INVITATION TO TENDER
PRESENTATION MANAGEMENT SYSTEM

47th Union World Conference on Lung Health
26-29 October 2016

October 2016
Presentation Management System

Request for Proposal (RFP) Reference number 2016.UWCLH-PMS.02

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 for the 47th World Conference on Lung Health to take place in Liverpool, UK, 26-29 October, 2016. The International Union against Tuberculosis and Lung Disease is an organization 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 solution 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 World Conference on Lung Health seeks to create a space for systematic analysis of the latest evidence, build on the latest recommendations and bring forward new solutions to end TB and improve lung health worldwide. Participants at previous conferences have included parliamentarians, ministers, medical leaders, heads of international agencies, private sector champions, community advocates and TB survivors.

This year’s programme includes 51 symposia, 2 Late-breakers, 15 workshops, 7 post-graduate courses, 22 oral abstracts sessions, 9 Short Oral Abstracts in 5 sessions, 136 E-Posters in 14 sessions, 585 Posters in 57 sessions, 12 abstracts for the Community Common

The provider should be a public institution, company, individual operating in the field of presentation management with proven expertise in organizing 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 supplier should identify dedicated staff to the presentation management system on a part- or full-time basis to ensure training of secretariat personnel, responsive support for stakeholders and staff, timely customization of existing framework when and where necessary and troubleshooting as needed.

To ensure a smooth flow of execution during the event, an established presence in the UK is mandatory.
1) Format of the conference:

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<td>Workshops</td>
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<td>Inaugural Session</td>
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<td>Welcome Reception</td>
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<td>Plenary Session</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 26-29 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 speaker 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.

Webcast: The following type of sessions would be webcast and posted on the conference website:

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

These sessions may be livestreamed. Satellite or side-meeting organisers interested in webcast or livestream their sessions would do so at their own cost.
Livestreaming: The following sessions may be livestreamed:
  a. Inaugural Session
  b. Plenary Sessions
  c. Closing Session

PowerPoint presentations: PowerPoint presentations should be made available for the sessions below. These presentations should be accessible to the attendees after the conference.
  a. Post-graduate Courses
  b. Workshops
  c. Abstract

2) Prior to the conference

The Union will provide all relevant programmes and presenter information. A test synchronisation between the presentation and online Application must be successfully completed immediately before and after the conference opening.
- Provide examples used for clients in the past:
  o for software, format, etc. for presenters to upload their presentations
  o for onsite staff (preview room & meeting rooms)
  o for presenters on how to use the materials in the meeting rooms

3) Onsite

Speakers Centre
The space for the Speaker centre will be provided by the organisers. The staff in the preview room will be the first contact with presenters so it is extremely important that they are professional. The staff should be trained and accustomed with the presentation management system, cross-cultural communication, and international delegation.

Monday, 24 October 2016: set-up

Opening hours
Tuesday, 25 October 2016 08:00 to 18:00
Wednesday, 26 October 2016 07:00 to 19:00
Thursday, 27 October 2016 07:00 to 19:00
Friday, 28 October 2016 07:00 to 19:00
Saturday, 29 October 2016 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.
- 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.
- Presentations should be available to the organizer, rapporteurs, and media 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 and AV supplier for a smooth running of the conference.

4) After the conference
- Presentation webcasts management: the link to the platform should be posted on the conference website by end of each day.
- 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.

5) Bid components

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 will engage in promotion of tobacco, activities involving child labor, trafficking in arms or persons, sexual exploitation or discrimination in any form)

- Describe:
  o the construction of the platform for the upload of presentations: tools, process for uploading, format, guidelines, storage and back-up system
  o the network plan
  o the functionalities of the equipment in the preview room
  o the functionalities of the equipment in the meeting rooms, including screen shots if possible
  o the recording (audio/video), livestreaming and webcasting systems
  o the technical requirements including required connections for each meeting room

- A calendar with the list of tasks to implement

- Speaker Preview Room:
  o Assist presenters to upload, double-check, test and validate their presentations.
  o Ask presenters to sign the consent form for their presentations to be webcasted and posted on the conference website.
  o Take picture of each presenter (with their consent) for webcast.
  o Brief chair persons on session changes.

- 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)
Bidders should prepare the proposal and provide relevant and documents related to their proposal in English not later than Friday 10th June to Bids@TheUnion.org

1. A confirmation of intentions to submit a bona fide proposal and designate its representative to whom communications may be directed
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 2016.UWCLH-PMS.02

Any questions or requests for clarification can be submitted to the same email address.

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.

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.

Proposals offering partial or full services for the total requirements are welcome. 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 organization”. The lead organization will be responsible for undertaking all negotiations and discussions with, and be the main point of contact for The Union. The lead organization and each member of the consortium will be jointly and severally responsible for the proper performance of the contract.

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

Proposals must be received no later than 5 August at 17:00 hours, GMT. 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. 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.

The proposal submitted should be on two parts: Technical and Financial.

- For the technical part, no later than 5 August at 17:00 hours, GMT, the bidder is requested to complete and return by email to The Union at bids@theunion.org.

  1. Proposals including services for the partial or full requirement
  2. All corresponding, forms, terms and specifications contained in this RFP
  3. Email subject line: Technical RFP 2016.UWCLH-PMS.02

- For the financial part, no later than 5 August at 17:00 hours, GMT, the bidder is requested to complete and return by email to The Union at bids@theunion.org.

  1. The financial proposal should include all the services to be provided and an itemised budget
  2. The period of validity of the bid
  3. Email subject line: Financial RFP 2016.UWCLH-PMS.02

The email subject must include the bid reference number available on the second page of this RFP.

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.