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Invitation To Tender

NOTICE INVITING TENDER For Selection of Event Organizer For Hosting

IT Governance International Conference (2014)

2 days during Q4 2014

3 workshops/Seminars of 1 day preceding Conference

Section I

Invitation for Proposal (Technical and Financial Bids)

1.1 ISACA Bahrain Chapter is hosting its IT Governance International Conference and Exhibition which will be preceded by 3 technical workshops/Seminars of 1 day each.

1.2 In pursuance of the above events, the Chapter invites tenders from event management companies for organizing the above mentioned event in Q4 of 2014. Event management companies are invited to submit their proposals containing technical and financial bids to the Chapter for managing the above event.

1.3 Bidders may be requested to give detailed presentation of their proposals to the Chapter and on the conference premises, equipment, utilities and supplies as well as the action plan to execute the proposed assignment and for any further clarification as required at a scheduled date and time to be informed separately.

1.4 You are requested to submit the bid fully in compliance with bidding instructions at the following address before the scheduled bid closing date & time specified in the NIT:

   Dr. Mazen Ali,
   Secretary, ISACA Bahrain Chapter,
   P.O.Box 50933, Hidd, Kingdom of Bahrain,
   Fax No. +973 17911477
   E-mail: ali.mazen@gmail.com

Section II

TERMS OF REFERENCE

2.1 Terms of Reference (TOR):

2.1.1 Background:
ISACA Bahrain Chapter is non-profit organization affiliated with the Information Systems Audit and Control Association (ISACA). The Chapter been inaugurated in March 2010 with the primary purpose to promote the education of individuals for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of IT governance, IS audit, security, control and assurance.

The objectives of the Chapter are:

- To promote the education of, and help expand the knowledge and skills of its members in the interrelated fields of IT governance, IS audit, security, control and assurance;

- To encourage an open exchange of IT governance, IS audit, security, control, and assurance techniques, approaches, and problem solving by its members;

- To promote adequate communication to keep members abreast of current events in IT governance, IS audit, security, control and assurance that can be of benefit to them and their employers;
• To communicate to management, auditors, universities, and to IS professionals the importance of establishing controls necessary to ensure proper IT governance and the effective organization and utilization of IT resources; and

• To promote the Association’s professional certifications and IT governance.

For further details, please refer to www.isaca.org/bahrain

The Conference is expected to have between 100-150 delegates mainly from Bahrain and the Gulf states (few delegates are expected from other countries).

2.1.2 AIM:
ISACA Bahrain Chapter has over 260 professional members who occupy leading positions in their fields of Information Systems Audit, Security, Governance and Control within the private and public sectors. With this community, the Chapter aims to provide quality educational programs with the opportunity for these professionals to network with their colleagues in Bahrain and from other ISACA Chapters in the region.

2.1.3 FORMAT:
The IT Governance Conference would consist of three components: I. A conference, II. Exhibition, III. Technical Workshops/Seminars:

I. The conference will run for 2 days during Q4 of 2014 with an opening session attended by conference registrants in addition to invitees totalling 250-300. This shall be followed by three tracks sessions for the two days. The 3 tracks shall focus on three main themes: IT Audit, Information Security, and Governance and for each track there will be an average of 30-50 attendees.

II. An international exhibition would be organized on the sidelines of the conference venue to provide an opportunity for local and international companies to showcase their information technology products and services. The expected companies to show case their products are in the range of 500-1000 stands.

III. Technical Workshops/Seminars shall be organized on the day preceding the conference at the venue of the conference. There will be 3 workshops/Seminars focusing on: Introduction to IT Auditing, Information Security Fundamentals, and Implementation of Cobit 5 with expected attendance of 30-50 registrant for each workshop/seminar.

2.1.4 Eligibility
I. The applicant must be an event management company with a prove of commercial registration.

II. The applicant should have organized at least 3 events of the same size as this conference and preferable in the field of Information Technology.

3. Bidding Procedure

3.1.1 Bid submission: Offers should be made in two parts namely, “Technical bid” and “Financial bid” and in the given format. The bidder should submit the bid in a sealed envelope with covering letter of the company on its letter head and submit the same to:

ISACA Bahrain Chapter
P.O.Box 50933
Kingdom of Bahrain

by the specified date

3.1.3 Late Bid: Any bid received after the deadline for submission of bids shall not be accepted and returned unopened to the bidder.

