

Provision of events services for EEA

Event 1: - Prepare a one-day conference with EEA as sole organiser

Technical description

Participants: App 120 participants from all 31 EEA member countries

Venue: Conference facility in Brussels

Date: January 2004

Planning

- Participate in three planning meetings at the agency, each lasting two hours.
- Prepare time plan with deadlines for technical preparations.
- Prepare cost estimate.

Preparation

- duplicate and dispatch of 200 invitations, consisting of a one page cover letter and a four-page A4 programme in C4 envelopes with address stickers (including postage)
- duplicate and dispatch of 100 reminders with the same content as above (including postage)
- duplicate and dispatch of 120 kits of background material consisting of a 100 page thick b/w A4 document in C4 envelope with address sticker (including postage)
- receive accepted invitations and pre-register participants
- assist with travel and accommodation arrangements for 60 participants in the form of booking of air tickets and hotel (to be paid directly by participants)
- select and book event venue (NB: the actual rental fee is not to be included in the sample quotation, only costs associated with selecting and booking a venue)
- maintain contact with venue subcontractor and oversee technical preparation of venue
- prepare and produce info packs for participants containing name badge, three background documents, each of 50 photocopies pages + colour front cover, canvas carrying bag with imprint in four colours and A4 size
- transport conference material to the venue
- design and produce displays in the form of ten 70x100 cm four colour enlargements, mounted on 5mm lightweight board, from text and images delivered in electronic format by the agency
- transport to the venue, mount, dismantle and return transport of the displays

Event execution

- maintain contact with conference venue provider in order to solve practical problems during the event
- man an on-site registration point for the duration of the event, preparing info packs for participants, undertake registration, responding to requests
- provide technical support to prepare and manage audiovisual equipment
- provide service staff to ensure that the exhibit remains tidy, refilling brochure racks and hand out printed information

Event 2: Prepare a two-day workshop with EEA as sole organiser

Technical description

Participants: App 25 participants from EEA member countries

Venue: Conference facility in Copenhagen

Date: January 2004

Planning

- Participate in three planning meetings at the agency, each lasting two hours.
- Prepare time plan with deadlines for technical preparations.
- Prepare cost estimate.

Preparation

- duplicate and dispatch of 50 invitations, consisting of a one page cover letter and a four-page A4 programme in C4 envelopes with address stickers (including postage).
- duplicate and dispatch of 25 reminders with the same content as above (including postage).
- duplicate and dispatch of 25 kits of background material consisting of three 100 page thick b/w A4 documents in C4 envelope with address sticker (including postage).
- receive accepted invitations and pre-register participants.
- assist with travel and accommodation arrangements for 10 participants in the form of booking of air tickets and hotel (to be paid directly by participants).
- select and book event venue (NB: the actual rental fee is not to be included in the sample quotation, only costs associated with selecting and booking a venue).
- maintain contact with venue subcontractor and oversee technical preparation of venue.
- prepare and produce info packs for participants containing name badge, three background documents, each of 50 photocopies pages + colour front cover.
- transport conference material to the venue.
- design and produce displays in the form of five 70x100 cm four colour enlargements, mounted on 5mm lightweight board, from text and images delivered in electronic format by the agency.
- transport to the venue, mount, dismantle and return transport of the displays.

Event execution

- maintain contact with conference venue provider in order to solve practical problems during the event.
- man an on-site registration point for the duration of the event, prepare info packs for participants, undertake registration, responding to requests.
- provide technical support to prepare and manage audiovisual equipment.
- provide service staff to ensure that the exhibit remains tidy, refilling brochure racks and hand out printed information.

Event 3: Prepare a two-day conference with EEA and ETC/WMF
(<http://waste.eionet.eu.int/organisation>) as organisers

Technical description

Participants: App 50 participants from all 31 EEA member countries

Venue: EEA premises in Copenhagen

Date: January 2004

Planning

- Participate in three planning meetings at the agency, each lasting two hours.
- Prepare time plan with deadlines for technical preparations
- Prepare cost estimate

Preparation

- duplicate and dispatch of 100 invitations, consisting of a one page cover letter and a four-page A4 programme in C4 envelopes with address stickers (including postage).
- duplicate and dispatch of 50 reminders with the same content as above (including postage).
- duplicate and dispatch of 50 kits of background material consisting of three 100 page thick b/w A4 document in C4 envelope with address sticker (including postage).
- receive accepted invitations and pre-register participants.
- assist with travel and accommodation arrangements for 25 participants in the form of booking of air tickets and hotel (to be paid directly by participants).
- maintain contact with logistics unit at EEA and help oversee technical preparation of venue.
- prepare and produce info packs for participants containing name badge, three background documents, each of 50 photocopies pages + colour front cover, canvas carrying bag with imprint in four colours and A4 size.
- transport conference material to the venue.
- design and produce displays in the form of five 70x100 cm four colour enlargements, mounted on 5mm lightweight board, from text and images delivered in electronic format by the agency.
- transport to the venue, mount, dismantle and return transport of the displays.

Event execution

- maintain contact with EEA logistics unit in order to solve practical problems during the event.
- man an on-site registration point for the duration of the event, preparing info packs for participants, undertake registration, responding to requests.
- provide technical support to prepare and manage audiovisual equipment.
- provide service staff to ensure that the exhibit remains tidy, refilling brochure racks and hand out printed information.