TECHNICAL SPECIFICATIONS

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| **Title:** | **LOT 5: Sofa** |
| **Reference:** | **World Water Week 2019 – 2020: media services** |

# General information

This document contains the required technical specifications for Lot 5 (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 5.

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

**I. Assignment description**

The Sofa has been an important component of World Water Week for the past four (4) years. A cross between an interview studio and a speakers’ corner, the Sofa consists of a series of live interviews conducted by a third party, that are broadcasted live/on demand from World Water Week, through the SIWI’s Vimeo and in some instances, via SIWI social media channels.

SIWI seeks full video production support and limited project management support to help us deliver the Sofa during the World Water Week in 2019 and 2020.

The Sofa will take place in one part of the World Water Week exhibition area at Tele2 Arena. Example here: <https://vimeo.com/287449613>

*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.*

## 5.1 Project Management

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| * Meet with SIWI team to agree timelines and staging requirements * Competently project manage (including staff) throughout planning process, and during set-up and take down as required * Full availability to set up on 24 August, and take down on 30 august * Available to be contacted in May and August (at least)   *Note:* Content is not included in this procurement. Stage structure, furniture and signage is not included in this procurement. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
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## 5.2 Staging & equipment

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| * Provide and set-up, together with the venue, suitable stage lighting (stage size 3,5m\*3,5m). Includes transport and set up the day before the conference starts and break down either on the second last night or last day of the Week (Stage to be provided by SIWI, decided together with you). * Provide and set-up filming equipment suitable for filming live interviews, including post-production. * Provide max six (6) head mics (journalist plus guests), mixer & mixer table, IR transmitter (for audience to be able to listen to the interview on site) for the week. Headphones will be provided by the venue. * Mic and powder guests to prepare them for interviews and ensure sound quality   *Note:* Content is not included in this procurement. The stage structure and signage are not included in this procurement. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

## 5.3 Filming

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| * Film and live produce up to eight (8) interviews per day of World Water Week 2019 and 2020, on-site. * The interviews take the format of either one 20-25 min interview or one 15 min interview plus a 3 min interview part (both live, no editing). *Please note* that the second option needs to be cut as two separate videos, but connected via name, and appear just after one another. * Each interview should appear as part of a series, with intro jingle, and consistent and accurate name signs and ready to be upload as SIWI needs. The jingle and style guidelines will be provided by SIWI.   **Please provide** at least two (2) solutions for segment 5.3 that represent different price points, with a short justification for the recommended option. Please also provide examples of relevant work.  *Note:* Internet and power are provided by the venue | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

## 5.4 Distribution

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| * SIWI will be granted the right to share the film offline and online. * The original footage will be uploaded to SIWI’s servers, and SIWI will be given permission to adapt, use and share this material. * Links to the separate videos provided to SIWI at least one month in advance for livestreaming via social media. * Full versions uploaded onto SIWI chose platform at completion of each interview (or at least within 24h) (links provided at least one month in advance) | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |