ANNEX M

Proposal for the organisation of four hypothetical Cedefop events

Below is a list of four typical events of Cedefop: 1 large conference, 1 workshop (small event), 1 seminar (medium size event) and a special event (medium size but requiring more services). Underneath each event is a list of the services typically required for each type of event.

These events shall serve as the basis for the development of four scenarios as described in the tender specifications, section 5.1.

Event 1:

Conference with 110 external participants, out of whom 2 VIPs (morning session of day 1) and 4 speakers (whole duration of the event) and 10 Cedefop participants, of a duration of two days at Cedefop's premises and another venue in Thessaloniki.

The format of the conference includes 2 plenary sessions in Cedefop and 2 sessions with parallel workshops, some of which take place at the other venue. Lunch is scheduled for one hour (13.00-14.00 hrs) and coffee breaks for half an hour during the morning and afternoon sessions (except for afternoon session day 2).

- **Accommodation for 110 participants**
- **Catering, meals, and refreshments**: 1 dinner and 2 lunches for 120 persons (in Cedefop's premises), 3 coffee breaks in Cedefop's premises (2 for 50 and 1 for 120 persons). 2 coffee breaks for 70 persons in the other venue.)
- **Special programme and entertainment**: 1 cultural visit for 40 persons on the eve of the first conference day in Thessaloniki
- **Documents and conference materials**: Conference kit 3 [1] for 120 persons
- **Communication with participants**: registration and communication before the event and post-event activities, excluding mailing of invitation package
- **Database of invitees and list of participants for 120 persons**
- **Event website**
- **1 moderator for the plenary sessions**
- **On-site secretariat:** on both meeting days and at both venues
- **Interpretation** : 2 local interpreters for simultaneous interpretation during the plenary sessions in Cedefop (EN→EL and EL→EN)
- **Photographic services**: 1 session, digital format including production of slideshow (afternoon of first meeting day)
- **Technology support services and equipment**:
    - V1 + S2 + T1 for a session of 45 min to 2 hours
    - 1 clip-on microphone

  NB all equipment will be needed at Cedefop, as the other venue provides equipment.

- **Transfers and on-site transportation**:

[1] Types of Conference kits are to be found in the Financial Offer (Annex H1)

Day 1

- 9:30: 40 persons from the hotel to Cedefop (distance up to 25 km)
- 9:00: 70 persons from the hotel to another conference venue (distance up to 40 km)
- 12:30: 70 persons from the other conference venue to Cedefop (distance up to 25 km)
- 22:00: 110 persons from Cedefop back to the hotel (distance up to 25 km)

Day 2

- 9:30: 40 persons from the hotel to Cedefop (up to 25 km)
- 9:00: 70 persons from the hotel to another conference venue (up to 40 km)
- 12:30: 70 persons from the other conference venue to Cedefop (up to 25 km)
- 16.00: transfers from Cedefop to hotel or to airport for 80 persons (up to 60 km)

- **Protocol and security**: 2 VIPs in the morning session of the first day

Event 2:

Workshop with 20 external participants and 5 Cedefop participants of a duration of 1 ½ days in Brussels at the premises of the European Economic and Social Committee (EESC)

- **Documents and conference materials**: Conference kit 2 for 25 persons
- **Catering**: 1 dinner for 25 persons (between 20.00 and 22.30 hrs)

Event 3:

Seminar with 65 external participants and 10 Cedefop participants of a duration of 1 day in a hotel in Thessaloniki (outside Cedefop's premises).

The event starts at 09.30 hrs with two coffee breaks (11.00-11.30 and 15.30-16.00) and ends at 17.30 hrs. Lunch is served between 13.00 and 14.00 hrs. Dinner is scheduled from 20.30 to 22.30 hrs :

- **Accommodation**: for 65 persons
- **Catering, meals and refreshments**: 1 lunch and 2 coffee breaks on-site and 1 dinner in a different venue provided by a different caterer for 75 persons
- **Communication with participants:**all tasks inclusive, i.e. mailing of the invitation package, registration and communication before the event and post-event activities
- **Database of invitees and list of participants for 75 people**
- **On-site secretariat**
- **Technology support services and equipment**
    - Microphone and sound installation for up to 100 persons
    - Table microphones at (1 individual microphone for up to 5 persons (panel), audience: 1 microphone to be shared by 2 persons), receiver sets including headphones
    - 1 wireless hand microphone
    - Presentation screen and monitors (up to 100 persons)
    - Overhead projector, 3000 lumens
    - 1 PC with internet connection (MS package) for speakers
    - 1 PC with internet connection (MS package) for PCO on-site secretariat
    - High speed photocopier, black-white for PCO on-site secretariat

    - Colour printer for PCO on-site secretariat
    - IT/audiovisual technician in Thessaloniki (price per man-day)
- **Transfers and on-site transportation**: from hotel to restaurant venue and from restaurant to hotel for 52 persons (up to 25 km each ride)
- **Venue**

Event 4:

Special event for the anniversary of one of Cedefop's networks: 28 network members from EU countries, 1 keynote speaker from Paris, 4 participants from Brussels, 20 local participants from Thessaloniki, 5 Cedefop participants.

Duration: 1 day outside Cedefop's premises in Thessaloniki (outside Cedefop's premises) starting at 9.30 and ending at 17.30

- **Accommodation:** for 32 persons
- **Event venue:** Search of suitable venue
- **Catering, meals and refreshments**: 1 lunch (13.00-14.00 and 2 coffee breaks (11.00-11.30 and 15.30-16.00) in the hotel for 57 persons
- **Special programme and entertainment**: A gala dinner with concert for 40 persons starting at 20.00 hrs
- **Communication with participants**: excluding mailing of invitation package
- **Database of invitees and list of participants**
- **Documents and conference materials** : Conference kit 4 for 57 persons
- **Photographic services**: 1 session (morning), digital format
- **On site secretariat**
- **Transfers and on-site transportation (Shuttle service for one day within Thessaloniki area up to 100 km)**:
    - 09:00: 32 persons from hotel to venue
    - 17:30: 32 persons from venue to hotel
    - 19:30: 32 persons from the hotel to restaurant
    - 22:30: 32 persons from the restaurant to the hotel
- **Event website**
- **Technology support services and equipment**:
    - Services V2+S1+T2 for a half-day session
    - Microphone and sound installation for up to 60 persons
    - 1 clip-on microphone
    - 2 wireless hand microphones
    - Presentation screen and monitors 4,5mx4m (up to 100 persons)
    - 1 PC with internet connection (MS package) for speakers
    - 1 Tablet, 12''
    - 1 PC with internet connection (MS package) for PCO on-site secretariat
    - 1 High speed Multi-Function Device (MFD) for PCO on-site secretariat
    - Overhead projector, 4000 lumens
    - IT/audiovisual technician in Thessaloniki (price per man-day)