

Annex I to Tender specifications

Conferences and Events - Case study

Assignment for a bid for

Meeting on development of a handbook for teachers, Berlin, 15-16 May 2017

In no more than 3 pages (Times New Roman 12, single spaced) and by using attached template for financial offer produce a **bid** (technical and financial) based on the conditions as described in the Technical Specifications; also describing the approach adopted in the overall planning and execution of the meeting as well as possible critical areas and corrective actions.

Dates and draft agenda:

Monday, 15 May 2017

09:00-18:00 Meeting (two coffee breaks covered by FRA)
13:00-14:00 Lunch (covered by FRA)
19:00-22:00 Dinner (covered by FRA)

Tuesday, 16 May 2017

09.00-15.30 Meeting (one coffee break covered by FRA)
13:00-14:00 Lunch (covered by FRA)

1. Participants:

- Approx. 38 external participants covered by FRA
- Up to 4 FRA participants (self-paying)
- Up to 5 EU Presidency participants (self-paying)
Total: Up to 47 participants

2. Conference venue

The venue is located in the city centre. It is available free of charge for us and includes all necessary technical equipment. No needs from the contractor.

The meeting will be held in English.

3. Accommodation:

Participants should be accommodated at a hotel in the city centre. Accommodation will be paid by FRA (exceptions to this rule will be communicated). Additional expenses, such as mini-bar, Pay-TV, phone calls, hotel bar etc. have to be covered by the participants and will not be paid by the FRA. Free WIFI for guests would be appreciated.

Reservation of rooms for 38 persons – incl. breakfast according to the registration forms for mainly 2 nights is required

Additional rooms for up to 4 FRA staff are to be reserved at the same hotels for 2 nights and will be covered by the Agency separately.

Participants should be encouraged to stay until the end of the meeting. Direct communication in EN with the participants concerning arrangements for accommodation is necessary. A simple registration process (either registration forms to be completed or simple online registration) is needed.

4. Catering

Entire catering will be covered by the FRA for up to 47 participants

- 3 coffee breaks at the meeting location
- 1 dinner at the hotel restaurant incl. beverages : 3 course menu; vegetarian and non-vegetarian options; coffee, tea, alcoholic and non-alcoholic drinks
- 2 lunches at the meeting location : warm buffet lunch (1 non-vegetarian - no pork - and 1 vegetarian option) containing a simple starter (vegetarian soup or salad), 2 options for main plate, 1 dessert, non-alcoholic beverages, tap water, coffee and tea.
- Beverages during the meeting.

Participation to the dinner according to registration.

5. Travel

Travel Reservations to be made for approx. **38** participants (coming from all EU Member States) according to completed participation forms (ETIX whenever possible). Flights have to be economy class.

Few participants might wish to travel by train. In this case first class tickets are accepted. Provision of train ticket or reimbursement upon delivery of tickets and invoice.

Direct communication in EN with the participants concerning all travel arrangements is necessary. The FRA should be informed about ticket prices and conditions before final booking (applicable for ticket prices above the average). Please ensure that participants are able to stay at the meeting until the end.

6. Sign language interpretation

The contractor is requested to provide sign language interpretation in EN.

7. Invoicing

The FRA covers the following costs:

- Conference costs for all participants (incl. travel, accommodation, catering, sign language interpretation etc.).
- Service fees of organisation.

MAX budget available: 40.000€