Request for Proposals (RFP)

Presentation Management System and Audio-Visual for the 48th Union World Conference on Lung Health, 11-14 October 2017 – Guadalajara, Mexico

Reference number 2017.Presentation-AV.04

The purpose of this RFP is to enter into a contractual agreement with a successful bidder and select a suitable candidate to provide the presentation management system and / or audio-visual services for the 48th Union World Conference on Lung Health to take place at the Expo Guadalajara, Mexico from 11-14 October 2017.

The International Union Against Tuberculosis and Lung Disease (The Union) is an organisation that is dependent on the public and private contributions it receives for the implementation of its activities. Bidders are therefore requested to propose the best and most cost-effective solutions to meet The Union’s requirements, while ensuring a high level of service. For more information about The Union, please consult our website: theunion.org.

The Union is a global scientific organisation with the mission to improve health among people living in poverty. We do that by conducting scientific research, working with governments and other agencies to translate research into better health for people around the world, and delivering projects directly in the field. Participants at previous conferences have included basic and clinical scientists, parliamentarians, ministers of health, leaders in public health, heads of international and government agencies, private sector champions, community advocates and tuberculosis (TB) survivors.

The last world meeting in Liverpool, UK, in October 2016 attracted more than 3000 delegates. There were 40 exhibitors with a total of 60 booths. The programme included 57 poster presentations, 25 oral abstract sessions and 14 e-poster sessions. Additionally, there were 51 symposia, 13 satellites, 22 workshops and post-graduate courses.

The provider should be a public institution, company, individual operating in the field of presentation management with proven expertise in organising and managing diverse international large-scale scientific conference around the world. Assets and experience should include:

a. Proven experience in managing presentation network for large-scale international scientific conferences including webcasting and live-streaming.

b. Cloud-managed programme planning for the duration of the planning and execution of the conference

c. Work with international institutions operating in the field of global health and development

d. An accreditation by a certified body for the organisation or individual assigned to this project would be an asset

The Presentation Management System and the Audio-visual can be handled by the same organisation or by 2 different companies.

To ensure a smooth flow of execution before and during the event, an established presence in Mexico is mandatory.
### Conference format

<table>
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<tr>
<th>Tuesday, 10 October 2017 (Pre-conference events)</th>
<th>Wednesday, 11 October 2017</th>
<th>Thursday, 12 October 2017</th>
<th>Friday, 13 October 2017</th>
<th>Saturday, 14 October 2017</th>
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</thead>
<tbody>
<tr>
<td>Pre-Conference Meetings (offsite)</td>
<td>Post-graduate Courses</td>
<td>Plenary Session ((EN-SP))</td>
<td>Plenary Session ((EN-SP))</td>
<td>Plenary Session ((EN-SP))</td>
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<td>Workshops</td>
<td>Symposia</td>
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<td>Union Administrative Meetings</td>
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<td>Inaugural Session (to be held at PALCCO)</td>
<td>Union Administration Meetings</td>
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<td>Welcome Reception (to be held at PALCCO) ((EN-SP))</td>
<td>Side-meetings</td>
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<td>Side-meetings</td>
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<td>Encuentro sessions</td>
<td>Satellite Sessions</td>
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<td>Meet the Expert Sessions</td>
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<td>Encuentro sessions</td>
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The above chart is the tentative programme of the conference with the number of sessions per type. 15 sessions will run in parallel from 11-14 October, total number of presentations for the whole conference would be between 600 and 800. All slide presentations would be uploaded and deployed from the Speakers Centre through a presentation management system. Some presentations might require internet connection or play videos. Presenters are not normally allowed to use their own laptop in the session rooms.

It is anticipated that there will be sessions interpreted (EN – SP) using a combination of IR transmission and subtitling in 5 rooms and at PALCCO.

**1. Presentation Management System**

**Webcast:** The following sessions would be webcasted and posted on the conference website:

- Oral Abstract Sessions
- Plenary Sessions include opening, rapporteur session, closing
- Symposia

**Livestreaming:** The following sessions may be livestreamed (contingent on funding):
a. Inaugural Session  
b. Plenary Sessions  
c. Closing Session  

Webcasted sessions will be needed in MP4 format (ensuring YouTube upload runs fast). Satellite or side-meeting organisers interested in webcasting or livestreaming their sessions would do so at their own cost.

**PowerPoint presentations** should be made available for the sessions below. These presentations should be accessible online after they are presented onsite via the conference app.

a. Post-graduate Courses  
b. Workshops  
c. E-posters, oral abstracts and short oral abstracts (open to public)  
d. Symposia  
e. Plenary

### Prior to the conference

The Union will provide all relevant programs and presenter information. A test synchronisation between the presentation and online Application must be successfully completed before the conference starts.