3.2.1 Technical Bid:
In order to make it easier, consistent and ensure that each bid receives full consideration, the following format should be followed when preparing the technical bid document:
I. Title Page with a title of the bid, bidder's name and address, contact person and contact details.

II. Table of contents including page numbers.

III. Summary of the key features and highlights of the bid.

IV. Detailed technical description of the facilities.

V. Details of experience.

VI. Concept & implementation Schedule, approach and Methodology, which interalia should include the following:

a) This should reflect the complete knowledge and holistic understanding of the requirements of the assignment and methodology to address the same.

b) Detailed description of how planning and implementation of this assignment would be approached and conducted.

c) Bidder’s specific and detailed expectations, i.e., the support expected from ISACA Bahrain Chapter, if any, (operational & technical) throughout the Conference and Exhibition.

VII. Details of Project Team suitability & experience. The bidder should provide a list of personnel proposed to be deployed for the assignment, outlining specifically the qualifications and experience of each person relevant to this project and each member's role, responsibility and timing in the organizing the Conference and Exhibition.

VII. Risk Management: Any risk assumptions must be included as part of the bid and must clearly state quantifiable impact if assumptions are not met. Any conditions with which ISACA Bahrain Chapter must comply, to ensure the success of the proposed approach must be stated and resultant negative impact of ISACA Bahrain Chapter failure to comply should also be included.

3.2.2 Financial Bid:

The financial bid should contain fees/charges for managing the event and conference facilities required as detailed above.

ISACA Bahrain Chapter shall award the job to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the assignment satisfactorily. ISACA Bahrain Chapter shall however not bind itself to accept the lowest bid or any bid and reserves the right to accept any bid, wholly or in part

3.3 Bid Prices

a. The bidder is responsible for all taxes, duties etc.

b. Bidder’s separation of price components will be solely for the purpose of facilitating the comparison of bids by ISACA Bahrain Chapter and will not in any way limit the Chapter’s right to contract on any of the terms offered.

c. Prices quoted by the bidder shall be fixed during the bidder’s performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

3.4 Validity of Bids

All bids shall remain valid and open for acceptance for a period of 120 calendar days after the date specified for receipt of bids. In exceptional circumstances, ISACA Bahrain Chapter may solicit the bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. However a bidder granting the request will not be permitted to modify its bid.
3.5 Proposal Evaluation
The elimination on technical grounds will take place based on:

(I) The availability of the conference facilities required. 2) competency, experience and background of conference facility owner will be considered in technical evaluation on the basis of the following criteria:

(a) Non compliance of the requirements mentioned in Para 2.1.3 will lead to outright rejection of the bid.
(b) the short-listed bidders will be evaluated according to the following criteria:

1 Conceptualization of project and description of the methodology and work plan for performing this assignment.
2 Relevant past international conference experience with size and value (dually authenticated with supporting documents)
3 Client profile
4 Expertise, skill-sets, and the manpower strength along with Staff profile
5 Security arrangements and hotel restaurant facility
6 Annual Turnover of the Company/firm

(II) Financial bid evaluation:
The bidder quoting the lowest total cost will be considered successful.

4.17 Notification of Award
Prior to expiry of the period of bid validity, ISACA Bahrain Chapter will notify the successful bidder in writing, that its bid has been accepted.
Schedule of Events

1- Invitation To Tender 17th February 2014
2- Intention to bid to notify address (Section 1.4) 27th February 2014
2- Request Explanations by Prospective Bidders 27th February 2014
3- Reply/Confirmations to all prospective Bidders 6th March 2014
4- Deadline to Receive Bids 16th March 2014
5- Award the Tender to the successful Bidder 26th March 2014
ISACA International

& ISACA Bahrain Chapter

Mission, Objectives and Activities of the

Association and the Chapter
Inauguration of ISACA Bahrain Chapter

ISACA Bahrain Chapter has been granted approval to operate by ISACA International on 11th December 2009. Local recognition of the Chapter has been obtained through Information Systems Audit & Control Society which is listed under local societies under the supervision of the Ministry of Social Development. The Chapter has been inaugurated under the patronage of Dr. Mohammed Ahmed Al Amer, President of Central Informatics Organization on March 3rd 2010 at Bahrain Society of Engineers Conference Hall.

