TECHNICAL SPECIFICATIONS

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| **Title:** | **LOT 1: World Water Week Opening, Laureate Symposium, High-level Plenary & Closing** |
| **Reference:** | **World Water Week 2019 - 2020: media services** |

# General information

This document contains the required technical specifications for Lot 1 (not to be modified by the Tenderer). This document contains checkboxes and text fields to be filled in by the Tenderer.

The Tenderer **must** submit this document as part of its Tender for Lot 1.

Square brackets “[…]” and checkboxes “[ ] ” indicate fields to be filled in by the Tenderer.

**I. Assignment description**

SIWI seeks a strong production team to film and livestream\* the World Water Week 1) Opening, 2) Closing and 3) Laureate Symposium, 4) high-level plenary, at Tele2 Arena in Stockholm in 2019 and 2020. Previous years can be found here: <https://vimeo.com/286386216> (\*The Opening and Closing will be livestreamed. Others are TBC)

In addition, SIWI seeks a producer to work with the production team, SIWI project lead, and high-level speakers to deliver the Opening Ceremony.

Event times as follows (all times TBC)

* Opening – Monday of the conference, 9:30am-11:00am
* Laureate Symposium – Wednesday, 9.00am-12.00pm (date TBC)
* High-level plenary – Thursday 29 August TBC, (max 2 x 90min back-to-back sessions).
* Closing – Friday 30 August 2019, 9.00am – 12pm

*Please note: Travelling to/from Stockholm and accommodation will not be covered. Lunch will be provided on-site during World Water Week for staff working 6 or more hours/day.*

## Project management

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| **Description:** Project manage the delivery of 1.2-1.6 in 2019 and 2020. * Meet with SIWI team to plan events and discuss specific requirements, including the implications of the new venue (April-June)
* Competently project manage (including staff) throughout planning process, and during set-up and take down as required
* Full availability to set up/take down and during World Water Week
* Available to be contacted from April and August (at least) including during the summer

**Please provide:** Please provide estimated hours (per year), hourly or day rate, bio/CV on proposed project manager(s) plus limitations to availability.  |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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## Opening Ceremony

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| **Description:** Official opening of World Water Week on Tele2 Arena main stage. Example: <https://vimeo.com/286386216>* Professionally and competently produce this event.Responsibility will include rehearsals in the days before the event, liaising with SIWI, and the venue regarding technical requirements.
* Run rehearsals the day before the event, and coach high-level speakers to help ensure a high caliber event
* Liaise with the venue/PCO regarding technical requirements
* Professionally and competently film
* Livestream this event through SIWI channels

Event will include:* Keynotes, panel(s)
* PowerPoint presentations (tbc) and background graphics (provided by SIWI).
* A livestream placeholder (provided by SIWI)
* Runsheet provided either by SIWI and/or a producer as outlined in this specification.
* Translation booth (TBD)

**Please provide:** Please provide at least two (2) solutions representing different price points, with a short justification for the recommended option. PLUS please also indicate 1) additional costs for live coordinated PowerPoint, and 2) an hourly rate for post-production if required (e.g. to break session into speaker-specific videos). Translation *services* are not included in this tender. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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## Laureate Symposium

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| **Description:** High-profile event during World Water Week designed to celebrate the Laureate and his or her area of expertise. Previous years can be found here: <https://vimeo.com/287251519> and <https://vimeo.com/287264102> * Professionally and competently film this event, with an option for livestreaming through SIWI channels
* Rehearsals the day before the event

Event will include:* Keynotes and panel(s)
* PowerPoint presentations and background slides (provided by SIWI).
* A livestream placeholder if required (provided by SIWI)
* Video or video conferencing (TBD)
* Runsheet provided by SIWI.
* Translation booth (TBD)

**Please provide:** Please provide at least two (2) solutions representing different price points, with a short justification for the recommended option. PLUS please also indicate 1) additional costs for live coordinated PowerPoint, and 2) an hourly rate for post-production if required (e.g. to break session into speaker-specific videos). Translation services are not included in this tender. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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## High-level plenary

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| **Description:** High profile event during World Water Week. Previous years can be found here: https://www.facebook.com/SIWIwater/videos/315923469171617/* Professionally and competently film this event, with an option for livestreaming on SIWI channels
* Rehearsals the day before the event.

Event will include:* Keynotes and panel(s) (either in seminar of Fishbowl format)
* A livestream placeholder if required (provided by SIWI)
* PowerPoint presentations and background slides (provided by SIWI).
* Video or video conferencing (TBD)
* Runsheet provided by SIWI.
* Translation booth (TBD)

**Please provide:** Please provide at least two (2) solutions representing different price points, for both the traditional seminar set-up AND a fish bowl format, (4 options in total) with a short justification for the recommended option. PLUS please also indicate 1) additional costs for live coordinated PowerPoint, and 2) an hourly rate for post-production if required (e.g. to break session into speaker-specific videos). (Seminar format only) Translation services are not included in this tender. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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## Closing plenary

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| **Description:** Official closing of World Water Week (likely also on main stage). Previous years can be found here: https://vimeo.com/287661848* Professionally and competently film and livestream this event,
* Rehearsals the day before the event, and liaising with SIWI, and the venue regarding technical requirements.

Event will include:* Keynotes and panel(s)
* PowerPoint presentations and background graphics (provided by SIWI).
* A livestream placeholder (provided by SIWI)
* Video or video conferencing (TBD)
* Runsheet provided by SIWI.

**Please provide:** Please provide at least two (2) solutions representing different price points, with a short justification for the recommended option. PLUS please also indicate 1) additional costs for live coordinated PowerPoint, and 2) an hourly rate for post-production if required (e.g. to break session into speaker-specific videos). Translation services are not included in this tender. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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## Distribution

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| * Links for all events provided to SIWI at least one month in advance for livestreaming/promotion via SIWI’s chosen channels social media.
* SIWI will be granted the right to make copies of the film, and to share the film offline and online.
* Full version uploaded onto SIWI media platform(s) within 12hrs of the event
* Additional b-roll footage will be uploaded to SIWI’s server within 24hrs of each event, and SIWI will be given permission to adapt, use and share this material.
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| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
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