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. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
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