The Chapter is launched with 199 members and as of end of 2012 had 260 members.

Chapter Mission

The ISACA Bahrain Chapter aims to promote IT governance, security and assurance in the Kingdom of Bahrain especially that the Kingdom is one of the leading financial centers in the Middle East.

The Chapter shall:

- Support information and knowledge sharing in the ever changing and widening field of information;
- Support creation of a highly talented resource pool in the area of information and IT security with growing emphasis on professional certification and training;
- Support the technological initiatives of the local authorities that aims to spearhead the technological advancements with emphasis on highly educated and technically sound workforce;
- Aid the aspiration of Bahrain’s IT and Information security professionals as a contributor to the major technological initiatives in the Kingdom;
- Offer the ISACA members the opportunity to keep themselves up-to-date through seminars, workshops, courses and other networking opportunities.

Chapter Objectives

The ISACA Bahrain Chapter has ambitious plans over the next five years to achieve the following objectives:

- Be the leading professional body in the field of IT audit and governance in the country;
- Be widely represented by members from all fields and backgrounds, with an ever-increasing membership base of like-minded professionals; and
- Be a significant contributory and knowledge pool to provide advisory and policy making support locally and internationally.
**Chapter’s Board of Directors**
The new board of directors has been elected for a two-year term 2012-2014 and is made up of the following officers:

1. Khalifa Y. Al-Jowder, CISA, FCCA, President
2. Dr. Al-Alawi Adel Ismail, Vice President
3. Dr. Mazen Ali, Secretary
4. Vikas Gupta, CISA,CA, Membership Director
5. Abdulrahman Mohammed, Treasurer
6. Sanjay Gupta, CA, CISA & CISM Coordinator
7. Rashid Mohamed Noor, Government Liaison
8. Hasina Patel, Newsletter Editor
9. Oussama Zaidan, Webmaster
10. Yardi Yashodhan CISM, CISA, B.E., Marketing Director

**Chapter Activities**
The Chapter undertakes the following activities:

2. Regular Monthly seminars covering various IT and audit topics.
3. Production of twice annual newsletter.
4. Invite visiting professors to conduct workshops to universities professors and students. Prior workshops were held at both University of Bahrain and Bahrain Polytechnic University.
5. The Chapter as a professional association is represented at a number of Curriculum Assurance Committees in a number of local universities including Bahrain Polytechnic, Applied Science University, AMA International University-Bahrain.
Brief on ISACA International

History and Mission
A nonprofit, independent membership association, ISACA is a leading global provider of knowledge, certifications, community, advocacy and education on information systems assurance, control and security, enterprise governance of IT, and IT-related risk and compliance. Founded in 1969 as the EDP Auditors Association, ISACA helps its members and their employers ensure trust in, and value from, information systems.

Vision Statement
Our vision is to be the recognized global leader in IT governance, control and assurance.

Mission Statement
ISACA’s mission is to support enterprise objectives through the development, provision and promotion of research, standards, competencies and practices for the effective governance, control and assurance of information systems and technology.

ISACA’s vision and mission statements announce that the association exists to assist IT governance, control and assurance stakeholders in dealing with all aspects relating to IT control, including audit, assurance, security, governance, privacy, risk mitigation, value delivery, performance measurement and business alignment.

ISACA addresses its vision by providing elements critical to the profession: education, standards, certification, technical publications and a global professional network. The association also addresses this vision through its support of ITGI, which provides value through original research on IT governance and related topics. ITGI’s research helps IS audit, control and security professionals focus not only on IT risks and security issues, but also on the relationship between IT and business processes and business risks.

Membership
ISACA—formerly the Information Systems Audit and Control Association—has more than 100,000 constituents in more than 180 countries in Asia, Latin America, Europe, Africa, North America and Oceania. Its members include internal and external auditors, CEOs, CFOs, CIOs, educators, information security and control professionals, business managers, students, and IT consultants.

