itemized from departure to arrival to return. Provide all in-country logistics, referrals for hotels, translation/interpretation services as needed, restaurant recommendations and bookings, printing services, if needed, and site visits for the delegation with the tentative schedule.
6. Coordinate executive ground transportation to/from the airport, hotel, and all meetings and events in locations not hosted at the hotel.
7. Conduct a broad scale and one-on-one outreach to importers, distributors, and professional press members with invitations to commodity seminars and eventual one-on-one meetings with Nebraska delegation members. Consultant must schedule a minimum of 5 meetings for the delegation.
8. Coordinate cultural education site visit(s) that provide an understanding of diverse cultures, traditions, and perspectives, that promote global citizenship, and appreciation for the richness of cultural diversity. Responsible for organizing and managing all aspects of the cultural education experience including securing booking(s), and handling all logistics, including travel.
9. Identify meeting room space, preferably in the hotel where the delegation is staying, when possible, but also at locations determined by market research.
10. Location for 2 group meals including one large reception to include 50-100 people to promote the commodities/industries of focus. Recruit subject matter experts to the Nebraska delegation reception and dinner and provide delegation members with invitation materials. Encourage them to invite their international trade contacts.
11. Provide a final itinerary document.
12. Provide portfolios on ministries, associations, government officials, and company site visits including details of the meeting participants.

**Please note** – consultant may be responsible for advancing reimbursable expenses for any service(s) outlined above, such as transportation, interpretation, meeting rooms, reception costs, etc.