

GENERAL INFORMATION

Title of Consultancy: Service Provider for Conference Technical Equipment

Application Closing Date: 20 September 2022

Consultancy Start and End Date: From October 2022 until 15 Dec 2022

Location of Consultancy: Washington D.C., USA

BACKGROUND

Transparency International (TI) is the global civil society organisation leading the fight against corruption. Through more than 100 chapters worldwide and an international secretariat in Berlin, Germany, TI raises awareness of the damaging effects of corruption and works with partners in government, business, and civil society to develop and implement effective measures to tackle it.

The Transparency International Secretariat (TI-S) in Berlin is seeking a Service Provider for Conference Technical Equipment for delivery of the [International Anti-Corruption Conference 2022](#) that is taking place at the [Omni Shoreham Hotel](#) from 6-10 December 2022 under the umbrella theme of '**Uprooting Corruption: Defending Democratic Values**'. Congress planning is underway, creating a five day 1500 in-person event, and for a virtual audience of up to 10,000 people online via the [Hopin platform](#). The event agenda is driven by 7 high level plenary sessions, and up to 60 workshop sessions with up to 7 sessions taking place in parallel. *Please note that hotel rooms and F&B with catering are already planned and not part of this tender.*

The [International Anti-Corruption Conference \(IACC\)](#) is the world's premier global forum for bringing together heads of state, civil society, the private sector and more to tackle the increasingly sophisticated challenges posed by corruption. Established in 1983, the IACC takes place usually every two years in a different region of the world, and hosts from around 1500 participants for the in-person event from over 140 countries. **Conference participation will be available online to a virtual audience of 10,000 via Hopin.**

The IACC advances the anti-corruption agenda by raising awareness and stimulating debate. It fosters networking, cross-fertilisation and the global exchange of experience that are indispensable for effective advocacy and action, on a global and national level. The conferences also promote international cooperation among government, civil society, the private sector, and citizens by providing the opportunity for face-to-face dialogue and direct liaison between representatives from the agencies and organisations taking part.

OBJECTIVES

- Deliver, set up and implement the necessary additional equipment for the Omni Shoreham hotel facilities that this congress needs to deliver a logistically sound conference for:
 - 1200-1500 in-person event
 - and to an online audience of approx.10,000 via the Hopin platform (Hopin Enterprise Plan)
- Work together with the Omni Shoreham venue team for event set up and technical assistance
- For this hybrid event, plan and coordinate an AV production team to work with the Hopin platform, integrating seamless online conferencing with the in-person event
- Cater for AV and technical equipment for 7 plenary sessions in the 'Regency Ballroom'
- Provide AV and technical equipment for 7 workshops running in parallel

- Provide necessary equipment for press room, training and meeting rooms as advised below
- Work with Omni Shoreham to ensure the availability of a secure, dedicated wireless network for event attendees
- Work with Omni Shoreham to ensure wired network connectivity in all plenary and workshop rooms, providing internet access of no less than 50 Mbps download and upload.
- As a separate budget line for this tender, suggest interpretation strategy outlining costs for the plenary sessions
 - Provide interpretation equipment and interpretation plan for plenary sessions into the 6 UN languages

EXPECTED DELIVERABLES AND TIMELINE

In consultation with the IACC team, review and cater for necessary equipment based on IACC2022 Floor plan for the Omni Shoreham Venue. The timeline to begin planning these services is immediately, for sound execution in December.

For the plenary set up in the Regency Ballroom:

- Plenary stage technical management
- Plenary set up: Podium equipment for MC or keynote speeches
- Be ready to set up as advised for high level dignitaries
- Microphones for up to 7 people with a half-moon seating set up (WEF style)
- Headsets for up to 7 people to access interpretation
- Large screen on stage, or two screens to each of stage side
- Plenary stage spot lighting
- Camera production team for plenary broadcasting via Hopin to virtual participants
- Provision of an RTMPS feed of on-site audio and video for streaming in Hopin
- Management and production of the online stream using the Stage functionality within Hopin, potentially via Streamyard.
 - Production of the live stream includes switching between and presenting side-by-side the on-site, online, and pre-recorded elements of the plenary. There should also be TI-branded intro and outro screens and personalised captions for each panellist.