Certification
- Developed and administers four industry-leading certifications:
  - Certified Information Systems Auditor (CISA), a globally respected designation for experienced IS audit, control and security professionals. More than 90,000 have earned the CISA designation since its inception in 1978.
  - Certified Information Security Manager (CISM), a groundbreaking designation for leaders who manage an organization’s information security. More than 18,000 have earned the CISM designation since it was established in 2002.
  - Certified in the Governance of Enterprise IT (CGEIT), for professionals who manage, provide advisory and/or assurance services, and/or who otherwise support the governance of an enterprise’s IT. More than 4,800 professionals have earned the CGEIT designation since it was established in 2007.
  - Certified in Risk and Information Systems Control (CRISC), for IT professionals who have experience with risk identification, assessment and evaluation; risk response; risk monitoring; IS control design and
implementation; and IS control monitoring and maintenance. More than 16,000 professionals have been certified since inception in 2010.

Conferences

- Sponsors technical and management conferences on five continents each year to ensure professionals have access to the latest global education:
  - INSIGHTS, held in a different geographic region each year
  - Computer Audit, Control and Security (CACS) conferences, held on five continents
  - Training Courses, held in multiple locations
  - IT Governance Risk & Compliance (IT GRC) Conference
  - Information Security and Risk Management (ISRM) Conference, North America, Europe and Latin America
  - COBIT Training
  - Certification Review Courses
  - Online Learning, including monthly ISACA webinars, eSymposia and virtual conferences

Standards

- Developed and continually updates:

  COBIT, now in version 5, is a complete, internationally accepted process framework for IT that supports business and IT executives and management in their definition and achievement of business goals and related IT goals by providing a comprehensive IT governance, management, control and assurance model. Available as a complimentary download at www.isaca.org/cobit, COBIT 5 is used by organizations worldwide.

  Val IT: Based on COBIT, now in version 2.0, is a framework with supporting publications that address assumptions, costs, risks and outcomes related to a balanced portfolio of IT-enabled business investments, including guidance to help global organizations maximize the value of IT investments. Val IT is available as a free download at www.isaca.org/valit.

  Risk IT: Based on COBIT, is a framework that helps enterprises increase their return on investment by managing risks effectively, rather than trying to eliminate them completely. The Risk IT Framework is available as a free download at www.isaca.org/riskit.
IT Assurance Framework (ITAF) provides guidance on the design, conduct and reporting of IT audit and assurance assignments, and establishes standards that address IT audit and assurance professional roles and responsibilities; a free download at www.isaca.org/itaf.

Business Model for Information Security (BMIS) provides a view of information security program activities within the context the larger enterprise to integrate the disparate security program components into a holistic system of information protection; a free download at www.isaca.org/bmis.

Publications

- Publishes ISACA Journal, a bimonthly magazine with peer-reviewed technical and managerial content on IS audit, control, security and governance.
- Publishes industry-leading research and guidance.
- Provides professional standards, guidelines and tools and techniques for the IS audit and control professions.

Research

- Established its research affiliate, the IT Governance Institute (ITGI), (www.itgi.org) in 1998.

Introducing an updated strategy

ISACA has a long history of evolving in anticipation of the changing needs of members and enterprises around the world. We continually focus on providing the most current, valuable and effective benefits to members and other stakeholders. Our membership growth has reflected the wisdom of previous decisions, and we now serve approximately 100,000 constituents in 160 countries.

Like the industry we serve, ISACA is accustomed to and welcomes change. This is evident by the plans being put in place relating to an initiative named Strategy 2022 (S22). This is not a new strategy, but rather an extension of Strategy 1, which was introduced in 2009. The updated strategy marks the beginning, in 2012, of a slow evolution with a 10-year horizon, hence the reference to the year 2022.

Work is in progress as we gather information from members, nonmembers and the overall marketplace to determine the demand for ISACA to focus on certain areas of our professions. We are intentionally focusing on a longer-term view to allow time to address our constituents’ longer-term needs and business trends.
Trust in, and value from, information systems

One familiar—and reassuring—fact has already become clear from our initial market research in support of S22. The vision/tagline identified in our 2009 strategy endeavor is still on target as we continue building on our mission and leadership position: Trust in, and value from, information systems. Even so, we are approaching this next phase as an exciting new opportunity to expand on the value we provide to our many global constituents.

Our strategic aspirational view focuses on our global leadership in educating, training and informing professionals and enterprises in the area of trust in information and information systems. We will continue to research and create the knowledge that our core constituents need to succeed in the coming decade and beyond, plus we will reach out to other professionals who may find value in our practical education on building trust within their domains.