- Provide examples used for clients in the past:
  - for software, format, etc. for presenters to upload their presentations  
  - for onsite staff (preview room & meeting rooms)  
  - for presenters on how to use the materials in the meeting rooms  
  - for consent form for the audio and/or video recording of the speakers’ presentation  
  - for a photography consent form

### Onsite

**Speakers Centre**

The space for the Speakers Centre will be provided by the organisers. Speakers Centre staff will be the first contact with presenters so it is extremely important that they are professionals. The staff should be trained and accustomed with the presentation management system, cross-cultural communication, and international delegations. English will be the official language of the conference; the staff is thus expected to be able to communicate in English.

A webservice enabling the transfer of data from the session management system to the AV supplier should be provided. This will ensure the consistent and synchronized programme information on the planner and in the AV system. Detailed specification will be provided once the AV contract has been signed.

Main tasks:
• Assist presenters to upload, double-check, test and validate their presentations.
• Ask presenters to sign the consent form for their presentations to be webcasted and posted on the conference website and provide a daily report to the organiser.
• Brief chairpersons on session changes.

Opening hours
Tuesday, 10 October 2017 08:00 to 12:00 – set up
14:00 to 19:00 – open for uploads
Wednesday, 11 October 2017 07:00 to 19:00
Thursday, 12 October 2017 07:00 to 19:00
Friday, 13 October 2017 07:00 to 19:00
Saturday, 14 October 2017 07:00 to 18:00 (dismantling after 18:00)

Meeting Rooms & presentations:
- Each meeting room will be equipped with the appropriate audio-visual materials for projection and audio recording, and supported by a dedicated technician while sessions are happening.
- The room for the Inaugural and Closing Session and the Plenary Sessions will be equipped with audio and video recording system.
- Presentations and audio recording should be synchronized.
- Speakers should be able to manage their presentations from the speaker’s lectern.
- The system should be equipped with a timer and a pointer.
- Presentations should be available to the organiser, rapporteurs, media, and interpreters (in specific rooms) as they are uploaded.
- Presentations cleared for public should be available online via conference programme online and application after the sessions are completed by end of each day.
- Liaise with the conference centre for a smooth running of the event.
- Original PowerPoint slides and PDFs of presentations will be needed for the online publication in the following format: PresID_Short document name.pdf, Z.B. 1235_Fleischer.pdf
- Presentation webcasts management: the link to the platform should be posted on the conference website by end of each day.

• After the conference
  - PowerPoint of all presentations should be sent to conference secretariat on the last day.
  - Provide list of speakers who did not consent to share their presentation (slides, webcasts, etc.).
  - Post-conference report: problems, improvements, suggestions, etc.

2. Audio-visual
• Stage set design and build for the inaugural session and the main plenary room

The inaugural session will take place at PALCCO. All other plenary sessions will take place at the Expo Guadalajara (Guadalajara Hall) in an auditorium of approximately 2,500 attendees. The main sessions are a great branding opportunity for The Union and our key sponsors.

The stage set needs to be designed in line with the event visual identity (see visual identity document attached).

Requirements are:

• Screen to show presentations, Palantyping and live camera feed for speakers
• Sound proofing between exhibition and plenary hall
• Lectern for speeches with speakers screen and microphones
• Seating area for panel sessions (up to 8 speakers)
• Sound
• Lighting
• Branding including supporter logos
• Full technical support
• Head microphone
• Hand held microphone

• Speaker liaison and speaker lounge onsite facility

The AV team needs to work with/be in charge of the presentation management to ensure seamless coordination.

• Breakout sessions and press conference room

Breakout sessions will happen each day during the event. We are using several spaces at the venue to accommodate these sessions. If not otherwise supplied by the venue, the rooms need to have:

• 3 top tables microphone (goose necks)
• 1 lapel microphone and head microphone
• 1 laptop
• Technical support in each room
• Projection screens (with projector or plasma screens)

• Post Event (within 14 days)

De-brief meeting with venue staff if necessary and recommendations for future events

• Reporting communications with The Union

You will liaise with The Conference Team at every step of the process. Some out of hours work may be required in the few weeks prior to the event.
Cost overruns or other substantive risks or variations should be communicated clearly to the Event Project Manager in writing and approval sought before proceeding. Cost or time variations of over 10% of the original individual project cost/schedule must be communicated in writing and written approval sought before proceeding.

Once appointed, The Union will require regular updates about the developments to ensure we are on-track. These meetings will be arranged by the project manager to coincide with key milestones in the overall project plan. All meeting dates/times to be agreed upon appointment. We also require a minimum of one site-planning visit to the venue with Union staff.