For the workshops running in parallel:

Provide AV and technical equipment for 7 workshops running in parallel (there will be 60-65 workshops sessions throughout the conference days) Workshop set up includes beamer for PowerPoint presentations, speakers for video/audio, microphones for 5 panellists, 1 roaming microphone for Q&A for the on-site audience

- All workshops will be broadcasted to the virtual audience via Hopin. Provide AV production team to coordinate online conferencing to the virtual audience via the Sessions functionality within Hopin. Q&A to the online audience can be provided via the chat function on Hopin.
- Please indicate the cost difference between offering one and two cameras per workshop session for long shot and close up of presenters
- Large screen on stage to allow contribution from online panellists and limited online audience participation
- 7 separate workshop rooms ranging from 60 to up to 150 persons each.
 - Set up: 4 in theatre style with podium and table for up to 5 people to speak and 3 in fishbowl style (interactive circles, no podium)

Other Rooms:

- Set up of IACC Cinema equipment for screening of anti-corruption documentaries
- For the IACC Cinema: Region-free DVD player with audio connection to mixing board or receiver then out to the speakers & VGA or HDMI connection to projector.
 - Laptop with audio connection to mixing board or receiver then out to speakers & VGA or HDMI connection to projector.

- Ability to switch between video and audio inputs easily and quickly (i.e., DVD player and laptop)
- Two or four high-quality speakers on stands for cinema audio. Either two at the front or four at each corner of the space – preferably the latter
- Provide technical equipment for 2 training rooms (beamer for PowerPoint and speakers for audio)
- Provide technical equipment for 1 large meeting room (beamer for PowerPoint and speakers for audio)
- Provide printing facilities for 2 of the meeting rooms and press centre

Interpretation services:

- Suggest strategy for equipment and expert interpretation by native speakers into the 6 UN languages for the plenary sessions and where needed, related evening events (i.e., English, French, Spanish, Chinese, Russian and Arabic) of 1:30 hours each.
- [Interpretation](#) (plenary sessions only) must be available to both on-site and online attendees
- It is assumed that interpretation services will be provided remotely

Technical Staff:

- 1 stage manager to coordinate technical facilities (protocol, cues for master of ceremonies, light, digital display, sound etc.) for the plenary sessions
- AV production team to coordinate broadcasting via Hopin for the online conference
- Provide the sound and lighting systems for plenary and as needed special events facilities
- Supply technicians in each session room to quality assure and resolve issues with sound, and support with any technical issues

All presentations and reports should be submitted in English, in electronic form, in accordance with the deadlines stipulated above. The Consultant is responsible for editing and quality control of language. The TI Secretariat retains the sole rights with respect to all distribution, dissemination, and publication of the deliverables.

SELECTION CRITERIA

The Service Provider should consider the following:

- Ability to present cost effective solutions for set up with competitive market prices
- Experience delivering in the Omni Shoreham venue in D.C. can be an advantage but not compulsory, please specify
- Experience of producing hybrid events and familiarity with Hopin an advantage but not compulsory, please specify
- Show professional expertise and demonstrated proof of delivering on an event of this size
- Commitment to a service orientated and quick response to troubleshooting
- Ability to plan and execute financially sound and transparent budgeting processes
- Demonstrated ability to cater for digital conferencing with the in-person event

REMUNERATION AND COSTS

The applicants should provide their estimated total fee as a lump sum or as standard daily or hourly rates as **gross inclusive of taxes and other charges**. This tender **seeks cost effective solutions for set up with competitive market prices**.

OTHER INFORMATION

The successful profile should demonstrate capacity to plan and deliver a logistically sound event that integrates an online with an in-person conference. High quality, a service orientated approach and financial transparency regards anticipated costs are important for the role.

HOW TO APPLY

The application should include the following documents in English:

- Business proposal with quotes and clear indicative budget breaking down costs
- Executive timeline
- Motivation letter and overview of staff to deliver on the set up and troubleshooting
- A sample of relevant previous work (and if possible, a link showing delivery of the event) (confidentiality guaranteed).

Please indicate “**Service Provider for Conference Technical Equipment**’ in the subject line of your email application. Applications should be sent in English by email to IACC team at coc@transparency.org by close of business of **20 September 2022**.

Please note that only shortlisted applicants will be contacted.

The Transparency International Secretariat is committed to creating an inclusive work environment where diversity is valued and where there is equality of opportunity. We actively seek a diverse applicant pool and therefore welcome applications from qualified candidates of all regions, countries, cultures, and backgrounds.

Selection of candidates is made on a competitive basis, and we do not discriminate on the basis of national origin, race, colour or ethnic background, religious belief, sex, gender identity and expression or sexual orientation, marital or family status, age, or ability. We kindly ask applicants to refrain from including in their application information relating to the above as well as from attaching photos.

Data protection

When you respond to this tender and submit your application, you provide consent that Transparency International e. V. keeps your application materials for the period of ten years according to German legal requirements. Afterwards Transparency International will delete your application and any personal data included in it. If you have any questions, please reach out to dataprotection@transparency.org