

**Specimen quotations for events services: work framework contract for EEA**

**Technical description – Event 1**

**Prepare a one-day conference with EEA as sole organiser**

Participants: Approximately 120 participants from all 29 EEA member countries  
Venue: Conference facility in Brussels  
Date: January 2003

**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 200 invitations, consisting of a one page cover letter and a four-page A4 programme in C4 envelopes with address stickers provided by EEA (including postage)
- duplicate and dispatch 100 reminders with the same content as above (including postage)
- duplicate and dispatch 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 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 information packs for participants containing name badge, three background documents, each of 50 photocopied 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 information packs for participants, undertake registration, respond 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

## **Technical description – Event 2**

### **Prepare a two-day workshop with EEA as sole organiser**

Participants:                Approximately 25 participants from EEA member countries  
Venue:                        Conference facility in Copenhagen  
Date:                         January 2003

#### **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 50 invitations, consisting of a one page cover letter and a four-page A4 programme in C4 envelopes with address stickers provided by EEA(including postage)
- duplicate and dispatch 25 reminders with the same content as above (including postage)
- duplicate and dispatch 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 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 information packs for participants containing name badge, three background documents, each of 50 photocopied 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, respond 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

## Technical description – Event 3

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

Participants: Approximately 50 participants from all 29 EEA member countries  
Venue: EEA premises in Copenhagen  
Date: January 2003

#### 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 100 invitations, consisting of a one page cover letter and a four-page A4 programme in C4 envelopes with address stickers provided by EEA (including postage)
- duplicate and dispatch 50 reminders with the same content as above (including postage)
- duplicate and dispatch 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 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 information packs for participants containing name badge, three background documents, each of 50 photocopied 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, respond 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