**Preparation of proposals**

- **Deadline for intention to bid:**

  **No later than 6 July 2017**, the bidder is requested to complete and return by email to The Union at bids@theunion.org

  1. A confirmation of the bidder’s intentions to submit a bona fide proposal and designate its representative to whom communications may be directed and
  2. A signed RFP Confidentiality form. If the bidder does not announce their intention to bid, this document is required to be a part of the final submission.
  3. Email subject line: Intention to bid RFP 2017.Presentation-AV.04

Any questions or requests for clarification can be submitted to the same email address with *Enquiry* in the subject line.

Please note that the intention to bid is not a requirement to submit a proposal, however The Union will be able to better identify potential bidders announcing their intention to bid and communicate with them in case of changes to the RFP or clarifications to questions asked.

Bidders should prepare the proposal and provide all relevant correspondence and documents related to their proposal in English. The bidder shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with The Union, making a presentation, negotiating a contract and any relevant travel. The Union will in no case be responsible for or liable for these costs, regardless of the conduct or outcome of the selection process.

The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP. Failure to follow the instructions provided, terms and specifications and/or to submit the forms requested will be at the bidder’s risk and may affect the evaluation of the proposal.

Two or more entities may form a consortium and submit a joint proposal offering to jointly undertake the work. Such a proposal must be submitted in the name of one member of the consortium – hereinafter the “lead organisation”. The lead organisation will be responsible for undertaking all negotiations and discussions with, and be the main point of contact for The Union.
The lead organisation and each member of the consortium will be jointly responsible for the proper performance of the contract.

The bidder’s proposal must be signed by a duly authorised representative of the bidder and state the number of days the proposal is valid (from the date of closing of the RFP).

The bidder should provide the following introductory information:

1. Company information such as
   a. Corporate information
   b. Staffing information
   c. Proof of audited financial statements for past three years
   d. Contractual relationships
   e. Any proposed subcontractor arrangements
   f. Confirmation of ethical standards (that neither contractor nor its partners, subcontractors, agents or employees engage in promotion of tobacco, activities involving child labor, trafficking in arms or persons, sexual exploitation or discrimination in any form)

2. Experience and reference contact information. Provide three examples of relevant experience within the past five years that demonstrate the contractor’s ability to deliver a solution for the functional and technical requirements of this RFP
   a. Presentation Management System
      ▪ Describe:
        • the construction of the platform for the upload of presentations: tools, process for uploading, format, guidelines, storage and back-up system
        • the network plan
        • the functionalities of the equipment and workflow in the Speakers Centre
        • the functionalities of the equipment in the meeting rooms, including screen shots if possible
        • the recording (audio/video), livestreaming and webcasting systems
        • the interpretation, teleprompter and subtitling systems
        • the technical requirements including required connections for each meeting room
      ▪ A calendar with the list of tasks to implement
      ▪ Experience and reference contact information (provide three examples of relevant experience within the past five years that demonstrate the contractor’s ability to deliver a solution for the functional and technical requirements of this RFP)
        • Project description
        • Status
        • Reason for relevance
        • Roles and responsibilities of team members
   b. Audio-visual
Your proposal should identify the key personnel that will be responsible for delivering the different elements of this contract along with a résumé of their experience. Your proposal should:

- explain how you will deliver each element of the work
- explain how you would work effectively with The Union team
- include a visual and information about the design you are proposing for the event.
- explain how your organisation supports equality and diversity in the workplace
- explain the unique benefit you will bring to this work
- details of your insurance (e.g. name of insurer and period and extent of cover)
- details of any claims or litigation in respect of internal audit services in the last three years.

The technical proposal should include all information needed for The Union to evaluate the proposal, including information related to the requirements outlined above, proposed timeline, outputs, resources dedicated partially or fully to the project. Note that the technical proposal should not contain any price or cost information.

The bidder’s separate price component must contain an overall quote in Euros. The financial proposal should include the period of validity of the bid, cover all the goods and services to be provided and list the proposed schedule of payments.

Bids should be sent to bids@theunion.org. There will be no automatic confirmation of receipt as the proposals are only opened after the closing date. The email subject must include the bid reference number available on the first page of this RFP. The subject line must also include either technical or financial bid.

- **Deadline for the full proposal:**

**Proposals must be received no later than 6 July 2017 at 12:00 in Paris (CET).**

The Union may, at its own discretion, extend this closing date for the submission of proposals and will notify all bidders that submitted an intention to bid by the 26 June. The bidder may withdraw their proposal after the submission but before the closing date by submitting a notice of withdrawal in writing to bids@theunion.org with WITHDRAWAL and the RFP reference number in the subject line.

Detailed information about the evaluation and award of proposals is available to all bidders upon request. Contractual conditions will be provided upon the awarding of the contract.