TECHNICAL SPECIFICATIONS

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| **Title:** | **LOT 9: World Water Week session livestreaming** |
| **Reference:** | **World Water Week 2019 - 2020: media services** |

# General information

This document contains the required technical specifications for Lot 9 (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 9.

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

**I. Assignment description**

SIWI seeks an agile team to livestream select World Water Week sessions at Tele2 Arena in 2019 and 2020. Livestreaming will be straight to social media platforms. Session formats will vary but are either 45 or 90 mins in duration (including networking or Q&A).

Please note: This will involve a fee to session convenors and will therefore be demand-based. It is important that solutions proposed take into consideration our audience and their budget considerations. Based on this, there could be up to 12 sessions taking place at any given time – although it is likely to be only a couple per stream at most – especially in the first year..

*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 this Lot 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 own staff on-site
* 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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## Session livestreaming

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| **Description:** Livestreaming of various World Water Week sessions – either 30mins, 60min or 75 mins in length. * Professionally and competently livestream sessions as requested, through SIWI and/or partner channels.
* Liaise with SIWI, and the venue regarding technical requirements.

You will receive:* A livestream placeholder (provided by SIWI)
* Session list, including room, day/time, key contact and session format (provided by SIWI).

**Please provide:** As session formats can vary, please consider both a seminar set-up, as well as a flexi-room approach (roaming camera). Please provide at least two (2) cost-efficient solutions per format option, 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) and 3) the number of sessions your team could accommodate at any given time. Translation *services* are not included in this tender. |
| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
| [....................................] |

## Distribution

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| * Tenderer will receive admin log-ins to channels through which livestream should take place before the event
* Full version uploaded onto SIWI video platform within 12hrs of the event
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| ARE THE REQUIREMENTS FULFILLED? | [ ]  Yes [ ]  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** |
| [....................................] |