**IT Governance Institute**

**History and Mission**

The IT Governance Institute (ITGI) was established in 1998 to advance international thinking and standards in directing and controlling an enterprise’s information technology. Effective governance of IT helps ensure that IT supports business goals, optimizes business investment in IT, and appropriately manages IT-related risks and opportunities. ITGI offers original research on global practices and perceptions relative to governance and management of IT.

**Activities**

- Conducts original research on governance of enterprise IT and offers several publications as complimentary downloads on the ITGI web site
- Sponsors the Taking Governance Forward initiative, described below
- Offers a web site ([www.itgi.org](http://www.itgi.org)) with extensive resources and links

**Taking Governance Forward**

In 2010, ITGI launched Taking Governance Forward ([www.takinggovernanceforward.org](http://www.takinggovernanceforward.org)), an online resource that enables enterprise and IT leaders to learn about the latest governance issues and how to implement effective governance in their organizations. Taking Governance Forward features practical tools and an innovative “governance on a page” concept. It encourages collaboration, creates common definitions and provides a comprehensive, yet simple-to-use, overview of governance.

**Recent Research and Publications**

- An Executive View on IT Governance
- Global Status Report on the Governance of Enterprise IT (GEIT) series
Get Recognized as an Expert in Your Profession

Earn the Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), Certified in the Governance of Enterprise IT (CGEIT) or Certified in Risk and Information Systems Control (CRISC) certification.

ISACA certifications are globally accepted and recognized. They combine the achievement of passing an exam with credit for your work and educational experience, giving you the credibility you need to move ahead in your career. Certification proves to employers that you have what it takes to add value to their enterprise. In fact, many organizations and governmental agencies around the world require or recognize ISACA’s certifications.

Independent studies consistently rate ISACA’s designations among the highest paying IT and impactful certifications that an IT professional can earn. Earning and maintaining an ISACA certification:

- Boosts your earning potential
- Counts in the hiring process
- Enhances your professional credibility and recognition

CISAs are recognized internationally as professionals with the knowledge, skills, experience and credibility to leverage standards, manage vulnerabilities, ensure compliance, offer solutions, institute controls and deliver value to the enterprise.

CISM means higher earning potential and career advancement. Recent independent studies consistently rank CISM as one of the highest paying and sought after IT certifications. Demonstrate your information security management expertise. The uniquely management-focused CISM certification promotes international security practices and recognizes the individual who manages designs, and oversees and assesses an enterprise’s information security.
CGEIT provides you the credibility to discuss critical issues around governance and strategic alignment, and the traction to consider a move to the C-suite, if you aren't already there. CGEIT recognizes a wide range of professionals for their knowledge and application of enterprise IT governance principles and practices. As a CGEIT certified professional, you demonstrate that you are capable of bringing IT governance into an organization—that you grasp the complex subject holistically, and therefore, enhance value to the enterprise.

Propel your career with CRISC certification, and build greater understanding of the impact of IT risk and how it relates to your organization. CRISC is the only certification that prepares and enables IT professionals for the unique challenges of IT and enterprise risk management, and positions them to become strategic partners to the enterprise.

**Code of Professional Ethics**

ISACA sets forth this Code of Professional Ethics to guide the professional and personal conduct of members of the association and/or holders of the Certified Information Systems Auditor (CISA®), Certified Information Security Manager® (CISM®) and/or Certified in the Governance of Enterprise IT (CGEIT™) designations.

Members and ISACA certification holders shall:

1. Support the implementation of, and encourage compliance with, appropriate standards, procedures and controls for information systems

2. Perform their duties with objectivity, due diligence and professional care, in accordance with professional standards and good practices
3. Serve in the interest of stakeholders in a lawful and honest manner, while maintaining high standards of conduct and character, and not engage in acts discreditable to the profession

4. Maintain the privacy and confidentiality of information obtained in the course of their duties unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.

5. Maintain competency in their respective fields and agree to undertake only those activities, which they can reasonably expect to complete with professional competence

6. Inform appropriate parties of the results of work performed, revealing all significant facts known to them

7. Support the professional education of stakeholders in enhancing their understanding of information systems security and control

Failure to comply with this Code of Professional Ethics can result in an investigation into a member’s and/or certification holder’s conduct and, ultimately, in disciplinary measures. Completion and remittance of new member applications or annual renewal invoices certifies compliance with the association’s Code of Professional Ethics.

ISACA Bahrain Chapter
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Chapter Email: ibchapter@gmail.com website: www.isaca.org/bahrain
Twitter:@isacaBH Instagram: ISACABH

ISACA International Headquarters
3701 Algonquin Road, Suite 1010, Rolling Meadows, Illinois, 60008 USA
Phone: +1.847.253.1545 Fax: +1.847.253.1443 Web site: www.isaca.org
IT Governance International Conference
Call for Papers

Call for Papers Due Date: 31/3/2014
Conference Dates: 2 days during Q4 2014
Pre-conference Workshops: 3 workshops/seminars of 1 day preceding Conference

Location: Manama, Bahrain

ISACA Bahrain Chapter is issuing a Call for Papers for its conference which is dedicated to bringing international perspectives on latest the issues of IT Governance. The conference themes aim to provide a blend of technical and managerial topics reflecting the level of experience for the typical attendee.

ISACA Bahrain Chapter is always looking for new and innovative presentations and workshops relevant to IT audit, governance, security and risk management strategic alignment of IT and value to the business. Practitioners and topic experts interested in speaking at this conference need to submit a Session Proposal Form in its entirety. The session proposal form will summarize the topic covered during the presentation and will provide an outline on the presenter intends to treat the various issues of the session topic.

TARGET AUDIENCE

The target audience represents the diversity of the ISACA Bahrain Chapter membership and includes the following:

- Junior & Senior IT professionals
- Junior & Senior Audit/Assurance practitioners
- Security managers
- Risk & Compliance managers
- CIOs, CISOs and other members of the C-suite
- Governmental and Regulatory body officials
LEARNING OBJECTIVES AND EDUCATION MISSION

ISACA Bahrain Chapter believes the three objectives of a good education event are: 1) learning; 2) networking; and 3) motivation. Continuing professional education is best accomplished in a setting that encourages dialogue, discussion and debate both formally within the sessions and informally.

ISACA Bahrain Chapter is looking for innovated session proposals that not only covers technical issues, but also tackles contextual and managerial issues related to IT. Speakers should offer real-world examples, case studies, successes and failures, examples of actual tools and working papers used (including mapping to ISACA frameworks where appropriate), and insights on emerging issues. Sessions should be designed to encourage interactive audience participation. ISACA Bahrain Chapter is not looking for 40 minutes of lectures and demonstrations but rather innovative and exciting sessions that covers relevant IT issues. ISACA Bahrain Chapter expects learning objectives for proposed sessions to reflect actions and abilities the attendees can employ from participating in the session.

The Conference Development Task Force has identified some specific Education Objectives for the conference. Please review and consider when crafting your session proposal.

- Offer global perspectives to common IT challenges
- Promote an interchange of ideas – create an environment that promotes collaboration (group activities like exercises, small group discussions, whole room discussions); advanced work for attendees (e.g. surveys, list of topics, bring a case). Engage the audience.
- Participants ultimately drive the discussion and learning
- Provide an opportunity for participants to gain practical knowledge – how to do things, not just why you need to do them. Frameworks, metrics, programs, plans – how to use them. Based upon real-world experiences to include successes and failures (so we can learn from them). Lessons learned.
- Governance Perspectives for all topics

CONFERENCE STRUCTURE

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HOW TO SUBMIT A PROPOSAL

Potential presenters must complete an official ISACA Bahrain Chapter session proposal form for each proposed topic. Partially completed forms will be returned for revision and correction. The session proposal form will serve to document the presenter's vision of the proposed session and how he/she intends to treat the various issues of the topic. The Conference Development Task Force can only make its speaker selections after a comprehensive review of the session proposal documentation and bona fides. It is important to include a full biographical sketch and detailed list of speaking engagements. Please do not convert the session proposal form to a read-only format.

**All submissions must be in electronic format via e-mail**

**Special note to public relations firms and internal marketing departments submitting proposals on behalf of a potential speaker:** You must provide the direct contact information for the speaker. The speaker must be aware of the submission and be able to accept the commitment of presenting at the event if selected. ISACA Bahrain Chapter must be able to correspond with the speaker directly. ISACA Bahrain Chapter understands third parties and other interested persons often need to be included in any communications and will endeavour to keep everyone informed.

