ANNEX 3

FINAL DISSEMINATION CONFERENCE REQUIREMENTS

Date of the event

Month 13 (tentative)

Description and purpose of the conference

The conference will see the participation of a broad range of stakeholders. Its agenda and structure will be devised and agreed in close collaboration with the contracting authority. The observations and remarks from the participants to the conference will be an input to the final report.

Format

The conference is a one-day conference, with an introductory plenary session and three parallel break-out sessions in participatory format, meant to enable participants to address specific findings of the study.

The language of the conference will be English. No registration fee for the conference will be asked.

Speakers

In addition to the study team and Commission officials, a maximum of 5 external experts shall be foreseen.

Participants

A maximum 250 participants are expected.

No registration fees will be asked.

Participants other than the conference speakers will have to fund their own travel and subsistence.

Place/Venue

The event will take place in the city of Brussels in Belgium. The technical tender shall include the proposed venue with a description.

As a minimum, the chosen venue shall offer the following:

- One large entrance hall to allow for comfortable registration of the participants;
- One cloakroom/storage room (guarded) where traveling participants can deposit luggage/hang coats;

- One main hall for the plenary session, with large projection screen and beamer, audio facilities and seats for 250 people;
- A minimum of three smaller halls/rooms for break-out participatory sessions; these rooms should be equipped with projection screen, beamer, audio facilities and seats for at least 70 people. Seats should be organised around a total of ten tables;
- One open space (outside the plenary room) for coffee breaks;
- One room for secretarial coordination/work, which contains working tables, office chairs, a minimum of two desktop and/or laptop PCs, two printers (one black/white, another one colour);
- Wireless Internet connection;
- One room for the lunch providing space to at least 250 people (seated or standing).

For the purpose of the break-out sessions, the venue for the conference will need to be sufficiently spacious to allow for discussions to take place in a comfortable manner, i.e. not causing disruption to other parallel discussions.

Conference material

The Contractor will be asked to prepare the following conference material for the participants:

- A copy of the final version of the conference programme;
- The list of speakers and their respective biographical information (+ portrait pictures);
- A summary of the study conclusions for discussion;
- A note pad and pen;
- Name tags, speaker identification.

Security

The Contractor will make sure that the security standards of the venue are aligned on the security standards of Commission buildings at the time of the event.

Catering

The Contractor is responsible for booking and organising one lunch throughout the event.

This lunch shall be served in buffet form, and should include a number of hot and/or cold dishes, including for vegetarians.

Beverages (non-alcoholic) should also be made available to the conference participants during lunchtime.

For all meals, the Contractor will take into account possible diet restrictions of participants.

The Contractor will have to take care of the necessary arrangements for coffee breaks. Two coffee breaks (one in the morning, one in the afternoon) are to be held over the course of the event, during

which coffee, tea and non-alcoholic drinks will be served by dedicated staff to the conference participants.

Other practicalities

The Contractor will take care of the venue, invitations, registration and all other logistical arrangements for the conference. The Contractor will be in charge of the conference logistics including for example the drafting and follow-up of invitations, the organisation of the necessary IT equipment (in so far as it is not provided with the venue).