

MARKET SURVEY

Market Survey conferences are events organized by the Procurement Service on a specific forthcoming Market Survey process for which specific sourcing activities are needed. Coordinated by the Procurement Service such events involve the CERN technical team concerned who will present their activities and specific needs and requirements. Such events are a unique opportunity to match companies from all MS and AMS with an immediate business opportunity, giving them the opportunity of early discussions and exchange with the technical teams. If desired, networking will be promoted through B2B meetings with CERN representatives as well as among participating companies. Market Survey conferences are organized on an ad-hoc basis and are generally held online

Role of the Procurement Service

Lead organiser and coordinator. As soon as the need for a MS conference is identified the CERN Procurement service, together with the technical team concerned, the CERN Procurement Service will organize and set up the event, define the agenda, follow up registration and logistics.

Role of the ILO

ILOs will promote the event through their network.

ACTION LIST

ILO	Procurement Service
Promote the event through their network Contact the companies, share all relevant information about event and registration process	Prepare the event: identify topic based on analysis of forthcoming needs, coordinate technical teams concerned and speakers
Provide the list of companies intended to participate to the IPT event coordinator	Organize for the event to take place on site or via zoom
Do a general follow-up with the companies	Create event on B2Match and/or Indico Prepare Agenda
	Share with ILOs details about event and registration
	Moderate, coordinate the event and take part to presentations