You may submit as many proposals as you wish to:

Dr. Mazen Ali
Secretary, ISACA Bahrain Chapter
E-mail: ali.mazen@gmail.com

HOW SPEAKERS CHOSEN

Proposals are reviewed by the Conference Development Task Force comprised of member-volunteers who demonstrate subject matter expertise and competencies in education program development. The Conference Development Task Force vets the potential speaker, not the speaker's
company or organisation. Any speaker substitution must be approved by the Conference Development Task Force and is highly discouraged. ISACA Bahrain Chapter expects the speaker to honour his or her commitment to present the proposed session at the subject event.

The proposals are evaluated in whole or in part on the following criteria:

- Subject matter relevance and timeliness
- Clearly stated learning objectives and purpose
- Practical application of material
- Technical accuracy
- Context of the issues including real-world case studies, examples, and stories
- Potential for audience interactive participation
- Speaker presentation skills and experience
- Speaker subject matter knowledge and expertise
- Speaker industry leadership
- Education focus devoid of overt and covert commercialism
- Overall quality of the written proposal

BENEFITS OF SPEAKING

ISACA Bahrain Chapter is part of alliance of 200 Chapter representing ISACA International. The Chapter has over 260 professional members in Bahrain. ISACA Bahrain Chapter is supporting ISACA International which is the leading provider of knowledge, certifications, community, advocacy and education on information systems assurance and security, enterprise governance of IT, and IT-related risk and compliance.

- All selected speakers receive a complimentary registration to the event (not including optional workshops).
- Speakers gain increased visibility throughout the ISACA international community.
- Speakers and their companies and organisations are included in promotional information sent to regional and international constituents via hard copy brochures and other marketing material, the ISACA Bahrain Chapter web site, press releases and other publicity outlets.
- Speakers are able to include contact information and company and organisation logos on approved presentation material.
- Speakers have the opportunity to network with peers and other professionals at specifically designed points throughout the event.
- Speakers can prove their value, expertise, knowledge and acumen by presenting relevant and timely subjects in an effective manner. This often leads to business development.

Should you have any questions, comments or concerns, please direct them to Chapter Secretary, Dr. Mazen Ali at:

ISACA Bahrain Chapter

Email: ali.mazen@gmail.com

P.O.Box 50933

Hidd, Kingdom of Bahrain

Fax: +973 17 911477
Conference Presenter Expense Reimbursement Guidelines

ISACA Bahrain Chapter is a not-for-profit organization. Most presenters and their companies recognize the importance of being part of this high profile educational event and embrace a philanthropic spirit by funding travel and lodgings. In appreciation for all the hard work and effort, ISACA Bahrain Chapter offers a full complimentary conference registration (not including workshops) to all presenters. In addition, ISACA Bahrain Chapter recognizes presenters and their companies as “conference supporters” in conference literature distributed to delegates.

Travel reimbursement is available upon request to presenters who meet specific criteria including but not limited to presenting for three or more hours at the conference. Please do not hesitate to contact Dr. Mazen Ali at the above listed information should you have any specific questions regarding the ISACA Bahrain Chapter travel reimbursement guidelines.

INFORMATION ABOUT ISACA Bahrain Chapter

ISACA Bahrain Chapter has been inaugurated on 3rd March 2010 and currently has over 260 members in Bahrain. The Chapter aims to promote IT governance, security and assurance in the Kingdom of Bahrain.

ISACA Bahrain Chapter is associated with ISACA International as part of a network of Chapters around the world serving the membership and community. With more than 110,000 constituents in over 180 countries, ISACA® (www.isaca.org) is a leading global provider of knowledge, certifications, community, advocacy and education on information systems (IS) assurance and security, enterprise governance and management of IT, and IT-related risk and compliance. Founded in 1969, the nonprofit, independent ISACA hosts international conferences, publishes the ISACA® Journal, and develops international IS auditing and control standards, which help its constituents ensure trust in, and value from, information systems. It also advances and attests IT skills and knowledge through the globally respected Certified Information Systems Auditor™ (CISA®), Certified Information Security Manager® (CISM®), Certified in the Governance of Enterprise IT® (CGEIT®) and Certified in Risk and Information Systems Control™ (CRISC™) designations. ISACA continually updates COBIT®, which helps IT professionals and enterprise leaders fulfill their IT governance and management responsibilities, particularly in the areas of assurance, security, risk and control, and deliver value to the business.